Jennifer E. Usrey-Scott

sylvrleef@gmail.com (360) 480-3566

## Employment

Department of Social and Health Services, ADS Office of Rates Management Lacey, WA

**Reimbursement Program Manager**

Business owner of a project to create a new program to replace the Electronic Rate Worksheet (ERW). This project is being conducted through the agile process and I am a key team member. For this project I attend numerous meetings, make business decisions, and explain the current system to the team members so that we build the best product possible. Since the product has gone live I have been a pivotal member in the decision process for prioritizing tasks for the project. Handle rate errors in ProviderOne (P1) by conducting research and working with Health Care Authority (HCA) to resolve the errors. Create and handle the rate batches that are sent to HCA for P1. Process Licensed Staff Residential (LSR) children's program rates. Conduct cost report training across the state. Conduct maintenance and updates for the ERW. Currently enrolled in the Developmental Job Assignment (DJA) class for Lean facilitation. Helped to create the ERW that is used statewide to process rate changes for 4000+ Supported Living (SL) clients. Processed and analyzed 150-400 rate changes a month for SL clients. Analyzed cost reports to determine accuracy of information and settlements. Helped with the transition from the prior payment system to the new Provider One (P1) payment system.

Department of Social and Health Services, ADSA Office of Rates Management Lacey, WA

**Cost Reimbursement Analyst 4**

Prepare provider final settlements using comprehensive examination reports, case mix index information and rate data. Act as the liaison between Office of Rates Management and Home and Community Services in payment issues made through the Social Services Payment System (SSPS) and the Medicaid Management Information System (MMIS). Perform research and analysis for the State of the State report that is published nationwide. Perform annual review and amendment of Nursing Home Cost Reports. Monitor and evaluate Safety Net Assessment for Nursing Home case load. Set Rates for Nursing Home case load of 15. Perform trust fund and accounts receivable audits at facilities.

Department of Social and Health Services, ADSA Office of Rates Management Lacey, WA

**Cost Reimbursement Analyst 3**

Assist in research, analysis, implementation, reviewing and examining a cost effective rate structure and payment system for each home and community setting. Prepare provider final settlements using comprehensive examination reports, case mix index information and rate data. Review and make adjustments to reimbursement requests by nursing home providers for compliance with federal and state laws and agency policies for the Nursing Assistant Certified Reimbursement program. Acts as the liaison between Office of Rates Management and Home and Community Services in payment issues made through the Social Services Payment System (SSPS) and the Medicaid Management Information System (MMIS). Perform research and analysis for the State of the State report that is published nationwide. Perform annual review and amendment of Nursing Home Cost Reports. Monitor and evaluate Safety Net Assessment for Nursing Home case load. Set Rates for Nursing Home case load.

Department of Corrections, Financial Coordination Unit Tumwater, WA

**Fiscal Analyst 2**

Monitor financial activity, maintain accounts, reconcile and record fiscal transactions. Perform analysis of fiscal activity in multiple funds. Assist fiscal related professional staff in financial methods and procedures. Provide excellent customer service. Prepare reconcile and analyze general ledger activity. Reconcile subsidiary ledgers to general ledgers. Assist in the development and training/instructional guidance on accounting concepts and procedures. Ensure capital assets purchased and Certificate of Participation (COP) assets financed have accurate expenditure coding in AFRS and are accurately recorded in the Capital Asset Management System (CAMS). Ensure expenditures and accruals are recorded in the proper fiscal month by fiscal month close for Interagency Payments (Program 600). Complete monthly fuel card audit.

Department of Corrections, Budget Office Tumwater, WA

**Budget Analyst 3**

Verify, prepare, and project data for the monthly budget status reports. Prepare, input, and review program allotments in The Allotment System (TALS). Prepare maintenance level decision packages as assigned for budget development. Program wide responsibility in creating and maintaining the Salary Projection System for the Institutional Services program. Conduct analysis of proposed legislation and prepare fiscal notes and bill analysis. Provide detailed analysis to Budget Resource Management staff and provide consultative planning, analysis, and projections as requested. Provide accurate and timely data to Executive Management and Stakeholders to make effective, sound decisions impacting the Department.

Department of Social and Health Services, DRF Medical Assistance Finance Olympia, WA

**Cost Reimbursement Analyst 3**

Prepare and maintain Certified Public Expenditure (CPE), Disproportionate Share Hospital (DSH) and ProShare databases for analysis, design and development of new methods, forecast models and management reports. Extensively review, design, develop and maintain reimbursement models for hospital and nursing home CPE payments. Formulate technical conclusions on complex issues for rates and payment methods by investigating system operations and payment histories. Discuss and recommend strategies for designing reimbursement methods.

## Education

University of Texas at Austin Houston, TX

**Certification as a Full Stack Developer**, degree granted 5/18

Washington State Department of Enterprise Services Olympia, WA

**Lean Facilitation Training**, awarded 8/16

Washington State Department of Social and Health Services Olympia, WA

**Certified DSHS Lean Practitioner**, awarded 7/16

University of Phoenix Online Phoenix, AZ

**Bachelor of Science in Accounting**, degree granted 7/09

Centralia Community College Centralia, WA

**Associates in Technical Arts (ATA) in Marketing and Management**, degree granted 3/03.