

James Byron Harvey, MA, MSHS, EdS, AAC, MHP, CMHS, BCPC

218 Gipple Street NE, Orting, Washington 98360. 425-314-7336. jimages2002@comcast.net

Letter of Intentional Objectives:

This letter addresses my interest in applying for a position within your organization. I am interested in meeting with you soon to interview and discuss potential employment regarding public service.

In my past position as the Quality Assurance Social and Health Program Consultant IV for Washington's largest residential intermediate care facility for adults with intellectual developmental disabilities, I handled monitoring programs, administrative compliance matters related to Rainier School's standard operating procedures, and standard operating procedures coordination, development, and deployment.

As the former SBHS Program Manager, I managed a statewide program for federal and statewide compliance involving the contract management of 10-13 million dollars, state planning, and regulatory policy oversight of this Medicaid (Title XIX) program for children from birth to twenty-one years of age. My job also consisted of program planning, developing, implementing training, and monitoring activities necessary to help school leaders improve program efficiency. My job provided expert technical assistance to over 200 contracted school districts and charter schools in Washington. My job also involved providing quality site reviews and auditing Medicaid paid claims when necessary. As the subject matter expert for the SBHS program, I regularly monitored data that reflected potential Medicaid billing irregularities and overpayments through the ProviderOne Medicaid Management Information System (MMIS). I handled developing the contracts, contract amendments, contract database monitoring for billing irregularities, and guiding participating school districts to become self-billing providers. Additional job responsibilities involved leading the state planning process, tribal relations, legislative bill analysis, completing and presenting congressional reports involving program expansion/recommendations, and conducting performance improvement projects to improve the SBHS program's quality compliance. I was directly involved in Medicaid billing investigations, resulting in the recoupment of Medicaid dollars and revising the Washington Administrative Codes to meet federal standards. As the Program Manager, I directly managed projects related to implementing the Affordable Care Act requirements, organization realignment activities, and LEAN improvement activities. Directly responsible for revising SBHS's Medicaid Provider Guide, representing SBHSs at the National Alliance for Medicaid in Education (NAME) and Education and Research Committees for four years. Served the SBHS program at the School Nurses Organization of Washington for three years and participated in internal and external stakeholder taskforces throughout the Washington State government.

I have extensive experience in human services/public services and clinical mental health. Since my career began in human services/public services, my vast experiences have included working with children, parents, family intervention, and counseling. The clinical emphasis involves sex offender treatment for juveniles and adults with intellectual disabilities and adjunct teaching at local colleges. I have continued to work for state government agencies and engaged with accreditation entities for government certification; all would be an asset. I am recognized as a Qualified Mental Health Professional (QMHP) and Qualified Mental Retardation Professional (QMRP). I have over thirty years of experience working with supportive community living providers in Alaska, Kentucky, and Washington. Before moving to Alaska in 2003, I worked directly with child protective services investigating abuse, neglect, dependency issues, and special needs adoption case management. My job involved investigations and ongoing services; these skills helped analyze fraudulent use of Title IV-E/non-Title IV-E funds for post-adoptive services.

My past employment with Yukon Kuskokwim Health Corporation (YKHC) involved working as the Developmental Disabilities Administrator. I managed Medicaid waivers, grant program management, and policy development, covering the Yukon Territory with an annual budget of over three million dollars. Directly responsible for Joint Commission Accreditation compliance requirements, activities, and State of Alaska's policy assisted living requirements for group home certification and other service providers. I analyzed the billings and budget details monthly and made positive changes to maximize profitability while meeting documentation requirements for financial and program audits. My job involved taking part monthly in the Alaska Developmental Disabilities Committee, where I was responsible for coordinating services and other providers. I was directly responsible for interpreting state rules and regulations and

analyzing proposed legislation, regulations, or rule changes to determine how services were impacted. I was involved in Bethel's local community partnership about services for committed cases coordinated by benefit workers and child protection agencies.

While working in Sitka, Alaska, I participated in a service provider's workgroup to address the mental health and disabled community's policy needs around southeast Alaska. I supervised a children's mental health program, giving outpatient mental health services to families and children. Before moving to Alaska, I worked directly with a wide range of ages, from toddlers to teenagers, juveniles committed to the state of Kentucky and Alaska, and adults eighteen to geriatrics since 1992. I have a proven record of working collaboratively with community stakeholders, which I did within the first six to twelve months of my employment. Relationship building was paramount to sustaining trust and servant leadership with all stakeholders. I have genuinely enjoyed working in behavioral, mental retardation, and direct administration and management for the past twenty years. For the past twenty years, I have coordinated Medicaid/Medicare services and other grant-funded programs for various mental health and disabled communities. My jobs have involved policy and procedural development, training and education, privacy and civil rights investigations, collaborating with federal authorities, and developing emergency survival plans for group home assisted living providers and other program services in Alaska and Washington states. I have over twenty years of continuous quality improvement experience in the Joint Accreditation Commission on Healthcare Organizations (JACHO) and the Commission on Accreditation of Rehabilitation Facilities (CARF) experiences.

I have volunteered extensively, working with HIV/AIDS, drug and alcohol, and Cancer communities since 1992. I have worked with substance abuse treatment services involving juveniles and young adults on probation house arrest while attending graduate school and living in Alaska from 2003 until December 2009. In 2001, I completed my Master of Sciences in Human Services, and in 2009, I completed my Educational Specialist degree (terminal) in Clinical Counseling. Both degrees earned are from Murray State University. The education I have received through the many years, coupled with the leadership, management, and direct service experiences obtained, would fit nicely with the requirements for this position. I am a Board-Certified Professional Counselor (BCPC) and Board-Certified Clinician in Post-Traumatic Stress Disorder (PTSD) through the American Psychotherapy Association (APA) and the American Board of Professional Counselors (ABPC). Through the Washington State Department of Health, I have credentials as an Agency Affiliated Counselor (A.A.C.), designated Mental Health Professional (MHP), and Children's Mental Health Specialist (CMHS).

Sincerely,



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QUALIFICATIONS

COMPASS Health

Program Manager, San Juan Islands Outpatient and Substance Use Disorder Services 8/2022 – 10/2023.

520 Spring Street, Friday Harbor, Washington 98250.

As the Program Manager, directed the ongoing operation of behavioral health care services on San Juan, Orcas, and Lopez Islands, which includes but is not limited to providing clinical and administrative supervision to staff, ensuring that quality clinical services are provided efficiently and cost-effectively, ensuring the smooth and efficient functioning of administrative operations of assigned program(s), and facilitating and enhancing collaborative relations between internal and external teams/clinics/stakeholders in the given geographic region. Provide clinical and administrative supervision, including hiring, training, scheduling, and evaluating. Ensures that program services are accessible in a non-discriminatory manner and at times and locations that facilitate utilization of services.

Ensures the provision of services follows the requirements of the organization and all regulatory bodies and payers. Develop an individual staff training plan for new hires and annually conducts an individual staff evaluation. Maintains all applicable building, health, fire, and safety standards within the clinic(s). Ensure compliance with all agency policies and procedures. Oversee business management functions of the program, including billing and data management within time, quality, grant reporting to the San Juan County Government, and compliance mandates. Participate in the development and management of the budget. Monitors budget, policies, and procedures while maintaining quality and productivity. Ensures performance and clinical standards are met by clinical staff.

Washington State Government, Department of Social and Health Services. 1/2016 – 1/2022.

Quality Assurance Social and Health Program Consultant IV (Policy Consultant IV)

Developmental Disabilities Administration, Rainier School. 2120 Ryan Road, Buckley, Washington 98321.

As the Quality Assurance Social and Health Program Consultant IV (Policy Consultant IV) for Washington's largest Residential Intermediate Care Facility for Individuals with Intellectual Developmental Disabilities (ICF/IID), I handled a monitoring program and administrative compliance to Rainier School's standard operating processes (standard operating procedures), and standard operating procedures coordination, development, and deployment of procedures. My duties ranged from part-taking in interviewing direct service providers (i.e., Attending Counselor), tracking subject matter experts, project completions and updates, standard operating procedures tracking, monitoring client documentation (e.g., active treatment, comprehensive functional analysis, infection control), and Individuals Habilitation Plans (IHPs) quarterly reporting. Responsible for analyzing trends obtained from documented quality assurance measures, completing periodic quality reviews on all programs to ensure standards for ICF residential programming were achieved, and providing recommendations to executive leadership for changes to standards. Research on state and federal rules affected ICF/IID services and reported executive leadership monitoring findings. In addition to compliance activities (e.g., monthly/annual policy revisions), I reviewed, revised, and developed local standard operating procedures for programs and administrative functioning. (e.g., client records, safety) Directly responsible for developing and deploying standing committees and workgroups (i.e., policy and forms committees) necessary to help with day-to-day operations within Rainier School. The process included standing in for Rainier School on a statewide standard operating procedures committee (2018) and reviewing and revising standard operating procedures that eventually trumped local policies. Responsible for assisting all employees in navigating Rainier School's SharePoint website when locating specific policies, protocols, forms, or other resources related to Rainier School, Developmental Disabilities Administration, and/or the Department of Social and Health Services. Responsible for securing past procedures in the event surveys, attorney requests, requests from the Disabilities Rights of Washington, or other means needed access. This position focused on providing quality assurance activities measured concerning the long-term care requirements set up by Washington State's Developmental Disabilities Administration and the federal government (Medicaid). On an ongoing basis, I handled conducting regular and random reviews of Positive Behavioral Support Plans, Individual Habilitation Plans, Healthcare Assessments, Dental Assessments, Psychological assessments, and Comprehensive Functional Analysis for compliance. All are related to intellectual disabilities, developmental disabilities, traumatic brain injury, or other forms of mental health. Directly responsible for "crosswalking" documentation against Medicaid compliance requirements. I helped with active treatment training programs, qualified intellectual disabilities reviews, and other plans and reviews to ensure compliance before and after surveys. Directly responsible for working with Program Area Team leadership to address systematic program improvement efforts needed and quality assurance compliance deficiencies around client care needs. (i.e., monitoring requests) Directly responsible for all standard operating procedures updates after Superintendent approval is communicated across Rainier School, posted onto SharePoint, and originals, copy versions, and archived versions maintained within the Department.

Psychology Associate (Primary Therapist)

Western State Hospital. 9601 Steilacoom Blvd. SW Lakewood, Washington 98498.

As the Psychology Associate for Washington's largest psychiatric hospital, I gave evidence-based group therapy services (e.g., dialectical behavioral therapy, cognitive therapy approach) on the assigned ward. Provided weekly case management and treatment planning for ten to twelve patients, responded to patients' daily clinical needs (e.g., crisis, phone calls), and coordinated patient care with treatment team members. Review assessment findings and complete treatment plans for patients on individual caseloads every ninety days in addition to program-level adjustments (i.e., COTREI). Provided evidence-based group therapy modalities to reduce the risk for endangering behaviors, risk toward violent and non-violent recidivism, mental illness management, and competency restoration patients. Patients serviced were primarily geriatric patients within a Not Guilty by Reasons of Insanity (NGRI) ward. Responsible for providing evidence-based individual therapy to assigned caseload as clinically appropriate, applying a "motivational interviewing" approach exploring ambivalence related to treatment progress toward discharge, and assessing patients' responses to individual therapy and treatment plan goals. Responsible for participating in weekly treatment planning and other "ward-based"

meetings related to patient care needs. Responsible for helping patients develop individualized treatment plans using a "person-centered" approach, developing interventions promoting risk reduction, and taking steps toward improving personal wellness. Accountable for obtaining patient and team input about treatment plan development and revisions every ninety days, developing the plan and addendums, and reviewing with the patient for approval. Directly responsible for developing treatment curriculum, deploying, and facilitating groups within the Treatment Recovery Center (TRC) Mall (i.e., Grief and Loss, Michael's DBT Group, Mindfulness Group), completing required weekly group treatment notes into the hospital's electronic health records systems, and monthly Active Treatment Group Progress Notes necessary for data tracking of patient's cognitive domains. Responsible for developing and presenting documentation related to patients' Risk Review Board (RRB) Patient Safety Review Panel (PSRP) and completing any suicide referrals on assigned patients. Document patient progress on all assigned patients at least once a week, write court letters bi-annually, conditional releases, and risk assessment-related documents. Evaluate items coming onto the ward, visits, and special activities. Collaborate with Ward Administrators weekly about administrative issues, concerns, and ward improvement ideas.

Psychology Associate (Senior Therapist)

Rehabilitation Administration, Special Commitment Center; Special Needs Program (Sex Offenders)

1715 Lafayette Street. Steilacoom, Washington 98388.

As the Psychology Associate for the Special Commitment Center (SCC), my job involved applying evidenced-based best practices, motivational interviewing techniques, and helping sex offender treatment groups and specialty/psycho-educational groups each week within the Special Needs Program and Clinically Managed Program. Responsible for individual resident therapy as approved by the Clinical Director, organizing, analyzing, initiating (or updating), and completing progress notes, treatment plans/Positive Behavioral Support Plans (PBSP) based on functional analysis, Current Conditions (CCs), and other assigned reports or tasks. (e.g., research review for program development) Directly responsible for conducting regular meetings (case management) with all residents on assigned caseload for assessing/reviewing the status of treatment assignments and treatment progress. Responsible for developing new activities related to dialectic behavior therapy (DBT), supporting treatment level promotions, writing residents' yearly and bi-yearly treatment plan updates, addressing dynamic risk factors for sexual offending and interventions implemented, and reviewing all documentation related to residents necessary for treatment plan completion. I provided direct consultation with residential staff, forensic staff, program area managers, medical staff, and other SCC staff who gave necessary information for residential treatment. Provide and conduct training in program areas specific to sex offender treatment and residential interventions. Responsible for completing law enforcement notifications and Static-99R Risk Assessments determining life factors related to risk for sexual recidivism and completed intake/assessments and Columbia Suicide Severity Reviews (CSSR) on new and returning residents. Attend treatment team meetings weekly, court depositions, trial presentations, presently assigned cases as required for annual clinical review, and discuss aspects of all claims under consideration. (e.g., security, medical and clinical treatment plans, observed behavioral changes, potential/recommended changes to treatment plan) Designated as "point person" without a lead Psychologist representing the Special Needs program.

Washington State Government, Health Care Authority (State Medicaid Agency) 09/2011 – 06/2015

School-based Health Care Services for Children in Special Education Program Manager.

626 8th Avenue, S.E. Olympia, Washington 98504.

As the Program Manager, I handled providing statewide program and contract management for Title XIX School-Based Healthcare Service (SBHS.) Program for Children in Special Education. My job involved planning, developing, and implementing training materials and expert technical help to 240 school district staff, charter schools, and healthcare practitioners throughout Washington. I facilitated and coordinated the onboarding process for charter schools to participate in SBHS—Medicaid reimbursement in 2014. I conducted quality reviews and audits on contracted Medicaid providers to ensure federal and state regulations compliance. I coordinated and monitored the program's use of data showing potential Medicaid billing irregularities (over-billing practices). I have drafted and completed contracts, contract amendments, and a contract database monitoring tool with Microsoft Excel for tracking contract execution and healthcare providers' qualifications. I was responsible for standardizing a lean method for monitoring federal Medicaid compliance (single-served audits annually) to enroll licensed providers interfaced into the Medicaid Management Information System (MMIS) to ensure claim accountability. All contract monitoring was achieved through the State of Washington's Automatic Contract Database (ACD) system and presented and defended a clinical "crosswalks" spreadsheet approach to the Centers for Medicare and Medicaid Services (CMS) comparing Washington healthcare provider qualification requirements to federal and the Office of Superintendent of Public Instruction's requirements. Responsible for quarterly communication with the billing consultants associated with the school districts to ensure compliance with national billing practices and the "self-billers" regarding ProviderOne (P1) billing irregularities. Directly wrote correspondences/program updates posted on the SBHS website (SharePoint), which I designed, implemented, and kept since September 2011. All memos giving guidance were posted on the website and circulated throughout Washington State school districts. The site served as a "central portal" for communicating to all school districts and the public. Participate in the National Alliance for Medicaid in Education (NAME) about Washington State's school-based healthcare services progress and review presentations for NAME's annual conferences. I had total oversight for writing and implementing the state plan amendment (SPA) for bringing the school-based program back online in September 2011, revising the Medicaid Provider's Guide (billing instructions), and writing and editing the Washington Administrative Codes (WAC) about the program requirements. Responsible for monitoring and enforcing the Health and Human Services "provider exclusions" about healthcare providers participating in Medicare, Medicaid, Affordable Care Act (ACA), and all Federal health care programs. I was directly responsible for

coordinating and facilitating extensive community partnerships and developing and revising the SPAs for the school districts. I facilitated accelerated change opportunities to comply with program expectations (e.g., *Office of Superintendent of Public Instructions, Center for Medicare and Medicaid Services, Education Service Districts, and Local Education Agencies*). I was regularly involved with the research and development of the Washington State Health Care Authority's (HCA.) Autism Taskforce for implementing Applied Behavioral Analysis (ABA) as a covered Medicaid service (2011-2013). This opportunity involved the development of medical necessity, WACs, and provider qualification requirements. Engaged in other workgroups and committees assigned by the Health Care Services Director, Section Chief, or Unit Supervisor as needed. (e.g., projects related to the implementation of the Affordable Care Act, organization realignment, and LEAN improvement activities)

Providence Hospice and Home Care of Snohomish County

01/2009 – 04/2011

Education Manager/Coordinator. 2731 Wetmore Avenue. Everett, Washington 98201

As the Education Manager, I coordinated monthly training for Hospice and Home Care Departments, Bereavement, Lifeline, Volunteer Coordinator, and other non-clinical administrative personnel. I managed to coordinate all events and training associated with new employee orientation, arrange EMR education and compliance education, and manage and coordinate the development of an annual educational plan per CHAP Accreditation and Medicare requirements. This plan also supports the strategic goals of the agency and Providence Senior and Community Services. Development and proposal of an Education Department budget for annual educational services. I handled monitoring compliance with Basic Life Support credentials for clinicians and set up the HealthStream American Heart Association Basic Life Support module for the first time. Responsible for communicating HealthStream monthly reports and functioning as the administrator/author of all learning assignments in e-learning format (Captivate applications), monitoring progress completion, and reporting to leadership and the local board of directors any deficiencies staying annually. Cooperate with Providence Health & Services Enterprise Security Month for mandatory compliance reporting. Participate monthly with HealthStream administrators throughout the Washington/Montana service areas about HealthStream Educational Learning Center changes. I handled writing/developing educational modules, developing competency outlines, and implementing agency-wide helping out/in-service providers for on-site training. I implemented new computer applications and equipment and trained employees on using Microsoft applications. Ensure that practitioners and non-medical personnel meet their annual education requirements - educational competencies, system integrity, and compliance with academic learning requirements. Adheres to regulatory requirements set up by quality system integrity and compliance with implementing and monitoring established training to meet annual Office of Civil Rights (OCR) expectations. I handled tracking tuition reimbursement and certifications for all eligible employees. Responsible for collaborating with the local ministry's Human Resources Department on training and implementing new employee orientation, coordinating Microsoft training and remedial training for new and existing employees routinely. Serve as the "backup" trainer for the first McKesson electronic medical records system training.

Southcentral Foundation.

08/2006 – 07/2007

Master Level Clinician II – Pathway Home. 4000 San Ernesto Avenue, Anchorage, Alaska 99507.

As a Clinician II, I handled the delivery of clinical psychotherapy services to male youth placed for severe emotional disorder(s) aged between 13 and 18 in a residential environment. Manage and coordinate the development of the implementation of the treatment plan for the caseload youth using a multi-model approach, including the in-house team, teachers, and vocational instructors. Ongoing supervision of the clinical associates for youth in residence gives ongoing psychotherapies for individual, family, group, crisis intervention, on-call support, and wrap-around needs. Ensure all aspects of the treatment plan are appropriate and comply with the State of Alaska SED regulations/ compliances. I supervised weekly supervision and in-house clinical team meetings and researched and compiled psycho-educational material for the residents, families, and staff. I dealt with the regulatory requirements for quality assurance efforts, Medicaid, Joint Commission, CARF, State, Federal, and agency policies, and ethical guidelines proven by the National Board for Certified Counselors and the Health Information Accountability (HIPAA) requirements. Also, consult and coordinate services to clients with education, law enforcement, and other human services agencies.

Yukon-Kuskokwim Health Corporation.

04/2005 – 03/2006

Developmental Disabilities Administrator. Chief Eddie Hoffman Highway, Bethel, Alaska 99559.

As the Developmental Administrator, I supervised the entire Developmental Disabilities Department covering the Yukon Delta region. Designated as the QMHP/QMRP for the Department that approved all plans of care before sending them to the State of Alaska, and I handled developing the Department after a merger within the YKHC mainstream—supervised those employees responsible for providing direct services to children and adults with disabilities, making a clinical recommendation for services, and managing nearly a 3 million dollar budget for programming. Responsible for group home operations and licensing, assisted living contracting, and oversight of provider's certifications, as well as grant development, monitoring, compliance, quality assurance, risk management, and operation reporting to the Board of Directors, Vice-President of Health Services, and the Senior Administrator for Senior and Disability Services. I was also responsible for organizing a training on Joint Commission compliance and the State of Alaska licensing for assisted living certification requirements and ethical guidelines proven by the National Board for Certified Counselors. Responsible for coordinating with all stakeholders to address systems issues related to increasing the quality of support services for the disabled community in villages and supervised services provided to children and adults with developmental disabilities. I managed the submission of grant renewals for the Short-term Assistance Referral Program and the Developmental Disabilities Community Block Grants.

YMCA of Greater Seattle.

10/2004 – 03/2005

Independent Living Program Manager. Seattle, Washington 98144.

As the Independent Living (IL.) I supervised the Independent Living Specialist (ILS) and para-professionals, providing direct services to young adults leaving foster care and entering supported independent living transition services. I was directly responsible for soliciting monthly referrals to meet grant requirements and for direct oversight of the budget, clinical recommendations, and compliance with the Health Information Accountability (HIPAA) requirements. I was also responsible for the operations of a site location and supervision of continuing services for that office.

Sitka Counseling and Prevention Services.

12/2003 – 10/2004

Program Manager II/ Clinician II. Sitka, Alaska 99835.

As the Children's SED. Program Manager/Clinician, I handled the clinical psychotherapy management of all mental health/ chemical dependency treatment programming, including program planning/ implementation, counselor/case manager development and supervision, program evaluation, program budgeting monthly, HIPAA requirements, and outcome measures for grant reporting to the State of Alaska. I was also responsible for outreach and community partnerships, building with the local schools and other local and extended mental health agencies in southeast Alaska.

Commonwealth of Kentucky State Government

3/2000 – 2/2003

- ***Social Services Specialist/ Operations Branch Management.*** 275 East Main Street, 5C-D, Frankfort, Kentucky 40621.
- ***Master Level Clinician/Post-Adoption Specialist.*** 908 West Broadway, L&N Building, Adoption Team 10-W, Louisville, Kentucky 40208.
- ***Level Independent Living Specialist.*** Department for Community-Based Services, 710th High Street, Lexington, Kentucky 40507.

Responsible for implementing allotted funds through the Department for Community Based Services, in conjunction with Comprehensive Family Services, directly involved with helping eligible youth develop the skills necessary to live as independent adults through the continuing implementation of the current Chafee Foster Care Independent Program (CFCIP), Adoption Safe Families Act (ASFA). I was also responsible for during my tenure involving adoptions, overseeing nearly one-hundred and fifty post-legal adoption cases and negotiating their Title IV-E, Non-Title IV-E, and SCL Waiver type funds annually; and administrative monitor, assisted living monitoring and certification, adult-day cert/re-certification, and monitoring for statutory compliance throughout Kentucky aging programs for adult day programs in Kentucky. I was also responsible for re-writing policy and statutory regulations for Kentucky homecare programs, training providers in Kentucky for aging services, and involvement with the Health Information Accountability (HIPAA) committee participation requirements.

Institute for Family Centered Services.

4/1999-3/2000

Master Level In-Home Clinician/Therapeutic Support Specialist. 1009 Twilight Trail, Ste. 108. Frankfort, Kentucky 40601.

Responsible for giving psychotherapy services to children and families while providing support to help them meet their therapeutic mental health/ substance abuse goals. The populations served were traumatic brain injuries, mental retardation/ developmental delay, severely emotionally disturbed, drug and alcohol abuse and/or addiction, mental retardation, infants, children, young adults, and their parents. Gave court and custody testimonies as ordered and completed all therapeutic assessments and quarterly reporting as needed by the Community-Based Waiver Request for Proposal requirements. I was very involved in ensuring Supportive Community Living Waiver services were expedited.

Interim HealthCare Corporation.

7/1996-11/1997

Home Care Social Worker/Medicaid Waiver Case Manager. 1009th Square North. Louisville, Kentucky 40207.

Responsible for clinical assessment of the geriatric population in determining eligibility for home care assistance through federal and state homecare grant funds, Medicaid Waiver, and EPSDT funding for children's needs. Responsible for checking in-home supports provided by extended vendors under the home care grants and checking for compliance. The populations were primarily children and/or adults. I handled making referrals in writing to Adult/Child Protection Services, home health agencies, and optional resources within the community, county, and state authority for related services. The population served had mild to severe mental health diagnoses.

Multi-Purpose Community Action Agency.

5/1994-7/1996

Social Worker/Case Manager; Home Care Program for the Elderly. 207 Washington Avenue. Shelbyville, Kentucky 40065. *[The grant program transferred went to Interim Health Care Corporation. Reference the above job duties for details.]*

Responsible for coordinating and supervising direct care providers' (homemakers) scheduling, assisting with monitoring the number of case management units and homecare units utilized monthly. The population served had mild to severe mental health diagnoses. As the Social Worker, I handled all intake/assessment for eligibility and quarterly requirements for the continuation of services. I worked directly with homeless and poverty families to meet financial and medical necessities. I was also responsible for grant compliance monthly reporting to the Office of Aging Services with the agency director's Commonwealth of Kentucky.

Caritas Peace Center.

8/1994-11/1998

Mental Health Worker, Children: MR/DD/Chemical Dependency. 2020 Newburg Road. Louisville, Kentucky 40205.

Responsible for co-leading group psychotherapy involving inpatient and intensive outpatient clients treated for chemical dependency and dual diagnosis. The population served were both mentally delayed, mental retardation, autism, as well as mentally ill; and involved with completing recreational and chemical dependency clinical assessments and setting up modalities for the patient's plan of care in the proper programming for Medicare/Medicaid, SCL waiver services for the autistic program, and Joint Commission requirements. I was also responsible for coordinating with the program manager concerning outpatient client care and keeping patient program components as an Assistant Art Therapy/Recreation Therapist while completing my drug and alcohol outpatient counseling practicum.

Qualities in Education/Licenses/Certifications:**Bachelor of Fine Arts (BFA).** Murray State University, Murray, Kentucky. August 1992.Studio Art and Art History. *Emphasis:* Computer Graphic Designs. *Minor:* Recreational Health.**Master of Arts (MA).** The University of Louisville, Louisville, Kentucky. May 1996.Studio Art and Art History. *Emphasis:* Printmaking and Graphic Designs. *Additional Metro-versity coursework:* Social Work; Alcohol & Drug Counseling – Spalding University.**Master of Science in Human Services (MSHS).** Murray State University, Murray, Kentucky. August 2001.Human Services in Human Development and Leadership. *Emphasis:* Youth Administration and Non-for-Profit Organization Management.**Specialist in Education (Ed.S).** Murray State University, Murray, Kentucky. May 2009.Community Counseling and Educational Leadership. (*LPC/LMHC curriculum; Eligible for N.B.C.C. examination*).*Dissertation Emphasis:* HIV/AIDS that Follows Young Adults. *Additional Course Work:* Doctoral courses in Leadership Education – Spalding University. Louisville, Kentucky. March 2005.

- *Additional Course Work:* Doctoral courses completed in Forensic Psychology - California Southern University. Irvine, California. April 2020.

Licenses/Certifications:

- Counselor Agency Affiliated Registration (AAC). Washington. No#: CAAR.CG.60281599. Since April 2012.
- Substance User Disorder Professional Certification Trainee (SUDPt). No#. CO60136234. Since May 2022.
- Mental Health Professional (MHP). Washington Department of Health. Since January 2022.
- Children Mental Health Specialist (CMHS). Washington Department of Health. Since March 2022.
- Board Certified Professional Counselor (BCPC)/Board Certified in Post-Traumatic Stress Disorder
- (PTSD-BC) through the American Psychotherapy Association and American Board of Professional Counselors (ABPC). No#. 14954. Since August 2013.

Leadership/Clinical Qualities:

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| <ul style="list-style-type: none"> • Experience working with sophisticated reporting and analysis. (<i>e.g., Medicaid state planning, risk assessment</i>) • The ability to build and keep political relationships in program areas. Contract experience and deployment. • Ability to apply evidence-based practice approach (substance abuse, mental illnesses, co-occurring disorders, intellectual disabilities, and sex offenders). | <ul style="list-style-type: none"> • Experience working with public health issues, policy development, legislative provisos, and strategic planning. • Successful experience in implementing projects and helping the process. (<i>e.g., program development and improvements</i>) • Extensive experience working with Microsoft applications. (<i>i.e., WORD, PowerPoint, Excel, Access, InfoPath, SharePoint</i>) • Extensive treatment planning | <ul style="list-style-type: none"> • Extensive quality assurance and improvement process knowledge. (<i>e.g., LEAN, data tracking, JACHO, CHAP, CARF, other accreditations, EHR.</i>) • Leading teams, critical thinking skills, and assessing healthcare information from various sources are needed to apply decision-making efforts effectively. • I am experienced in writing legislative white papers decision-making packages, and responding to stakeholder needs. • Proven skills in program development, organization realignment/changes, and |
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- I was trained by the Washington State's Office of Planning and Continuous Improvement, courses on LEAN and Project Management methodologies.
- experiences, DSM-IV & V experience, Static-99R, and administering Mental Status Evaluations (MSEs).
- Subject matter expert in Cognitive Behavioral Therapy/ Dialectic Behavioral Therapy and Motivational Interviewing.
- stakeholder building.
- Extensive experience with personnel management, recruiting, writing policies, standard operating procedures, developing forms for proper documentation, hiring, training staff, marketing, and community partnership building; and
- I have extensive experience investigating compliance issues related to healthcare documentation, documentation "crosswalk" analysis within a habilitation setting, and electronic health record reviews for investigating compliance reporting.