|  |
| --- |
| **Bureau of Behavioral Health Wellness and Prevention**  **Office of HIV/AIDS**  **Customer Service Staff Contacts** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ryan White Part B (RWPB)** | | | | | | **Faith-Based Initiative** |
| ***Juan (Tony) Garcia***  ***Grants & Projects Analyst I***  Phone: (702) 486-5924  Email: [jgarcia@health.nv.gov](mailto:jgarcia@health.nv.gov) | ***Samantha Penn (LV)***  ***Management Analyst I***  Phone: (702) 486-8103  Email: [spenn@health.nv.gov](mailto:spenn@health.nv.gov) | ***Susie Deller (CC)***  ***Grants & Projects Analyst Trainee***  Phone: (775) 684-4260  Email: [sdeller@health.nv.gov](mailto:sdeller@health.nv.gov) | ***Marques Fuller (CC)***  ***Grants & Projects Analyst Trainee***  Phone: (775) 684-4036  Email: [mafuller@health.nv.gov](mailto:mafuller@health.nv.gov) | ***Karen Long (CC)***  ***Management Analyst I***  Phone: (775) 684-4121  Email: [klong@health.nv.gov](mailto:klong@health.nv.gov) | ***Trish Telford (CC)***  ***Accounting Assistant III***  Phone: (775) 684-4131  Email: [ttelford@health.nv.gov](mailto:ttelford@health.nv.gov) | ***Fred Kingman (CC)***  ***Program Officer III***  Phone: (775) 684-4074  Email: [fkingman@health.nv.gov](mailto:fkingman@health.nv.gov) |
| ***RWPB Duties*** | | | | | | ***Duties*** |
| * Coordinates aspects of Medical Core/Support Services under Ryan White Part B (RWPB) * Technical assistance in program implementation * Program data management for Ryan White Services Report (RSR) * Develop/Update Program Policies & Procedures (i.e. Service Standards, Universal Guidance) * Coordinate with ADAP, fiscal, Prevention (linkage) & Quality Management activities * Backup to ADAP staff * Chart audit reviews, and sub-recipient site visits * Coordination of RWPB funding applications & Annual Progress Report, Program Terms Report | * Coordinates aspects of Clinical Quality Management (CQM) under RWPB & ADAP * Help providers/agencies to develop CQM program and Quality Management plans * Prioritize performance measures & align with Ryan White Parts/Programs * CareWare/EvaluationWeb data extract, analyze, report, recommendations * Chart audit reviews, and sub-recipient site visits * Assist with Annual Progress Report, Program Terms Report & ADAP Data Report * Develops, updates and monitors the Ryan White Part B Implementation Plan | * Coordinates aspects of services provided under Supplemental X08 award * Provide technical assistance to sub recipients * Works closely with Grants & Projects Analyst I * Monitor program(s), prepare reports to summarize analysis of services and provide recommendations to HIV/AIDS Program Manager * Provides contract oversight & monitoring for services provided under Supplemental X08 | * Coordinates aspects of housing services under RWPB and HOPWA * Works closely with Grants & Projects Analyst I * Provide technical assistance to sub recipients for housing services * Monitor program(s), prepare reports to summarize analysis of housing needs, and provide recommendations to HIV/AIDS Program Manager * Provides contract oversight & monitoring for HOPWA | * Coordinates fiscal aspects of the RWPB grant management program, with assistance from HIV/AIDS Program Manager * Primary communication for fiscal activities * Reviews & monitors sub recipient allocation & expenditures * Provides technical assistance on funding uses, unallowable & administrative costs, backup documentation * Conducts annual fiscal monitoring site visits * Oversees monthly Request for Reimbursements (RFRs) from sub recipients * Troubleshoot & resolve allocation/expenditures questions/concerns * Lead to Accounting Assistant III | * Assists fiscal services team with grant management activities * Receives monthly RFR’s from sub recipients & process * Troubleshoot & resolve minor reimbursement & payments * Assists Management Analyst I (Care) with fiscal monitoring site visits * Other duties as assigned by either Management Analyst (Care), Grants & Projects Analyst I (Prevention) or HIV/AIDS Program Manager * Work with ADAP Coordinator on reconciliation of ADAP rebates | * Conducts community assessment of faith-based organizations * Researches programs for faith-based public health interventions * Researches and identifies areas of high need for minority populations, namely faith-based * Develop an implementation plan for Nevada addressing faith-based organizations * Conduct community meetings with faith-based organizations * Provide technical assistance on HIV care and support services for faith-based and minority organizations |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HIV Prevention** | | | | |
| ***Lyell Collins (LV)***  ***HIV Prevention Program Manager***  Phone: (702) 486-8105  Email: [lscollins@health.nv.gov](mailto:lscollins@health.nv.gov) | ***Preston Tang (LV)***  ***Health Program Specialist I***  Phone: (702) 486-6488  Email: [ptang@health.nv.gov](mailto:ptang@health.nv.gov) | ***Janet St. Amant (CC)***  ***Grants & Projects Analyst I***  *Phone: (775) 684-5944*  *Email:* [*jstamant@health.nv.gov*](mailto:jstamant@health.nv.gov) | ***Samantha Penn (LV)***  ***Management Analyst I***  Phone: (702) 486-8103  Email: [spenn@health.nv.gov](mailto:spenn@health.nv.gov) | ***Trish Telford (CC)***  ***Accounting Assistant III***  Phone: (775) 684-4131  Email: [ttelford@health.nv.gov](mailto:ttelford@health.nv.gov) |
| ***Prevention Duties*** | | | | |
| * Manages all aspects of HIV Prevention Program * Acts as the Assistant Section Manager in the absence of the HIV/AIDS Program Manager * Manages the Substance Abuse Prevention & Treatment Agency (SAPTA) HIV Testing Program * Primary communication for prevention activities * Evaluates high impact targeted prevention * Monitors HIV testing & linkage to care, including sexually transmitted infections * Ensures access to condoms & Partner services * Identify high risk populations (substance abuse, injection drug use, mental health sub-populations), as identified by the HIV Prevention Planning Groups (PPG) * Technical assistance for PrEP, capacity building, skill development, outreach and other capacity building services * Community Engagement * Facilitates PPG (North & South Nevada), State AIDS Task Force (Legislation) * Coordinate with fiscal, substance abuse, mental health, quality management, Ryan White activities * Directly supervises Health Program Specialist I, Grants & Projects Analyst I and Management Analyst I | * Coordinates aspects of the Substance Abuse/HIV prevention program * Develops sub grants, including Standards of Care * Monitors sub grants to ensure sub grantees are meeting program deliverables and expenditures are appropriate * Participates in HIV Prevention Planning Group activities * Provides technical assistance to sub grantees * Conducts site visits to ensure sub grantee compliance to CDC HIV testing guidance’s and that they are meeting mandatory reporting compliance * Coordinates HIV testing training with Southern Nevada Health District * Ensures data collection is accurate and inputs HIV testing data into EvaluationWeb | * Coordinates fiscal aspects of the HIV Prevention grant management program, with assistance from HIV Prevention Program Manager * Primary communication for fiscal activities * Reviews & monitors sub recipient allocation & expenditures * Provides technical assistance on funding uses, unallowable & admin costs, backup documentation * Conducts periodic site visits * Reviews & processes monthly Requests for Reimbursement (RFR’s) from sub recipients * Addresses redirection requests * Troubleshoots & resolves allocation & expenditures questions or concerns * Enforces CDC fiscal standards * Coordinate with program, SA/MH & QM activities * Co-Lead to Accounting Assistant III | * Primary communication for Evaluation activities * Provides oversight of evaluation monitoring and data collection through EvaluationWeb and PartnerServicesWeb for the HIV Prevention program; includes data extracts, analyze, report, and recommendations * Provides technical assistance and data entry training, management, and quality assurance to HIV Prevention program sub grantees * Assist with the preparation and submission of data reports for CDC aggregate Partner Services (PS), Counseling and Testing (CT), Non-aggregate Partner Services (NPS) * Prepares the Evaluation and Monitoring Plan * Assists with the annual grant application * Chart audit reviews, and sub grantees site visits | * Assists prevention services team with grant management activities * Receives monthly RFR’s from sub recipients & process * Troubleshoot & resolve minor reimbursement & payments * Other duties as assigned by Grants & Projects Analyst I (Prevention) |

|  |  |
| --- | --- |
| **AIDS Drug Assistance Program (ADAP)** | |
| ***Michael Thomas Blissett (CC)***  ***Health Program Specialist I***  Phone: (775) 684-4025  Email: [michaelblissett@health.nv.gov](mailto:michaelblissett@health.nv.gov) | ***Vanessa Caceres***  ***Program Officer I***  Phone: (775) 684-5882  Email: [vcaceres@health.nv.gov](mailto:vcaceres@health.nv.gov) |
| ***ADAP Duties*** | |
| * Coordinates aspects of ADAP service delivery * Primary communication for ADAP activities * ADAP data management/CareWare/ADAP Data Report (ADR) * ADAP Policies & Procedures, Standards of Care * Facilitates Medical Advisory Committee (MAC) * ADAP/ADAP Flex contracts (Medical Case Management, including treatment adherence, OptumRx, Ramsell, Health Insurance Premium – Cost-Sharing (HIPCS) & technical assistance * Pharmaceutical/Medicaid Liaison * Pharmacy overrides & resolutions, formulary * Troubleshoot rebate invoicing & collection * Coordinate with program, fiscal, substance abuse/mental health, quality management activities * Assists fiscal & program staff with projections for resource allocation * ADAP training & updates * Backup to Core Medical/Support staff * Lead to Program Officer I (Health Insurance) | * Coordinates aspects of Minority AIDS Initiative programming under ADAP * Coordinates aspects of health insurance programs, including policy and procedure development, and compliance with HRSA HIV/AIDS Bureau requirements * Sub recipient & client education on Advance Premium Tax Credit (APTC) benefits, IRS filing implications * Provides technical assistance and training to providers for health insurance topics and APTC activities/procedures * Annual health insurance comparison & recommendations to providers/clients * Ensure payer of last resort requirement is met * Troubleshoot & resolve client health insurance issues, referrals, transitions * Assists with MAC * Responsible for health insurance service delivery related to CAREWare data management, Standards of Care & service indicators * Assists with ADAP Data Report * Backup to Health Program Specialist I (ADAP) |

|  |  |
| --- | --- |
| ***Marketing*** | |
| ***Vacant (CC)***  ***Health Resources Analyst I***  Phone: (775) 684-4044  Email: [salmaraz@health.nv.gov](mailto:salmaraz@health.nv.gov) | ***Karla Rodriguez***  ***Health Resources Analyst I***  Phone: (775) 684-4026  Email: [karodriguez@health.nv.gov](mailto:karodriguez@health.nv.gov) |
| ***Marketing Duties*** | |
| * Coordinates aspects of social marketing, communication, and outreach initiatives * Develop and update communications procedures and policies for Ryan White sub recipients * Provide technical assistance to sub recipients in developing outreach goals * Co-facilitate the monthly Services, Planning and Evaluation Collaborative (*SPEC)* meeting in Northern Nevada * Plan and participate in HIV prevention and care community outreach events and activities * Monitor the RWPB Listserv and distribute local and federal news to community partners and sub recipients | * Early Identification of Individuals with HIV (EIIHA) Coordinator, directly responsible for coordinator of efforts contained within the EIIHA Plan * Coordinator of PrEP activities under prevention and care for northern and southern Nevada, in conjunction with HIV prevention services * Incorporate health education to enhance client wellness * Coordinate with prevention/care program, substance abuse/mental health & QM activities * Assist with marketing special events * Back-up to Marketing Coordinator (Health Resources Analyst I) |

|  |  |
| --- | --- |
| ***Administration*** | |
| **Tory W. Johnson (CC)**  **HIV/AIDS Program Manager**  Phone: (775) 684-4247  Email: [tojohnson@health.nv.gov](mailto:tojohnson@health.nv.gov) | **Darla Beers (CC)**  **Administrative Assistant II**  Phone: (775) 684-5928  Email: [dbeers@health.nv.gov](mailto:dbeers@health.nv.gov) |
| ***Administration Duties*** | |
| * Administers all aspects of the HIV/AIDS programs, including HOPWA * Primary communication of strategic, planning and policy development * Provide leadership in the integration of behavioral health programs (HIV/Substance Abuse/Mental Health) * Bridging of partners, resources & community engagement * Analyze data, strategize & implement initiatives to address the four (4) core elements of the National HIV/AIDS Strategy * Implement funding priorities, long-term sustainability & capacity * Request for Qualification (RFQ) process, priority setting, funding allocation, contract approvals * Address grievance submissions, mitigation, resolution * Approval of all activities, policies and procedures, program changes, resolution of subject & initiatives, sub recipient justifications * Represent Nevada as State AIDS Director at NASTAD * Directly supervises HIV Prevention Program Manager, Leads: Health Program Specialist I (ADAP) & Management Analyst I (Care), Management Analyst I (QM), Health Resource Analysts (Marketing), Program Officer III (Faith-Based Initiative), Grants & Projects Analyst Trainee and Administrative Assistant II | * Point of contract for routing documents (sub grants, contracts, work orders amendments), including tracking of documents to appropriate sections and personnel for approval and dissemination * Responsible for conducting sub recipient mailings and proper routing of mailings to key Office of HIV/AIDS team members * Work with sub recipients, by supporting fiscal/grants team, on outstanding orders or invoices; when applicable * Coordinates schedule of meetings for all team members and program managers * Coordinates public posting of meetings * Coordinates, submits, tracks travel arrangements of sub recipients, if applicable * Backup to Accounting Assistant III |

**Physical Office Locations:**

**Carson City Office (CC) Las Vegas Office (LV)**

4126 Technology Way, Suite 200 1840 E. Sahara Avenue, Suite 111

Carson City, Nevada 89706 Las Vegas, Nevada 89104

Fax: (775) 684-4056 Fax: (702) 486-8101