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

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| **Ryan White Part B (RWPB)** | **Faith-Based Initiative** |
| ***Juan (Tony) Garcia******Grants & Projects Analyst I*** Phone: (702) 486-5924Email: jgarcia@health.nv.gov  | ***Samantha Penn (LV)******Management Analyst I*** Phone: (702) 486-8103Email: spenn@health.nv.gov  |  ***Susie Deller (CC)******Grants & Projects Analyst Trainee***Phone: (775) 684-4260Email: sdeller@health.nv.gov  | ***Marques Fuller (CC)******Grants & Projects Analyst Trainee***Phone: (775) 684-4036Email: mafuller@health.nv.gov  | ***Karen Long (CC)******Management Analyst I***Phone: (775) 684-4121Email: klong@health.nv.gov  |  ***Trish Telford (CC)******Accounting Assistant III***Phone: (775) 684-4131Email: ttelford@health.nv.gov  |  ***Fred Kingman (CC)******Program Officer III*** Phone: (775) 684-4074Email: 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
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| **HIV Prevention** |
| ***Lyell Collins (LV)******HIV Prevention Program Manager***Phone: (702) 486-8105Email: lscollins@health.nv.gov | ***Preston Tang (LV)******Health Program Specialist I***Phone: (702) 486-6488Email: ptang@health.nv.gov | ***Janet St. Amant (CC)******Grants & Projects Analyst I****Phone: (775) 684-5944**Email:* *jstamant@health.nv.gov* | ***Samantha Penn (LV)******Management Analyst I*** Phone: (702) 486-8103Email: spenn@health.nv.gov | ***Trish Telford (CC)******Accounting Assistant III***Phone: (775) 684-4131Email: 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)
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| **AIDS Drug Assistance Program (ADAP)**  |
| ***Michael Thomas Blissett (CC)******Health Program Specialist I***Phone: (775) 684-4025Email: michaelblissett@health.nv.gov | ***Vanessa Caceres******Program Officer I***Phone: (775) 684-5882Email: 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)
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| ***Marketing*** |
| ***Vacant (CC)******Health Resources Analyst I*** Phone: (775) 684-4044Email: salmaraz@health.nv.gov  |  ***Karla Rodriguez******Health Resources Analyst I*** Phone: (775) 684-4026Email: 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)
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| ***Administration*** |
| **Tory W. Johnson (CC)****HIV/AIDS Program Manager**Phone: (775) 684-4247Email: tojohnson@health.nv.gov  | **Darla Beers (CC)****Administrative Assistant II**Phone: (775) 684-5928Email: 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
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**Physical Office Locations:**

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

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Carson City, Nevada 89706 Las Vegas, Nevada 89104

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