

**Division of Public & Behavioral Health
Office of HIV/AIDS – Customer Service Staff Contacts**

Ryan White Website: http://dpbh.nv.gov/Programs/HIV-Ryan/Ryan_White_Part_B_-_Home/; HIV Prevention Website: http://dpbh.nv.gov/Programs/HIV/HIV_and_AIDS_Prevention_-_Home/

Central Office

4126 Technology Way, Suite 200
Carson City, NV 89706
Fax: (775) 684-4056

Las Vegas Office

1840 E. Sahara Ave., Suite 111
Las Vegas, NV 89104
Fax: (702) 486-8101

ADAP & Health Systems Unit	HIV Prevention Unit	Fiscal & Grants Services Unit	QM/Communication Unit
<p>M. Thomas Blissett <i>ADAP & Health Systems Manager</i> Phone: (775) 684-4025 Email: michaelblissett@health.nv.gov</p>	<p>Lyell Collins <i>HIV Prevention Manager</i> Phone: (702) 486-8105 Email: lscollins@health.nv.gov</p>	<p>Carrie Lynn Kiser <i>Fiscal Services Manager</i> Phone: (775) 684-4131 Email: ckiser@health.nv.gov</p>	<p>Maya Bourgeois <i>QA & Evaluation Coordinator</i> Phone: (775) 684-4026 Email: mabourgeois@health.nv.gov</p>
<i>ADAP & Health System Duties</i>	<i>Prevention Duties</i>	<i>Fiscal Service Duties</i>	<i>QA Duties</i>
<ul style="list-style-type: none"> ▪ Manages all aspects of ADAP ▪ Primary communication for ADAP activities ▪ Oversees eligibility efficiency ▪ ADAP data management/CareWare/ADR ▪ ADAP Policies & Procedures, Standards of Care ▪ Facilitates MAC ▪ ADAP/ADAP Flex contracts (MCMTA, OptumRx, HIPCS) & TA ▪ OptumRx/CareWare Synchronization ▪ Resolve provider CareWare issues ▪ Pharmaceutical/Medicaid Liaison ▪ PPG Rep (N) ▪ Pharmacy overrides & resolutions, formulary ▪ Troubleshoot rebate invoicing & collection ▪ Coordinate with program, fiscal, SA/MH, QM activities ▪ ADAP training & updates ▪ Backup to Core Medical/Support staff ▪ Supervises Client Service Specialist & Health Insurance Specialist staff 	<ul style="list-style-type: none"> ▪ Manages all aspects of HIV Prevention ▪ Primary communication for prevention activities ▪ Evaluates high impact targeted prevention ▪ Monitors HIV testing & linkage to care, including STI's ▪ Ensures access to condoms & Partner services ▪ Identify high risk populations (SA, IDU, MH, sub-populations) ▪ TA for PrEP, capacity building, skill development, outreach ▪ Community Engagement ▪ Facilitates HPG (N & S), ATF (Legislation) ▪ Program/EvalWeb P&P's ▪ Coordinate with fiscal, SA/MH, QM, RW activities ▪ Jurisdiction Liaison ▪ Supervises QA/Eval Coordinator, Grants Projects Analyst & SA/HIV Program Coordinator 	<ul style="list-style-type: none"> ▪ Manages all aspects of the RWPB grant management ▪ Primary communication for fiscal activities ▪ Reviews & monitors subrecipient allocation & expenditures ▪ TA on funding uses, unallowable & admin costs, backup documentation ▪ Conducts periodic audits ▪ Receives monthly RFR's from subrecipients & process ▪ Address redirection requests & advances ▪ Troubleshoot & resolve allocation & expenditures ▪ Provides workshops on HRSA fiscal directives ▪ Enforce HRSA fiscal standards ▪ Coordinate with program, ADAP, Admin & QM activities ▪ Supervises Accounting Assistant ▪ HOPWA drawdowns, contract 	<ul style="list-style-type: none"> ▪ Manages all aspects of CQA ▪ Primary communication for CQA/Evaluation activities ▪ Develop program CQA plan, ensure subrecipients' CQA plan align ▪ Convene QA Adv Committee, facilitate APG/SPEC groups ▪ Prioritize performance measures & align with Parts/Programs ▪ Develop/Update SoC, compliance ▪ CareWare/EvalWeb data extract, analyze, report, assurance ▪ Chart audit reviews, site visits ▪ Plan & implement QI, including eval process ▪ Consumer/Provider engagement for CQA input, assist with P&P's ▪ Coordinate with all programs ▪ Develop provider report card & TA ▪ CPE Liaison for yearly program monitoring & evaluation

<p>Tim Taycher Client Services Specialist Phone: (702) 486-5665 Email: ttaycher@health.nv.gov</p>	<p>Preston Tang SA/HIV Program Coordinator Phone: (702) 486-6488 Email: ptang@health.nv.gov</p>	<p>Janet St. Amant Grants & Projects Analyst 1 Phone: (775) 684-5944 Email: jstamant@health.nv.gov</p>	<p>Emma Bohannon Marketing Coordinator Phone: (775) 684-4074 Email: ebohannon@health.nv.gov</p>
Client Service Duties	SA/HIV Duties	Grants & Projects Duties	Marketing Duties
<ul style="list-style-type: none"> ▪ Manages all aspects of Medical Core/Support Services ▪ Primary communication for Medical Core/Support activities ▪ Coordinates eligibility activities & procedures ▪ Program data management/CareWare/RSR ▪ Program Policies & Procedures, Standards of Care ▪ Medical Core/Support contracts & TA ▪ Primary CareWare administration ▪ Resolve provider CareWare issues ▪ Community Engagement/HPG Rep (S) ▪ Troubleshoot service scopes of work & resolution ▪ Program training & updates ▪ Coordinate with ADAP, fiscal, Prevention (linkage) & QM activities ▪ Backup to ADAP staff 	<ul style="list-style-type: none"> ▪ Manages all aspects of the Substance Abuse- HIV Prevention Program ▪ Point of contact for all Substance Abuse HIV Testing Programs ▪ Negotiates contracts ▪ Develops subgrants, including the Scope of Work ▪ Monitors subgrants to ensure subgrantees are meeting program deliverables and expenditures are appropriate ▪ Participates in HIV Prevention Planning Group activities ▪ Acts as subject matter expert for Substance Abuse- HIV Prevention activities ▪ Provides technical assistance to subgrantees ▪ Conducts site-visits to ensure subgrantee compliance to CDC HIV testing guidance's and that they are meeting mandatory reporting compliance ▪ Coordinates HIV testing training with the Southern Nevada Health District ▪ Ensures data collection is accurate and inputs HIV testing data into EvaluationWeb 	<ul style="list-style-type: none"> ▪ Manages all aspects of the HIV Prevention grant management ▪ Primary communication for fiscal activities ▪ Reviews & monitors subrecipient allocation & expenditures ▪ TA on funding uses, unallowable & admin costs, backup documentation ▪ Conducts periodic audits ▪ Receives monthly RFR's from subrecipients & process ▪ Address redirection requests & advances ▪ Enforce CDC fiscal standards ▪ Troubleshoot & resolve allocation & expenditures ▪ Coordinate with program, SA/MH & QM activities 	<ul style="list-style-type: none"> ▪ Manages all aspects of the Social Mob & Communication ▪ Primary communication for social mobilization & marketing ▪ Develop program Communication Plan, ensure subrecipients' plan align ▪ Convene Communication Advisory Committee ▪ Develop/Update Comm P&P's ▪ Vet prevention & care campaigns, materials, media ▪ Assess subrecipient marketing/comm capacity, TA ▪ Assist marketing special events ▪ Incorporate health education to enhance client wellness ▪ NARES Liaison for provider education ▪ Community Engagement ▪ Coordinate with prevention/care program, SA/MH & QM activities

<p>Samantha Penn Health Insurance Specialist Phone: (702) 486-8103 Email: spenn@health.nv.gov</p>		<p>Karen Long Accounting Assistant 3 Phone: (775) 684-4121 Email: klong@health.nv.gov</p>	<p>Darla Beers Administrative Assistant 2 Phone: (775) 684-5928 Email: dbeers@health.nv.gov</p>
<p align="center">Health Insurance Duties</p>		<p align="center">Accounting Duties</p>	<p align="center">Administrative Duties</p>
<ul style="list-style-type: none"> ▪ Manages all aspects of HIPCS ▪ Client education on Adv Prem Tax Credit (APTC) benefits, IRS filing implications ▪ Primary communication for HIPCS activities ▪ Coordinates HIPCS/APTC activities & procedures, TA ▪ Medicaid/MCO/HIX/DOI Liaison ▪ HIPCS P&P's, Compliance & Requirements ▪ Health insurance comparison & recommendations to providers/clients ▪ Ensure payer of last resort ▪ Troubleshoot & resolve client health insurance issues, referrals, transitions ▪ Monitor Health insurance trends & modify P&P's accordingly ▪ Coordinates with Fiscal Services for cost efficiency, projections & expenditures ▪ Assists with MAC ▪ CareWare data management, SoC, Indicators, ADR ▪ Resolve provider CareWare issues ▪ Health insurance training & updates ▪ Coordination with QM, Eligibility, ADAP, fiscal ▪ Backup to ADAP 		<ul style="list-style-type: none"> ▪ Assists fiscal services team with grant management activities ▪ Receives monthly RFR's from subrecipients & process ▪ Troubleshoot & resolve minor reimbursement & payments ▪ Invoices & collects Rebates ▪ Assists fiscal & program staff with projections for resource allocation ▪ Assists Fiscal Services Manager with site audits and monitoring ▪ Assists with CareWare Administration & troubleshooting 	<ul style="list-style-type: none"> ▪ POC for routing documents (subgrants, contracts, WO, amendments), tracking ▪ Subrecipient mailings ▪ Work with subrecipients on outstanding orders or invoices, if applicable ▪ Inputs HIV testing data into EvalWeb ▪ Schedule of meetings ▪ Public posting of meetings ▪ Travel arrangements of subrecipients, if applicable ▪ Backup to Accounting Assistant 3

Office of HIV/AIDS

Dan Olsen
HIV/AIDS Program Manager
Phone: (775) 684-4247
Email: djolsen@health.nv.gov

Responsibilities

- | | |
|---|---|
| <ul style="list-style-type: none">▪ 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/SA/MH)▪ Bridging of partners, resources & community engagement▪ Statewide Coordinated Statement of Need, Comprehensive HIV Prevention Care Plans - Integrated Plan▪ Analyze data, strategize & implement initiatives to address the 4 core elements of the National HIV/AIDS Strategy▪ Implement funding priorities, long-term sustainability & capacity▪ RFQ process, priority setting, funding allocation, contract approvals | <ul style="list-style-type: none">▪ Ensure all federal requirements are met in the administration & awarding of prevention/care dollars▪ Enforce standards and compliance▪ Address grievance submissions, mitigation, resolution▪ Approval of all activities, P&P's, program changes, resolution of subject & initiatives, subrecipient justifications▪ Oversee special projects: administrative, planning & evaluation, CQA▪ LCB, Director's Office, Division, Bureau Liaison▪ Represent NV as State AIDS Director at NASTAD▪ Supervises Managers, Marketing Coordinator, Admin Assistant |
|---|---|