<table>
<thead>
<tr>
<th>Ryan White Part B (RWPB)</th>
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<th>Faith-Based Initiative</th>
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<tbody>
<tr>
<td>Juan (Tony) Garcia (LV) Grants &amp; Projects Analyst I Phone: (702) 486-5924 Email: <a href="mailto:jgarcia@health.nv.gov">jgarcia@health.nv.gov</a></td>
<td>Vacant Management Analyst I</td>
<td>Susie Deiler (CC) Grants &amp; Projects Analyst Trainee (Contractor) Phone: (775) 684-4260 Email: <a href="mailto:sdeiler@health.nv.gov">sdeiler@health.nv.gov</a></td>
<td>Marques Fuller (CC) Grants &amp; Projects Analyst Trainee (Contractor) Phone: (775) 684-4036 Email: <a href="mailto:mafuller@health.nv.gov">mafuller@health.nv.gov</a></td>
<td>Karen Long (CC) Management Analyst II Phone: (775) 684-4121 Email: <a href="mailto:klong@health.nv.gov">klong@health.nv.gov</a></td>
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### RWPB 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 (RSPR)
- 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
- Lead on CAREWare implementation/data pulls
- Coordinates aspects of services provided under Supplemental XIB 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 XIB
- 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 for HOPWA
- Develops Program Policies, along with GPA I
- 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 minor reimbursement & payments
- Assists Management Analyst I (Care) with fiscal management activities
- Receives monthly RFR’s from sub recipients & process
- 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 & Surveillance

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<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Lyell Collins (LV)</td>
<td>HIV Prevention &amp; Surveillance</td>
<td>(702) 486-8105</td>
<td><a href="mailto:lscollins@health.nv.gov">lscollins@health.nv.gov</a></td>
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<td>Program Manager</td>
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<td>Austin Porsborg (LV)</td>
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<td>(702) 486-5665</td>
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<tr>
<td>(Contractor)</td>
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<tr>
<td>Janet St. Amant (CC)</td>
<td>Grants &amp; Projects Analyst I</td>
<td>(775) 684-5944</td>
<td><a href="mailto:jstamant@health.nv.gov">jstamant@health.nv.gov</a></td>
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<tr>
<td>(Contractor)</td>
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<tr>
<td>Preston Tang (LV)</td>
<td>Health Program Specialist I</td>
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<td><a href="mailto:ptang@health.nv.gov">ptang@health.nv.gov</a></td>
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<tr>
<td>(Contractor)</td>
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<tr>
<td>Trish Telford (CC)</td>
<td>Accounting Assistant III</td>
<td>(775) 684-4131</td>
<td><a href="mailto:ttelford@health.nv.gov">ttelford@health.nv.gov</a></td>
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**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 (PPGs)
- 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 awards
- Monitors sub awards to ensure sub recipients are meeting program deliverables and expenditures are appropriate
- Participates in HIV Prevention Planning Group activities
- Provides technical assistance to sub recipients
- Conducts site visits to ensure sub recipient 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 recipients
- 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 recipients site visits
- Assist with EIIHA Plan along with Ryan White Part B
- 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)
Michael Thomas Blissett (CC)  
Health Program Specialist I  
Phone: (775) 684-4025  
Email: michaelblissett@health.nv.gov

Vanessa Caceres  
Program Officer I  
Phone: (775) 684-5882  
Email: 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) & Health Resources Analyst I (Contractor)

### Marketing
Xhosa Millington (CC)  
Health Resources Analyst I (Contractor)  
Phone: (775) 684-4044  
Email: xmillington@health.nv.gov

### Marketing Duties
- Works directly with the ADAP Program, specifically Minority AIDS Initiative (MAI)
- Monitors all aspects of the MAI Program with northern and southern 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

### Vacant
Health Resources Analyst I (Contractor)

### Vacant Duties
- Early Identification of Individuals with HIV (EIHA) Coordinator, directly responsible for coordinator of efforts contained within the EIHA 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
- Monitors the EIHA Plan, along with HIV Prevention

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

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<thead>
<tr>
<th>Carson City Office (CC)</th>
<th>Las Vegas Office (LV)</th>
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<tbody>
<tr>
<td>4126 Technology Way, Suite 200</td>
<td>1840 E. Sahara Avenue, Suite 111</td>
</tr>
<tr>
<td>Carson City, Nevada 89706</td>
<td>Las Vegas, Nevada 89104</td>
</tr>
<tr>
<td>Fax: (775) 684-4056</td>
<td>Fax: (702) 486-8101</td>
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