AIDS Drug Assistance Program (ADAP) & Health Insurance Team

M. Thomas Blissett
ADAP Coordinator
Phone: (775) 684-4025
Email: michaelblissett@health.nv.gov

- Manages all aspects of ADAP
- Primary communication for ADAP activities
- Oversees eligibility efficiency
- ADAP data management/CareWare/ADAP Data Report (ADR)
- ADAP Policies & Procedures, Standards of Care
- Facilitates MAC
- ADAP/ADAP Flex contracts (Medical Case Management, including treatment adherence, OptumRx, Ramzell, Health Insurance Premium – Cost-Sharing (HIPCS) & technical assistance
- OptumRx/Ramzell/CareWare Synchronization
- Resolve provider CareWare issues
- Pharmaceutical/Medicaid Liaison
- Pharmacy overrides & resolutions, formulary

Core Medical/Support Services Team

Tim Taycher
Client Services Specialist
Phone: (702) 486-5665
Email: ttaycher@health.nv.gov

- Manages all aspects of Medical Core/Support Services, including programmatic site visits
- Primary communication for Medical Core/Support activities
- Technical assistance in program implementation
- Primary CareWare administration
- Program data management/CareWare & Ryan White Services Report (RSR)
- Resolve provider CareWare issues
- Program Policies & Procedures (Standards of Care, Universal Guidance Documents, etc.)

Samantha Penn
Quality Assurance & Evaluation Coordinator
Phone: (702) 486-8103
Email: spenn@health.nv.gov

- Manages all aspects of Clinical Quality Assurance (CQA)
- Primary communication for CQA/Evaluation activities
- Help providers/agencies to develop CQA program and Quality Management plans
- Prioritize performance measures & align with Ryan White Parts/Programs
- Develop/Update Standards of Care, policies and procedures, and ensure compliance with HRSA HIV/AIDS Bureau require
- CareWare/EvaluationWeb data extract, analyze, report, recommendations
- Chart audit reviews, and subrecipient site visits

HIV Prevention Team

Lyell Collins
HIV Prevention Program Manager
Phone: (702) 486-8105
Email: lcollins@health.nv.gov

- Manages all aspects of HIV Prevention
- 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
- Identifies 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

Karen Long
Fiscal Program Specialist
Phone: (775) 684-4121
Email: klong@health.nv.gov

- Manages all aspects of the Ryan White Part B grant management
- Primary communication for fiscal activities
- Reviews & monitors subrecipient allocation & expenditures
- Conducts periodic site visits
- Receives monthly RFR’s from subrecipients & process
- Address redirection requests
- Provides technical assistance on funding uses, unallowable & administrative costs, backup documentation

Fiscal/Grants Services Team

Janet St. Amant
Fiscal Program Specialist
Phone: (775) 684-43928
Email: jstamant@health.nv.gov

- Manages all aspects of the HIV Prevention grant management
- Primary communication for fiscal activities
- Reviews & monitors subrecipient allocation & expenditures
- Technical assistance on funding uses, unallowable & admin costs, backup documentation
- Conducts periodic site visits
- Receives monthly RFR’s from subrecipients & process
- Address redirection requests
- Troubleshoot & resolve allocation & expenditures questions or concerns
<table>
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<th>Duties</th>
<th>Marketing Duties</th>
<th>Subsistence Abuse/HIV Program Duties</th>
<th>Accounting Duties</th>
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<td>Establishes &amp; maintains the Cost Effective model for all programs, including policy and procedure development, and compliance with HRSA HIV/AIDS Bureau requirements</td>
<td>Manages all aspects of marketing, communication, and outreach initiatives. Develop and update communications procedures and policies for Ryan White subrecipients. Provide technical assistance to subgrantees in developing outreach goals. Facilitate grant development for the EndHIV/NV Hiv prevention and care campaign. Co-facilitate the monthly Services, Planning and Evaluation Collaborative 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 subrecipients. Incorporate health education to enhance client wellness.</td>
<td>Manages all aspects of the Substance Abuse/HIV prevention program. Point of Contact for all SA/HIV testing program. Negotiates contracts. Develops subgrants, including Standards of Care. 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 SA/HIV prevention activities.</td>
<td>Assist fiscal services team with grant management activities. Receives monthly RFR’s from subrecipients &amp; process Troubleshoot &amp; resolve minor reimbursement &amp; payments Collects, invoices and tracks ADAP rebates. Assists Fiscal Services Manager with site audits and monitoring. Assists Fiscal Specialists with site audits and monitoring. Other duties as assigned by either Fiscal Program Specialist (Prevention &amp; Care). Attend fiscal meetings as directed by Program Manager.</td>
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Troubleshoot & resolve client health insurance issues, referrals, transitions
Assists with Medical Advisory Committee (MAC)
Responsible for health insurance related: CAREware data management, Standards of Care, Indicators
Assists with ADAP Data Report
Coordination with Quality Management, Eligibility, ADAP and Fiscal
Backup to ADAP Coordinator

Coordinate with prevention/care program, SA/MH & QM activities Assist marketing special events

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

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
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
Request for Qualification (RFQ) process, priority setting, funding allocation, contract approvals
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; including clinical quality assurance (CQA)
Represent Nevada as State AIDS Director at NASTAD
Directly supervises Prevention Program Manager, Leads: ADAP Coordinator & Fiscal Specialist, Care Specialist, Quality Management/Quality Assurance Coordinator, Marketing Coordinator, and Administrative Assistant III

Point of contract for routing documents (subgrants, contracts, work orders amendments), including tracking of documents to appropriate sections and personnel for approval and dissemination
Responsible for conducting subrecipient mailings and proper routing of mailings to key Office of HIV/AIDS team members
Work with subrecipients, by supporting fiscal/grants team, on outstanding orders or invoices; when applicable
Inputs HIV testing data into EvaluationWeb, along with Substance Abuse/HIV Program Coordinator
Coordinates schedule of meetings for all team members and program managers
Coordinates public posting of meetings
Coordinates, submits, tracks travel arrangements of subrecipients, if applicable
Backup to Accounting Assistant III