

Bureau of Behavioral Health Wellness and Prevention

Office of HIV/AIDS

Customer Service Staff Contacts

Ryan White Part B (RWPB)						Minority AIDS Initiative
<p>Vacant Grants & Projects Analyst I Phone: (702) 486-5665 Email: N/A</p>	<p>Samantha Penn (LV) Management Analyst I Phone: (702) 486-8103 Email: spenn@health.nv.gov</p>	<p>Susie Deller (CC) Grants & Projects Analyst Trainee Phone: (775) 684-4260 Email: sdeller@health.nv.gov</p>	<p>Marques Fuller (CC) Grants & Projects Analyst Trainee Phone: (775) 684-4036 Email: mafuller@health.nv.gov</p>	<p>Karen Long (CC) Fiscal/Business Professional Trainee Phone: (775) 684-4121 Email: klong@health.nv.gov</p>	<p>Trish Telford (CC) Accounting Assistant III Phone: (775) 684-4131 Email: ttelford@health.nv.gov</p>	<p>Fred Kingman (CC) Program Officer III Phone: (775) 684-4074 Email: fkingman@health.nv.gov</p>
RWPB Duties						Duties
<ul style="list-style-type: none"> ▪ Coordinates aspects of Medical Core/Support Services under RWPB ▪ Primary communication for Medical Core/Support activities ▪ Technical assistance in program implementation ▪ Primary CareWare administration ▪ Program data management for Ryan White Services Report (RSR) ▪ Develop/Update Program Policies & Procedures (i.e. Service Standards, Universal Guidance) ▪ Program training & updates ▪ Coordinate with ADAP, fiscal, Prevention (linkage) & Quality Management activities ▪ Backup to ADAP staff ▪ Chart audit reviews, and sub-recipient site visits 	<ul style="list-style-type: none"> ▪ 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 ▪ Develop/Update Program Policies & Procedures (i.e. Service Standards, Universal Guidance) ▪ 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 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Coordinates aspects of housing, medical/non-medical case management services under RWPB and HOPWA ▪ Works closely with Grants & Projects Analyst I ▪ Provide technical assistance to sub recipients for housing & medical/non-medical case management services ▪ Monitor program(s), prepare reports to summarize analysis of housing & case management needs, and provide recommendations to HIV/AIDS Program Manager ▪ Provides contract oversight & monitoring for HOPWA 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Assists fiscal services team with grant management activities ▪ Receives monthly RFR's from sub recipients & process ▪ Troubleshoot & resolve minor reimbursement & payments ▪ Assists Fiscal/Business Professional Trainee with site audits and monitoring ▪ Assists Fiscal/Business Professional Trainee with fiscal monitoring site visits ▪ Other duties as assigned by either Fiscal/Business Professional Trainee or Grants & Projects Analyst I (Prevention) 	<ul style="list-style-type: none"> ▪ Coordinates aspects of Minority AIDS Initiative programming under RWPB ▪ 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 ▪ Community engagement

HIV Prevention

<p>Lyell Collins (LV) HIV Prevention Program Manager Phone: (702) 486-8105 Email: lscollins@health.nv.gov</p>	<p>Preston Tang (LV) Health Program Specialist I Phone: (702) 486-6488 Email: ptang@health.nv.gov</p>	<p>Janet St. Amant (CC) Grants & Projects Analyst I Phone: (775) 684-5944 Email: jstamant@health.nv.gov</p>	<p>Samantha Penn (LV) Management Analyst I Phone: (702) 486-8103 Email: spenn@health.nv.gov</p>	<p>Trish Telford (CC) Accounting Assistant III Phone: (775) 684-4131 Email: ttelford@health.nv.gov</p>
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Prevention Duties

<ul style="list-style-type: none"> ▪ Manages all aspects of HIV Prevention Program ▪ Acts as the Deputy 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 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Assists prevention services team with grant management activities ▪ Receives monthly RFR's from sub recipients & process ▪ Troubleshoot & resolve minor reimbursement & payments ▪ Collects, invoices and tracks ADAP rebates ▪ Other duties as assigned by Grants & Projects Analyst I (Prevention) ▪ Attend fiscal meetings as directed by HIV/AIDS Program Manager ▪ Assists Fiscal/Business Professional Trainee with site audits and monitoring ▪ Assists Grants & Projects Analyst I (Prevention) with fiscal monitoring site visits
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AIDS Drug Assistance Program (ADAP)	
<p>Michael Thomas Blissett (CC) Health Program Specialist I Phone: (775) 684-4025 Email: michaelblissett@health.nv.gov</p>	<p>William (Bill) Rocheleau (LV) Program Officer I Phone: (702) 486-5924 Email: willgrocheleau@health.nv.gov</p>
ADAP Duties	
<ul style="list-style-type: none"> ▪ 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) 	<ul style="list-style-type: none"> ▪ 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	
<p>Sarah Almaraz (CC) Health Resources Analyst I Phone: (775) 684-4044 Email: salmaraz@health.nv.gov</p>	<p>Christopher Towers (CC) Health Resources Analyst I Phone: (775) 684-5882 Email: ctowers@health.nv.gov</p>
Marketing Duties	
<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Monitor the RWPB Listserv and distribute local and federal news to community partners and sub recipients ▪ Incorporate health education to enhance client wellness ▪ Coordinate with prevention/care program, substance abuse/mental health & QM activities ▪ Assist marketing special events

<i>Administration</i>	
Tory W. Johnson (CC) HIV/AIDS Program Manager Phone: (775) 684-4247 Email: tojohanson@health.nv.gov	Darla Beers (CC) Administrative Assistant II Phone: (775) 684-5928 Email: dbeers@health.nv.gov
<i>Administration Duties</i>	
<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/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) & Fiscal/Business Professional Trainee, Management Analyst I, Health Resource Analysts (Marketing), Program Officer III (Minority AIDS Initiative), Grants & Projects Analyst Trainee and Administrative Assistant II 	<ul style="list-style-type: none"> ▪ 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:

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