

**Bureau of Behavioral Health Wellness and Prevention**

**Office of HIV/AIDS**

**Customer Service Staff Contacts**

| Ryan White Part B (RWPB)   |   |   |   |  |  | Faith-Based Initiative  |
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| <p><i>Juan (Tony) Garcia (LV)</i><br/> <b>Grants &amp; Projects Analyst I</b><br/>                     Phone: (702) 486-5924<br/>                     Email: <a href="mailto:jgarcia@health.nv.gov">jgarcia@health.nv.gov</a></p>  | <p><i>Samantha Penn (LV)</i><br/> <b>Management Analyst I</b><br/>                     Phone: (702) 486-8103<br/>                     Email: <a href="mailto:spenn@health.nv.gov">spenn@health.nv.gov</a></p>   | <p><i>Susie Deller (CC)</i><br/> <b>Grants &amp; Projects Analyst Trainee (Contractor)</b><br/>                     Phone: (775) 684-4260<br/>                     Email: <a href="mailto:sdeller@health.nv.gov">sdeller@health.nv.gov</a></p>  | <p><i>Marques Fuller (CC)</i><br/> <b>Grants &amp; Projects Analyst Trainee (Contractor)</b><br/>                     Phone: (775) 684-4036<br/>                     Email: <a href="mailto:mafuller@health.nv.gov">mafuller@health.nv.gov</a></p>  | <p><i>Karen Long (CC)</i><br/> <b>Management Analyst I</b><br/>                     Phone: (775) 684-4121<br/>                     Email: <a href="mailto:klong@health.nv.gov">klong@health.nv.gov</a></p>   | <p><i>Trish Telford (CC)</i><br/> <b>Accounting Assistant III</b><br/>                     Phone: (775) 684-4131<br/>                     Email: <a href="mailto:ttelford@health.nv.gov">ttelford@health.nv.gov</a></p>  | <p><i>Fred Kingman (CC)</i><br/> <b>Program Officer III (Contractor)</b><br/>                     Phone: (775) 684-4074<br/>                     Email: <a href="mailto:fkingman@health.nv.gov">fkingman@health.nv.gov</a></p>  |
| RWPB Duties  |   |   |   |  |  | Duties  |
| <ul style="list-style-type: none"> <li>▪ Coordinates aspects of Medical Core/Support Services under Ryan White Part B (RWPB)</li> <li>▪ Technical assistance in program implementation</li> <li>▪ Program data management for Ryan White Services Report (RSR)</li> <li>▪ Develop/Update Program Policies &amp; Procedures (i.e. Service Standards, Universal Guidance)</li> <li>▪ Coordinate with ADAP, fiscal, Prevention (linkage) &amp; Quality Management activities</li> <li>▪ Backup to ADAP staff</li> <li>▪ Chart audit reviews, and sub-recipient site visits</li> <li>▪ Coordination of RWPB funding applications &amp; Annual Progress Report, Program Terms Report</li> </ul> | <ul style="list-style-type: none"> <li>▪ Coordinates all aspects of Clinical Quality Management (CQM) under RWPB &amp; ADAP</li> <li>▪ Help providers/agencies to develop CQM program and Quality Management plans</li> <li>▪ Prioritize performance measures &amp; align with Ryan White Parts/Programs</li> <li>▪ CareWare/EvaluationWeb data extract, analyze, report, recommendations</li> <li>▪ Chart audit reviews, and sub-recipient site visits</li> <li>▪ Assist with Annual Progress Report, Program Terms Report &amp; ADAP Data Report</li> <li>▪ Develops, updates and monitors the Ryan White Part B Implementation Plan</li> <li>▪ Lead on CAREWare implementation/data pulls</li> </ul> | <ul style="list-style-type: none"> <li>▪ Coordinates aspects of services provided under Supplemental X08 award</li> <li>▪ Provide technical assistance to sub recipients</li> <li>▪ Works closely with Grants &amp; Projects Analyst I</li> <li>▪ Monitor program(s), prepare reports to summarize analysis of services and provide recommendations to HIV/AIDS Program Manager</li> <li>▪ Provides contract oversight &amp; monitoring for services provided under Supplemental X08</li> </ul> | <ul style="list-style-type: none"> <li>▪ Coordinates aspects of housing services under RWPB and HOPWA</li> <li>▪ Works closely with Grants &amp; Projects Analyst I</li> <li>▪ Provide technical assistance to sub recipients for housing services</li> <li>▪ Monitor program(s), prepare reports to summarize analysis of housing needs, and provide recommendations to HIV/AIDS Program Manager</li> <li>▪ Provides contract oversight &amp; monitoring for HOPWA</li> <li>▪ Develops Program Policies, along with GPA I</li> </ul> | <ul style="list-style-type: none"> <li>▪ Coordinates fiscal aspects of the RWPB grant management program, with assistance from HIV/AIDS Program Manager</li> <li>▪ Primary communication for fiscal activities</li> <li>▪ Reviews &amp; monitors sub recipient allocation &amp; expenditures</li> <li>▪ Provides technical assistance on funding uses, unallowable &amp; administrative costs, backup documentation</li> <li>▪ Conducts annual fiscal monitoring site visits</li> <li>▪ Oversees monthly Request for Reimbursements (RFRs) from sub recipients</li> <li>▪ Troubleshoot &amp; resolve allocation/expenditures questions/concerns</li> <li>▪ Lead to Accounting Assistant III</li> </ul> | <ul style="list-style-type: none"> <li>▪ Assists fiscal services team with grant management activities</li> <li>▪ Receives monthly RFR's from sub recipients &amp; process</li> <li>▪ Troubleshoot &amp; resolve minor reimbursement &amp; payments</li> <li>▪ Assists Management Analyst I (Care) with fiscal monitoring site visits</li> <li>▪ Other duties as assigned by either Management Analyst (Care), Grants &amp; Projects Analyst I (Prevention) or HIV/AIDS Program Manager</li> <li>▪ Work with ADAP Coordinator on reconciliation of ADAP rebates</li> </ul> | <ul style="list-style-type: none"> <li>▪ Conducts community assessment of faith-based organizations</li> <li>▪ Researches programs for faith-based public health interventions</li> <li>▪ Researches and identifies areas of high need for minority populations, namely faith-based</li> <li>▪ Develop an implementation plan for Nevada addressing faith-based organizations</li> <li>▪ Conduct community meetings with faith-based organizations</li> <li>▪ Provide technical assistance on HIV care and support services for faith-based and minority organizations</li> </ul> |

| <p><i>Lyell Collins (LV)</i><br/> <b>HIV Prevention Program Manager</b><br/>           Phone: (702) 486-8105<br/>           Email: <a href="mailto:lscollins@health.nv.gov">lscollins@health.nv.gov</a></p>  | <p><i>Austin Porsborg (LV)</i><br/> <b>Management Analyst I<br/>(Contractor)</b><br/>           Phone: (702) 486-5665<br/>           Email: <a href="mailto:aporsborg@health.nv.gov">aporsborg@health.nv.gov</a></p>   | <p><i>Janet St. Amant (CC)</i><br/> <b>Grants &amp; Projects Analyst I</b><br/>           Phone: (775) 684-5944<br/>           Email: <a href="mailto:jstamant@health.nv.gov">jstamant@health.nv.gov</a></p>   | <p><i>Preston Tang (LV)</i><br/> <b>Health Program Specialist I<br/>(Contractor)</b><br/>           Phone: (702) 486-6488<br/>           Email: <a href="mailto:ptang@health.nv.gov">ptang@health.nv.gov</a></p>   | <p><i>Trish Telford (CC)</i><br/> <b>Accounting Assistant III</b><br/>           Phone: (775) 684-4131<br/>           Email: <a href="mailto:ttelford@health.nv.gov">ttelford@health.nv.gov</a></p>  |
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| <b>Prevention Duties</b>   |  |  |  |  |
| <ul style="list-style-type: none"> <li>▪ Manages all aspects of HIV Prevention Program</li> <li>▪ Acts as the Assistant Section Manager in the absence of the HIV/AIDS Program Manager</li> <li>▪ Manages the Substance Abuse Prevention &amp; Treatment Agency (SAPTA) HIV Testing Program</li> <li>▪ Primary communication for prevention activities</li> <li>▪ Evaluates high impact targeted prevention</li> <li>▪ Monitors HIV testing &amp; linkage to care, including sexually transmitted infections</li> <li>▪ Ensures access to condoms &amp; Partner services</li> <li>▪ Identify high risk populations (substance abuse, injection drug use, mental health sub-populations), as identified by the HIV Prevention Planning Groups (PPG)</li> <li>▪ Technical assistance for PrEP, capacity building, skill development, outreach and other capacity building services</li> <li>▪ Community Engagement</li> <li>▪ Facilitates PPG (North &amp; South Nevada), State AIDS Task Force (Legislation)</li> <li>▪ Coordinate with fiscal, substance abuse, mental health, quality management, Ryan White activities</li> <li>▪ Directly supervises Health Program Specialist I, Grants &amp; Projects Analyst I and Management Analyst I</li> </ul> | <ul style="list-style-type: none"> <li>▪ Coordinates aspects of the Substance Abuse/HIV prevention program</li> <li>▪ Develops sub awards</li> <li>▪ Monitors sub awards to ensure sub recipients are meeting program deliverables and expenditures are appropriate</li> <li>▪ Participates in HIV Prevention Planning Group activities</li> <li>▪ Provides technical assistance to sub recipients</li> <li>▪ Conducts site visits to ensure sub recipient compliance to CDC HIV testing guidance's and that they are meeting mandatory reporting compliance</li> <li>▪ Coordinates HIV testing training with Southern Nevada Health District</li> <li>▪ Ensures data collection is accurate and inputs HIV testing data into EvaluationWeb</li> </ul> | <ul style="list-style-type: none"> <li>▪ Coordinates fiscal aspects of the HIV Prevention grant management program, with assistance from HIV Prevention Program Manager</li> <li>▪ Primary communication for fiscal activities</li> <li>▪ Reviews &amp; monitors sub recipient allocation &amp; expenditures</li> <li>▪ Provides technical assistance on funding uses, unallowable &amp; admin costs, backup documentation</li> <li>▪ Conducts periodic site visits</li> <li>▪ Reviews &amp; processes monthly Requests for Reimbursement (RFR's) from sub recipients</li> <li>▪ Addresses redirection requests</li> <li>▪ Troubleshoots &amp; resolves allocation &amp; expenditures questions or concerns</li> <li>▪ Enforces CDC fiscal standards</li> <li>▪ Coordinate with program, SA/MH &amp; QM activities</li> <li>▪ Co-Lead to Accounting Assistant III</li> </ul> | <ul style="list-style-type: none"> <li>▪ Primary communication for Evaluation activities</li> <li>▪ Provides oversight of evaluation monitoring and data collection through EvaluationWeb and PartnerServicesWeb for the HIV Prevention program; includes data extracts, analyze, report, and recommendations</li> <li>▪ Provides technical assistance and data entry training, management, and quality assurance to HIV Prevention program sub recipients</li> <li>▪ Assist with the preparation and submission of data reports for CDC aggregate Partner Services (PS), Counseling and Testing (CT), Non-aggregate Partner Services (NPS)</li> <li>▪ Prepares the Evaluation and Monitoring Plan</li> <li>▪ Assists with the annual grant application</li> <li>▪ Chart audit reviews, and sub recipients site visits</li> <li>▪ Assist with EIIHA Plan along with Ryan White Part B</li> </ul> | <ul style="list-style-type: none"> <li>▪ Assists prevention services team with grant management activities</li> <li>▪ Receives monthly RFR's from sub recipients &amp; process</li> <li>▪ Troubleshoot &amp; resolve minor reimbursement &amp; payments</li> <li>▪ Other duties as assigned by Grants &amp; Projects Analyst I (Prevention)</li> </ul> |

**AIDS Drug Assistance Program (ADAP)**

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| <p><i>Michael Thomas Blissett (CC)</i><br/> <i>Health Program Specialist I</i><br/> Phone: (775) 684-4025<br/> Email: <a href="mailto:michaelblissett@health.nv.gov">michaelblissett@health.nv.gov</a></p>  | <p><i>Vanessa Caceres</i><br/> <i>Program Officer I</i><br/> Phone: (775) 684-5882<br/> Email: <a href="mailto:vcaceres@health.nv.gov">vcaceres@health.nv.gov</a></p>  |
| <b>ADAP Duties</b>  |  |
| <ul style="list-style-type: none"> <li>▪ Coordinates aspects of ADAP service delivery</li> <li>▪ Primary communication for ADAP activities</li> <li>▪ ADAP data management/CareWare/ADAP Data Report (ADR)</li> <li>▪ ADAP Policies &amp; Procedures, Standards of Care</li> <li>▪ Facilitates Medical Advisory Committee (MAC)</li> <li>▪ ADAP/ADAP Flex contracts (Medical Case Management, including treatment adherence, OptumRx, Ramsell, Health Insurance Premium – Cost-Sharing (HIPCS) &amp; technical assistance</li> <li>▪ Pharmaceutical/Medicaid Liaison</li> <li>▪ Pharmacy overrides &amp; resolutions, formulary</li> <li>▪ Troubleshoot rebate invoicing &amp; collection</li> <li>▪ Coordinate with program, fiscal, substance abuse/mental health, quality management activities</li> <li>▪ Assists fiscal &amp; program staff with projections for resource allocation</li> <li>▪ ADAP training &amp; updates</li> <li>▪ Backup to Core Medical/Support staff</li> <li>▪ Lead to Program Officer I (Health Insurance) &amp; Health Resources Analyst I (Contractor)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Coordinates aspects of Minority AIDS Initiative programming under ADAP</li> <li>▪ Coordinates aspects of health insurance programs, including policy and procedure development, and compliance with HRSA HIV/AIDS Bureau requirements</li> <li>▪ Sub recipient &amp; client education on Advance Premium Tax Credit (APTC) benefits, IRS filing implications</li> <li>▪ Provides technical assistance and training to providers for health insurance topics and APTC activities/procedures</li> <li>▪ Annual health insurance comparison &amp; recommendations to providers/clients</li> <li>▪ Ensure payer of last resort requirement is met</li> <li>▪ Troubleshoot &amp; resolve client health insurance issues, referrals, transitions</li> <li>▪ Assists with MAC</li> <li>▪ Responsible for health insurance service delivery related to CAREWare data management, Standards of Care &amp; service indicators</li> <li>▪ Assists with ADAP Data Report</li> <li>▪ Backup to Health Program Specialist I (ADAP)</li> </ul> |

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| <b>Marketing</b>   |  |
| <p><i>Xhosha Millington (CC)</i><br/> <i>Health Resources Analyst I (Contractor)</i><br/> Phone: (775) 684-4044<br/> Email: <a href="mailto:xmillington@health.nv.gov">xmillington@health.nv.gov</a></p>   | <p><i>Karla Rodriguez</i><br/> <i>Health Resources Analyst I (Contractor)</i><br/> Phone: (775) 684-4026<br/> Email: <a href="mailto:karodriguez@health.nv.gov">karodriguez@health.nv.gov</a></p>  |
| <b>Marketing Duties</b>  |  |
| <ul style="list-style-type: none"> <li>▪ Works directly with the ADAP Program, specifically Minority AIDS Initiative (MAI)</li> <li>▪ Monitors all aspects of the MAI Program with northern and southern sub recipients</li> <li>▪ Provide technical assistance to sub recipients in developing outreach goals</li> <li>▪ Co-facilitate the monthly Services, Planning and Evaluation Collaborative (SPEC) meeting in Northern Nevada</li> <li>▪ Plan and participate in HIV prevention and care community outreach events and activities</li> <li>▪ Monitor the RWPB Listserv and distribute local and federal news to community partners and sub recipients</li> </ul> | <ul style="list-style-type: none"> <li>▪ Early Identification of Individuals with HIV (EIIHA) Coordinator, directly responsible for coordinator of efforts contained within the EIIHA Plan</li> <li>▪ Coordinator of PrEP activities under prevention and care for northern and southern Nevada, in conjunction with HIV prevention services</li> <li>▪ Incorporate health education to enhance client wellness</li> <li>▪ Coordinate with prevention/care program, substance abuse/mental health &amp; QM activities</li> <li>▪ Assist with marketing special events</li> <li>▪ Monitors the EIIHA Plan, along with HIV Prevention</li> </ul> |

| <i>Administration</i>   |   |
|---|---|
| <b>Tory W. Johnson (CC)</b><br><b>HIV/AIDS Program Manager</b><br>Phone: (775) 684-4247<br>Email: <a href="mailto:tojohanson@health.nv.gov">tojohanson@health.nv.gov</a>  | <b>Darla Beers (CC)</b><br><b>Administrative Assistant II</b><br>Phone: (775) 684-5928<br>Email: <a href="mailto:dbeers@health.nv.gov">dbeers@health.nv.gov</a>   |
| <i>Administration Duties</i>  |   |
| <ul style="list-style-type: none"> <li>▪ Administers all aspects of the HIV/AIDS programs, including HOPWA</li> <li>▪ Primary communication of strategic, planning and policy development</li> <li>▪ Provide leadership in the integration of behavioral health programs (HIV/Substance Abuse/Mental Health)</li> <li>▪ Bridging of partners, resources &amp; community engagement</li> <li>▪ Analyze data, strategize &amp; implement initiatives to address the four (4) core elements of the National HIV/AIDS Strategy</li> <li>▪ Implement funding priorities, long-term sustainability &amp; capacity</li> <li>▪ Request for Qualification (RFQ) process, priority setting, funding allocation, contract approvals</li> <li>▪ Address grievance submissions, mitigation, resolution</li> <li>▪ Approval of all activities, policies and procedures, program changes, resolution of subject &amp; initiatives, sub recipient justifications</li> <li>▪ Represent Nevada as State AIDS Director at NASTAD</li> <li>▪ 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</li> </ul> | <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Responsible for conducting sub recipient mailings and proper routing of mailings to key Office of HIV/AIDS team members</li> <li>▪ Work with sub recipients, by supporting fiscal/awards team, on outstanding orders or invoices; when applicable</li> <li>▪ Coordinates schedule of meetings for all team members and program managers</li> <li>▪ Coordinates public posting of meetings</li> <li>▪ Coordinates, submits, tracks travel arrangements of sub recipients, if applicable</li> <li>▪ Backup to Accounting Assistant III</li> </ul> |

**Physical Office Locations:**

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