

Bureau of Behavioral Health Wellness and Prevention

Office of HIV

Customer Service Staff Contacts

Note: Due to COVID-19 the Office of HIV staff are working remotely, please utilize email addresses to contact staff directly.

Ryan White Part B (RWPB)

<p><i>Juan (Tony) Garcia (LV)</i> <i>Grants & Projects Analyst I</i> Phone: (702) 486-5924 Email: jgarcia@health.nv.gov</p>	<p><i>Vanessa Caceres (CC)</i> <i>Management Analyst I</i> Phone (775) 684-5882 Email: vcaceres@health.nv.gov</p>	<p><i>Vacant (CC)</i> <i>Grants & Projects Analyst Trainee (Contractor)</i> Phone: Email:</p>	<p><i>Marques Fuller (CC)</i> <i>Grants & Projects Analyst Trainee (Contractor)</i> Phone: (775) 684-4036 Email: mafuller@health.nv.gov</p>	<p><i>Karen Long (CC)</i> <i>Management Analyst II</i> Phone: (775) 684-4121 Email: klong@health.nv.gov</p>	<p><i>Trish Telford (CC)</i> <i>Accounting Assistant III</i> Phone: (775) 684-4131 Email: ttelford@health.nv.gov</p>	<p><i>Xhosha Millington (CC)</i> <i>Health Resources Analyst I (Contractor)</i> Phone: (775) 684-4044 Email: xmillington@health.nv.gov</p>
RWPB Duties						
<ul style="list-style-type: none"> ▪ 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 (RSR) ▪ 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 	<ul style="list-style-type: none"> ▪ Coordinates all 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 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 	<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 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 & monitoring for HOPWA ▪ Develops Program Policies, along with GPA I 	<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 Management Analyst I (Care) with fiscal monitoring site visits ▪ 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 	<ul style="list-style-type: none"> ▪ Works closely with Ryan White Part B & ADAP, specifically CAREWare helpdesk ▪ Point person for SPEC, northern Nevada sub-recipient/provider meeting ▪ Point person for Liberty Dental Insurance project for Ryan White Part B & ADAP clients and sub-recipients ▪ Provider technical assistance to sub-recipients on issues related to CAREWare ▪ Provides information to EndHIVNV.org website ▪ Supports Section Manager on special projects and reports ▪ Assist ADAP on annual reporting

HIV Prevention & Surveillance

<p><i>Lyell Collins (LV)</i> HIV Prevention & Surveillance Program Manager Phone: (702) 486-8105 Email: lscollins@health.nv.gov</p>	<p><i>Vacant (LV)</i> Health Program Specialist I (Contractor) Phone: Email:</p>	<p><i>Janet St. Amant (CC)</i> Grants & Projects Analyst I Phone: (775) 684-5944 Email: jstamant@health.nv.gov</p>	<p><i>Preston Tang (LV)</i> Health Program Specialist I (Contractor) Phone: (702) 486-6488 Email: ptang@health.nv.gov</p>	<p><i>Trish Telford (CC)</i> Accounting Assistant III Phone: (775) 684-4131 Email: ttelford@health.nv.gov</p>
<p><i>Prevention Duties</i></p>				
<ul style="list-style-type: none"> ▪ 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 (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 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 	<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 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 	<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 ▪ Other duties as assigned by Grants & Projects Analyst I (Prevention)

AIDS Drug Assistance Program (ADAP)	
<p><i>Michael Thomas Blissett (CC)</i> <i>Health Program Specialist I</i> Phone: (775) 684-4025 Email: michaelblissett@health.nv.gov</p>	<p><i>Vacant</i> <i>Program Officer I</i> Phone: Email:</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) & Health Resources Analyst I (Contractor) 	<ul style="list-style-type: none"> ▪ Coordinates aspects of Minority AIDS Initiative programming under ADAP ▪ 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><i>Vacant (CC)</i> <i>Health Resources Analyst I (Contractor)</i></p>

<ul style="list-style-type: none"> ▪ Early Identification of Individuals with HIV (EIIHA) Coordinator, directly responsible for coordinator of efforts contained within the EIIHA 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 EIIHA Plan, along with HIV Prevention
--

<i>Administration</i>	
<p>Tory W. Johnson (CC) HIV/AIDS Program Manager Phone: (775) 684-4247 Email: tojohanson@health.nv.gov</p>	<p>Rhonda Buckley Administrative Assistant II Phone: (775) 684-5928 Email: r.buckley@health.nv.gov</p>
<i>Administration Duties</i>	
<ul style="list-style-type: none"> ▪ Administers all aspects of the HIV/AIDS programs, including Prevention, Surveillance, Ryan White Part B, ADAP, Minority AIDS Initiative, and HOPWA ▪ Primary communication of strategic, planning and policy development for HIV services statewide ▪ 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 ▪ Support the efforts of Getting to Zero initiatives, as well as, Ending the HIV Epidemic (EHE) ▪ Work closely with Ryan White Part A, C, & D in northern and southern Nevada ▪ Directly supervises HIV Prevention & Surveillance Program Manager (Health Program Specialist II), Leads: Health Program Specialist I (ADAP) & Management Analyst II (Care), Management Analyst I (QM), Health Resource Analysts (Marketing), Grants and Projects Analyst I, Grants & Projects Analyst Trainee and Administrative Assistant II 	<ul style="list-style-type: none"> ▪ 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 ▪ 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/awards 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:

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

Las Vegas Office (LV)
 1840 E. Sahara Avenue, Suite 111& 110
 Las Vegas, Nevada 89104
 Fax: (702) 486-8101