

**Division of Public & Behavioral Health**

**Office of HIV/AIDS**

**Customer Service Staff Contacts**

Ryan White Website: [http://dphh.nv.gov/Programs/HIV-Ryan/Ryan\\_White\\_Part\\_B\\_-\\_Home/](http://dphh.nv.gov/Programs/HIV-Ryan/Ryan_White_Part_B_-_Home/) ;

HIV Prevention Website: [http://dphh.nv.gov/Programs/HIV/HIV\\_and\\_AIDS\\_Prevention\\_-\\_Home/](http://dphh.nv.gov/Programs/HIV/HIV_and_AIDS_Prevention_-_Home/)

**Central Office**



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Carson City, NV 89706  
Fax: (775) 684-4056

**Las Vegas Office**

1840 E. Sahara Ave., Suite 111  
Las Vegas, NV 89104  
Fax: (702) 486-8101

AIDS Drug Assistance Program (ADAP) & Health Insurance Team	Core Medical/Support Services Team		HIV Prevention Team	Fiscal/Grants Services Team	
<p><i>M. Thomas Blissett</i> <b>ADAP Coordinator</b> Phone: (775) 684-4025 Email: <a href="mailto:michaelblissett@health.nv.gov">michaelblissett@health.nv.gov</a></p>	<p><i>Tim Taycher</i> <b>Client Services Specialist</b> Phone: (702) 486-5665 Email: <a href="mailto:ttaycher@health.nv.gov">ttaycher@health.nv.gov</a></p>	<p><i>Samantha Penn</i> <b>Quality Assurance &amp; Evaluation Coordinator</b> Phone: (702) 486-8103 Email: <a href="mailto:spenn@health.nv.gov">spenn@health.nv.gov</a></p>	<p><i>Lyell Collins</i> <b>HIV Prevention Program Manager</b> Phone: (702) 486-8105 Email: <a href="mailto:lscollins@health.nv.gov">lscollins@health.nv.gov</a></p>	<p><i>Karen Long</i> <b>Fiscal Program Specialist</b> Phone: (775) 684-4121 Email: <a href="mailto:klong@health.nv.gov">klong@health.nv.gov</a></p>	<p><i>Janet St. Amant</i> <b>Fiscal Program Specialist</b> Phone: (775) 684-45928 Email: <a href="mailto:jstamant@health.nv.gov">jstamant@health.nv.gov</a></p>
ADAP & Health Insurance Duties	Core Medical/Support Services Duties		Prevention Duties	Fiscal/Grant Service Duties	
<ul style="list-style-type: none"> <li>▪ Manages all aspects of ADAP</li> <li>▪ Primary communication for ADAP activities</li> <li>▪ Oversees eligibility efficiency</li> <li>▪ ADAP data management/CareWare/ADAP Data Report (ADR)</li> <li>▪ ADAP Policies &amp; Procedures, Standards of Care</li> <li>▪ Facilitates 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>▪ OptumRx/Ramsell/CareWare Synchronization</li> <li>▪ Resolve provider CareWare issues</li> <li>▪ Pharmaceutical/Medicaid Liaison</li> <li>▪ Pharmacy overrides &amp; resolutions, formulary</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages all aspects of Medical Core/Support Services, including programmatic site visits</li> <li>▪ Primary communication for Medical Core/Support activities</li> <li>▪ Technical assistance in program implementation</li> <li>▪ Primary CareWare administration</li> <li>▪ Program data management/CareWare &amp; Ryan White Services Report (RSR)</li> <li>▪ Resolve provider CareWare issues</li> <li>▪ Program Policies &amp; Procedures (Standards of Care, Universal Guidance Documents, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages all aspects of Clinical Quality Assurance (CQA)</li> <li>▪ Primary communication for CQA/Evaluation activities</li> <li>▪ Help providers/agencies to develop CQA program and Quality Management plans</li> <li>▪ Prioritize performance measures &amp; align with Ryan White Parts/Programs</li> <li>▪ Develop/Update Standards of Care, policies and procedures, and ensure compliance with HRSA HIV/AIDS Bureau requirements</li> <li>▪ CareWare/EvaluationWeb data extract, analyze, report, recommendations</li> <li>▪ Chart audit reviews, and subrecipient site visits</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages all aspects of HIV Prevention</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> </ul>	<ul style="list-style-type: none"> <li>▪ Manages all aspects of the Ryan White Part B grant management</li> <li>▪ Primary communication for fiscal activities</li> <li>▪ Reviews &amp; monitors subrecipient allocation &amp; expenditures</li> <li>▪ Provides technical assistance on funding uses, unallowable &amp; administrative costs, backup documentation</li> <li>▪ Conducts periodic site visits</li> <li>▪ Oversees monthly request for reimbursements (RFRs) from subrecipients</li> <li>▪ Address redirection requests</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages all aspects of the HIV Prevention grant management</li> <li>▪ Primary communication for fiscal activities</li> <li>▪ Reviews &amp; monitors subrecipient allocation &amp; expenditures</li> <li>▪ Technical assistance on funding uses, unallowable &amp; admin costs, backup documentation</li> <li>▪ Conducts periodic site visits</li> <li>▪ Receives monthly RFR's from subrecipients &amp; process</li> <li>▪ Address redirection requests</li> <li>▪ Troubleshoot &amp; resolve allocation &amp; expenditures questions or concerns</li> </ul>

<ul style="list-style-type: none"> <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 Health Insurance Specialist staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Community engagement</li> <li>▪ Program training &amp; updates</li> <li>▪ Coordinate with ADAP, fiscal, Prevention (linkage) &amp; Quality Management activities</li> <li>▪ Provides contract oversight &amp; monitoring for HOPWA, along with any technical assistance as related to data collection</li> <li>▪ Backup to ADAP staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Plan &amp; implement quality improvement, including evaluation process</li> <li>▪ Responsible for coordination/submitting Annual Progress Report, Program Terms Report; assist with ADAP Data Report</li> <li>▪ Develops, updates and monitors the Ryan White Part B Implementation Plan</li> <li>▪ CPE Liaison for yearly program monitoring &amp; evaluation</li> </ul>	<ul style="list-style-type: none"> <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>▪ Supervises Quality Assurance/Evaluation Coordinator, Grants Projects Analyst &amp; SA/HIV Program Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Troubleshoot &amp; resolve allocation &amp; expenditures questions or concerns</li> <li>▪ Provides workshops on HRSA fiscal directives</li> <li>▪ Enforce HRSA fiscal standards</li> <li>▪ Coordinate with program, ADAP, Admin &amp; QM activities</li> <li>▪ Lead to Accounting Assistant III</li> </ul>	<ul style="list-style-type: none"> <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>
<p><i>William (Bill) Rocheleau</i>  <b>Health Insurance Specialist</b>  Phone: (702) 486-5924  Email: <a href="mailto:willgrocheleau@health.nv.gov">willgrocheleau@health.nv.gov</a></p>	<p><i>Emma Bohannon</i>  <b>Marketing Coordinator</b>  Phone: (775) 684-4074  Email: <a href="mailto:ebohannon@health.nv.gov">ebohannon@health.nv.gov</a></p>	<p><i>Preston Tang</i>  <b>Substance Abuse/HIV Program Coordinator</b>  Phone: (702) 486-6488  Email: <a href="mailto:ptang@health.nv.gov">ptang@health.nv.gov</a></p>	<p><i>Vacant</i>  <b>Accounting Assistant III</b>  Phone: (775) 684-4131  Email: N/A</p>		
<b>Client Service Duties</b>	<b>Marketing Duties</b>		<b>Substance Abuse/HIV Program Duties</b>	<b>Accounting Duties</b>	
<ul style="list-style-type: none"> <li>▪ Manages all aspects of health insurance programs, including policy and procedure development, and compliance with HRSA HIV/AIDS Bureau requirements</li> <li>▪ 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>▪ Medicaid/MCO/HIX/DOI Liaison</li> <li>▪ Annual health insurance comparison &amp; recommendations to providers/clients</li> <li>▪ Ensure payer of last resort requirement is met</li> <li>▪ Updates and maintains the Cost Effective Worksheet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages all aspects of social marketing, communication, and outreach initiatives</li> <li>▪ Develop and update communications procedures and policies for Ryan White subrecipients</li> <li>▪ Provide technical assistance to subgrantees in developing outreach goals</li> <li>▪ Facilitate grant for the development of the <i>EndHIVNV</i> HIV prevention and care campaign</li> <li>▪ Co-facilitate the monthly Services, Planning and Evaluation Collaborative (<i>SPEC</i>) 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 subrecipients</li> <li>▪ Incorporate health education to enhance client wellness</li> </ul>		<ul style="list-style-type: none"> <li>▪ Manages all aspects of the Substance Abuse/HIV prevention program</li> <li>▪ Point of Contact for all SA/HIV testing program</li> <li>▪ Negotiates contracts</li> <li>▪ Develops subgrants, including Standards of Care</li> <li>▪ Monitors subgrants to ensure subgrantees are meeting program deliverables and expenditures are appropriate</li> <li>▪ Participates in HIV Prevention Planning Group activities</li> <li>▪ Acts as subject matter expert for SA/HIV prevention activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assists fiscal services team with grant management activities</li> <li>▪ Receives monthly RFR's from subrecipients &amp; process</li> <li>▪ Troubleshoot &amp; resolve minor reimbursement &amp; payments</li> <li>▪ Collects, invoices and tracks ADAP rebates</li> <li>▪ Assists Fiscal Services Manager with site audits and monitoring</li> <li>▪ Assists Fiscal Specialists with site audits and monitoring</li> <li>▪ Other duties as assigned by either Fiscal Program Specialist (Prevention &amp; Care)</li> <li>▪ Attend fiscal meetings as directed by Program Manager</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Troubleshoot &amp; resolve client health insurance issues, referrals, transitions</li> <li>▪ Assists with Medical Advisory Committee (MAC)</li> <li>▪ Responsible for health insurance related: CAREWare data management, Standards of Care, Indicators</li> <li>▪ Assists with ADAP Data Report</li> <li>▪ Coordination with Quality Management, Eligibility, ADAP and Fiscal</li> <li>▪ Backup to ADAP Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinate with prevention/care program, SA/MH &amp; QM activities Assist marketing special events</li> </ul> 	<ul style="list-style-type: none"> <li>▪ Provides technical assistance to subgrantees</li> <li>▪ Conducts site visits to ensure subgrantee compliance to CDC HIV testing guidance's and that they are meeting mandatory reporting compliance</li> <li>▪ Coordinates HIV testing training with the Southern Nevada Health District</li> <li>▪ Ensures data collection is accurate and inputs HIV testing data into EvaluationWeb</li> </ul>	
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<i>Administration</i>	
<p><b>Tory W. Johnson</b>  <b>HIV/AIDS Program Manager</b>            Phone: (775) 684-4247            Email: <a href="mailto:tojohnson@health.nv.gov">tojohnson@health.nv.gov</a></p>	<p><b>Darla Beers</b>  <b>Administrative Assistant II</b>            Phone: (775) 684-5928            Email: <a href="mailto:dbeers@health.nv.gov">dbeers@health.nv.gov</a></p>
<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>▪ Statewide Coordinated Statement of Need, Comprehensive HIV Prevention Care Plans - Integrated Plan</li> <li>▪ Analyze data, strategize &amp; implement initiatives to address the 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>▪ Ensure all federal requirements are met in the administration &amp; awarding of prevention/care dollars</li> <li>▪ Enforce standards and compliance;</li> <li>▪ Address grievance submissions, mitigation, resolution</li> <li>▪ Approval of all activities, P&amp;P's, program changes, resolution of subject &amp; initiatives, subrecipient justifications</li> <li>▪ Oversee special projects: administrative, planning &amp; evaluation; including clinical quality assurance (CQA)</li> <li>▪ Represent Nevada as State AIDS Director at NASTAD</li> <li>▪ Directly supervises Prevention Program Manager, Leads: ADAP Coordinator &amp; Fiscal Specialist, Care Specialist, Quality Management/Quality Assurance Coordinator, Marketing Coordinator, and Administrative Assistant III</li> </ul>	<ul style="list-style-type: none"> <li>▪ Point of contract for routing documents (subgrants, contracts, work orders amendments), including tracking of documents to appropriate sections and personnel for approval and dissemination</li> <li>▪ Responsible for conducting subrecipient mailings and proper routing of mailings to key Office of HIV/AIDS team members</li> <li>▪ Work with subrecipients, by supporting fiscal/grants team, on outstanding orders or invoices; when applicable</li> <li>▪ Inputs HIV testing data into EvaluationWeb, along with Substance Abuse/HIV Program Coordinator</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 subrecipients, if applicable</li> <li>▪ Backup to Accounting Assistant III</li> </ul>