

Community Health Services
Office of HIV
Customer Service Staff Contacts

Ryan White Part B (RWPB)

Vacant (LV)
Grants & Projects Analyst I
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Marques Thompson (LV)
Management Analyst I
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Marla Robinson (LV)
Management Analyst II
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Vacant
Accounting Assistant III
 Phone:
 Email:

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 aspects of housing services under RWPB and HOPWA ▪ 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 ▪ Assists with RWPB grant application to HRSA ▪ Lead/point person on request for applications or request for qualifications for new and current subrecipients 	<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 	<ul style="list-style-type: none"> ▪ Develops, updates and monitors the Ryan White Part B Implementation Plan ▪ Lead on CAREWare implementation/data pulls ▪ Provides statewide clinical quality management data pertaining to RWPB & ADAP ▪ Assists, along with surveillance in determining unmet need for RWPB & ADAP, namely pertaining to medical services ▪ <i>Interim point person for Ryan White Part B during Grants & Projects Analyst I vacancy</i> 	<ul style="list-style-type: none"> ▪ Coordinates fiscal aspects of the RWPB (included CARES Act), ADAP & HOPWA grant management programs, with assistance from HIV/AIDS Program Manager ▪ Primary communication for fiscal activities related to RWPB (including CARES Act), ADAP & HOPWA ▪ 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 	<ul style="list-style-type: none"> ▪ Lead to Accounting Assistant III ▪ Assist Health Program Specialist I (ADAP) with tracking of pharmaceutical rebates ▪ Reviews invoices and purchase orders related to RWPB, ADAP & HOPWA ▪ Reviews, along Accounting Assistant III program income and reports information to HIV/AIDS Program Manager ▪ Subject matter expert on all things related to DAWN & BETS 	<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 II (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 ▪ Tracks information in DAWN & BETS ▪ Backup to Administrative Assistant II
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HIV Prevention & Surveillance

<p align="center"><i>Lyell Collins (LV)</i> HIV Prevention & Surveillance Program Manager Phone: (702) 486-8105 Email: lscollins@health.nv.gov</p>	<p align="center"><i>Caress Baltimore (LV)</i> Health Resource Analyst II Phone: (702) 486-5665 Email: cbaltimore@health.nv.gov</p>	<p align="center"><i>Janet St. Amant (CC)</i> Grants & Projects Analyst I Phone: (775) 684-5944 Email: jstamant@health.nv.gov</p>	<p align="center"><i>Preston Tang (LV)</i> Health Program Specialist I Phone: (702) 486-6488 Email: ptang@health.nv.gov</p>	<p align="center"><i>Vacant</i> Accounting Assistant III Phone: Email:</p>
<p align="center">Prevention Duties</p>				
<ul style="list-style-type: none"> ▪ Manages all aspects of HIV Prevention and Surveillance Program ▪ Acts as the Assistant Section Manager in the absence of the HIV/AIDS Program Manager ▪ 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 (HPPG) ▪ Technical assistance for PrEP, capacity building, skill development, outreach and other capacity building services ▪ Community Engagement ▪ Facilitates the work of the HPPG (North & South Nevada) and the HIV Prevention and Care Integrated Planning process ▪ Coordinates with fiscal, substance abuse, mental health, quality management, Ryan White activities ▪ Directly supervises Health Program Specialist I, Grants & Projects Analyst I and Health Resource Analyst II 	<ul style="list-style-type: none"> • Serves as the lead for HIV epidemiology and data analyses, mapping and visualization, investigation of anomalies, coordination with other disease surveillance systems, data quality review and assurance, and alerting and dissemination of health information • Provides HIV information to Ryan White Part B and ADAP program as needed • Responsible for providing information for Fast Facts • Subject matter expert for internal and external community providers and partners • Assists the Section Manager with information as needed 	<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 either Management Analyst II (Care), Grants & Projects Analyst I (Prevention) or HIV/AIDS Program Manager ▪ Tracks information in DAWN & BETS ▪ Backup to Administrative Assistant II

AIDS Drug Assistance Program (ADAP)	
<p><i>Sarah Cowan (LV)</i> <i>Health Program Specialist I</i> Phone: (702) 486-0768 Email: scowan@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 ▪ 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 ▪ Point person for the pharmacy benefits management contractor ▪ Provides insight and guidance on best practices for ADAP, namely around health insurance and providing medication assistance to clients ▪ Lead to Program Officer I (Health Insurance) & Health Program Specialist II (Contractor) 	<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 ▪ 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)

<i>Administration</i>	
<p>Tory W. Johnson (LV) HIV/AIDS Program Manager Phone: (702) 486-0767 Email: tojohanson@health.nv.gov</p>	<p>Vacant Administrative Assistant II Phone: Email:</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), Grants and Projects Analyst I, 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:

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