

Example Ryan White Regional ADAP Liaison Job Description

Title: Ryan White Regional AIDS Drug Assistance Program (ADAP) Liaison

Based at: Ryan White Part B Contracted Administrative Agency

Education: This position should be at a level minimum of bachelor's degree (Degree in Social Work, Public Health, or related field, preferred) with experience doing quality assurance, training, working with teams, directing the work of others, time management, detail oriented, clear communicator both verbal and in writing, able to review and use data to make decisions, able to use technology platforms to communicate with workers in other areas of the state. (DSHS allowed \$75,000 per position to include fringe and travel).

Job Purpose: To plan and execute the essential elements of an ADAP Enrollment Worker (AEW) throughout the covered HASA by collaborating with local agencies to facilitate the ADAP application submission process including up to date training and the communication with the Department of State Health Services (DSHS) ADAP and HIV planning groups, councils (if applicable), the and providers.

Key Responsibilities and Accountabilities:

1. Develop and Maintain Ryan White ADAP Network (RWAN)
2. Responsible for overall running of the RWAN under its purview, including trainings, technical assistance (TA), compliance, ADAP services/application submission to DSHS for accuracy.
3. Plan and carry out community involvement and strategic partners to ensure accurate support of the ADAP Enrollment Worker project.
4. Carry out the responsibility of monitoring and implementation of all database systems (e.g. ARIES, TXPHIN, etc.) to align with the overall goals of the DSHS and regional Texas agencies.
5. Attend at least one ADAP Enrollment Work training annually as well as any other trainings or technical assistance requested of ADAP Liaisons by THMP.
6. Respond to and follow up on ADAP, ARIES, TXPHIN questions and provide TA on a regular basis for areas with identified performance issues or when requested
7. Maintain and develop a relationship with the DSHS THMP Regional Coordinator(s), and Regional Manager.
8. Monitor and report performance measures and provide information to appropriate persons.
9. Ensure all aspects related to ADAP are being implemented within both the DSHS Care Services Referral for Health Care Standard as well as any AA Standard of Care (SoC) expectations, quality assurance, and compliance requirements.
10. Provide programmatic information, direction to outcomes, and evaluation of performance status to ensure program services are being met.

* Job description borrowed from *The Resource Group* and adjusted by DSHS

Regional ADAP Liaison Core Expectations

- Liaisons will be required to travel to Austin for in person trainings with THMP staff, as will be expected to attend at least one of the large AEW trainings a year.
- Liaisons will be required attend the monthly THMP Regional calls.
- Liaisons will be expected to conduct both quality assurance and quality improvement activities related to the submission of AEW ADAP application submissions.
 - A yearly QA and QI schedule shall be submitted via quarterly reports and outcomes associated with each event.
- Liaisons will be required to provide technical assistance to AEWs on the Texas HIV Medication Program application processes, including how to submit applications electronically. This will require extensive knowledge of both THMP application processing and submission requirements.
- Liaisons will be required to have extensive knowledge of the local system of care for all areas they monitor to allow them to provide support to entities outside of the Ryan White providers or AEW's are submitting and can submit ADAP applications
- Liaisons must oversee/ensure that AEWs complete security and confidentiality trainings and keep copies of the completed trainings.
- Liaisons will need to maintain a current contact list of local AEWs and other local staff that complete ADAP applications and provide current monthly list to THMP.
- Liaisons must keep a running list of all AEWs or related staff using ARIES for ADAP application submission, or ARIES status update checks.
- Liaisons are expected to visit participating pharmacies to provide onsite TA regarding THMP.
- Liaison will visit low performing agencies on the following schedule:
 - Agencies with performance measures below 60%- monthly
 - Agencies below 90%- quarterly
 - All other agencies- twice yearly
 - Conference calls should be added for any agency that requests additional assistance, in addition to the onsite visit schedule listed above.
- Travel will be required for this position.