

# California Department of Public Health



Karen L. Smith, MD, MPH  
Director and State Health Officer

Edmund G. Brown Jr Governor

## Office of AIDS (OA)

## Management Memorandum

### AIDS Drug Assistance Program (ADAP)

Memorandum Number: 2017 – 07

DATE: August 25, 2017

TO: LOCAL ADAP COORDINATORS AND ADAP ENROLLMENT WORKERS

SUBJECT: ADAP LHJ COORDINATOR ROLE

The purpose of this memo is to identify the role of the ADAP Local Health Jurisdiction (LHJ) Coordinator. Effective July 1, 2016, the California Department of Public Health (CDPH) assumed the majority of the responsibilities that were previously held by ADAP LHJ Coordinators. Effective July 1, 2017, ADAP will no longer fund ADAP LHJ Coordinators to perform ADAP activities and ADAP will assume the following tasks:

- Review and approve new enrollment site applications,
- Review the physical location of a proposed ADAP enrollment site to ensure it meets CDPH's security and confidentiality requirements,
- Review and approve new ADAP enrollment worker applications,
- Maintain a list of active enrollment workers,
- Manage ADAP enrollment data,
- Keep agencies apprised of all OA announcements and ADAP Management Memoranda,
- Coordinate enrollment worker trainings,
- Manage a list of active ADAP sites,
- Receive consumer calls regarding ADAP services and ADAP sites,
- Review and approve new ADAP enrollment sites and enrollment site changes, and
- Review and approve site transportation plans.

We do recognize that in some LHJs, the ADAP LHJ Coordinator played an integral role in performing other tasks for their LHJ. Local Health Jurisdictions can utilize Ryan White Part B funding received from OA to fund any position performing key tasks related to the Ryan White Part B program

Office of AIDS, MS 7700, P.O. Box 997426, Sacramento, CA 95899-7426

Telephone (844) 421-7050 / Fax (916) 440-5490

Internet Address: <https://www.cdph.ca.gov/Programs/CID/DOA/Pages/OAmain.aspx>



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(including ADAP). In addition, LHJs that enroll clients in ADAP can utilize the funds that sites receive to support work related to ADAP.

LHJ Coordinators who are interested in receiving information related to ADAP in the form of the Enrollment Worker Communications and the monthly Enrollment Worker calls, may contact their ADAP Advisor if they wish to continue receiving ADAP updates. If you have any questions about anything covered in this memo, please contact your ADAP Advisor.

Thank you,

A handwritten signature in blue ink, appearing to read "Sandra Robinson", with a long horizontal flourish extending to the right.

Sandra Robinson, ADAP Branch Chief  
California Department of Public Health