



RON CHAPMAN, MD, MPH
 Director & State Health Officer

State of California—Health and Human Services Agency
 California Department of Public Health



EDMUND G. BROWN JR.
 Governor

OFFICE OF AIDS (OA)
 AIDS Drug Assistance Program (ADAP)

Management Memorandum
 Memorandum Number: 2014-09

Date: August 12, 2014

TO: LOCAL ADAP COORDINATORS
 ADAP ENROLLMENT WORKERS

SUBJECT: **Update on ADAP Mandatory Bi-Annual Recertification Training**

The purpose of this memorandum is to provide updated information regarding the process for enrolling and completing ADAP’s Mandatory Bi-Annual Recertification Training if ADAP Enrollment Workers (EWs) and ADAP Coordinators are unable to attend the following webinar training dates:

<u>Date</u>	<u>Time</u>
August 12, 2014	1:30 pm – 3:30 pm
August 13, 2014	10:00 am – 12:00 pm
August 14, 2014	9:00 am – 11:00 am 2:00 pm - 4:00 pm (additional time slot added)

It is ADAP’s goal to implement the Health Resources and Services Administration (HRSA) mandated bi-annual recertification requirement in a manner that supports continued client access to life-sustaining ADAP services. Therefore, ADAP **will not suspend** ADAP EWs and Coordinators who are unable to attend the training listed above until they have had an opportunity to “make up” the training.

ADAP’s Pharmacy Benefits Manager, Ramsell, will record and post the original training on Ramsell’s website. Once the training is posted, ADAP EWs and Coordinators who have not taken the training listed above will **receive an email informing them how to**

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enroll in the “make up” online training. These ADAP EWs and Coordinators will have two weeks to enroll in the training, which will be provided twice a day for two weeks. If these ADAP EWs and Coordinators do not enroll in “make-up” training within two weeks of the training being posted, they will be suspended at that time. Once an ADAP EW or Coordinator enrolls in “make-up” training, their suspension will be lifted until the date of that training. Upon successful completion of the training, EW authority will be reinstated to its normal annual end date.

Please contact your OA ADAP Advisor if you have any questions regarding the information provided in this memo. The most current “OA/ADAP Staff Assignments by LHJ” list is available on the OA website at:

<http://cdphinternet/programs/aids/Documents/ADAP-LHJStaffAssignments.pdf>

A handwritten signature in blue ink that reads "Celia Banda-Brown". The signature is written in a cursive, flowing style.

Celia Banda-Brown, Chief
ADAP Section
Office of AIDS