

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014**

Agenda Item	Description			
<b>Opening</b>  <b>Roll Call</b>  <b>Welcome Chair, Gregory Kelly</b>	Location: <b>The Hamilton Club, 32 Church Street, 2<sup>nd</sup> Floor, Paterson, NJ.</b>			
	The meeting was called to order at 12:11 p.m. by Gregory Kelly, Chair, who welcomed everyone to the meeting. A <b>Moment of Silence</b> was observed for those infected & affected by HIV/AIDS.			
	<b>Roll Call:</b> Roll was taken and quorum was established with 15 members present. The current total membership of the Council is 28. There were 4 members from the Public present.			
	Action to be Taken	Responsible Party	Open	Closed
			X	
<b>340B Presentation</b> <b>Anita Sokol, Walgreens</b>	<b>340B Presentation by Anita Sokol, Walgreens</b>  The PowerPoint presentation provided by Anita Sokol of Walgreens provided more detail on how the 340B Complete program includes a wide range of management services that help hospitals, health centers, clinics and other 340B entities efficiently provide uninsured and underinsured patients access to affordable prescriptions and medications counseling. She also distributed information on HRSA registration ( <b>Attachment B</b> )			
	Action to be Taken	Responsible Party	Open	Closed
			X	
<b>Minute Approval</b>	<i>Motion #1: Mark Anderson Moved to approve February 4, 2014, Minutes and 2<sup>nd</sup> by Jerry Dillard with necessary corrections. Action items were addressed. Vote: <u>14</u> Yes, <u>0</u>No, <u>0</u> Abstentions</i>			
	<i>The request was made to get all email blasts to those who cannot print them. A discussion ensued on how to do this. It was suggested that B/P Providers create a folder of email blasts for members to access when in office. After much discussion, it was determined that <u>Hyacinth (for Passaic County) and NJ Buddies (for Bergen County)</u> will be the point locations to print out and have for viewing.</i>			
	<i>It was also recommended that the Providers utilize their websites to also post flyers &amp; announcements they receive.</i>			
	Action to be Taken	Responsible Party	Open	Closed
	Providers will make copies of notices and announcements for clients to view	Hyacinth/NJ Buddies	4/1/14	Ongoing

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014**

<p><b>Report of the Planning Council Chair</b></p> <p><b>Gregory Kelly</b></p>	<p><b><u>Chairman’s Report, Gregory Kelly:</u></b></p> <p>-The Chairman reported that there was a conference call with HRSA’s PMO on Friday, March 28th. HRSA is asking to review the Planning Council’s (PC) bylaws from a legislative perspective. The Chair has already approached Frank Covello, Esq who believes that PC is in compliance. The PC bylaws will be submitted to HRSA for review.</p> <p><u>Bylaw change requested:</u></p> <p>- During the Chair’s report, it was requested that the PC look to possibly changing the period of absences allowed in the Bylaws from current rolling year to calendar year or FY (March to March). <b>Chair stated that maybe it could be looked into.</b> Then excused absences were brought up. The Chair stated this would be discussed at the Steering committee level.</p> <p>The Chair continued and stated that the PMO also questioned the Administrative Mechanism (AM). PMO felt that the AM questions needed to be critiqued more and the questions needed to be more specific. Per Millie Izquierdo, the PMO wanted more accountability from results and per Vice Chair, Marie Browne the PMO wants to ensure that the Provider feedback is measureable. Jerry Dillard suggested a process: (1) review responses received from Office of the Grantee, (2) the Chair/Vice Chair and/or Steering determine the measurable goals (3) have a follow-up process established. Then, Paul Persaud recommended that the instrument (AM) be tested.</p> <p>The Chair continued and stated that they also talked about the upcoming Priority Setting process. PMO wants to be kept in the loop on the PS process and progress.</p> <p>This ended the Chair’s report.</p>		
<p><b>Action to be Taken</b></p>	<p><b>Responsible Party</b></p>	<p><b>Open</b></p>	<p><b>Closed</b></p>
<p>Address changing absentee time from rolling to calendar or FY.</p>	<p>Chair</p>		
<p><b>Vote for Removal</b></p> <p><b>Frank Covello, Esq</b></p>	<p><b><u>Vote for Removal: Frank Covello, Esq.</u></b></p> <p>Candidates up for removal: John Frederick and Freddy Rodrigrez.</p> <p>John Frederick’s removal was discussed first. John brought up the fact that the hearing date on his mailed letter for the removal hearing was incorrect from the Admin; however, John agreed to continue today with the process. After comments by John and members of the PC a vote was taken: <i>The Vote <b><u>0YES to Remove;</u></b> and <b><u>19 NO to remove.</u></b> John was <b><u>NOT removed from the Council.</u></b></i></p> <p>Freddy Rodriguez was not present for comments during this removal process. After discussion concerning the removal of Freddy Rodriguez, the vote was taken: <i><b><u>5 YES to Remove,</u></b> and <b><u>14 NO to Remove.</u></b> Freddy was <b><u>NOT removed from the Council.</u></b></i></p> <p>This ended the Vote for Removal for this meeting.</p>		

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014**

<p><b>Report of the Liaisons</b></p> <p><b>Karen Walker CAEAR</b></p>	<p><b>Karen Walker – CAEAR Coalition Liaison</b> reported:</p> <ul style="list-style-type: none"> <li>- CAEAR is working with the other Federal AIDS policy partners to look at how the ACA is going to influence Ryan White. They are working on a uniformed advocate message to be used on Capitol Hill. CAEAR is having a meeting on June 5 &amp; 6 in Washington D.C. <b>She will provide more information to MJ</b></li> <li>- Another thing being looked at in the President’s budget, is considering folding Part D into Part C.</li> </ul> <p>This ended Karen Walker’s report.</p>		
<p><b>Action to be Taken</b></p>	<p><b>Responsible Party</b></p>	<p><b>Open</b></p>	<p><b>Closed</b></p>
<p><b>Provide June CAEAR DC meeting information to MJ for distribution</b></p>			<p align="center"><b>X</b></p>
<p><b>Sonya Franklin-Thompson DOH</b></p>	<p><b>Sonya Franklin-Thompson – DOH (NJ Department of Health)</b> reported:</p> <p><b>Question</b> from last meeting: Who is considered to be in the unaware population? <b>Answer:</b> Sonya provided information at this meeting about this question; but will come back, yet again, with more clarity.</p> <p><u>She continued her report:</u></p> <ul style="list-style-type: none"> <li>-Ryan White B 2013 ended March 31, 2014</li> <li>-Ryan White B 2014 letters were sent out and 100% of the grants were submitted in SAGE(<u>S</u>ystems for <u>A</u>dmistrating <u>G</u>rants <u>E</u>lectronically) on or before deadline</li> <li>-Ryan White B 2014 grants are currently going through the review process approximately 70% approved at Service Director level or higher, Attachment Cs have been developed</li> <li>-Grants on the state cycle (including state care, prevention and testing) – grant letters are being prepared and dates for SAGE open/close dates are not yet set.</li> </ul> <p>This ended the DOH report.</p>		
<p><b>Action to be Taken</b></p>	<p><b>Responsible Party</b></p>	<p><b>Open</b></p>	<p><b>Closed</b></p>
<p><b>Continue research on Unaware definition - persons who have not been tested.</b></p>	<p><b>Sonya F-T</b></p>	<p><b>4/1/14</b></p>	
<p><b>Office of the Grantee Millie Izquierdo</b></p>	<p><b>Office of the Grantee, Millie Izquierdo</b> reported:</p> <p>She was presenting the final Utilization Report. Copies were provided. <b>See Attachment A.</b></p> <p>She has been diligently working on the SPNS grant. Director Ivy stated that Millie I. had to work over the weekend to complete the grant.</p> <p>HRSA is looking for a report to be submitted on the impact of ACA to this TGA’s clients per agency. Millie I. will be requesting a small report from each agency.</p> <p>Award Grants should be sent out by Friday. A partial award was received for FY2014. Also the scores were very high for the application submitted!</p>		

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014**

	This ended the Grantee’s report.
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<p><b>Community Development Committee (CDC)</b></p> <p><b>Chair, Jessica Frenkian</b></p>	<p><b>Jessica Frenkian, CDC (Community Development Chair), Chairman,</b> provided the following report:</p> <ol style="list-style-type: none"> <li>1. The CDC met both in February and March.</li> <li>2. Elections were held in February. Jessica Frenkian will continue as Chair, and Kathleen DeMichele is the new CDC Vice Chair</li> <li>3. There are now 28 members on the Council. Three of latest members sworn in were present today: Nick Kubisky, Ron Sonye, and Jorge Santiago who introduced themselves.</li> <li>4. There are two applicants awaiting Orientation</li> <li>5. <b><u>Recruitment efforts:</u></b> <ul style="list-style-type: none"> <li>- <b>February:</b> 11 people attended S/N recruitment presentation (Presenters: Greg, Anjettica, Elaine, Lovetta,) and Jabriel) and one application returned &amp; in process. <b>March:</b> 9 people attended recruitment presentation at Bergen Family Center (Presenters: Paula and Kathleen) and two applications received. On <b>April 14</b>, recruitment will be done at NJ Buddies (Ray W &amp; Kathleen will present).</li> </ul> </li> <li>6. The goal is to reach the 33 member capacity and then focus on the Alternate Pool for the PC.</li> <li>7. The PSA (Public Service Announcement )is still in progress and is expected to be done on June 20.</li> <li>8. The updated Recruitment Kit will be sent out to all Council members so that they might assist in the recruitment efforts.</li> </ol> <p>Donna Nelson-Ivy recommended a local “re-entry program” as a possible venue for potential member recruitment. Troy Love stated that due to the stigma; recruitment with this population has been a real issue. Social media has caused more resistance. Per Frank Covello’s interpretation, there could be representatives of persons (1) released from state, local, or federal prison, (2) within the last 3 years (3) had HIV/AIDS when released; who could be candidates for membership.</p> <p>This ended the CDC report.</p>		
<b>Action to be Taken</b>	<b>Responsible Party</b>	<b>Open</b>	<b>Closed</b>

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014

**PLANNING &  
DEVELOPMENT  
Chair,  
Karen Walker**

**Planning & Development (P&D) Chair, Karen Walker** reported on the following:

P&D did not meet in March. They did meet on February 12 and Karen was not present, so Jerry Dillard provided the P&D report today. He reported that at the February P&D meeting, Karen Walker was elected P&D Chair, and Jerry Dillard was elected Vice Chair.

He stated that P&D was bringing forth to the Planning Council the proposal to have a discussion today on the upcoming Priority Setting (PS) Process. He further stated that improvement had been realized in the PS process, as per the meeting evaluations; however, the Council was now being asked to discuss “Where do we go from here - regarding the following two Priority Setting (PS) possibilities?”. He pointed out that the two options being presented at this time were:

1. Continue to do **PS** the way it’s been done. The Council will be fully involved, see all of the data, review it as a Council, etc. The process would be done by the Council as a whole.
2. There will be a Special Committee (SC) created for the purpose of doing PS. It would be people appointed or people who would volunteer to be on the Special Committee (SC). The Special Committee would look at all the data, resources, then deliberate, establish priorities, and then solidify, and would come back to PC with recommendations. The PC would then receive the final product for full review and ratification. This would allow the PC to be able to carry on with its other business simultaneously.

At this time he requested that the PC express how they felt about the PS options in terms of how to proceed. He did state that the consensus of the P&D is that a Special Committee be formed to conduct the process due to the fact it would be more time efficient and cost effective.

Some of the discussion:

- It was determined that in previous years, the Task Force approach had been done with P&D filling that role; however, the former HRSA PMO had stopped it. Now it appears that the new PMO states that this approach can be done
- There was a concern that inexperienced people on the Special Committee would bog down the process
- PC Chair stated that he definitely wanted to try the Special Committee with experienced and non-aligned members.
- **Question:** What’s wrong with the way we did it last year? **Answer:** Although the evaluations were favorable, some people also weren’t satisfied and the process was very time consuming
- The main focus of PC and the major responsibility of the PC is PS and

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014**

	<p>although data may not change, the Council members do</p> <ul style="list-style-type: none"> <li>• Some believed that with the history of the PC, having a SC coming back to the PC will take much more time</li> <li>• There was much discussion on not changing the process, but shortening the process to <u>one day</u>.</li> <li>• The comment was made that one day was tried last year, but turned into two days, which allowed the process to be complete</li> <li>• Recommended that since a Special Committee is working with other PCs; the Chair and Office of Grantee go and visit them to learn more about the process &amp; see how it works.</li> <li>• Questions were raised on how many times the Special Committee would meet. There were no known answers.</li> <li>• Suggested, again, that those looking into other TGAs, find out how they have been inclusive in using Special Committee and how they met the needs of HRSA.</li> <li>• It was stated that the process of this TGA allowed a better understanding of the process with other TGAs.</li> <li>• Maybe the way the PC can save time is to vote for the PS outcome to cover more than one year.</li> </ul> <p><i>Provi Zeno-Martinez moved and 2<sup>nd</sup> by Mark Anderson to table the Priority Setting (PS) discussion until after Hudson County meeting Vote: 17 Yes, 0 NO</i></p> <p>This ended the P&amp;D Report and discussion.</p>								
<b>Old Business/New Business</b>	There was no Old or New Business discussed.								
	<table border="1"> <thead> <tr> <th data-bbox="440 1251 979 1287">Action to be Taken</th> <th data-bbox="979 1251 1154 1287">Responsible</th> <th data-bbox="1154 1251 1341 1287">Open</th> <th data-bbox="1341 1251 1484 1287">Closed</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1287 979 1318"></td> <td data-bbox="979 1287 1154 1318"></td> <td data-bbox="1154 1287 1341 1318"></td> <td data-bbox="1341 1287 1484 1318"></td> </tr> </tbody> </table>	Action to be Taken	Responsible	Open	Closed				
Action to be Taken	Responsible	Open	Closed						
<b>Networking &amp; Community Check-in</b>	<ul style="list-style-type: none"> <li>• Mark Anderson reminded the Council that the kickoff for the Buddies AIDS Walk Extravaganza was this Friday April 4, at the Loft. AIDS Walk is May 4, 2014. Also, Jansen Therapeutics, a division of Johnson &amp; Johnson, was a \$100,000 sponsor for the Walk this year.</li> <li>• Jerry Dillard, stated that there are a number of agency Executive Directors throughout NJ, who are coming together to look at the impact of Ryan White and the ACA. One meeting will be on April 10 and another on May 5. Both are by invitation only.</li> <li>• Nick Kubisky printed out several articles that he believes will be beneficial to PC members. (1) Stigma (2) Using web-based outreach to reach high-risk rural populations, (3) How the HIV Community uses Reddit. <b>He will provide the links to MJ who will provide to PC.</b></li> <li>• Jerry Dillard, a NJ Stigma workgroup will be convening on April 14, anyone wanting to participate on this workgroup can call in on 800-868-1123, passcode, 31227052.</li> </ul>								

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014**

	<ul style="list-style-type: none"> <li>• Sonya Franklin-Thompson reminded Testing Agencies that on April 28 – There will be a Coordinators meeting in Princeton, 760 Alexander Road, 9:00 a.m. – 3:00 p.m. RSVP to Joanne Corbo. Contact your PMO for any questions.</li> <li>• Provi Zeno-Martinez reminded all Providers: Everyone that has clients (<b>single adults</b>) with Medicaid to <u>please</u> check their eligibilities. There is an issue of those who are single without SSI. They need to be closed out in one program and opened in another. Some should have been shifted, but were not.</li> </ul>		
<b>Action to be Taken</b>	<b>Responsible Party</b>	<b>Open</b>	<b>Closed</b>
<b>Provide MJ links to sites for articles</b>	<b>N. Kubisky</b>	<b>4/1/14</b>	<b>X</b>
<b>Public Comments</b>	<p><b>Public</b></p> <ul style="list-style-type: none"> <li>• Khalilah had statements about: (1) the 340B, on when would it be implemented by the PC?; (2) believe announcements should be placed on bulletin board; (3) Removal – How to address what’s an excused absence?; (4) recommended: Consensus Based Decision Making Process might be utilized here PC. It’s good for everybody.</li> <li>• Stephanie Gomez introduced herself to the PC. She is the new Prevention worker at CAPCO</li> <li>• Heather Estrada, guest, introduced herself. She was invited by Kathleen DeMichele.</li> </ul>		
<b>Action to be Taken</b>	<b>Responsible Party</b>	<b>Open</b>	<b>Closed</b>
			<b>X</b>
<b>Motion to Adjourn</b>	<p><i><b>Motion # 2: Karen Walker, Moved and 2<sup>nd</sup> by Mark Anderson that the meeting be adjourned. The Vote was unanimous.</b></i></p> <p>The Meeting adjourned at 3:30 p.m. People were reminded to get passes from Jaimi Rodriguez for free parking and to turn in their meeting evaluations.</p> <p><b>Next Meeting: - Meeting place: Hamilton Club, corner of Church &amp; Ellison. Lunch at 11:30 a.m. and meeting starts at Noon.</b></p>		

**OPEN Actions from Previous Meetings**

<b>Action to be Taken</b>	<b>Responsible Party</b>	<b>Open</b>	<b>Closed</b>
<b>Provide latest HRSA Primer to PC</b>	<b>Millie I.</b>	<b>2/4/14</b>	
<b>Provide list of Coverages to Council via MJ. 4/1/14 - MJ resend to PC</b>	<b>Provi Z-M</b>	<b>2/4/14</b>	
<b>Send recruitment flyer to PC electronically when available 4/1/14 entire kit.</b>	<b>Admin</b>	<b>2/4/14</b>	

**CLOSED Actions from 4/1/14 Meeting**

<b>Refer Newspaper &amp; PSA suggestions to CDC</b>	<b>Admin</b>	<b>2/4/14</b>	<b>4/1/14</b>
<b>Utilization Report to MJ for distribution to Council</b>	<b>Millie I.</b>	<b>1/7/14</b>	<b>4/1/14</b>

**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014**

**UTILIZATION REPORT**

**Attachment A**

**Grantee Report  
PC Meeting 4/1/2014  
Final Utilization Report - FY 2013**

Ryan White Service Categories	Utilization by Percentage
Primary Medical Care/Adherence	100%
Substance Abuse Counseling	98%
EIS	93%
Case Management	100%
Clinical Case Management/Treatment Adherence	100%
Mental Health Counseling	96%
Oral Health	100%
Housing Services	100%
Transportation Serv.	100%
Food & Nutrition Serv.	100%
Client Advocacy - Legal Service	100%
Outreach & Health Ed.	100%
Psycho-Social Group	100%
Emergency Financial Assistance	86%

Site visits for FY-2013 completed \_\_\_\_\_

Awards for FY-2014 will be emailed no later than 4/8/2014

MAI Service Categories	Utilization by Percentage
Substance Abuse Counseling	99%
Case Management	100%
Outreach & Health Ed.	100%



**PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014**

<b>PLANNING COUNCIL ATTENDANCE RECORD</b>													
	<b>Member Name/BD</b>	4/2/2013	6/4/2013	7/9/2013	7/10/2013 *	7/30/2013	9/10/2013	DOC - 10/15	11/12/13	12/3/13	1/7/14	2/4/14	4/1/14
1	Anderson, Mark 3/12	P	P	A		P	P	P	P	P	A	A	P
2	Boatwright, Anjettica						P	P	P	P	P	P	O
3	Brown, Marie (MB) 6/23	P	O	P	P	P	P	P	P/A	P	P	P	P
4	Buscher, Paul 11/3	P	P	P		O	P		P	P	O	P	O
5	DeMichele, Kathleen						P	P	P	P	P	P	P
6	Dillard, Jerry (JD) 11/27	P	P	P	P	P	P	P	P	P	P	P	P
7	Fischetti, Tom (TF) 2/22	A	P	P		P	A		P	P	A	O	A
8	Franklin-Thompson, Sonya		L	O	A	P	P	P	P	P	P	L	P
9	Fray, LeRoy (LF) 12/4	P	P	P		P	O	P	P	P	O	P	O
10	Frederick, John (JF) 12/4	O	O	O		O	P	P	O	P	O	O	P
11	Frenkian, Jessica 1/13	P	P	P		A	P	P	P	A	P	A	P
12	Halstead, Elaine 9/26	P	P	L		L	P	P	P	P	P	P	O
13	Kelly, Gregory (GK) 7/14	P	P	P		P	P	P	P	P	P	P	P
14	Kubisky, Nick (NK)												P
15	Love, Troy (TL) 7/20	P	AP	AP		L	L	P	P	P	A	AL	L
16	Marshall, Edward EM) 2/17	P	P	P		P	O	P	P	P	O	P	O
17	Nelson, Richard	P	O	P	P	P	O	P	P	P	P	P	P
18	Nelson-Ivy, Donna DNI) 3/16	P	P	P		P	P	P	AP	P	A	P	P
19	Persaud, Paul (PP) 12/19	P	O	P	P	P	P	P	P	O	P	P	P
20	Price, Gloria (GP)												O
21	Robinson, Dora (DR) 7/30	P	O	O		O	O	P	P	O	P	P	O
22	Rodriguez, Freddy (FR) 10/27	P	O	P	P	P	P	P	P	P	O	O	O
23	Santiago, Jorge												P
24	Sonye, Ron												P
25	Smith, Linda (LS) 8/18	P	P	A		P	P	P	P	P	P	A	O
26	Tenebruso, Paula 6/11	L	P	P		P	P	P	P	A	A	A	A
27	Walker, Karen (KW) 9/24	P	P	P	P	P	A		P	P	P	P	L
28	Zeno-Martinez, Providencia 9/2	A	P	P		P	O	P	P	P	O	P	P
	<b>Members Present</b>	20	17	18		19	19	22	24	23	13	15	17
	<b>Alternates Present</b>	2	2	3		2	2		2	1	4	7	2
	<b>Alternate Pool</b>	0	0	0							0	0	0
	<b>Public Present</b>	2	4	4		2			8	3	4	3	4
	<b>Absent</b>	1	7	6						2	6	3	9
	<b>Other</b>	3				3	3			6	4	4	
	<b>Key</b>												
	P-Present A-Alternate												
	O-Absent L-Late RES-Resigned												
	* <b>Special Meeting</b>												
	r = removed												

PATERSON – PASSAIC COUNTY – BERGEN COUNTY HIV HEALTH SERVICES PLANNING COUNCIL  
PLANNING COUNCIL MEETING MINUTES OF April 01, 2014

**Attachment C**  
718 776.8118

Anita Sokol / BDM / Walgreens

Notes for the HRSA registration Please see the information below and use this link:

<http://www.hrsa.gov/opa/eligibilityandregistration/ryanwhite/index.html>

### Registration

- 1** **Check your registration.** [Search the covered entities database](#) to make sure you are not already registered.
- 2** **Be aware of the latest registration dates and deadlines.** The current registration periods are listed on the top right corner of this page, along with a link to the OPA database and registration forms. The registration forms are open only during the registration periods.
- 3** **Collect needed information.** You will need to supply your Medicaid billing number or National Provider Identifier (if you will be billing Medicaid for drugs purchased at 340B prices) and grant number (if applicable), as well as basic information such as your mailing address and a point of contact.
- 4** **Identify your Authorizing Official.** Only an individual who can bind the organization to a contract, such as a CEO, COO, CFO, or program manager can submit the 340B on-line registration, although you can designate another employee (not a consultant or contractor) to be the primary contact.
- 5** **Prepare to complete in one session.** The authorizing official must complete the on-line registration in one session. If left inactive, the session will close and you will need to start over.

Once approved, an e-mail will be sent to the address provided on your registration. The message will confirm your successful enrollment in the 340B program and will include the date on which you can begin purchasing 340B discounted drugs and the 340B identification number that manufacturers, wholesalers and others will use to verify your participation in the 340B program.

My understanding is that the registration process is easy. Should you have any questions, the HRSA general information number is 888-275-4772. HRSA is open for business again on April 1st through April 15th and will process your request during that time. HRSA is only open 15 days per quarter. However, you can click on the link provided and begin to develop your response.

Information that I will need:

1. How many scripts do your patients fill every year?
2. What are the DEA numbers or the NPI numbers of the doctors your patients are referred to?
3. What are your patient zip codes?
4. Please send me your confirmation notice once you submit your registration to HRSA.