

**NEW MEXICO DEPARTMENT OF HEALTH
FAMILY PLANNING PROGRAM STAFF**

LYNN MUNDT - PROGRAM MANAGER 476-8876

Supervises Family Planning Program Staff, oversees the Family Planning Program in local health offices and numerous contracting agencies. Acts as program liaison for regional and national groups regarding family planning and New Mexico. Prepares and monitors budgets and agency grants, coordinates with other bureaus and programs in the Public Health Division regarding family planning issues.

SAROJ BAXTER – STAFF MANAGER 476-8873 Supervises seven Family Planning Program Staff, oversees the Family Planning Program budget, acts as Program Manager in Program Manager's absence, organizes and manages the Federal Title X grant.

WANICHA COGGINS – MEDICAL DIRECTOR 476-8870

Reviews and updates clinical protocols. Serves as liaison with family planning clinical services; this includes regular meetings with the FHB Medical Director and Clinicians Group, STD Program, Breast & Cervical Cancer Program, CPI etc. as needed to coordinate clinical care and medical protocols. Assists in grant writing process. Provides training on family planning medical issues. Coordinates and performs clinician site reviews.

MARGIE MONTOYA - NURSE PRACTITIONER CONSULTANT 476-8875

Updates clinical protocols annually. Serves as liaison with Family Planning clinical services; this includes regular meetings with the Nurse Practitioners, and Clinicians group, laboratory services, Pharmacy, local health offices, etc. as needed to coordinate clinical care, supplies, protocols. Assists in grant writing process and initiating new Provider Agreements.

VACANT - NURSE CONSULTANT 476-8972 Coordinates and performs clinic site reviews and quality assurance, as well as assists in the grant writing process. Serves as the liaison with the Directors of Nursing Services, Medicaid 1115 Waiver, Local Health Office Nurse Managers. Oversees the Sterilization Program, annual client survey, and monitors clinical contracts and Provider Agreements. Oversees the Standards of Care and Best Practices Projects.

SUSAN LOVETT - ADOLESCENT PREGNANCY PREVENTION COORDINATOR 476-8879

Coordinates program activities on Adolescent Pregnancy Prevention. Acts as a resource for adolescent pregnancy prevention issues and educational materials. Develops guidelines for best practices for teen pregnancy prevention. Manages assigned educational contracts to include: developing, monitoring, evaluating, and requesting proposals. Assists in grant writing process and the FPP Advisory Committee.

VACANT – HEALTH EDUCATION COORDINATOR 476-8881 Coordinates program activities in Training. Manages assigned educational contracts to include: developing, monitoring, evaluating, and requesting proposals. Acts as a resource on training and health education issues; and researches and distributes educational materials. Assists in grant writing process.

VACANT – SPECIAL PROJECTS and COMMUNITY EDUCATION COORDINATOR 476-8881

Coordinates program activities on Special Projects and Community Education and Outreach. Manages assigned educational contracts; acts as a resource on male involvement and community education and outreach issues; and researches and distributes educational materials. Assists in grant writing process and oversees the FPP Advisory Committee. Coordinates Family Planning website and newsletter.

B.J. THOMAS – MANAGEMENT ANALYST 476-8880 Responsible for all Program data analysis- creates forms and databases; generates, collects and analyzes several different annual surveys to assess family planning, client, and staff needs for State Office staff use for policy development and planning purposes; provides statistical research and analysis of data for reports and State Office staff; creates fact sheets and data reports for the Public; researches all data/information requests; coordinates the development of office operational systems (org. charts and data-flow diagrams)

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GENEVIEVE LUJAN – PLANNER 476-8884

Responsible for all contractual aspects of the Family Planning Program. Establishes, amends, and monitors all contracts other than those related to the Expansion project. Is responsible for all Provider Agreements (PA). Responsible for all Program Requests for Proposals (RFP's) that are not Expansion project or sterilization related. Compiles contractual data to meet state and federal requirements. Responsible for collecting and assuring accuracy of Family Planning Annual Reports from PA sites and contractor sites not related to the Expansion project. Completes other requested PA/contractual reports and Financial Status Report (FSR.)

VACANT - PLANNER 476-8878

Responsible for all contractual aspects of the Family Planning Program. Establishes, amends, and monitors all contracts other than those related to the Expansion project. Is responsible for all Provider Agreements (PA). Responsible for all Program Requests for Proposals (RFP's) that are not Expansion project or sterilization related. Compiles contractual data to meet state and federal requirements. Responsible for collecting and assuring accuracy of Family Planning Annual Reports from PA sites and contractor sites not related to the Expansion project. Completes other requested PA/contractual reports and Financial Status Report (FSR.)

FERM NAJERA – ADMINISTRATOR 476-8877

Supervises administrative support staff. Processes all personnel actions for State Office positions and tracks statewide personnel expenditures. Keeps leave accrual records up-to-date, processes payroll and time sheets. Responsible for program budgetary compliance with numerous organizational codes and funding sources. Monitors all Program expenditures and maintains program databases to include Sterilization Program. Oversees all office telecommunications, inventory and property management

LUCILLE DURAN - FEE COLLECTION LIAISON 476-8869

Responsible for monitoring Family Planning fee collection records for correctness and balancing, for updating the Fee Collection Protocol and acts as liaison to family planning clerks throughout the state. Oversees Medicaid, MCO and 1115 Waiver billing reports. Updates the cost analysis for the encounter form. Keeps on going record of statewide family planning fees collected. Conducts Fee Collection Trainings. Acts as Program Liaison with the INPHORM User Group, and other INPHORM projects in regards to billing processes. Conducts site visits

ROLAND VALDEZ - FINANCIAL SPECIALIST 476-8883

Responsible for processing all sterilization requests. Types and processes all purchase requests for equipment and supplies, and all vouchers/reimbursements. Procures supplies for State Office and necessary equipment for Local Health Offices providing family planning services. Conducts physical assets inventory and enters all program expenditures. Processes all travel requests for State Office Staff.

SARAH VIGIL – CLERK 476-8882

Directs all incoming correspondence for the state office (phone calls, mail etc), conducts all program mailings, production jobs, and faxing. Maintains personnel records and timesheets. Responsible for training workshop registration and provides workshop clerical support. Maintains all Program files and coordinates scheduling of program vehicle, A.V. equipment and educational lending library. Responsible for scheduling and taking minutes for all program meetings and types vouchers, memos, etc. upon request, and filling pamphlet orders Responsible for reviewing all sterilization requests to assure they are complete.