

FOIA MARKER

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Subgroup/Office of Origin: National AIDS Policy Office

Series/Staff Member: Todd Summers

Subseries:

OA/ID Number: 21087

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Folder Title:

Conference-5/99-HRSA [Health Resources and Services Administration] Title II/ADAP [AIDS Drug Assistance Program]

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DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

HIV/AIDS Bureau

Health Resources and
Services Administration
Rockville MD 20857

Mr. Todd A. Summers
Deputy Director
Office of National AIDS Policy
The White House
736 Jackson Place
Washington, D.C. 20503

Dear Mr. ^{Todd}Summers:

Enclosed is important information regarding your presentation at the Ryan White Title II/ADAP National Meeting, which will be held May 23 and 24 at the Hyatt Regency Capitol Hill Hotel in Washington, DC. Please follow these general guidelines for the handouts for your presentation: (1) Please note that the average workshop will have approximately 40 to 50 participants; (2) All materials should be sent to the Hyatt Regency Hotel at least a week before the conference begins; (3) Packages should be addressed to your attention at the following address:

Hyatt Regency Washington D.C. on Capitol Hill
TITLE II/ADAP Meeting – Attention: **(Presenter's Name - Very Important)**
400 New Jersey Avenue, NW
Washington, D.C. 20001

If you are unable to send your handouts to the hotel prior to the meeting, please bring them with you to the meeting. However, please note that the Hotel's Business Center will be closed Sunday, May 23 and copies will be made only on an emergency basis on Monday, May 24.

If you have not yet provided us with your biographical information and audio-visual needs, please do so as soon as possible. The information you provide will help ensure that your workshop session is successful.

Thank you again for your participation. If you have any questions or need any further information, please call Harold Phillips or Paul Mahanna at 301 443-6745.

Sincerely,

Douglas H. Morgan, M.P.A.
Director
Division of Service Systems



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

HIV/AIDS Bureau

Health Resources and
Services Administration
Rockville MD 20857

April 16, 1999

Mr. Todd Summers
Deputy Director
White House Office of National AIDS Policy
736 Jackson Place, NW
Washington, DC 20503

Dear Mr. Summers:

Thank you for agreeing to present at the Ryan White Title II/ADAP National Meeting which will be held at the Hyatt Regency on Capitol Hill on May 23 and 24, 1999 in Washington, D.C. A tentative meeting agenda has been enclosed for your reference.

All lodging and travel costs associated with attendance at this meeting will be covered by the HIV/AIDS Bureau. If you are planning to travel by air or train, please call Nora Nicholson at McGregor Travel at (877) 629-3639. In order to secure your hotel room reservation, please fax the enclosed hotel room reservation form to Veronica Ayala at PAREXEL, (703) 683-2239 by April 23.

If you have not already done so, please use the enclosed form to provide us with biographical information and your audiovisual needs by April 23rd, 1999. Also complete and return the enclosed W-9 Form to Veronica Ayala at fax number (703) 683-2239. Thank you again for your participation. If you have any questions or need further information, please contact Richard Schulman at (301) 443-4170. If you have any questions specific to your travel and lodging arrangements, please contact Veronica Ayala, our conference contractor, at PAREXEL at (703) 535-5048.

Sincerely,

A handwritten signature in black ink, reading "Douglas H. Morgan".

Douglas H. Morgan, M.P.A.
Director
Division of Service Systems

Enclosures:
Tentative agenda
Hotel room reservation form
Biographical information and audiovisual needs form
W-9 Form

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do NOT
send to the IRS.

Please print or type

Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions on page 2 if your name has changed.)

Business name (Sole proprietors see instructions on page 2.)

Please check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

PAREXEL INTERNATIONAL CC
195 WEST STREET
WALTHAM, MA 02154 U.S.

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For sole proprietors, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How To Get a TIN* below.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

_____|_____|_____|_____|_____|_____|

OR

Employer identification number

_____|_____|_____|_____|_____|_____|

Part II For Payees Exempt From Backup Withholding (See Part II Instructions on page 2)

Part III Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions.—You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (Also see Part III Instructions on page 2.)

Sign
Here

Signature ▶

Date ▶

Section references are to the Internal Revenue Code.

Purpose of Form.—A person who is required to file an information return with the IRS must get your correct TIN to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 to give your correct TIN to the requester (the person requesting your TIN) and, when applicable, (1) to certify the TIN you are giving is correct (or you are waiting for a number to be issued), (2) to certify you are not subject to backup withholding, or (3) to claim exemption from backup withholding if you are an exempt payee. Giving your correct TIN and making the appropriate certifications will prevent certain payments from being subject to backup withholding.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What Is Backup Withholding?—Persons making certain payments to you must withhold and pay to the IRS 31% of such

payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. The IRS tells the requester that you furnished an incorrect TIN, or
3. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
4. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable

interest and dividend accounts opened after 1983 only), or

5. You do not certify your TIN. See the Part III instructions for exceptions.

Certain payees and payments are exempt from backup withholding and information reporting. See the Part II instructions and the separate instructions for the Requester of Form W-9.

How To Get a TIN.—If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local IRS office.

If you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to get a TIN and give it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN.

**RYAN WHITE Title II/ADAP
National Meeting**

AGENDA
(tentative)

May 23, 1999

DAY ONE

- | | |
|------------------|---|
| 9:00 – 11:00 AM | Registration |
| 11:00 – 12:00 AM | Informal Meet and Greet your HRSA Project Officer |
| 12:00 – 1:30 PM | Lunch and Opening Plenary Session
Welcome and Introductions |

AFTERNOON WORKSHOPS

- | | |
|----------------|---|
| 1:30 – 3:00 PM | <ul style="list-style-type: none">▪ ADAP Budget Forecasting▪ ADAP and Insurance Programs▪ Coordination of Ryan White and Managed Care▪ Grants Management Issues▪ Program Evaluation: Measuring Outcomes Rather than Outputs▪ Ryan White and Targeted Outreach: Reaching Populations That Are Under Represented. |
| 3:00 – 3:30 PM | Break |
| 3:30 – 5:00 PM | <ul style="list-style-type: none">▪ How to Work Successfully with Your Pharmaceutical Manufacturers and Wholesalers▪ Managing Your ADAP Formulary▪ Priority Setting: Making Difficult Choices, Implementing HIV/AIDS Services under Budget Constraints▪ Rural Efforts: Service Delivery Models▪ Strategic Planning: How to Prepare for Changes in the Continuum of Care |
| 5:00 – 6:00 PM | Round-Table Discussions
Housing Options for PLWH/A
Perinatal Transmission
SCSN and Cross-Title Coordination
Medicaid
Managed Care
Technical Assistance Available to Title II/ADAP |

RYAN WHITE Title II/ADAP National Meeting

May 24, 1999

DAY TWO

MORNING WORKSHOPS

- 8:30 – 10:15 AM
- Clinical Update
 - Coordination of Ryan White and Managed Care (*repeat*)
 - Coordination with Medicaid and State ADAP
 - Putting Paper to Practice—Using the Title II Manual to Strengthen Your Program Activities
 - Review of HAB/OSE Initiatives
 - Working with Manufacturers' Patient Assistance Programs

10:15 – 10:30 AM **Break**

- 10:30 – 12:00 PM
- ADAP Budget Forecasting (*repeat*)
 - Assuring Quality in Primary Medical Care
 - Current and Future Funding Issues for ADAPs
 - Early Intervention: Efforts to Link Prevention and Care
 - How to Contract for Pharmacy Services
 - Program Evaluation: Measuring Outcomes Rather than Outputs (*repeat*)
 - The AAR... Past, Present, and Future

12:00 – 1:30 PM **Lunch**

AFTERNOON WORKSHOPS

- 1:30 – 3:00 PM
- AMR Workshop
 - Assessing and Quantifying Unmet Need
 - Managing Your ADAP Formulary (*repeat*)
 - Model Data Collection and Reporting Systems
 - Quality Assurance and Continuous Quality Improvement Strategies for Program Managers

3:00 – 3:15 PM **Break**

3:15 – 4:00 PM **Closing Plenary**



Hotel Reservation Form

Please complete the following information and return by April 23

PAREXEL will reserve a room for you at the Hyatt Regency Washington, D.C. on Capitol Hill upon receipt of this form. Please call (877) 629-3639 to make your flight arrangements.

Your Name: _____

Your State: _____

Your Phone Number: _____

I need a room for the night(s) of

☐ May 22, 1999

☐ May 23, 1999

☐ May 24, 1999

Please indicate any special needs below:

SPECIAL DIETARY NEEDS:

SPECIAL ACCOMODATION NEEDS (e.g., handicap accessible):

SMOKING PREFERENCE:

smoking
non-smoking

If no preference is indicated, a non-smoking room will be reserved for you.

OTHER:

Please return this form no later than April 23, 1999 to the following:

PAREXEL

Attn: Veronica Ayala

FAX: 703-683-2239

If you have any questions or need to make special arrangements not designated on this form, please call Veronica Ayala at 703-535-5048.

Ryan White Title II/ADAP National Meeting

May 23-24, 1999

Presentation Title:

Biographical Information

Name:

Present Position (title):

Mailing Address:

Telephone:

Fax:

E-mail:

Biographical Sketch: Briefly describe your professional experience or areas of expertise that contribute to your qualifications as a presenter for this workshop:

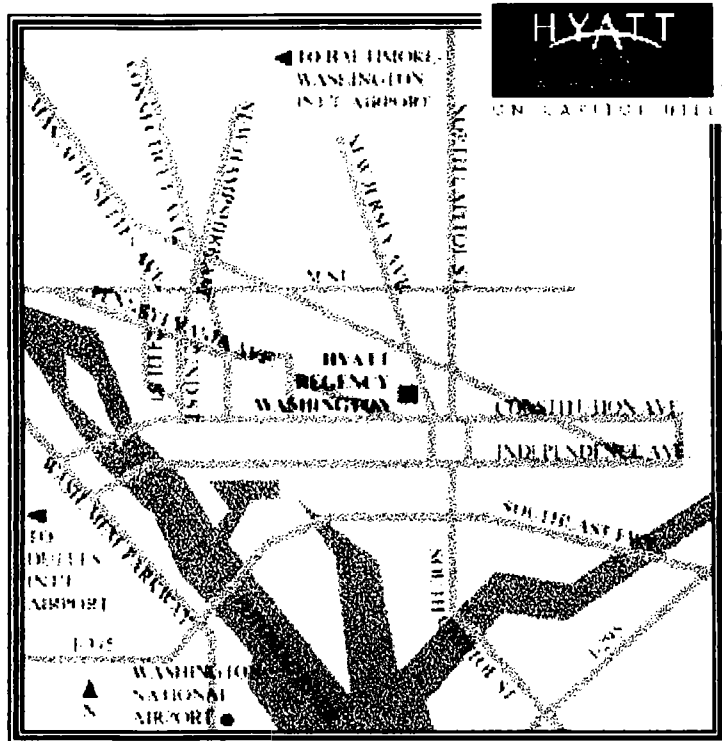
Audio-Visual Needs

- | | |
|---|--|
| ☐ Slide Projector | ☐ VHS |
| ☐ Data Display Projector | ☐ Flip Chart with Markers |
| ☐ Overhead | ☐ Pointer |
| ☐ Other, please specify: | |

Please fax this form by April 23, 1999 to:

Gail Wolfson, Division of Service Systems, 301-443-8143

Hotel Information



The Hyatt Regency Washington, D.C. on Capitol Hill is located at 400 New Jersey Avenue, NW, Washington, DC, 20001

Occupying a full city block in the heart of Capitol Hill, the Hyatt is 2 blocks from the U.S. Capitol and Union Station and within walking distance to national and cultural attractions, restaurants and theaters.

DIRECTIONS TO THE HOTEL

From Points South: Take I-95 North to I-395 "To Washington" as you go over the Potomac River. Stay in one of the middle lanes. At the end of the bridge, veer right, and continue following the signs for I-395 North. Proceed for approximately one mile, then take the exit for "US Senate/D Street/I-395-North." Stay in the right lane as you go through two tunnels. In the second tunnel, take the "D Street" exit. Make a right at the end of the tunnel. Proceed

for two blocks, then turn left on New Jersey Avenue. The Hyatt will be on your left.

From Points Northeast: Take I-70 East to I-270 South. Exit onto I-495 (the Capital Beltway Outer Loop) in the direction of Virginia. Exit on the George Washington Parkway. Take the I-395 North exit then follow the directions above for "From Points South."

From Points East: Take Route 50 West which becomes New York Avenue, then follow the directions above for "From Points North."

From Points West: Take I-66 East or Route 50 "To Washington" to the Theodore Roosevelt Bridge. Exit onto Constitution Avenue. Follow Constitution Avenue towards the U.S. Capitol. Make a left onto Louisiana Avenue. Proceed for two blocks. Make a left onto New Jersey Avenue. The Hyatt is one block further on the left.



From Reagan National Airport (7 miles): Take George Washington Pkwy. Exit on I-395 North to Washington. Follow signs to U.S. Capitol. At tunnel, take first exit, U.S. Capitol/D St., NW. Proceed to first light, (D St.), turn right and go to 2nd traffic light. Turn left on New Jersey Ave. Hotel is on left.

From Dulles International Airport (25 miles): Follow signs to Washington D.C. on Dulles Toll/Access Road. Follow center lane (no toll) to I-66 East to Washington. Cross Roosevelt Bridge. Follow signs to Constitution Ave. toward U.S. Capitol. Proceed to 2nd light. Turn left onto Louisiana Ave., NW. Travel to the 3rd light. Turn left on New Jersey Ave. Hotel is on left.

PARKING

Valet parking is available at \$22.00 per day (no additional charge for in/out). Garage clearance is 6 feet and can not accommodate vans or recreational vehicles.

POINTS OF INTEREST

U.S. Capitol, Supreme Court, White House, Library of Congress, House and Senate Office Buildings, National Gallery of Art, Amtrak's Union Station, National Mall featuring Lincoln/Washington/Jefferson and Vietnam Memorials, Smithsonian Museums, Washington Convention Center, Georgetown University Law Center, Jack Kent Cooke Stadium (Red Skins), MCI Arena (professional hockey and basketball, Georgetown basketball, concerts), FBI Headquarters, National Post Museum, Ford's Theater, The Pavilion at the Old Post Office, National Portrait Gallery