

Frequently Asked Questions on Use of MAI-CoC Listserv

Q. How do I subscribe/unsubscribe to this listserv?

All project directors were automatically added to the listserv upon creation. If you need to either change your subscriber email address or have someone else in your organization added to the list (i.e. the day-to-day project coordinator), please send a message to mai-coc-ta@mayatech.com. In the subject header, please type "subscribe mai-coc listserv." In the message, please include the grant number (T10#####), the person's name, their role on the project, and their complete email address. It is recommended that the key staff of the project, project director, project coordinator, and project evaluator be included in the listserv. It is also recommended that a main contact for project subcontractors or partner organizations also be included. Email addresses leaving the listserv may follow the unsubscribe instructions at the bottom of each listserv email message.

Q. What if our project staff changes and, therefore, we need to change the names of people subscribed to the list?

If you have a change in project staffing, please inform your Government Project Officer (GPO) and send the updated information to mai-coc-ta@mayatech.com. For a change in project *director*, be sure to request the change in writing to the GPO and Grants Management Specialist, and then update the listserve.

Q. What types of messages should be posted on the listserv?

The listserv is intended to foster information sharing among subscribers on topics relevant to the MAI-CoC projects, substance abuse treatment, behavioral health, primary health care, and HIV/AIDS issues. Examples of appropriate messages include information about new models for service integration, resources on HIV care and treatment, notices about upcoming Webinars and external conferences, pertinent research, and project activities. If you have a specific question about your grant, please contact your GPO directly.

Q. I have information that I want to post to the listserv. How do I do that?

If you have information that is relevant to the MAI CoC projects and would like to send it to the listserv, please send the information to either your GPO or to the MAI CoC TA Team at mai-coc-ta@mayatech.com. We will then post your information to the listserv.

Q. Who should I contact with questions about the listserv?

If you have any questions or comments relative to listserv operations, please contact the MAI CoC TA Team at mai-coc-ta@mayatech.com. If you have any questions about the listserv content, please contact your CSAT GPO.