



EVV PHASE 2: DATA MIGRATION

Phase 2 implementation of the EVV/Palco transition is almost upon us. The major change for the Mi Via and Supports Waiver Participant Directed Service Models will be the transition from FocosOnline to Palco Connect system. As discussed during Operations meetings, there will be a timeframe when data must be migrated from the FocosOnline system to Palco Connect. This will require both systems to be shut down. The dates for data migration will be May 9 through May 20, 2022 with Palco Connect go-live scheduled for May 21, 2022.

The final date that SSP, ISP, budget revisions, initials, and renewal budgets can be submitted in the FocosOnline system will be **5:00 pm on April 8, 2022**. This date ensures that there is adequate time for submissions to be reviewed and more importantly, for participants, consultants, CSCs to respond to RFIs or RFAs. Consultants/CSC Agencies should plan to monitor submissions closely for RFI/RFA after a budget has been submitted and respond as quickly as possible. To ensure smooth data migration, the state has directed the TPA to issue a technical denial for any services that were issued a RFI/RFA and were not responded to by May 3, 2022. Any services in a pending status as of May 3, 2022 will not transfer into the new Palco Connect system during migration. Technically denied services and services that were not transferred into the new system can be resubmitted after May 21, 2022 in the new Palco Connect system.

IMPORTANT DATES

DATE	ACTIVITY
April 8, 2022	<ul style="list-style-type: none"> Final date to submit revisions on existing approved budgets Final date to submit initial and renewal SSP, ISP and budgets in FocosOnline for a May 1 or June 1 effective date
May 3, 2022	<ul style="list-style-type: none"> Last day to issue technical denials on services in pending status
May 9, 2022	<ul style="list-style-type: none"> FocosOnline disabled
May 10-May 20, 2022	<ul style="list-style-type: none"> Data migration, no systems online
May 21, 2022	<ul style="list-style-type: none"> Palco Connect Go-Live

SUPPORT

The HSD and DOH are committed to supporting participants, consultants, and CSCs during this time of transition:

- Staff managers will be monitoring budget submissions and will reach out to agencies as needed to provide technical support.
- Open Forums will be scheduled for every Tuesday and Thursday from 9:00 am to 10:00 am beginning March 29, 2022 through April 28, 2022. The purpose of the Open Forums is to allow consultants and CSCs an opportunity to speak with State program staff for guidance or technical assistance. Microsoft Teams invites to follow. Participation is voluntary.
- We anticipate unique or emergency circumstances, these will be handled on a case by case basis. Please contact:
 - MI VIA: Elaine Hill, Mi Via Staff Manager, DDS, DOH (elaine.hill@state.nm.us)
 - SUPPORTS WAIVER: Jennifer Roth, Supports Waiver Staff Manager, DDS, DOH (Jennifer.roth@state.nm.us or (505) 629-7476)

TIPS

This data migration is very similar to the one implemented when the State changed Third Party Assessors a few years ago. The following are tips to help ensure a timely review and ultimately a smooth transition:

- If possible, submit before April 8, 2022 in the FocosOnline System
- Address RFIs and RFAs as soon as possible
- Include all required or supporting documents upon submission
 - For example: Not including an invoice for a good, environmental or vehicle modification results in an RFI and delays in review
 - If required or supporting documents are not available at the time of submission, consider submitting after May 21, 2022
- Contact the DOH representatives above for NEW Additional Funding requests as these services must meet specific criteria for approval; if possible, consider submitting these requests as revisions after May 21, 2022