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## YOU'RE INVITED!

The Mi Via Advisory Committee is excited to be accepting nominations for membership to the Advisory Committee. We are inviting Mi Via Participants, family members and other Mi Via Stakeholders which could include parents, spouses, guardians, Participant Representatives, Advocates, Participant Employees and Participant Service Providers to serve as active members of the Committee. Membership to the Committee is for a three year term. Members to the Committee will be expected to attend all meetings (in person or by telephone) which will be held quarterly. Nomination Forms can be accessed at the Mi Via Website ([www.mivianm.org](http://www.mivianm.org)) or by contacting Christine Wester, Mi Via Program Manager at (505)-841-5510 or [christine.wester@state.nm.us](mailto:christine.wester@state.nm.us). Nominations must be received by February 29, 2016. Please submit the Nomination Form to Christine Wester, Mi Via Program Manager by email at [christine.wester@state.nm.us](mailto:christine.wester@state.nm.us) or by fax at (505) 841-6523. This is a great opportunity to become involved with guiding the future of Mi Via and all experience levels are welcomed.

## Xerox Wednesday Training

Starting January 2, 2016, the Mi Via Call Center will be closed every Wednesday from 4:00-5:00 pm for training. Enrollment and Liaisons will not be available to assist walk-ins during this time. You may contact the Xerox main number at 1-505-246-9988 and leave a message. Xerox Mi Via group will return your call within 24 hours. If you have an employee that needs to be fingerprinted, you or your employees can contact the Mi Via Helpdesk during business hours at 1-866-916-0310 to schedule an appointment.

## FOCoSonline Training

You can now take the **FOCoSonline** training on your own, at any time, from the Mi Via website home page at <http://training.focosonline.com>. A list of frequently asked questions and a training manual is also included.

If you are an employer, please take the Employer training Parts I & II. If you are an employee, you only need to take the Employee training.

Please complete the quiz at the end of the training to help you review the information. Once the training is completed, you will be directed to the **FOCoSonline** Account Authorization form. You will need to complete this in order to login to **FOCoSonline**.

Please note, for employees, your Employer must also have access to **FOCoSonline** so they can approve your timesheet.

## Mi Via

Contact Information:

**Phone:** 1-866-916-0310  
8:00 am to 5:00 pm Mon. - Fri.

**Toll-free Fax:** 1-866-302-6787

**E-mail:** [mi.via@xerox.com](mailto:mi.via@xerox.com)

**Web:** <http://www.MiViaNM.org>

### Physical Address:

1720-A Randolph Rd SE  
Albuquerque, NM 87106

If you would like to sign up for training to use FOCo**Online** to review/approve timesheets and check your budget, call Mi Via at 1-866-916-0310

### Note:

The Mi Via Advisory Committee works with the State to share information and help with communication among all Mi Via Participants.

Qualis Health is the Third Party Assessor (TPA) for Mi Via. They are responsible for reviewing and approving the Service and Support Plans (SSP).

## Mi Via Waiver Advisory Committee Meeting

The next Mi Via Advisory Committee Meeting will be held on Thursday, January 28, 2016 1pm-4pm in Santa Fe, New Mexico at the Toney Anaya Building (Hearing Room #1) 2550 Cerrillos Road, Santa Fe, New Mexico 87505. If you would like to call in for the meeting please call 1-712-432-0360 pass code 742089#

## Timely Filing for Vendor Payments

HSD has recently dealt with several issues regarding nonpayment to vendors for their services because the Payment Request Form (PRF) and invoice were not submitted on time. Please remember that PRF's and invoices must be submitted within 90 days of the date of service in order for Xerox to be able to make the payment to vendors for the services they have provided. Also, per the New Mexico Administrative Code (NMAC) 8.314.6.14 C. (1), the eligible recipient or EOR is responsible for submitting "all required documents to the FMA to meet employer-related responsibilities. This includes, but is not limited to documents for payment to employees and vendors.....".

## Upcoming Amendment to the New Mexico Administrative Code, Mi Via Waiver Services

The Human Services Department (the Department), through the Medical Assistance Division (MAD), is proposing to amend the New Mexico Administrative Code (NMAC) rule 8.314.6 NMAC, *Mi Via Waiver Services*. HSD began formal promulgation of this rule in November of 2014. Public comments for this rule were received through January 23, 2015. Due to delays in the Mi Via Waiver Renewal process through the Centers for Medicare and Medicaid Services (CMS), in February of 2015, HSD formally withdrew its November 2014 Notice of Rulemaking.

This rule includes amendments that were initially part of the November 2014 promulgation public comment process. In addition to the previously proposed amendments, a number of new amendments are proposed to bring the Mi Via rule into alignment with the CMS Mi Via Home and Community Based Services Transition Plan and the CMS approved Waiver Renewal. The proposed rule will be available for viewing on December 1, 2015 on the following website:

<http://www.hsd.state.nm.us/providers/written-tribal-consultation-letters.aspx>

Written comments must be submitted by 5:00 pm Mountain Standard Time (MST) on January 4, 2016. Public comments can be sent to Melanie Buenviaje via email: [melanie.buenviaje@state.nm.us](mailto:melanie.buenviaje@state.nm.us) or via mail to:

Melanie Buenviaje  
Medical Assistance Division, ESPB  
2025 S. Pacheco Street  
Santa Fe, NM 87504

## Dates to Remember in December

# December 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
November 29	November 30	1	2	3 <i>Spending Reports Mailed to EORs</i>	4 <i>Vendor Checks Received or Deposited</i>	5 <i>Deadline to submit PRFs for 12/18/15 payment</i>
6	7	8	9	10	11 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	12 <i>Deadline to submit timesheets, Mileage &amp; PRFs for 12/28/15 payment; new pay period begins</i>
13	14	15	16	17	18 <i>Vendor Checks Received or Deposited</i>	19 <i>Deadline to submit PRFs for 1/4/16 payment</i>
20	21	22	24	24	25 <i>Xerox and State Offices Closed</i>  <i>End of the pay period</i>	26 <i>Deadline to submit timesheets, Mileage &amp; PRFs for 1/8/16 payment; new pay period begins</i>
27	28 <i>Paychecks and Vendor Checks Received or Deposited</i>	29	30	31 <i>Spending Reports Mailed to EORs</i>	January 1 <i>Xerox and State Offices Closed</i>	January 2 <i>Deadline to submit PRFs for 12/18/15 payment</i>

# Mi Via Circle of Support

Agency Name	Contact Name	Phone	E-mail	Region(s)
AAA Participant Direction	Dave Murley	505-508-5524 or 505-450-5974	<a href="mailto:aaapd4@gmail.com">aaapd4@gmail.com</a>	All of New Mexico
CNRAG, Inc. (Care Network Resource Assistance Group)	Gale Idstein	575-650-0053	<a href="mailto:gidstein@cnragusa.com">gidstein@cnragusa.com</a>	Metro, SE and SW
Consumer Direct Personal Care (CDPC)	Sandra Woodward Jacob Patterson	1-866-786-4999	<a href="mailto:sandraw@consumerdirectonline.net">sandraw@consumerdirectonline.net</a> <a href="mailto:jacobp@consumerdirectonline.net">jacobp@consumerdirectonline.net</a>	All of New Mexico
Los Amigos, LLC	Sergio Garcia	1-888-843-2621	<a href="mailto:Sergio@losamigosbs.com">Sergio@losamigosbs.com</a>	Metro and NE
Self-Directed Choices	Janeth Montoya	505-508-1663 or 505-414-5580	<a href="mailto:janeth@sdchoices.com">janeth@sdchoices.com</a>	All of New Mexico
UNM Center for Development and Disability (CDD)	Vonnie Sachse	505-272-4631	<a href="mailto:vsachse@salud.unm.edu">vsachse@salud.unm.edu</a>	All of New Mexico
Visions Case Management	Charles Clayton	575-779-7419 or 1-888-588-9152	<a href="mailto:Charles@visionsnm.com">Charles@visionsnm.com</a>	NE
<b>Human Services Department / Medical Assistance Division – Exempt Services and Program Bureau</b> PO Box 2348, Santa Fe, NM 87504-2348, Toll-free Phone: 1-888-997-2583, Fax: 505-827-7277 Manages the FMA/Xerox contract and the TPA/Qualis contract				
<b>Melanie Buenviaje</b>	<b>Mi Via Unit Staff Manager</b> Functions: Mi Via Waiver oversight, Xerox Issues	505-827-3176	<a href="mailto:Melanie.buenviaje@state.nm.us">Melanie.buenviaje@state.nm.us</a>	
<b>Christine Baca</b>	<b>Mi Via Unit Contract Manager</b> Functions: Mi Via Waiver oversight, Xerox Issues	505-476-7254	<a href="mailto:ChristineL.Baca@state.nm.us">ChristineL.Baca@state.nm.us</a>	
<b>Justina Vigil</b>	<b>Mi Via Participant Issues Resolution &amp; Eligibility</b> Functions: Qualis Issues, Allocation Issues, HSD/ISD Issues	505-476-7255	<a href="mailto:JustinaJ.Vigil@state.nm.us">JustinaJ.Vigil@state.nm.us</a>	
<b>Department of Health / Developmental Disabilities Supports Division</b> 5301 Central NE, Suite 203, Albuquerque, NM 87108. Phone: 1-800-283-5548 Operates the Mi Via Program for Developmental Disability (DD) and Medically Fragile (MF) Populations Oversees consultant agency contracts				
<b>Christine Wester</b>	Functions: Consultant Agency oversight, LRI Approvals, Consultant Oversight and Issues, Fair Hearings	505-841-5510	<a href="mailto:christine.wester@state.nm.us">christine.wester@state.nm.us</a> Fax: 505-841-6523	
<b>Iris Clevenger</b>	Functions: Waiver Change Forms (Medically Fragile), Consultant Agency Change Forms (Medically Fragile), Allocation Issues (Medically Fragile)	505-841-2913	<a href="mailto:iris.clevenger@state.nm.us">iris.clevenger@state.nm.us</a> Fax: 505-841-2987	
<b>Regina Lewis</b>	Functions: Environmental Modifications (E-mods), Allocation Issues, Fair Hearings, Consultant Oversight/Issues, Participant Issues, LRI Coordination	505-841-5519	<a href="mailto:regina.lewis@state.nm.us">regina.lewis@state.nm.us</a> Fax: 505-841-6523	
<b>Qualis Health</b> PO Box 20910, Albuquerque, NM 87154-0190 Phone: 1-866-962-2180				

## EMPLOYEE PAYROLL PAYMENT SCHEDULE

<b>Pay Period Start</b>	<b>Pay Period End</b>	<b>Timesheet must be received by Xerox</b>	<b>Check Mailed or Direct Deposit Issued</b>
<b>Saturday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Friday</b>
11/28/15	12/11/15	12/12/15	12/28/15
12/12/15	12/25/15	12/26/15	01/08/16
12/26/15	01/08/16	01/09/16	01/22/16
01/09/16	01/22/16	01/23/16	02/05/16
01/23/16	02/05/16	02/06/16	02/19/16
02/06/16	02/19/16	02/20/16	03/04/16
02/20/16	03/04/16	03/05/16	03/18/16
03/05/16	03/18/16	03/19/16	04/01/16
03/19/16	04/01/16	04/02/16	04/15/16
04/02/16	04/15/16	04/16/16	04/29/16
04/16/16	04/29/16	04/30/16	05/13/16
04/30/16	05/13/16	05/14/16	05/27/16
05/14/16	05/27/16	05/28/16	06/10/16
05/28/16	06/10/16	06/11/16	06/24/16
06/11/16	06/24/16	06/25/16	07/08/16
06/25/16	07/08/16	07/09/16	07/22/16
07/09/16	07/22/16	07/23/16	08/05/16
07/23/16	08/05/16	08/06/16	08/19/16
08/06/16	08/19/16	08/20/16	09/02/16
08/20/16	09/02/16	09/03/16	09/16/16
09/03/16	09/16/16	09/17/16	09/30/16
09/17/16	09/30/16	10/01/16	10/14/16
10/01/16	10/14/16	10/15/16	10/28/16
10/15/16	10/28/16	10/29/16	11/11/16
10/29/16	11/11/16	11/12/16	11/25/16
11/12/16	11/25/16	11/26/16	12/09/16
11/26/16	12/09/16	12/10/16	12/23/16
12/10/16	12/23/16	12/24/16	01/06/17
12/24/16	01/06/17	01/07/17	01/20/17
01/07/17	01/20/17	01/21/17	02/03/17

## VENDOR PAYMENT SCHEDULE

PRF/Invoice must be received by Xerox	Check Mailed or Direct Deposit Issued
Saturday	Friday
12/19/15	01/04/16
12/26/15	01/08/16
01/02/16	01/15/16
01/09/16	01/22/16
01/16/16	01/29/16
01/23/16	02/05/16
01/30/16	02/12/16
02/06/16	02/19/16
02/13/16	02/26/16
02/20/16	03/04/16
02/27/16	03/11/16
03/05/16	03/18/16
03/12/16	03/25/16
03/19/16	04/01/16
03/26/16	04/08/16
04/02/16	04/15/16
04/09/16	04/22/16
04/16/16	04/29/16
04/23/16	05/06/16
04/30/16	05/13/16
05/07/16	05/20/16
05/14/16	05/27/16
05/21/16	06/03/16
05/28/16	06/10/16
06/04/16	06/17/16
06/11/16	06/24/16
06/18/16	07/01/16
06/25/16	07/08/16
07/02/16	07/15/16
07/09/16	07/22/16
07/16/16	07/29/16

**VENDOR PAYMENT SCHEDULE**  
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<b>PRF/Invoice must be received by Xerox</b>	<b>Check Mailed or Direct Deposit Issued</b>
<b>Saturday</b>	<b>Friday</b>
07/23/16	08/05/16
07/30/16	08/12/16
08/06/16	08/19/16
08/13/16	08/26/16
08/20/16	09/02/16
08/27/16	09/09/16
09/03/16	09/16/16
09/10/16	09/23/16
09/17/16	09/30/16
09/24/16	10/07/16
10/01/16	10/14/16
10/08/16	10/21/16
10/15/16	10/28/16
10/22/16	11/04/16
10/29/16	11/11/16
11/05/16	11/18/16
11/12/16	11/25/16
11/19/16	12/02/16
11/26/16	12/09/16
12/03/16	12/16/16
12/10/16	12/23/16
12/17/16	12/30/16
12/24/16	01/06/17
12/31/16	01/13/17
01/07/17	01/20/17
01/14/17	01/27/17
01/21/17	02/03/17
01/28/17	02/10/17