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## July 1, 2016 Requirement to Submit Mi Via Timesheets Online

In order to comply with Centers for Medicare and Medicaid Services (CMS) auditing requirements HSD Systems Bureau has informed us of a financial systems change that will impact the Mi Via Program. **Due to this systems change, and in order to ensure timely payment to your employees, effective July 1, 2016 Mi Via employee timesheets will be required to be submitted online via the FOCoSonline.**

Submitting timesheets online is simple and we are here to assist you with this transition.

FOCoSonline training is free and may be taken online at any time. If you are not currently using FOCoSonline to submit timesheets please complete the following steps to gain access:

1. Contact Xerox at 1-866-916-0310 and request the FOCoSonline training link. This link will be sent to you by email.
2. Complete the online FOCoS training. This training takes about one hour to complete.
3. At the end of the training you will be directed to the Account Authorization Form. Complete this form and submit it via fax to the fax number listed on the form.
4. FOCoS will process the Online Access form and you will receive access within a few days.
5. If you have questions or require technical assistance using FOCoSonline contact the Xerox Call Center at 1-866-916-0310.

### Tips and Techniques:

- Start Early: Don't wait to gain your FOCoSonline access. Start the process now.
- Employees may enter their timesheets online OR you/your EOR may enter timesheets online. You/your EOR then approves the timesheets online.
- Have employees enter their time in FOCoSonline at the end of their shift using the computer in your home.

**Failure to submit timesheets online may affect your employee's ability to be paid.**

The process for payment request forms and mileage reimbursement will not be affected by this change and these documents will continue to be faxed to Xerox.

Additional information regarding this change will be sent to you by mail. If you have questions or concerns please contact Christine Baca at (505) 476-7254.

### Correction to Article “Are you using your waiver paid computer to manage your program online?”

This article in the April 2016 newsletter indicated that payment request forms can be entered online. This is not correct. At this time, only timesheets can be entered online.

## 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, July 28, 2016 1pm-4pm in Santa Fe, New Mexico at the Human Services Department (HSD) Office: 2025 Pacheco, Santa Fe NM 87505. If you would like to call in for the meeting please call 1-712-432-0360 pass code 742089#

## Participants Who Have Only Vendors as Their Service Providers

HSD is aware that participants and others have been inquiring about the new rule in which an EOR may not be required if the participant's service providers are all vendors. HSD is finalizing the process and forms to allow this rule to be implemented in FOCoS online and through TNT and expects that this process will be fully implemented by June 1, 2016.

## Mi Via Self-Directed Waiver NEW Standards and Services

Beginning March 2016, the Department of Health/Developmental Disabilities Supports Division (DOH/DDSD) will begin conducting presentations on the new Mi Via Service Standards. The presentation will highlight changes in the Standards that are scheduled to go into effect March 1, 2016. These presentations are open to Mi Via participants/families/guardians, Employers of Record (EOR), vendors, employees, stakeholders, and other interested parties. The new Standards will be posted on the Mi Via website ([www.mivianm.org](http://www.mivianm.org)) March 1, 2016.

### Northwest Region, (Farmington)

#### May 10<sup>th</sup> in Farmington

8:30am-12pm AND 1pm-4:30pm  
DDSD/PHD Office  
355 South Miller  
Farmington, NM 87401

## Mi Via Service and Support Plan (SSP)

The 2016 Mi Via Waiver Standards went into effect March 1, 2016. The new Service and Support Plan that coincides with the new Standards will go into effect May 1, 2016. Please feel free to contact your Mi Via Consultant if you have questions or comments regarding the new SSP.

## FOCo**Online** Training

You can now take the FOCo**Online** 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 FOCo**Online** Account Authorization form. You will need to complete this in order to login to FOCo**Online**.

## Dates to Remember in May

# May 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 <i>Vendor Checks Received or Deposited</i>	7 <i>Deadline to submit PRFs for 5/20/16 payment</i>
8	9	10	11	12	13 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	14 <i>Deadline to submit timesheets, Mileage &amp; PRFs for 5/27/16 payment; new pay period begins</i>
15	16	17	18	19	20 <i>Vendor Checks Received or Deposited</i>	21 <i>Deadline to submit PRFs for 6/3/16 payment</i>
22	23	24	25	26	27 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	28 <i>Deadline to submit timesheets, Mileage &amp; PRFs for 6/10/16 payment; new pay period begins</i>
29	30 <i>Xerox and State Offices Closed</i>	31	June 1	June 2 <i>Spending Reports Mailed to EORs</i>	June 3 <i>Vendor Checks Received or Deposited</i>	June 4 <i>Deadline to submit PRFs for 6/17/16 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@consumerdirectcare.com">sandraw@consumerdirectcare.com</a> <a href="mailto:jacobp@consumerdirectcare.com">jacobp@consumerdirectcare.com</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>Kresta Opperman</b>	<b>Mi Via &amp; Medically Fragile Unit Staff Manager</b> Functions: Mi Via Waiver oversight, Xerox Issues		505-827-7776	<a href="mailto:Kresta.Opperman@state.nm.us">Kresta.Opperman@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>Oralia Flores</b>	<b>Mi Via Participant Issues Resolution &amp; Eligibility</b> Functions: Qualis Issues, Allocation Issues, HSD/ISD Issues		505-827-7761	<a href="mailto:Oralia.Flores@state.nm.us">Oralia.Flores@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				
<b>Care Coordination</b>				
<b>Blue Cross Blue Shield</b>	1-877-232-5518, option 3		<a href="http://www.bcbsnm.com/community-centennial">www.bcbsnm.com/community-centennial</a>	
<b>Molina Healthcare</b>	1-855-315-5677		<a href="http://www.molinahealthcare.com">www.molinahealthcare.com</a>	
<b>Presbyterian</b>	505-923-5200		<a href="http://www.phs.org/centennialcare">www.phs.org/centennialcare</a>	
<b>United Healthcare</b>	1-877-236-0826		<a href="http://www.myuhc.com/communityplan">www.myuhc.com/communityplan</a>	