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Reminder: 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.** Timesheets for the pay period ending July 8, 2016 should be submitted online via FOCoSonline.

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 FOCoS-online 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.

Frequently Asked Questions:

- Who can enter time in FOCoSonline ?
 - ◊ Employees may enter their timesheets online OR you/your EOR may enter timesheets online. You/your EOR then approves the timesheets online.
- What are the benefits of online submission?
 - ◊ Your employees will be paid timely.
 - ◊ Online submission will eliminate faxing issues such as faxes that are lost, do not go through, or are illegible.
 - ◊ FOCoSonline contains built in quality checks that will reduce errors and Return to Participant (RTP) notifications for errors such as incorrectly dated timesheets.
- Does this change affect the submission of payment request forms and mileage reimbursement forms?
 - ◊ No, payment request forms and mileage reimbursement forms will continue to be faxed or mailed to Xerox.

Failure to submit timesheets online via the FOCoSonline system may affect your employees' ability to be paid timely.

If you have questions or concerns related to this requirement please contact Christine Baca at (505) 476-7254.

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

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).

Online Timesheet Entry Training

Beginning June 2, 2016, Xerox will provide online timesheet entry training through the month of June.

You must complete the FOCo**Online** training and receive your login access prior to attending training. If you are an employee, you must complete the FOCo**Online** Employee training. If you are an employer, you must complete the FOCo**Online** Employer training Parts I & II. The training is available from the Mi Via website home page at <http://training.focosonline.com>.

Training will be provided at the Xerox office located at 1720-A Randolph Rd SE, Albuquerque NM 87106 every Tuesday and Thursday at 10:00am-11:30am and 2:00pm-3:30pm, and Saturdays at 9:00am-10:30am and 11:00am-12:30pm. Seating is limited so please contact the Xerox Helpdesk at 866-916-0310 to schedule your time.

Contact Xerox for locations, dates, and times for training in Farmington, Las Cruces, Roswell, and Santa Fe.

New Feature in FOCo**Online**

There is a new feature in FOCo**Online** under the Forms menu option. It is titled "General Materials". The General Materials page is where a user can go to access program documents, such as the 2-week time sheet, as well as FOCo**Online** materials, which include documents such as training manuals and quick reference guides. Training Videos for Employees and Employers are also available. To view documents on the "General Materials" page, click on "Forms" in the main menu and then click on "General Materials" in the drop down. After selecting "General Materials", the page will be displayed and each category will be expanded by default so users can easily see all documents in each category. To open a document, simply click on the document name. Each user role will have access to role specific documentation. The General Materials section is visible to Employees, Employers, Consultants, FMA Staff, Participants, State, Support Brokers, TPA and Xerox.

Mi Via Waiver Advisory Committee Meeting: MEETING TIME HAS CHANGED!!

The next Mi Via Advisory Committee Meeting will be held on Thursday, July 28, 2016 11am-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#

Correction to Mi Via letter dated May 10, 2016 regarding the transition to online timesheet submission:

The contact phone number for Christine Baca is 505-476-7254. The number printed in the letter is incorrect.

Dates to Remember in June

June 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 29	May 30 <i>Xerox and State Offices Closed</i>	May 31	1	2 <i>Spending Reports Mailed to EORs</i>	3 <i>Vendor Checks Received or Deposited</i>	4 <i>Deadline to submit PRFs for 6/17/16 payment</i>
5	6	7	8	9	10 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	11 <i>Deadline to submit timesheets, Mileage & PRFs for 6/24/16 pay- ment; new pay period begins</i>
12	13	14	15	16	17 <i>Vendor Checks Received or Deposited</i>	18 <i>Deadline to submit PRFs for 7/1/16 payment</i>
19	20	21	22	23	24 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	25 <i>Deadline to submit timesheets, Mileage & PRFs for 7/8/16 pay- ment; new pay period begins</i>
26	27	28	29	30	July 1 <i>Vendor Checks Received or Deposited</i>	July 2 <i>Deadline to submit PRFs for 7/15/16 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	aaapd4@gmail.com	All of New Mexico
CNRAG, Inc. (Care Network Resource Assistance Group)	Gale Idstein	575-650-0053	gidstein@cnragusa.com	Metro, SE and SW
Consumer Direct Personal Care (CDPC)	Sandra Woodward Jacob Patterson	1-866-786-4999	sandraw@consumerdirectcare.com jacobp@consumerdirectcare.com	All of New Mexico
Los Amigos, LLC	Sergio Garcia	1-888-843-2621	Sergio@losamigosbs.com	Metro and NE
Self-Directed Choices	Janeth Montoya	505-508-1663 or 505-414-5580	janeth@sdchoices.com	All of New Mexico
UNM Center for Development and Disability (CDD)	Vonnie Sachse	505-272-4631	vsachse@salud.unm.edu	All of New Mexico
Visions Case Management	Charles Clayton	575-779-7419 or 1-888-588-9152	Charles@visionsnm.com	NE
Human Services Department / Medical Assistance Division – Exempt Services and Program Bureau 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				
Kresta Opperman	Mi Via & Medically Fragile Unit Staff Manager Functions: Mi Via Waiver oversight, Xerox Issues		505-827-7776	Kresta.Opperman@state.nm.us
Christine Baca	Mi Via Unit Contract Manager Functions: Mi Via Waiver oversight, Xerox Issues		505-476-7254	ChristineL.Baca@state.nm.us
Oralia Flores	Mi Via Participant Issues Resolution & Eligibility Functions: Qualis Issues, Allocation Issues, HSD/ISD Issues		505-827-7761	Oralia.Flores@state.nm.us
Department of Health / Developmental Disabilities Supports Division 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				
Christine Wester	Functions: Consultant Agency oversight, LRI Approvals, Consultant Oversight and Issues, Fair Hearings		505-841-5510	christine.wester@state.nm.us Fax: 505-841-6523
Iris Clevenger	Functions: Waiver Change Forms (Medically Fragile), Consultant Agency Change Forms (Medically Fragile), Allocation Issues (Medically Fragile)		505-841-2913	iris.clevenger@state.nm.us Fax: 505-841-2987
Regina Lewis	Functions: Environmental Modifications (E-mods), Allocation Issues, Fair Hearings, Consultant Oversight/Issues, Participant Issues, LRI Coordination		505-841-5519	regina.lewis@state.nm.us Fax: 505-841-6523
Qualis Health PO Box 20910, Albuquerque, NM 87154-0190 Phone: 1-866-962-2180				
Care Coordination				
Blue Cross Blue Shield	1-877-232-5518, option 3		www.bcbsnm.com/community-centennial	
Molina Healthcare	1-855-315-5677		www.molinahealthcare.com	
Presbyterian	505-923-5200		www.phs.org/centennialcare	
United Healthcare	1-877-236-0826		www.myuhc.com/communityplan	