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Reminder: Online Timesheet Submission

Online timesheets must be entered into FOCoSonline no later than noon on the Monday following the pay period. Online timesheets entered after noon on the Monday following the pay period are considered late. The submission deadline for paper timesheets, if an exception has been approved by HSD, remains Saturday at midnight.

Please remember the Employer of Record (EOR) must go online to approve timesheets entered into FOCoSonline by employees. If the EOR does not approve the timesheets online the submission is not complete and the timesheet cannot be processed.

If you have questions or require technical assistance using FO-CoSonline please contact the Xerox Call Center at 1-866-916-0310.

Change in Mi Via Mailings

Mi Via Utilization Reports

Mi Via Utilization reports will no longer be mailed. For the most current utilization information you may access these reports using FOCoSonline.

Mi Via Newsletter

The Mi Via Newsletter is transitioning to electronic format. Currently, the Mi Via Newsletter is mailed and is also available on the DOH Mi Via website at: http://archive.mivianm.org/MiVia_Newsletter.htm. Beginning in December the Newsletter will be available by email and will continue to be posted on the DOH Mi Via website. A hard copy of the newsletter will be mailed only if you do not have an email address on file. **To ensure you continue to receive your copy of the Mi Via Newsletter, and the important information it contains, please verify that your correct email address is on file.**

Payment Request Forms (PRFs)

In the August issue the web address to access Payment Request Forms was stated incorrectly. The PRF can be found online at: <https://nmmedicaid.acs-inc.com/static/ProviderInformation.htm#Self-DirectionForms>.

We apologize for any inconvenience.

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).

Mi Via Waiver Advisory Committee Meeting

The next Mi Via Advisory Committee Meeting will be held on Thursday, October 27, 2016, 11am-4pm in Albuquerque, New Mexico at the Department of Health/Developmental Disabilities Supports Division: 5301 Central NE Suite 203 Albuquerque NM 87108. If you would like to call in for the meeting please call 1-712-432-0360 pass code 742089#.

Online Timesheet Entry Frequently Asked Questions

Have questions regarding how to enter timesheets in FOCo**Online**? A document of frequently asked questions and other reference materials can be found under the General Materials section of the Forms tab in FOCo**Online**.

Mi Via Fingerprinting Services Provided by Appointment

To better assist you and your employees, we are doing fingerprinting by appointment only. Appointments will be scheduled for Tuesdays and Thursdays for the Mi Via Albuquerque office between 8:00 am and 4:30 pm. You or your employees can contact the Mi Via Helpdesk during business hours at 1-866-916-0310 to schedule an appointment.

FOCo**Online** Browser Support

Using out-of-date browsers can pose security risks. As a result, FOCoS Innovations aligns its practices with Web Browser Vendors and only support the two most current versions of Firefox, Internet Explorer, Chrome and Safari. FOCoS encourages you to check your browser version and verify you are using the most up-to-date browser version available. If you are not sure what browser version you are using, you can go to the following website:

<http://www.whatismybrowser.com>. This website will tell you your browser version and will provide a link to download the most recent version if you choose to upgrade your browser.

In addition, at this time, FOCoS does not support the use of FOCo**Online** on iPads, tablets, or cell phones.

Dates to Remember in September

September 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
August 28	August 29	August 30	August 31	1	2 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	3 <i>Deadline to submit timesheets, Mileage & PRFs for 9/16/16 payment; new pay period begins</i>
4	5	6	7	8	9 <i>Vendor Checks Received or Deposited</i>	10 <i>Deadline to submit PRFs for 9/23/16 payment</i>
11	12	13	14	15	16 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	17 <i>Deadline to submit timesheets, Mileage & PRFs for 9/30/16 payment; new pay period begins</i>
18	19	20	21	22 <i>Spending Reports Mailed to EORs</i>	23 <i>Vendor Checks Received or Deposited</i>	24 <i>Deadline to submit PRFs for 10/7/16 payment</i>
25	26	27	28	29	30 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	October 1 <i>Deadline to submit timesheets, Mileage & PRFs for 10/14/16 payment; new pay period begins</i>

Mi Via Circle of Support

Agency Name	Contact Name	Phone	E-mail	Region(s)
AAA Participant Direction	Dave Murley	505-450-5974	aaapd4@gmail.com	All of New Mexico
CNRAG, Inc. (Care Network Resource Assistance Group)	Michelle Patterson	575-621-0052	mpatterson@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	505-204-6035	Sergio@losamigosbs.com	Metro and NE
Self-Directed Choices	Jennifer Roth	505-508-1663	JenniferR@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		