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New Mi Via Xerox Contract Manager

HSD is happy to announce the new Mi Via Xerox Contract Manager, Christine Baca. Ms. Baca comes to HSD from the Division of Vocational Rehabilitation where she worked as a Vocational Rehabilitation Counselor. She holds a Master's degree in Psychology from Antioch University Seattle and has over 20 years of experience in case management, contract compliance, implementing and maintaining quality assurance initiatives. HSD is happy to add her to the Mi Via team!

Reminder to Employers and Employees to Complete all Employee Enrollment Paperwork

There have been incidents in which employees have started working for Mi Via participants, but their payments were delayed or denied because: 1) the employee enrollment paperwork had not been completed or 2) the Participant's plan had not yet been approved.

An employee may begin providing services according to the Participant's approved plan as soon as the employer has been notified by Xerox that the employee has passed their COR Background Check. However, payment will not be issued until all required paperwork (Employee Agreement, Employee Information Form, Declaration of Relationship Form, and Federal W-4) is complete and has been processed by Xerox. You can contact the Xerox Help Desk at 1-866-916-0310 to verify that all required employee enrollment paperwork has been received and that the employee is set up to receive payments.

Employers (EOR's) please remember that you have a responsibility to: 1) ensure that all documentation needed to process payments to employees has been completed and submitted to Xerox; and 2) allow an employee to start providing services only if the Participant's plan has been approved. If necessary, request assistance from the consultant.

Safari and Chrome Access

FOCoS Innovations is pleased to announce that FOCOSonline is now accessible for use with two additional web browsers, Safari and Chrome. This means that individuals using Mac computers will now be able to access FOCOSonline from their Macs using Safari or Chrome.

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.

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

Direct Deposit Is Recommended for Employees and Vendors

If a provider (employee or vendor) is set up on direct deposit, they will receive their payment deposited in their bank account and will not need to wait to receive their check. This also means that you will not need to worry about a check getting lost or stolen. The deposit into your provider's bank account will happen on Friday according to the payment schedule. This means that the provider (employee or vendor) can count on having their payment automatically in their bank account on Friday instead of having to wait to receive their check in the mail and then having to go the bank to deposit their check.

Please call Xerox at 1-866-916-0310 if your employees or vendors are interested in getting set up for direct deposit. Unfortunately, direct deposit is not available for some companies (such as Comcast or Wal-Mart).

Vendor Invoices

Submit invoices for daily or monthly service codes after the service is complete. Some service codes, for example T2033 (Customized In-Home Living Supports), are for daily service. In this example, daily service means 24 hours. When submitting a service code such as this one, you must only sign, then fax it after the day is complete. In other words, you must wait until Midnight of the day when services are delivered (after 11:59 PM) to submit the invoice. If the service is monthly you must wait until after 11:59 PM on the last day of the month. If the service is hourly, your employee or vendor must wait until they have finished working on that day. For example, if they finish working at 3:00 pm, they cannot submit their invoice until 3:01 pm on the same day. The general rule is: you cannot enter, submit or sign an invoice for services not yet rendered. The vendor must sign and date the invoice.

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**.

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

Dates to Remember in February

February 2015

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

Mi Via Circle of Support

Agency Name	Contact Name	Phone	E-mail	Region(s)
AAA Participant Direction	Dave Murley	505-508-5524	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@consumerdirectonline.net jacobp@consumerdirectonline.net	All of New Mexico
Los Amigos, LLC	Sergio Garcia	1-888-843-2621	Sergio@losamigosbs.com	Metro and NE
Self-Directed Choices	Don Skaar	505-508-1663 or 877-464-1252	don@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
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/Molina contract				
Melanie Buenviaje	Mi Via Unit Staff Manager Functions: Mi Via Waiver oversight, Xerox Issues	505-827-3176	Melanie.buenviaje@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	
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	505-851-5519	regina.lewis@state.nm.us Fax: 505-841-6523	
Molina Healthcare of New Mexico 8801 Horizon Blvd, Albuquerque, NM 87113. Phone: 1-800-377-9594 ext. 180921				