



In This Issue

Timesheets Must Be Completely Filled Out For Payment

Employers (EOR's) Must Notify Xerox When an Employee Has Been Terminated

Mi Via Advisory Committee Meeting

FOCoSonline Training

Direct Deposit Enrollment Easy-Fast-Convenient

Dates to Remember in May

Mi Via Circle of Support

Timesheets Must Be Completely Filled Out For Payment

More review of employee timesheets has revealed that some timesheets are not being completely filled out. More specifically, there have been several instances in which the section at the far right of the timesheet titled "Services Provided" has been left blank. This section must be completed. Please enter services that are related to the service code. For example, if homemaker services are being provided (99509), please enter the specific services that have been provided such as meal preparation, house chores, etc. If Community Direct Support is being provided (H2021), please enter the specific services such as visited friends, shopping, out to eat, etc. Employers (EOR's) are responsible for ensuring that timesheets are completely filled out. If timesheets are not complete, they will not be processed for payment.

Employers (EOR's) Must Notify Xerox When an Employee Has Been Terminated

It is important for Employers (EOR's) to notify Xerox as soon as possible after an employee has been terminated. Xerox will need to know the last day that the employee worked so that the employee can be inactivated in FOCoS.

Mi Via Waiver Advisory Committee Meeting

The next Mi Via Advisory Committee Meeting will be held on Thursday, July 23, 2015 1pm-4pm in Santa Fe, New Mexico at the Toney Anaya Building in Hearing Room #1, 2550 Cerrillos Road, Santa Fe NM 87505. If you would like to call in for the meeting please call 1-712-432-0360 pass code 742089#.

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

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).

In the June newsletter, we will address Direct Deposit for vendors.

Direct Deposit Enrollment Easy-Fast-Convenient

Direct Deposit is available to employees and vendors. To enroll in direct deposit, an employee or vendor needs to complete a TNT Direct Deposit Authorization form with a preprinted bank letter or voided check with the employee's or vendor's name, routing number and account number showing proof of account ownership. *Please note: there are different versions of the TNT Direct Deposit Authorization form for employees and vendors. The correct version must be used depending on the provider type (i.e. employee or vendor).*

Direct Deposit for Employees

Employee direct deposit cannot be set up without a preprinted voided check or bank letter included with the employee version of the TNT Direct Deposit Authorization form. If both documents are not received at the same time, this will delay processing of the direct deposit setup. If any information is handwritten on the bank letter, a bank representative's signature is required to verify account ownership.

If you do not have access to a bank or do not have a bank account, TNT offers a prepaid ComData card onto which you can have your payment loaded. If you are interested in having direct deposit set up through ComData, the first step is to request a ComData packet from Xerox. The ComData packet will include your new ComData card. When you receive your packet, you will need to complete the ComData Card Direct Deposit Authorization form and ComData Card Consent Form, and return them to TNT. The ComData Card Direct Deposit Authorization form requires your signature to be notarized. Once the required forms have been returned, TNT will activate your card.

Some common issues which result in the inability to complete direct deposit setup for payment include the following:

- Missing a voided check/bank letter
- Employee's name is not listed on the voided check/bank letter
- Sections A, B, and C are completed incorrectly. The form should be completed as follows:
 - ◇ *When adding a new account*, fill out sections A and C of the TNT Direct Deposit Authorization Form.
 - ◇ *When canceling a direct deposit*, fill out sections B and C of the TNT Direct Deposit Authorization Form.
 - ◇ *When changing bank accounts*, fill out sections A (with new account information), B (with old account information), and C of the TNT Direct Deposit Authorization Form.
- Required fields on the TNT Direct Deposit Authorization Form are incomplete:
 - ◇ Missing Routing Number
 - ◇ Missing Bank Account Number
 - ◇ Missing Signature
 - ◇ Missing Employee Name
 - ◇ Missing Social Security Number
 - ◇ Missing Date

Dates to Remember in May

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
April 26	April 27	April 28	April 29	April 30	1 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	2 <i>Deadline to submit timesheets, Mileage & PRFs for 5/15/15 payment; new pay period begins</i>
3	4	5	6	7	8 <i>Vendor Checks Received or Deposited</i>	9 <i>Deadline to submit PRFs for 5/22/15 payment</i>
10	11	12	13	14	15 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	16 <i>Deadline to submit timesheets, Mileage & PRFs for 5/29/15 payment; new pay period begins</i>
17	18	19	20	21 <i>Spending Reports Mailed to EORs</i>	22 <i>Vendor Checks Received or Deposited</i>	23 <i>Deadline to submit PRFs for 6/5/15 payment</i>
24 <hr/> 31	25 <i>Xerox and State Offices Closed</i>	26	27	28	29 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	30 <i>Deadline to submit timesheets, Mileage & PRFs for 6/12/15 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	505-508-5524	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	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
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	505-841-5519	regina.lewis@state.nm.us Fax: 505-841-6523	
Qualis Health One Executive Center, 8500 Menaul Blvd NE Suite B-250, Albuquerque, NM 87112. Phone: 1-866-962-2180				