



Mi Via Waiver Advisory Committee Meeting

The next Mi Via Advisory Committee Meeting will be held on Thursday, January 28, 2016 1pm-4pm in Santa Fe, New Mexico at the Toney Anaya Building (Hearing Room #1) 2550 Cerrillos Road, Santa Fe, New Mexico 87505. If you would like to call in for the meeting please call 1-712-432-0360 pass code 742089#

In This Issue

Mi Via Waiver Advisory Committee Meeting

New Mi Via Waiver Standards

FOCoSonline Training

Direct Deposit Enrollment

Dates to Remember in November

Mi Via Circle of Support

New Mi Via Waiver Standards

The Mi Via Waiver has been renewed by the Centers for Medicare and Medicaid Services (CMS) for a five (5) year cycle. This approval requires a new set of Mi Via Waiver Standards. The Department of Health (DOH) is seeking public comment from Participants, Consultants and all interested stakeholders on the proposed Standards before they go into effect. The proposed Standards are currently scheduled to go into effect on March 1, 2016. The proposed Standards will be placed on the Mi Via website (www.mivianm.org) November 1, 2015. The Department of Health is only seeking public comment on the Service Standards document, Appendix A: Service Descriptions and Appendix B: Service and Support Plan (SSP). A public comment document will be posted with the proposed Standards on the Mi Via website for interested parties to use for their comments. The Department of Health respectfully requests this public comment document be utilized for all comments in order to assure the Department receives comments in an organized manner. If you would like to request a hard copy of the proposed Standards and public comment document, please contact Shirley Macias at (505) 476-8913. Please send the public comment documents to Regina Lewis, Mi Via Program Coordinator, either through fax (505-841-6523), email (regina.lewis@state.nm.us) or mail to her attention at 5301 Central NE Suite 203, Albuquerque NM 87108. Please be advised the public comment period for the proposed Standards will be November 1, 2015 through December 11, 2015.

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).

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 November

November 2015

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 11/20/15 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 & PRFs for 11/27/15 payment; new pay period begins</i>
15	16	17	18	18	20 <i>Vendor Checks Received or Deposited</i>	21 <i>Deadline to submit PRFs for 12/4/15 payment</i>
22	23	24	25	26 <i>Xerox and State Offices Closed</i>	27 <i>State Offices Closed</i> <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	28 <i>Deadline to submit timesheets, Mileage & PRFs for 12/11/15 payment; new pay period begins</i>
29	30	<i>December 1</i>	<i>December 2</i>	<i>December 3</i> <i>Spending Reports Mailed to EORs</i>	<i>December 4</i> <i>Vendor Checks Received or Deposited</i>	<i>December 5</i> <i>Deadline to submit PRFs for 12/18/15 payment</i>

Mi Via Circle of Support

Agency Name	Contact Name	Phone	E-mail	Region(s)
AAA Participant Direction	Dave Murley	505-508-5524 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@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
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				
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	
Justina Vigil	Mi Via Participant Issues Resolution & Eligibility Functions: Qualis Issues, Allocation Issues, HSD/ISD Issues	505-476-7255	JustinaJ.Vigil@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				