



Reminder: July 1, 2016 Requirement to Submit Mi Via Timesheets Online

Reminder: Effective July 1, 2016 Mi Via employee timesheets will be required to be submitted online via the FOCoSonline.

Online timesheets must be entered in 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. 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.

Exceptions to Online Submission:

- Exceptions will be granted for extraordinary circumstances only.
- Exception requests forms are available on the Medicaid Portal: <https://nmmedicaid.acs-inc.com/static/index.htm>. Click on the Mi Via & Self-Directed Community Benefit Link at the bottom right corner of the page to locate the form.
- Exception request forms must be submitted to ESPB Mi Via Waiver Program by fax (505)827-7277 or by mail 2025 S. Pacheco, Santa Fe NM 87505.
- Participant's granted an exception will be required to submit timesheets using the revised Mi Via Only Timesheet which will be provided to the participant/EOR by ESPB Mi Via Waiver Program upon approval of online submission exception.
- Paper timesheets submitted without an approved exception will receive a Return to Participant (RTP) notification.

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

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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).

Update: Participants Who Have Only Vendors as Their Service Providers

HSD has finalized the process and forms to implement the new rule that an EOR may not be required if the participant's service providers are all vendors. If you are a participant interested in not having an EOR, please contact your consultant to get information about the specific criteria that must be met in order to be approved to not have an EOR. The forms to complete the process can also be found on the Medicaid Portal at <https://nmmedicaid.acs-inc.com/static/ProviderInformation.htm> under the section titled Self-Direction FMA Forms.

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#

Mi Via Fingerprinting Services Provided by Appointment

To better assist you and your employees, we have been doing fingerprinting by appointment only as of January 2, 2013. 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** 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**.

Dates to Remember in July

July 2016

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