



Reminder: Requirement to Submit Mi Via Timesheets Online

Reminder: Mi Via employee timesheets are 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.

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.

The process for payment request forms and mileage reimbursement will not be affected by this change and these documents will continue to be faxed to Xerox.

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

Your Contact Information

Has your contact information changed? Your In Home Assessor may not be able to reach you.

If your phone number has changed or you have moved please make sure you update your contact information with the Income Support Division office. Your annual In Home Assessment (IHA) may be delayed if the assessor is unable to reach you.

Please remember that in addition to your annual IHA your Care Coordinator, through your Centennial Care Benefit, will also be contacting you to complete an assessment. This assessment is separate from, and does not replace, your IHA.

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Payment Request Forms (PRFs)

As a reminder, there is a new PRF which has been updated in order to be consistent with the new 2016 Mi Via Standards. The PRF can be found online at:

<https://nmmedicaid.acsinc.com/static/ProviderInformation.htm#Self-DirectionForms>.

Please be advised PRFs may **NOT** be signed prior to the delivery of services per the Mi Via Standards (Section 10 B). If a vendor requests a signed PRF prior to rendering services, please remind them of this requirement.

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#.

Public Comment Period for the New Mexico Statewide Transition Plan (SWTP) for Home and Community Based Services (HCBS) Final Rule

HSD through its Medical Assistance Division (MAD) is accepting written comments through September 19, 2016, regarding the State of New Mexico's Home and Community Based Services (HCBS) Waiver Settings Transition Plan in order to bring the program into compliance with the Centers for Medicare and Medicaid Services (CMS) Final Rule 2249-F/2296-F. CMS published the final rule on January 16, 2014 with an effective date of March 17, 2014. The final rule requires that all HCBS settings meet certain qualifications, including that the setting: is integrated in and supports access to the greater community; is selected by the individual from among all settings options; ensures individual rights of privacy, dignity and respect, and freedom from coercion and restraint; optimizes autonomy and independence in making life choices, and facilitates choice regarding services and who provides them.

Public Comment Period will open August 19, 2016 and will close with a public hearing in Santa Fe, Toney Anaya Building, Rio Grande Conference Room on September 19, 2016 at 10 am.

You may send your questions or comments to Melanie Buenviaje at (505) 476-1348 or by email at: melanie.buenviaje@state.nm.us by **5:00 pm Mountain Daylight Time on September 19, 2016.**

The New Mexico SWTP can be viewed at <http://www.hsd.state.nm.us/public-notices-proposed-rule-and-waiver-changes-and-opportunities-to-comment.asp>

FOCo***Online*** Browser Support

Using out-of-date browsers can pose security risks. As a result, FOCO Innovations aligns its practices with Web Browser Vendors and only support the two most current versions of Firefox, Internet Explorer, Chrome and Safari. FOCO 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, FOCO does not support the use of FOCo***Online*** on iPads, tablets, or cell phones.

Dates to Remember in August

August 2016

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