



## DDSD Know Your Rights Campaign

Mi Via Participants should have received information from their Consultants regarding the Know Your Rights Campaign and the Centers for Medicare & Medicaid (CMS) Final Rule. Information about this Campaign is posted on the Mi Via website at [www.miviamn.org](http://www.miviamn.org). The main purpose of this new rule is to make sure Participants continue to exercise their right to be part of the community where they live and work. This Rule says Mi Via Participants can choose where they live, who they live with, how they live, who helps them, how they spend their days, and who they spend their days with.

The Developmental Disabilities Supports Division (DDSD) will be working with Participants and vendors to assure Mi Via is in full compliance with this Rule by March 17, 2019. As DDSD works towards compliance, Participants will not lose services they are receiving now, but they may be offered a change in setting. **The UNM/Center for Development and Disabilities will be contacting some Participants to talk about their services as part of this process.**

DDSD will be hosting Town Halls around the state in February and March 2017 to explain this in more detail and to also discuss the self-advocacy movement in NM. Town Hall 2017 meeting schedule is as follows:

- ABQ- Feb. 1st 1:30-4:00pm and 5:00-7:30pm UNM/Center for Development and Disabilities (CDD) 2300 Menaul NE
- Santa Fe- Feb. 9<sup>th</sup> 5:00-7:30pm location to be determined
- Las Cruces- Feb. 16<sup>th</sup> 5:00-7:30pm NM Farm and Ranch Museum 4100 Dripping Springs Rd.
- Taos- Feb. 28<sup>th</sup> 5:00-7:30pm location to be determined
- Roswell- March 7<sup>th</sup> 5:00-7:30pm Roswell Pueblo Auditorium 300 North Kentucky
- Gallup- Mar. 14<sup>th</sup> 5:00-7:30pm Education Development Center 1000 East Aztec Ave.
- Farmington- Mar. 29<sup>th</sup> 5:00-7:30pm San Juan Center for Independence 1204 San Juan Blvd.

## Mi Via Waiver Advisory Committee Meeting

The next Mi Via Advisory Committee Meeting will be held on Thursday, January 26, 2017, **11am-4pm** in Santa Fe, New Mexico at the Human Services Department (HSD) Office: 2025 South Pacheco, Santa Fe NM 87505. If you would like to call in for the meeting please call 1-712-432-0360 pass code 742089#.

### In This Issue

**DDSD Know Your Rights Campaign**

**Mi Via Waiver Advisory Committee Meeting**

**Mi Via Director's Release Electronic Timesheets**

**In Home Living Support Services**

**Consultant Nominations for MVAC!!!!!!**

**2017 Payroll Schedules**

**Dates to Remember in January**

**Mi Via Circle of Support**

## 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](mailto: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 Director's Release Electronic Timesheets

Timesheets for employees hired directly by an Employer of Record (EOR) to provide Mi Via services are required to be entered, approved and submitted online through FOCo**Online**. The Mi Via Waiver program actively worked with EORs throughout 2016 to assist with this new requirement. A Director's Release from the Developmental Disabilities Supports Division, effective November 1, 2016, reiterates this requirement for Mi Via. The Director's Release also announces future requirements for the electronic submission of Mi Via Mileage Sheets and Payment Request Forms (PRFs). A specific start date for this process has not yet been set and Mi Via Stakeholders will be notified when this change is set to occur. The Director's Release is available on the Mi Via website at: [http://archive.mivianm.org/MiVia\\_Publications.htm](http://archive.mivianm.org/MiVia_Publications.htm).

## In Home Living Support Services

In Home Living Support Services are designed to enable a participant to live in his/her apartment or house or family home that is owned or leased in the community of his/her choice. Services are not to be provided in homes or apartments owned/leased by provider agencies. In Home Living providers must assure twenty-four (24 hour) response capability to address scheduled or unpredictable needs for health, safety or security concerns. Vendor agencies who have signed vendor agreements for this service, are ultimately responsible for assuring services are provided as required in the Mi Via Service Standards.

## Consultant Nominations for MVAC!!!!!!

The Mi Via Advisory Committee (MVAC) is excited to be accepting nominations for Mi Via Consultant membership to the Advisory Committee. The MVAC is inviting Mi Via Consultants from across the state to fill one vacancy on the Committee and serve as an active member of the Committee. Membership to the Committee is for a two year term for Consultant representatives. Members to the Committee will be expected to attend all meetings (in person or by telephone) which will be held quarterly. Nomination Forms can be accessed at the Mi Via Website ([www.mivianm.org](http://www.mivianm.org)) or by contacting Fleur Dahl, Mi Via Project Coordinator at 505-841-5886 or [fleur.dahl@state.nm.us](mailto:fleur.dahl@state.nm.us). Nominations must be received by February 17<sup>th</sup> 2017. Please submit the Nomination Form to Fleur Dahl via e-mail at [fleur.dahl@state.nm.us](mailto:fleur.dahl@state.nm.us) or fax to 505-841-6523.

## 2017 Payroll Schedules

The 2017 Employee and Vendor Payroll Schedules are now available on FOCo**Online** on the General Materials page.

## Dates to Remember in January

# January 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>Xerox and State Offices Closed</i>	3	4	5 <i>Spending Reports Available to EORs</i>	6 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	7 <i>Deadline to submit timesheets, Mileage &amp; PRFs for 1/20/17 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 1/27/17 payment</i>
15	16 <i>State Offices Closed</i>	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 &amp; PRFs for 2/3/17 payment; new pay period begins</i>
22	23	24	25	26 <i>Spending Reports Available to EORs</i>	27 <i>Vendor Checks Received or Deposited</i>	28 <i>Deadline to submit PRFs for 2/10/17 payment</i>
29	30	31	February 1	February 2	February 3 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	February 4 <i>Deadline to submit timesheets, Mileage &amp; PRFs for 2/17/17 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	<a href="mailto:aaapd4@gmail.com">aaapd4@gmail.com</a>	All of New Mexico
CNRAG, Inc. (Care Network Resource Assistance Group)	Michelle Patterson	575-644-9762	<a href="mailto:mpatterson@cnragusa.com">mpatterson@cnragusa.com</a>	Metro, SE and SW
Consumer Direct Personal Care (CDPC)	Sandra Woodward Jacob Patterson	1-866-786-4999	<a href="mailto:sandraw@consumerdirectcare.com">sandraw@consumerdirectcare.com</a> <a href="mailto:jacobp@consumerdirectcare.com">jacobp@consumerdirectcare.com</a>	All of New Mexico
Los Amigos, LLC	Sergio Garcia	505-204-6035	<a href="mailto:Sergio@losamigosbs.com">Sergio@losamigosbs.com</a>	Metro and NE
Self-Directed Choices	Jennifer Roth	505-508-1663	<a href="mailto:JenniferR@sdchoices.com">JenniferR@sdchoices.com</a>	All of New Mexico
UNM Center for Development and Disability (CDD)	Vonnie Sachse	505-272-4631	<a href="mailto:vsachse@salud.unm.edu">vsachse@salud.unm.edu</a>	All of New Mexico
Visions Case Management	Charles Clayton	575-779-7419 or 1-888-588-9152	<a href="mailto:Charles@visionsnm.com">Charles@visionsnm.com</a>	Metro, NE and NW

**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

<b>Kresta Opperman</b>	<b>Mi Via &amp; Medically Fragile Unit Staff Manager</b> Functions: Mi Via Waiver oversight, Xerox Issues	505-827-7776	<a href="mailto:Kresta.Opperman@state.nm.us">Kresta.Opperman@state.nm.us</a>
<b>Christine Baca</b>	<b>Mi Via Unit Contract Manager</b> Functions: Mi Via Waiver oversight, Xerox Issues	505-476-7254	<a href="mailto:ChristineL.Baca@state.nm.us">ChristineL.Baca@state.nm.us</a>
<b>Oralia Flores</b>	<b>Mi Via Participant Issues Resolution &amp; Eligibility</b> Functions: Qualis Issues, Allocation Issues, HSD/ISD Issues	505-827-7761	<a href="mailto:Oralia.Flores@state.nm.us">Oralia.Flores@state.nm.us</a>

**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

<b>Christine Wester</b>	Functions: Mi Via Oversight and Participant/Consultant Issues and Technical Assistance	505-841-5510	<a href="mailto:christine.wester@state.nm.us">christine.wester@state.nm.us</a> Fax: 505-841-6523
<b>Iris Clevenger</b>	Functions: Waiver Change Forms (Medically Fragile), Consultant Agency Change Forms (Medically Fragile), Allocation Issues (Medically Fragile)	505-841-2913	<a href="mailto:iris.clevenger@state.nm.us">iris.clevenger@state.nm.us</a> Fax: 505-841-2987
<b>Regina Lewis</b>	Functions: Mi Via Waiver Program Coordination, Participant/Consultant Issues and Technical Assistance	505-841-5519	<a href="mailto:regina.lewis@state.nm.us">regina.lewis@state.nm.us</a> Fax: 505-841-6523
<b>Fleur Dahl</b>	Functions: Mi Via Waiver Project Coordination, Participant/Consultant Issues and Technical Assistance	505-841-5886	<a href="mailto:Fleur.dahl@state.nm.us">Fleur.dahl@state.nm.us</a> Fax: 505-841-6523

**Qualis Health**  
 PO Box 20910, Albuquerque, NM 87154-0190 Phone: 1-866-962-2180

## Care Coordination

<b>Blue Cross Blue Shield</b>	1-877-232-5518, option 3	<a href="http://www.bcbsnm.com/community-centennial">www.bcbsnm.com/community-centennial</a>
<b>Molina Healthcare</b>	1-855-315-5677	<a href="http://www.molinahealthcare.com">www.molinahealthcare.com</a>
<b>Presbyterian</b>	505-923-5200	<a href="http://www.phs.org/centennialcare">www.phs.org/centennialcare</a>
<b>United Healthcare</b>	1-877-236-0826	<a href="http://www.myuhc.com/communityplan">www.myuhc.com/communityplan</a>

**DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION (DDSD)**

**DIRECTOR'S RELEASE (DR) #16.11.01**

**EFFECTIVE DATE:** November 1, 2016

Signature Date:	October 13, 2016
FROM:	<i>-Signature on file-</i> _____ <b>Cathy Stevenson, DDSD Director</b>
TO:	Mi Via Participants, Mi Via Consultants, Vendors and Employees of Mi Via Services
SUBJECT:	Employee Timesheets, Mileage Sheets and Payment Request Forms

**I. SUMMARY:**

This Director's Release provides direction to Mi Via Participants, Mi Via Consultants, Employees and Vendors of Mi Via Services regarding the submission of employee timesheets, mileage sheets and Payment Request Forms.

**II. SPECIFIC SECTION OF THE REQUIREMENTS AFFECTED BY THIS RELEASE:**

- A. March 1, 2016 Mi Via Waiver Service Standards: Section 10: Implementation of the Service and Support Plan and Budget B. Purchasing Services and Goods Timesheets/Vendor Invoices

**III. REQUIREMENT CLARIFICATION:**

- A. Employers of Record (EORs) must assure all employee timesheets are entered, approved and submitted online through *FOCoOnline*. Timesheets will no longer be processed by the Financial Management Agency (FMA) if they are received by mail, fax or delivered directly to the FMA, unless the EOR has been granted an exception in writing by the Human Services Department, Medical Assistance Division (HSD/MAD). Exception requests can be made anytime to HSD/MAD and remain effective indefinitely unless the EOR's circumstances change such that the reason for exception is no longer applicable. If the EOR's circumstances change such that the reason for exception no longer prevents the EOR from entering timesheets online the EOR may then be required to submit timesheets electronically. Exceptions are based on the following:
  - 1. An EOR may request an exception from HSD/MAD if they are in a geographical location in New Mexico with no internet access; or
  - 2. An EOR may request an exception from HSD/MAD if there are limitations due to disability.
- B. In the future, Mi Via Mileage Sheets and Payment Request Forms (PRFs) will be required to be submitted online through *FOCoOnline*. Mileage Sheets and PRFs will no longer be processed by the FMA if they are received by fax unless the participant/EOR has been granted an exception in writing by the Human Services

**DDSD Effective Date**  
**11-1-16**

Department, Medical Assistance Division (HSD/MAD). Additional information regarding this transition, and a timeline for transition, will be provided by HSD/MAD to participants in a direct mailing. Exception requests can be made anytime to HSD/MAD and remain effective indefinitely unless the participant/EOR's circumstances change such that the reason for exception is no longer applicable. If the participant/EOR's circumstances change such that the reason for exception no longer prevents the participant/EOR from entering Mileage Sheets and/or PRFs online the participant/EOR may then be required to submit Mileage Sheets and/or PRFs electronically. Exceptions are based on the following:

1. A participant/EOR may request an exception from HSD/MAD if they are in a geographical location in New Mexico with no internet access; or
  2. A participant/EOR may request an exception from HSD/MAD if there are limitations due to disability.
- C. Mi Via participants have the option to request a computer and internet access through their Mi Via budget in order to manage their Mi Via program. Community resources such as libraries, community centers, organizations offering free connectivity can also be utilized in support of the online submissions of timesheets, mileage sheets and Payment Request Forms if a Mi Via participant does not choose to request the purchase of a computer or internet access.

#### **IV. REFERENCES**

Mi Via Home and Community Based (1915c) Waiver: March 1, 2016 Mi Via Waiver Service Standards: Section 10: Implementation of the Service and Support Plan and Budget B. Purchasing Services and Goods: Timesheets/Vendor Invoices

## EMPLOYEE PAYROLL PAYMENT SCHEDULE

<b>Pay Period Start</b>	<b>Pay Period End</b>	<b>Timesheet must be received by Xerox</b>	<b>Check Mailed or Direct Deposit Issued</b>
<b>Saturday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Friday</b>
12/10/16	12/23/16	12/24/16	01/06/17
12/24/16	01/06/17	01/07/17	01/20/17
01/07/17	01/20/17	01/21/17	02/03/17
01/21/17	02/03/17	02/04/17	02/17/17
02/04/17	02/17/17	02/18/17	03/03/17
02/18/17	03/03/17	03/04/17	03/17/17
03/04/17	03/17/17	03/18/17	03/31/17
03/18/17	03/31/17	04/01/17	04/14/17
04/01/17	04/14/17	04/15/17	04/28/17
04/15/17	04/28/17	04/29/17	05/12/17
04/29/17	05/12/17	05/13/17	05/26/17
05/13/17	05/26/17	05/27/17	06/09/17
05/27/17	06/09/17	06/10/17	06/23/17
06/10/17	06/23/17	06/24/17	07/07/17
06/24/17	07/07/17	07/08/17	07/21/17
07/08/17	07/21/17	07/22/17	08/04/17
07/22/17	08/04/17	08/05/17	08/18/17
08/05/17	08/18/17	08/19/17	09/01/17
08/19/17	09/01/17	09/02/17	09/15/17
09/02/17	09/15/17	09/16/17	09/29/17
09/16/17	09/29/17	09/30/17	10/13/17
09/30/17	10/13/17	10/14/17	10/27/17
10/14/17	10/27/17	10/28/17	11/10/17
10/28/17	11/10/17	11/11/17	11/24/17
11/11/17	11/24/17	11/25/17	12/08/17
11/25/17	12/08/17	12/09/17	12/22/17
12/09/17	12/22/17	12/23/17	01/05/18
12/23/17	01/05/18	01/06/18	01/19/18
01/06/18	01/19/18	01/20/18	02/02/18
01/20/18	02/02/18	02/03/18	02/16/18

## VENDOR PAYMENT SCHEDULE

PRF/Invoice must be received by Xerox	Check Mailed or Direct Deposit Issued
Saturday	Friday
12/10/16	12/23/16
12/17/16	12/30/16
12/24/16	01/06/17
12/31/16	01/13/17
01/07/17	01/20/17
01/14/17	01/27/17
01/21/17	02/03/17
01/28/17	02/10/17
02/04/17	02/17/17
02/11/17	02/24/17
02/18/17	03/03/17
02/25/17	03/10/17
03/04/17	03/17/17
03/11/17	03/24/17
03/18/17	03/31/17
03/25/17	04/07/17
04/01/17	04/14/17
04/08/17	04/21/17
04/15/17	04/28/17
04/22/17	05/05/17
04/29/17	05/12/17
05/06/17	05/19/17
05/13/17	05/26/17
05/20/17	06/02/17
05/27/17	06/09/17
06/03/17	06/16/17
06/10/17	06/23/17
06/17/16	06/30/17
06/24/17	07/07/17
07/01/17	07/14/17
07/08/17	07/21/17



**VENDOR PAYMENT SCHEDULE**  
(Page 2)

<b>PRF/Invoice must be received by Xerox</b>	<b>Check Mailed or Direct Deposit Issued</b>
<b>Saturday</b>	<b>Friday</b>
07/15/17	07/28/17
07/22/17	08/04/17
07/29/17	08/11/17
08/05/17	08/18/17
08/12/17	08/25/17
08/19/17	09/01/17
08/26/17	09/08/17
09/02/17	09/15/17
09/09/17	09/22/17
09/16/17	09/29/17
09/23/17	10/06/17
09/30/17	10/13/17
10/07/17	10/20/17
10/14/17	10/27/17
10/21/17	11/03/17
10/28/17	11/10/17
11/04/17	11/17/17
11/11/17	11/24/17
11/18/17	12/01/17
11/25/17	12/08/17
12/02/17	12/15/17
12/09/17	12/22/17
12/16/17	12/29/17
12/23/17	01/05/18
12/30/17	01/12/18
01/06/18	01/19/18
01/13/18	01/26/18
01/20/18	02/02/18