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Timely-Filing Requirements for Payment Requests

Must be submitted within 90 days from the date of service

Please remember that timesheets and invoices that are received by Mi Via more than 90 days after the service was provided will not be processed for payment. According to Medicaid timely-filing requirements, Mi Via cannot process any request for payment that has not been submitted within 90 days from the date the employee or vendor worked for you. This means that all timesheets, mileage, and invoices must be submitted to Mi Via no later than midnight on the 90th day after services have taken place. Any requests for payment that are submitted after this time will not be paid by Mi Via and will be returned to you. Also, if you need to make corrections to your timesheets or invoices, you must complete the corrections within this timeframe (90 days from the date the employee or vendor worked).

Please remember to send in your requests for payment as soon as possible so they will meet the timely-filing requirement and be processed. If you send something to Mi Via that is older than 90 days, you will receive a Return-to-Participant (RTP) letter and your request (timesheet, mileage, payment request/invoice) will not be paid.

GCESonline Training

You can attend the training in your home or anywhere you have access to the internet. The next training is:

July 23rd from 9:00 am - 11:00 am

Please contact Mi Via at 1-866-916-0310 if you would like to sign up and learn how to use GCESonline. Please call Mi Via at least three business days before you would like to take the training.

Mi Via Fingerprinting Services Provided by Appointment

To better assist you and your employees, we are 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.

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:

1720A Randolph Rd SE
Albuquerque, NM 87106

If you would like to sign up for training to use GCES^{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.

Molina Healthcare is the Third Party Assessor (TPA) for Mi Via. They are responsible for reviewing and approving the Service and Support Plans (SSP).

Helpful Payment Tips

Fax your Requests for Payment (timesheets, mileage, payment request/invoice) before 12:00 midnight on Saturday evening according to the Payroll Payment Schedule. If you do not make the Saturday evening deadline, this may cause your employees and vendors to be paid late. If you would like a copy of the Employee Payroll Payment Schedule or the Vendor Payment Schedule, please call the Mi Via Helpdesk during business hours at 1-866-916-0310.

Anytime paperwork is received at Mi Via (mailed, faxed, or hand delivered), it is stamped with the date it was received. All documents are processed in the order that we receive them at Mi Via. This means that if you wait until Monday to bring your documents to Mi Via, your employees and vendors could be paid late. Out-of-Cycle runs have been discontinued.

Make sure the form submitted is legible and all required fields have been completed. Mi Via will not make any assumptions on the information provided and will return the form to the participant causing the request (timesheet, mileage, payment request/invoice) to not be paid.

Timesheets cannot be submitted prior to the end of an employee's shift. Service dates on all timesheets need to be ON or BEFORE the last day of the timesheet period. You cannot enter, submit, or sign a timesheet for work not yet performed.

Timesheets entered in GCES^{online} must be submitted by 12:00 midnight on Saturday evening according to the Employee Payroll Payment Schedule. If you do not make the Saturday evening deadline, this may cause your employees to be paid late.

12:00 midnight starts a new day.

For example, if your employee starts work on Wednesday 5/22 at 10:00 pm and works until 6:00 am Thursday morning, your employee will complete their timesheet as follows:

5/22 10:00 pm - 12:00 am

5/23 12:00 am - 6:00 am

Dates to
Remember in June

June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 26	May 27	May 28	May 29	May 30	May 31 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	1 <i>Deadline to submit timesheets, Mileage & PRFs for 6/21 payment; new pay period begins.</i>
2	3	4	5	6	7 <i>Vendor Checks Received or Deposited</i>	8 <i>Deadline to submit PRFs for 6/28 payment</i>
9	10	11	12	13	14 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	15 <i>Deadline to submit timesheets, Mileage & PRFs for 7/05 payment; new pay period begins</i>
16	17	18	19	20 <i>Spending Reports Mailed to EORs</i>	21 <i>Vendor Checks Received or Deposited</i>	22 <i>Deadline to submit PRFs for 7/12 payment</i>
23	24	25	26	27	28 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	29 <i>Deadline to submit timesheets, Mileage & PRFs for 7/19 payment; new pay period begins</i>
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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)	Carol Watts	1-866-786-4999	carolw@consumerdirectonline.net	All of New Mexico
Los Amigos Bilingual Services, LLC	Sergio Garcia	505-204-6035	Sergio@losamigosbs.com	Metro and NE
Self-Directed Choices	Don Skaar	505-301-2098	don@sdchoices.com	Metro, NE and NW
UNM Center for Development and Disability (CDD)	Tanya Baker-McCue	505-272-5641	tbaker-mccue@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 Operates the Mi Via Program for CoLTS C (formerly D&E) and Brain Injury Manages the FMA /Xerox contract and the TPA/Molina contract				
Orlando Vasquez	Mi Via Program Manager Functions: Fair Hearings, Consultant Issues, Molina Issues	505-827-6264	orlando.vasquez@state.nm.us	
Teresa Garcia	Participant Eligibility (D&E and BI only) Functions: Consultant Agency Change forms, Allocation issues, HSD/ISD issues	505-476-7256	teresajo.garcia@state.nm.us	
Betty Sangre	Participant Issues Resolution (D&E and BI) Functions: Environmental Modifications (E-mods), LRI approval, Waiver Change Forms	505-476-7255	betty.sangre@state.nm.us	
Scott Turner	Mi Via Unit Staff Manager	505-827-3176	scott.turner@state.nm.us	
Department of Health / Developmental Disabilities Supports Division and Public Health 5301 Central NE, Suite 203, Albuquerque, NM 87108. Phone: 1-800-283-5548 Operates the Mi Via Program for Developmental Disability (DD), Medically Fragile (MF) and AIDS Waiver Populations Oversees consultant agency contracts				
Andrew Conticelli	Mi Via Program Manager (DD and MF) Functions: Consultant Agency oversight, all issues for DD and MF Mi Via Participants	505-841-5510	andrew.conticelli@state.nm.us Fax: 505-841-6523	
Genevieve Rel	AIDS Waiver Coordinator Functions: All Issues for AIDS Mi Via Participants	505-476-3618	genevieve.rel@state.nm.us Fax: 505-827-0561	
Molina Healthcare of New Mexico 8801 Horizon Blvd, Albuquerque, NM 87113. Phone: 1-800-377-9594 ext. 180921				
Kim Shipman	Interim Mi Via Ombudsman Functions: Working in collaboration with the Participant, their consultants and advocates to resolve any reported issues, assist with navigating through Molina Healthcare internal processes and collaborating with Molina Healthcare internal department staff to resolve reported issues, which may include forwarding specific questions on a submitted budget or level of care to a Mi Via staff person for handling.	505-348-0921	kim.shipman@molinahealthcare.com	