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You're Invited!

The Mi Via Advisory Committee is excited to be accepting nominations for membership to the Advisory Committee. We are inviting Mi Via Participants, family members and other Mi Via Stakeholders which could include parents, spouses, guardians, Participant Representatives, Advocates, Participant Employees, Participant Service Providers, and Consultants to serve as active members of the Committee. Membership to the Committee is for a three year term with Consultant representatives having a two year term. 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) or by contacting Christine Wester, Mi Via Program Manager at (505)-841-5510 or christine.wester@state.nm.us. Nominations must be received by July 11, 2014. Please submit the Nomination Form to Christine Wester, Mi Via Program Manager at christine.wester@state.nm.us or fax to (505) 841-6523. New Members will be announced at the Advisory Committee meeting on July 24, 2014. This is a great opportunity to become involved with guiding the future of Mi Via and all experience levels are welcomed.

Fingerprinting Update

At this time, manual ink fingerprints (hardcopy) will continue to be accepted. If employees are turned away from a location by an organization who states to them that hardcopy manual fingerprints are no longer accepted, please contact Xerox at 866-916-0310 or your consultant and we will work with Christine Wester, Mi Via Program Manager and the Division of Health Improvement in order for them to follow up with that organization. We will need to know the name and location of the organization and if possible, their contact information.

Some locations may no longer have manual fingerprinting equipment and only have digital equipment. Please let us know of these situations as well.

Employee Termination Process

If an employee needs to be terminated or is no longer working, please contact the Xerox Help Desk at 1-866-916-0310. Xerox will need to know the effective date of the termination, the last day the employee worked, and the reason for the termination. Terminations can only be accepted from the Employer of Record. Participants may not terminate employees unless they are their own Employer. Also, a Power of Attorney, Legal Guardian, Authorized Agent, or Participant Support Person cannot terminate employees.

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.

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

Notice Regarding State Direction to Xerox-EOR Guidelines and Process

Per State direction, effective 3/31/14, in the event Xerox identifies an Employer of Record who lacks sufficient documentation (for example, a valid Social Security Number) which would prevent Xerox from assuring compliance with Mi Via regulations and Federal and State employment rules, Xerox will utilize the following guidelines:

- 1) Xerox will contact the Consultant Agency to obtain the missing and/or correct documentation from the EOR. The documentation must be provided to Xerox by the consultant within (10) working days of notification by Xerox.
- 2) In the event the documentation is not provided to Xerox within the timeframes required, Xerox will send a Return to Participant letter notifying the participant that a new EOR must be identified due to insufficient documentation. The consultant will also receive notification that a new EOR will have to be identified.

Any questions regarding this new procedure can be addressed by contacting the Xerox Help Desk at 1-866-916-0310 or the State FMA Contract Manager at 505-476-7254.

When an Employee May Begin Working

Remember, employees cannot begin working until the Employer has been notified by Xerox that the employee has passed their COR Background Check and may begin working as approved on the Participant's Plan and according to the Participant's Mi Via Waiver Eligibility. Xerox also recommends calling the Mi Via Help Desk at 1-866-916-0310 to verify that all other required employee enrollment paperwork has been received and that the employee is set up to receive payments.

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://mivianm.org>. 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. You will receive a **FOCo**Online**** Account Authorization form, once the training is completed. You will need to complete this in order to login to **FOCo**Online****.

Dates to Remember in June

June 2014

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 6/20 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 6/27 payment; new pay period begins</i>
15	16	17	18	19	20 <i>Vendor Checks Received or Deposited</i>	21 <i>Deadline to submit PRFs for 7/7 payment</i>
22	23	24	25	26	27 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period.</i>	28 <i>Deadline to submit timesheets, Mileage & PRFs for 7/11 payment; new pay period begins</i>
29	30	July 1	July 2	July 3 <i>Spending Reports Mailed to EORs</i>	July 4 <i>Xerox and State Offices Closed</i>	July 5 <i>Deadline to submit PRFs for 7/18 payment</i>

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)	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	Don Skaar	505-508-1663 or 877-464-1252	don@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
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/Molina contract				
Patricia Lopez	Xerox/Financial Management Agency (FMA) Contract Manager Functions: Xerox Issues, HSD/ISD Issues	505-476-7254	patricia.lopez@state.nm.us	
Betty Sangre	Participant Issues Resolution & Eligibility Functions: HSD/ISD Issues, Molina TPA Issues	505-476-7255	betty.sangre@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) 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	
Marie Velasco	Functions: Environmental Modifications (E-mods), Waiver Change Forms, Consultant Agency Change Forms, Allocation Issues, Fair Hearings, Consultant Oversight and Issues	505-841-2917	marie.velasco@state.nm.us Fax: 505-841-6523	
Molina Healthcare of New Mexico 8801 Horizon Blvd, Albuquerque, NM 87113. Phone: 1-800-377-9594 ext. 180921				
Kim Shipman	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	