



## In This Issue

[Mi Via Advisory Committee Meeting](#)

[Documents/Information Submitted to Qualis](#)

[FOCoSonline Browser Support](#)

[FOCoSonline Training](#)

[Direct Deposit Enrollment](#)

[Mi Via Fingerprinting Services Provided By Appointment](#)

[Dates to Remember in June](#)

[Mi Via Circle of Support](#)

## Mi Via Waiver Advisory Committee Meeting

The next Mi Via Advisory Committee Meeting will be held on Thursday, July 23, 2015 1pm-4pm in Santa Fe, New Mexico at the Toney Anaya Building in Hearing Room #1, 2550 Cerrillos Road, Santa Fe NM 87505. If you would like to call in for the meeting please call 1-712-432-0360 pass code 742089#.

## Documents/Information Submitted to Qualis

Qualis will accept documents and other information via mail, however, the preferred method is via fax.

Fax number is 1-800-251-9993

Mailing address is: PO Box 20910, Albuquerque, NM 87154-0190

## FOCoSonline Browser Support

Currently, FOCoS Innovations does not restrict access to FOCoSonline for any browser or browser version. However, using out-of-date browsers can pose security risks. Moving forward, FOCoS will align its practices with Web Browser Vendors, and only support the two most current versions of Firefox, Internet Explorer, Chrome and Safari. FOCoS 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, FOCoS does not support the use of FOCoSonline on iPads, tablets, or cell phones.

## FOCoSonline Training

You can now take the FOCoSonline 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 FOCoSonline Account Authorization form. You will need to complete this in order to login to FOCoSonline.

Please note, for employees, your Employer must also have access to FOCoSonline so they can approve your timesheet.

## 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).

## Direct Deposit Enrollment

Direct Deposit is available to employees and vendors. To enroll in direct deposit, an employee or vendor needs to complete a TNT Direct Deposit Authorization form with a preprinted bank letter or voided check with the employee's or vendor's name, routing number and account number showing proof of account ownership. *Please note: there are different versions of the TNT Direct Deposit Authorization form for employees and vendors. The correct version must be used depending on the provider type (i.e. employee or vendor).*

### Direct Deposit for Vendors

Vendor direct deposit cannot be set up without a preprinted voided check or bank letter included with the vendor version of the TNT Direct Deposit Authorization form. If both documents are not received at the same time, this will delay processing of the direct deposit setup. If any information is handwritten on the bank letter, a bank representative's signature is required to verify account ownership.

Some common issues which result in the inability to complete direct deposit setup for payment include the following:

- Missing a voided check/bank letter
- Vendor's name is not listed on the voided check/bank letter
- Section 2 lists an incorrect Social Security Number or Employer Identification Number (EIN). *This number must be the same taxpayer identification number listed on the W-9 submitted during the vendor enrollment process.*
- Section 3 is incomplete. Section 3 must be completed as follows:
  - ◊ The question regarding payments being forwarded to a financial institution outside the United States must be answered YES or NO.
  - ◊ The vendor name, authorized signature, and signature date must be present.
- Required fields in Section 4 are incomplete:
  - ◊ Missing Routing Number
  - ◊ Missing Bank Account Number

## 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.

## Dates to Remember in June

# June 2015

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

# Mi Via Circle of Support

Agency Name	Contact Name	Phone	E-mail	Region(s)
AAA Participant Direction	Dave Murley	505-508-5524	<a href="mailto:aaapd4@gmail.com">aaapd4@gmail.com</a>	All of New Mexico
CNRAG, Inc. (Care Network Resource Assistance Group)	Gale Idstein	575-650-0053	<a href="mailto:gidstein@cnragusa.com">gidstein@cnragusa.com</a>	Metro, SE and SW
Consumer Direct Personal Care (CDPC)	Sandra Woodward Jacob Patterson	1-866-786-4999	<a href="mailto:sandraw@consumerdirectonline.net">sandraw@consumerdirectonline.net</a> <a href="mailto:jacobp@consumerdirectonline.net">jacobp@consumerdirectonline.net</a>	All of New Mexico
Los Amigos, LLC	Sergio Garcia	1-888-843-2621	<a href="mailto:Sergio@losamigosbs.com">Sergio@losamigosbs.com</a>	Metro and NE
Self-Directed Choices	Janeth Montoya	505-508-1663 or 505-414-5580	<a href="mailto:janeth@sdchoices.com">janeth@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>	NE
<b>Human Services Department / Medical Assistance Division – Exempt Services and Program Bureau</b> 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>Melanie Buenviaje</b>	<b>Mi Via Unit Staff Manager</b> Functions: Mi Via Waiver oversight, Xerox Issues	505-827-3176	<a href="mailto:Melanie.buenviaje@state.nm.us">Melanie.buenviaje@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>Department of Health / Developmental Disabilities Supports Division</b> 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: Consultant Agency oversight, LRI Approvals, Consultant Oversight and Issues, Fair Hearings	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: Environmental Modifications (E-mods), Allocation Issues, Fair Hearings, Consultant Oversight/Issues, Participant Issues, LRI Coordination	505-841-5519	<a href="mailto:regina.lewis@state.nm.us">regina.lewis@state.nm.us</a> Fax: 505-841-6523	
<b>Qualis Health</b> PO Box 20910, Albuquerque, NM 87154-0190 Phone: 1-866-962-2180				