



EOR Corner: Hiring and Firing Employees

The Employer of Record (EOR) is responsible for hiring and firing employees.

To hire, or enroll, an employee the EOR must submit the appropriate pre-hire packet to the FMA and the employee must pass the New Mexico Consolidated On-line Registry (COR) screening. Additionally, the EOR and the employee must submit the required documents contained in the Employee Packet: Employee Agreement, Employee Information Form, Declaration of Relationship form, Federal W-4, State W-4, and Legally Responsible Individual (LRI) form (if applicable).

When an employee leaves, is terminated, or is fired the EOR **must** notify Conduent of the employee's last date of employment. Conduent will unlink this employee from the participant's budget effective on his or her last day of employment.

Reminder: Who May Approve Timesheets and Sign PRFs

Reminder: Only an EOR may approve employee timesheets and PRFs. If a participant has vendors only and has selected to have an Authorized Signer instead of an EOR, the Authorized signer may sign PRFs. A Mi Via participant's employee, or the employee, contractor, or subcontract of the vendor agency providing services to a participant may not sign or approve timesheet's or PRFs.

Employer of Record, or an Authorized Signer, may not be paid for any services used by the Mi Via participant whether as an employee, a vendor, or an employee or contractor, or subcontractor of an agency. An EOR makes important determinations about what is in the best interest of the eligible recipient, and should not have any conflict of interest. An EOR assists in the management of the eligible recipient's budget and should have no personal benefit connected to the services requested or approved on the budget.

DDSD Know Your Rights Campaign

The Developmental Disabilities Supports Division (DDSD) continues to work with Mi Via Participants regarding the Know Your Rights Campaign and the Centers for Medicare & Medicaid (CMS) Final Rule. The main purpose of this new rule is to ensure Participants continue to exercise their right to be part of the community where they live and work. Additional Information about this Campaign is posted on the DOH DDSD Mi Via website <https://nmhealth.org/news/information/2016/11/?view=509>. If you have any questions, please contact the DOH Mi Via Unit at 505-841-5500.

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Time Card and Invoice Totals

FOCoS Innovations has added an enhancement to the bottom of each Time Card or Invoice which will provide a Total based upon the reimbursement method (s) used on the Time Card/ Invoice.

A copy of the release notes with examples are available in the General Materials tab in FOCoS-**online**.

FMA-Conduent

Contact Information:

Phone: 1-866-916-0310

8:00 am to 5:00 pm Monday,
Tuesday, Thursday, and Friday
8:00 am to 4:00 pm Wednesday

Toll-free Fax: 1-866-302-6787

E-mail: mi.via@conduent.com
(Do not email forms to Conduent)

Physical Address:

1720-A Randolph Rd SE
Albuquerque, NM 87106

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).

Employer Training

Conduent will be conducting Employer training on the 4th Thursday every month from 9:00 am-12:00 pm at our Albuquerque office for those that need assistance.

The training will cover verifying if COR background checks are complete, how to verify if forms are marked, enrollment packets, and available reports.

Seating is limited to 15 people per session if you would like to attend in person and is available by WebEx.

Please RSVP to the following:
Antoinette.Chavez-foster@conduent.com
Catherine.Hern@conduent.com
Graham.Drummonds@conduent.com

Mi Via Waiver Advisory Committee Meeting

The next Mi Via Advisory Committee Meeting will be held on Thursday April 26, 2018 **12pm-4pm** in Albuquerque, New Mexico at DOH/DDSD offices 5301 Central NE Suite 201. If you would like to call in for the meeting, please call 1-515-739-1034 pass code 742089#.

Beatitudes for Disabled People

1. Blessed are you who take the time to listen to defective speech, for you help us know that if we persevere, we can be understood and teach.
2. Blessed are you who walk with us in public places, and ignore stares of strangers, for in your companionship we find the havens of relaxation and no dangers.
3. Blessed are you who never tell us "hurry up" and more, for every path is an adventure that you must see in time behind every door.
4. Blessed are you who do not snatch our tasks from our hands to do for us, for often we need time rather than bands around us.
5. Blessed are you who stand beside us as we enter new ventures, for our failures will be outweighed by the times we surprise you with a new adventure.
6. Blessed are you who ask for our help for our greatest need is to be needed, it does not mean you're going to be cheated.
7. Blessed are you when by all these things you assure us that the thing that makes us individuals is not our peculiar muscles, nor our wounded nervous system, but is the God-given self that no infirmity can confine, that's why God made us so divine.
8. Blessed are those who pick things up without being asked, for kindness says a thousand words about you, which will make you have class.
9. Blessed are those who understand that sometimes I am weak and not just lazy, for you are the grass and we are the daisies.
10. Blessed are those who forget my disability of body, and see the shape of my soul, for we are God's greatest gifts and heaven's greatest toll.
11. Blessed are those who see me as a whole person, unique and complete, and not as a half or one of God's mistakes, for remember God forgives if you ask then he will take and turn that to love instead of a mistake!
12. Blessed are those who love me just as I am without wondering what I might have been like, for what a waste of time! Can't you see I'm your friend in a far-away land not left behind!
13. Blessed are my friends of whom I depend, for they are the substance and joy of my life to the end. God bless my friends and the good people that read and followed this poetic disability!

With love: Written by a paraplegic, Christopher 2/12/99

Dates to Remember in April

April 2018

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 4/20/18 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 4/27/18 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 5/4/18 payment</i> <i>March Spending Reports Available to EORs</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 5/11/18 payment; new pay period begins</i>
29	30	May 1	May 2	May 3	May 4 <i>Vendor Checks Received or Deposited</i>	May 5 <i>Deadline to submit PRFs for 5/18/18 payment</i>

Mi Via Circle of Support

Web: <https://nmhealth.org/about/ddsd/pgsv/sdw>

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)	Fallon Vincell	575-621-3645	fvincell@cnragusa.com	Metro, SE and SW
Consumer Direct Personal Care (CDPC)	Sandra Woodward	1-866-786-4999	sandraw@consumerdirectcare.com	All of New Mexico
Excel Case Management, Inc.	Diane Metoyer	505-324-8660	Metoyer@excelcasemanagement.com	NW and SE Regions
Los Amigos, LLC	Sergio Garcia	505-204-6035	Sergio@losamigosbs.com	All of New Mexico
Me Town	Kimberly Riebsomer	505-310-9069	riebsomer@gmail.com	NE
Merit Consulting, LLC	Tina Storey	505-507-9995	tinas@meritnm.com	Metro
Self-Directed Choices	Sandy Skaar Jacob Patterson	505-508-1663	Sandy@sdchoices.com Jacob@sdchoices.com	All of New Mexico
UNM Center for Development and Disability (CDD)	Phyllis Shingle	505-272-8284 or 1-866-383-3820	pshingle@salud.unm.edu	All of New Mexico
Visions Case Management	Charles Clayton	575-779-7419 or 1-888-588-9152	Charles@visionsnm.com	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/Conduent (formerly Xerox) contract and the TPA/Qualis contract				
Kresta Opperman	Mi Via & Medically Fragile Unit Staff Manager Functions: Mi Via & Medically Fragile Waiver oversight, Conduent, Qualis, and Eligibility Issues	505-827-7776	Kresta.Opperman@state.nm.us	
Katie Hettinger	Mi Via Unit Contract Manager Functions: Mi Via Waiver oversight, Conduent issues	505-476-7254	Katie.Hettinger2@state.nm.us	
Vacant	Mi Via Participant Issues Resolution & Eligibility Functions: Participant Eligibility Qualis, HSD/ISD Issues and Technical Assistance			
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				
Regina Lewis	Functions: Mi Via Oversight and Participant/Consultant Issues and Technical Assistance	505-841-5519	regina.lewis@state.nm.us Fax: 505-841-6523	
Vacant	Functions: Mi Via Waiver Project Coordination, Participant/Consultant Issues and Technical Assistance			
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		