



EOR Corner: EOR Guide

The Human Services Department (HSD) Medical Assistance Division (MAD) and the Department of Health (DOH) Developmental Disabilities Supports Division (DDSD) are creating an Employer of Record (EOR) Guide to provide new and existing EOR's with additional information regarding the role of the EOR as well as how to complete the responsibilities of the EOR. The Guide will cover the following topics:

- Selecting and Enrolling an EOR
- Enrolling Employees & Vendors
- Changing and/or terminating Employees & Vendors
- Arranging for Services including hiring, training, scheduling and monitoring
- Documentation Retention Requirements
- Paying employees and vendors
- Reporting requirements for Abuse, Neglect, and Exploitation (ANE)

The EOR Guide is intended to be an additional resource that can support EORs in their role. MAD and DDSD would like your input about what additional topics may be helpful you as an EOR. Please email suggestions to Stephanie VanCuren at stephanie.vancuren@state.nm.us or fax suggestions to ESPB Mi Via unit at: 505-827-7277. Please provide all suggestions by November 1, 2018.

UPDATE: Online Timesheet Entry

Timesheets must be approved in FOCoSonline no later than 12:00 noon on the Tuesday following the pay period. A complete submission requires that the entry is approved by your Employer of Record (EOR). If your EOR does not approve your employee's timesheet in FOCoSonline it cannot be processed by Conduent. **Timesheets approved by the EOR after 12:00 noon on the Tuesday following the pay period will not be processed for payment until the following pay period.**

Effective November 1, 2018 when a timesheet is approved after 12:00 noon on the Tuesday following the pay period your EOR will receive an alert from FOCoSonline notifying them that the timesheet was approved after the deadline and will be processed for payment with the following pay period.

Centennial Care 2.0

For information regarding Centennial Care 2.0 please visit the HSD Website at: <http://www.hsd.state.nm.us/centennial-care-2-0.aspx>

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Mi Via Circle of Support

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).

Mi Via Waiver Advisory Committee Meeting

The next Mi Via Advisory Committee Meeting will be held on Thursday October 25, 2018 12pm-4pm in Albuquerque, New Mexico at the DOH/DDSD office located at 5301 Central NE Suite 201. If you would like to call in for the meeting, please call 1-515-739-1034 pass code 742089#.



Advocate Rights and Responsibilities Town Hall

Goal: Learn about the waivers and the rules from the Center for Medicare and Medicaid Services that strengthen the rights of those receiving Waiver services.

How: Be part of an interactive presentation about advocate rights and responsibilities including stories of success from advocates.

Refreshments will be served.

When: Wednesday October 10, 2:30 pm- 5:00 pm

Where: Developmental Disabilities Planning Council
625 Silver Ave. SW, Suite 100 Albuquerque, NM 87102

To join by internet at GoToTraining
<https://attendee.gototraining.com/rt/4862004526740772866>

If accommodations are needed, please contact Wendy Corry at 505-238-0047 by September 26



Dates to Remember in October

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
September 30	1	2	3	4	5 <i>Vendor Checks Received or Deposited</i>	6 <i>Deadline to submit PRFs for 10/19/18 payment</i>
7	8 <i>State Offices Closed</i>	9	10	11	12 <i>Paychecks and Vendor Checks Received or Deposited; end of the pay period</i>	13 <i>Deadline to submit faxed timesheets, Mileage & PRFs for 10/26/18 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 11/2/18 payment</i> <i>Sept Spending Reports Available to EORs</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 faxed timesheets, Mileage & PRFs for 11/9/18 payment; new pay period begins</i>
28	29	30	31	November 1	November 2 <i>Vendor Checks Received or Deposited</i>	November 3 <i>Deadline to submit PRFs for 11/16/18 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
Vacant	Mi Via Unit Contract Manager Functions: Mi Via Waiver oversight, Conduent issues		
Stephanie VanCuren	Mi Via Participant Issues Resolution & Eligibility Functions: Participant Eligibility, Qualis, HSD/ISD Issues and Technical Assistance	505-827-7761	Stephanie.VanCuren@state.nm.us

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 Waiver Program Manager, Mi Via Oversight and Participant/Consultant Issues and Technical Assistance	505-841-5519	regina.lewis@state.nm.us Fax: 505-841-6523
Elaine Hill	Functions: Mi Via Waiver Program Coordination, Participant/Consultant Issues and Technical Assistance, and statewide MF WCF & MF CACF	505-841-5510	elaine.hill@state.nm.us Fax: 505-841-6523
Anysia Fernandez	Functions: Mi Via Waiver Program Coordination, Participant/Consultant Issues and Technical Assistance, and NE region DD WCF & DD CACF	575-758-5934	anysia.fernandez@state.nm.us Fax: 575-758-5973
Rudy Aguilera	Functions: Mi Via Waiver Project Coordination, Participant/Consultant Issues and Technical Assistance	505-841-5886	rudy.aguilera@state.nm.us Fax: 505-841-6523

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