

PARTICIPANT CORNER

Rhonda with her buddy Bosque



Your Talent is in Demand!

Are you a poet, storyteller, artist or just want to share a picture of yourself doing a favorite activity or maybe some great news? Please submit pictures of your original artwork, short stories, or poems. Submissions to be featured in an upcoming Mi Via Newsletter. Submissions can be sent to: Rachel.gonzales@hds.nm.gov

Shining Star Employees of the Month

Do you have a Direct Support Professional (DSP) that you would like to spotlight and allow to shine? DDSD would like to recognize our DSPs who provide above and beyond support to Mi Via Participants. DDSD Mi Via Unit will feature Shining Stars in the Mi Via Newsletter monthly. Submit a brief note of why you would like to recognize your staff. Submissions can be sent to: Rachel.gonzales@hds.nm.gov

IN THIS ISSUE

- Participant Corner
- Timely Filing Requirements
- Positive Thoughts
- Night to Shine
- Pre-Signed VPR
- W2 Tax Information for 2023
- Service Highlight
- Just for Laughs
- Activities in Your Community
- Community Resources
- Circle of Support
- Dates to Remember

FMA-Conduent Contact Information:

Phone: 1-800-283-4465

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

E-mail for Form Submission:

docprocessing@conduent.com

Physical Address:

1720-A Randolph Rd SE

Albuquerque, NM 87106



February 2024

Timely-Filing Requirements

Employers of Record (EOR's) have an important role in ensuring Mi Via employees and vendors are paid for services provided. It is important that EOR's approve employee timesheets, mileage reimbursement requests, and Vendor Payment Request forms (VPR's) on time

All billing including employee timesheets, mileage reimbursement requests, and VPR's:

- Must be submitted and approved every other week for employees and every week for VPRs
- If an EOR/participant cannot submit a VPRs on time, they have 90 days from the date of when the service was done to submit the VPR to Conduent
- Timesheets and VPRs submitted after 90 days from when service was done will not be approved because they were not submitted on time.
- If there is missing information or the VPR needs to be corrected, a Return-to Participant (RTP) notice will be issued via email. Please make sure that you have the correct email address in FOCoS. Please make sure to look for these emails and answer them right away. This helps make sure your vendors will be paid on time.

POSITIVE THOUGHTS

I am allowed to feel upset, angry, and sad sometimes-that's part of being human.

"No" is a complete sentence and I don't have to explain or justify my boundaries.

I am allowed to feel good and to experience pleasure in life.

Night to Shine 2024

Celebrate a prom experience at Night to Shine! Legacy Church will host Night to Shine on February 9, 2024, from 6pm-10pm. Registration is due by February 2, 2024.

For more information and to register:

<https://www.legacychurch.com/nighttoshine>

Pre-signed Vendor Payment Request (VPR)

Pre-signing a VPR is not allowed in the Mi Via Waiver. Employer of Record (EOR)/participant cannot sign for a service until after the service has been provided. The signature is the EOR/participant saying the service was provided. If you have been asked to pre-sign a VPR or timesheet before the service has been provided, please contact a MAD Mi Via staff member listed under the Circle of Support or contact the Office of inspector General at:

W2 Tax Information for 2023

The Internal Revenue Service (IRS) requires that all 2023 W-2s be mailed to employees no later than January 31, 2024. Palco will mail all W-2s through the United States Postal Service. If you do not receive your W-2 by February 15, 2024, please contact the Consolidated Customer Service Center (CCSC) at 1-800-283-4465.

Please make sure that Conduent has your most up-to-date mailing address no later than 12/31/2023! To update any of your information, complete a [Change of Information Form](#) and submit to docprocesing@conduent.com.



February 2024

Service Highlight

Environmental Modifications Service (EMOD)

EMOD services include the purchase and installation of equipment or making physical adaptations to the eligible participants residence that are necessary to ensure the health, safety, and welfare of the participant or improve the participants level of independence. EMOD services do not cover modifications or adaptations that would be considered normal upkeep of a residence.

The provider of the EMOD services must:

- Ensure correct design standards are addressed when planning and designing the adaptation or remodel.
- Must be a licensed and insured contractor or
- Must be an approved vendor that provides construction or remodeling services.

These services are available for a maximum of \$5000 every 5 years. An eligible participant moving into the Mi Via program from another waiver will carry their EMOD history for the previous five years of Home and Community Based Services (HCBS).

Some examples of environmental adaptations include the following:

- Installation of ramps and grab bars.
- Widening of doorways and hallways.
- Installation of automatic door openers and doorbells, etc.

EMOD services do not cover home improvements that would be considered normal

upkeep of a residences such as but not limited to:

- Rain gutters
- Tile replacement
- Mold repair
- Sagging floors
- New faucets

For a full EMOD description please review: Mi Via Service Standards, appendix A, page 42 NMAC 8.314.6.15 H (5)

JUST FOR LAUGHS

How did the telephone propose to its girlfriend?

He gave her a ring.

What did one boat say to the other?

Are you for a little row-mance?

Why did the tomato turn red?

Because it saw the salad dressing!



February 2024

ACTIVITIES IN YOUR COMMUNITY

- Wayward Comedy Monthly Improv Night 2/5@5pm, Tumbleroot Brewery 2791 Agua Fria St, Santa Fe
- Free Argentine Tango Class and Dance at Juno 2/28@7pm, Juno 1501 1st St NW, Albuquerque
- Pain-Free Posture 2/15@11am, High Frequency Loft 1335 Gusdorf Road, Suite Q, Taos
- Family Film: Selena 2/16@7pm Albuquerque Journal Theater, 1701 4th St SW, Albuquerque
- Free Tonight: Play with Clay at the Ceramic Café 2/8@5pm, Youth & Family Center, Questa
- The Shootist 1/29@6:30pm, Santa Clara Armory, Highway 180 East, Santa Clara
- 5th Annual Lunar New Year Celebration 2/10@10am, Branigan Cultural Center, 505 N Downtown Mall, Las Cruces
- Community Arts Party 2/3@10am, Macey Center, 909 Olive Ln, Socorro
- “Pal”-entine’s Skate Night 2/14@4pm, 1 Thunderbird Cir, Hobbs
- Grease- Dinner & a Movie 2/20@5:30pm, Lobo Theater, 3013 Central Ave NE, Albuquerque

COMMUNITY RESOURCES

Free tax preparation in New Mexico

United Way of N. Central NM
2340 Alamo Ave. SE, Albuquerque

CNM Main Campus
900 University Blvd. SE Albuquerque

CNM Montoya Campus
4700 Morris St. NE, Albuquerque

Santa Fe Main Library
145 Washington Ave, Santa Fe

Must schedule appointment:
Phone: 505-750-3885

Online: <https://uwncnm.org/tax-help-new-mexico/>

For the Elderly

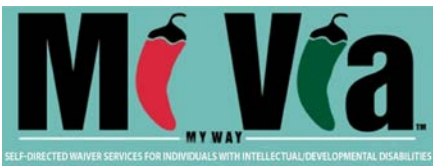
Northern NM School EFCU
614 Alta Vista St, Santa Fe
505-982-3802

THNM/South Valley Multi-Purpose Senior Ctr.
2008 Larrazolo Rd. SW, Albuquerque
505-750-3885

THNM/UNM Valencia
280 La Entrada Rd, Los Lunas
505-925-8560

Questa Credit Union
2433 NM 522, Questa
575-586-0423

THNM/Socorro Public Library
401 Park St, Socorro
575-835-1114

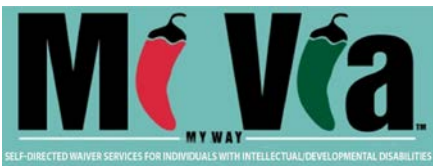


February 2024

Mi Via Circle of Support

MI VIA DOH Website: <https://nmhealth.org/about/ddsd/pgsv/sdw>

Consultant Agency Name	Contact Name	Phone	E-mail	Regions(s)
Active Advocates of New Mexico	Alicia Sisneros	505-353-1778	AliciaS@ActiveAdvocatesNM.com	All of New Mexico
CNRAG, Inc. (Care Network Resource Assistance Group)	Fallon Vincell	575-621-3645	fvincell@cnragusa.com	Metro, SE & SW
Consumer Direct Personal Care (CDPC)	Jacqueline Mares	505-553-5695	jacquelinem@consumerdirectcare.com	All of New Mexico
Excel Case Management, Inc.	Jennifer Pennington	505-324-8660 ext 102	jPennington@excelcasemanagement.com	NW & SE Regions
Innovative Self Direction	Frank Aquila	505-850-7662	faquila@innovativeselfdirection.com	All of New Mexico
Los Amigos, LLC	Michelle Rutt	505-920-4511	Michelle@losamigosnm.com	All of New Mexico
Me Town Enterprises, LLC	Kimberly Riebsomer	505-310-9069	riebsomer@gmail.com	Metro & NE
Merit Consulting, LLC	Melinda Broussard	505-288-2889	mbroussard.merit@gmail.com	Metro
Peak Developmental Services	Sarah Martinez	505-281-9962	smartinez@nmddwcm.com	All of New Mexico
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)	Carrie Roberts Janelle Groover	505-280-6442 505-401-9328	CnRoberts@salud.unm.edu jtorresgroover@salud.unm.edu	All of New Mexico
Visions Case Management	Charles Clayton	575-779-7419 888-588-9152	Charles@visionsnm.com	All of New Mexico



February 2024

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

HSD manages the FMA/Conduent contract and the TPA/Comagine contract

Deanna DeHerrera	Mi Via & Medically Fragile Waivers Staff Manager Functions: Mi via & Medically Fragile Waiver Oversight	505-629-7260	Deanna.DeHerrera@hsd.nm.gov
Rachel Gonzales	Mi Via Social & Community Coordinator Functions: Conduent, Billing, Payment issues	505-490-3721	Rachel.gonzales@hsd.nm.gov
Jennifer Romero	Mi Via Social & Community Coordinator Functions: Participant Eligibility Issues and Technical Assistance	505-469-8522	Jennifer.Romero3@hsd.nm.gov

Department of Health / Developmental Disabilities Supports Division
 5301 Central NE, Suite 203, Albuquerque, NM 87108
 Phone: 1-800-283-5548

DOH operates the Mi Via Program for Developmental Disability (DD) and Medically Fragile (MF) Populations
 Oversees consultant agency contracts

Elaine Hill	Mi Via Waiver Program Manager Functions: Participant/Consultant Issues and Technical Assistance, and statewide MF WCF & MF CACF	505-506-6103	elaine.hill@doh.nm.gov Fax: 505-841-6523
Rudy Aguilera	Mi Via Waiver Project Coordination Functions: Participant/Consultant Issues and Technical Assistance	505-239-7826	rudy.aguilera@doh.nm.gov Fax: 505-841-6523

Comagine Health
 PO Box 20910, Albuquerque, NM 87154-0190
 Phone: 1-866-962-2180

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

Blue Cross Blue Shield	877-232-5518 Option 3	www.bcbsnm.com/community-centennial
Presbyterian	888-689-1523	http://www.phs.org/centennialcare
Western Sky	844-543-8996	http://www.westernskycommunitycare.com/



February 2024

February 2024 Dates to Remember						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 National Freedom Day	2 Vendor checks received or deposited	3 Deadline to submit PRFs for 2/16 vendor payment
4 National Thank a Mail Carrier Day	5	6 National Frozen Yogurt Day	7	8	9 Paychecks & vendor checks received or deposited, end of the pay period.	10 Deadline for faxed timesheets & mileage for 2/23 payment & PRFs for vendor payments
11 National Make a Friend Day	12	13	14 Valentine's Day	15 National	16 Vendor checks received or deposited	17 Deadline to submit PRFs for 3/1 vendor payment
18	19 Presidents Day	20	21 National Sticky Bun Day	22	23 Paychecks & vendor checks received or deposited, end of the pay period.	24 Deadline for faxed timesheets & mileage for 3/8 payment & PRFs for vendor payments
25	26 National Tell a Fairy Tale Day	27 International Polar Bear Day	28	29	1 Vendor checks received or deposited	2 Deadline to submit PRFs for 3/22 vendor payment