

Purchasing “Goods” in Mi Via

Steps for purchasing Goods or items from your approved Mi Via Plan

Mi Via Consultants

What is an “Individual Directed Good” in Mi Via?

Individual Directed Goods, previously known as “Related Goods,” are items such as equipment, or supplies. Requested goods must address an identified need and be documented in the Mi Via Service and Support Plan (SSP).

The Third Party Assessor (TPA), Comagine (formerly Qualis), approves goods and services included in the SSP. Information about any requested items may be required before an item can be approved. Experimental or prohibited treatments and goods may not be purchased with waiver funds.

Reimbursements are not allowed in Mi Via. Please do not purchase any goods, expecting to be reimbursed.

What are the steps for purchasing approved Goods?

Once your Mi Via Plan with a “Good” has been approved, the following steps may be used to purchase the item.

1. Take the following to the vendor store or business:
 - Vendor Information Form (VIF) from the Vendor Packet
 - Mi Via Goods & Services Explanation Letter for Vendors
 - Quote, invoice or page from a website cart regarding approved item
2. Get vendor forms completed
 - Have vendor store complete, sign & date the VIF
 - Quote or invoice of item to be purchased
 - Participant or Employer of Record (EOR) also need to sign & date the VIF
 - Confirm that the vendor will accept a check from TNT, the company contracted by Conduent to print the checks
3. Submit form and get vendor linked to Plan in FOCoS
 - Submit VIF to Conduent. You may fax or take form to Conduent – Verify fax receipt by calling Conduent
 - Wait a few days for the vendor store to be “linked” to your plan in FOCoS. You may check in FOCoS or ask your consultant to let you know when it is linked.
 - Ask your consultant for help if needed
4. Submit Payment Request Form (PRF) and item quote to Conduent
5. Purchase good or item from vendor
 - Conduent will send you a check made out to the vendor store
 - Take the check to the vendor store to exchange it for the approved item

Remember:

- You may need to speak with a manager to explain how the Mi Via program works, get the VIF completed, and/or to purchase your item
- The CDD Library public computers and a fax machine available for your use

Questions?

Questions? Call us.

UNM CDD

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Red or Green?



Mi Via is about making choices.

The symbol of the red and green chiles are often used in Mi Via to illustrate participants being able to make choices about their services and supports.



Conduent

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Self-Direction FMA Forms
<https://nmmedicaid.portal.conduent.com/static/ProviderInformation.htm#Self-DirectionForms>

Mi Via Website

www.mivianm.org

Newsletters are under
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