

Roles in Mi Via

An overview of the roles and responsibilities within Mi Via



CENTER FOR
DEVELOPMENT
& DISABILITY

Mi Via Consultants

Important roles in Mi Via

- **Participant** - The person receiving services in Mi Via. Participants determine what services and/or related goods they need and develop a Service and Support Plan (SSP) and budget with the assistance of a Mi Via Consultant. The Participant leads the process for developing the SSP. They manage their annual budget and determine the services and/or related goods that they need. They hire and fire their employees, review/approve timesheets and invoices, and they are responsible for maintaining Medicaid eligibility.

The Participant is the most important role in Mi Via. They may select other people and agencies to help them self-direct their services.

- **Employer of Record (EOR)** – The EOR makes sure that the Participant receives the services and supports on their plan and budget. They help the Participant find, hire and fire their employees, submit Payment Request Forms (PRF) and approve time cards or invoices. They also submit documentation to maintain medical and financial eligibility.

Mi Via participants can be their own Employer of Record (EOR) or they can ask someone they trust to be their EOR, such as a guardian, family member or friend. If a Participant wants to be their own EOR, they can get help from others. The EOR may not be paid through the Mi Via program.

Potential EOR: _____

Potential EOR: _____

- **Authorized Representative (AR)** – Someone designated to represent and act on the participant’s behalf. A form must be submitted to designate one or more individuals an AR. An AR may be beneficial if there is no EOR or the Participant is the EOR.

Potential Authorized Rep: _____

Potential Authorized Rep: _____

Employees

Mi Via participants may hire employees to provide services.

Potential Employees: _____ to provide: _____

Potential Employee: _____ to provide: _____

Vendors

Mi Via participants may choose to purchase goods and services from a business, an agency or a limited number of big-box stores.

Potential Vendor: _____ for: _____

Potential Vendor: _____ for: _____

Questions?

Call us.

UNM CDD

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www.cdd.unm.edu/mivia

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.



Mi Via Website

www.mivianm.org

Newsletters are under Publications

Conduent

Mi Via FMA

866-916-0310

mi.via@conduent.com

Self-Direction FMA Forms

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

ISD Customer Support

800-283-4465

www.hsd.state.nm.us/LookingForAssistance/Income_Support.aspx

