

## Mi Via Spending Report – Quick Reference Guide

Each month, Participants in the Mi Via program are mailed a hard copy of the Mi Via Spending Report. The report provides both summary and detailed information for the most recent spending period that has elapsed. This report is also available within the **FOCoSonline** system for viewing.

**IMPORTANT:** Please note that when this report is run in **FOCoSonline** the report will include all charges that have been claimed for the Plan year up through the end of the “current” activity period. Because of this, depending on when a report was run and mailed out, and when the report was run again in **FOCoSonline**, the results on the two reports might vary.

For example, the report is run on February 20 for the “current” activity period of January. This version of the report will include all claimed charges for the Plan year up through January 31. After the report is run and sent out, a few more time card charges and/or invoice charges with services dates in January are claimed on February 25. If a user runs the report in **FOCoSonline** on February 26, the report will include the January charges that were claimed on February 25, so the data on this report would be different than the data on the report that was run on February 20.

To run and view this report,

1. In the main menu click on **Reports** and then select **Reports** from the drop down list.



2. On the Reports screen click on the **Mi Via Spending Report** under the Administrative Reports tab.
3. In the Report Filters section select the Participant and Plan Year from the drop down lists. To the immediate right of each report filter option is a checkbox. If this checkbox is checked, the corresponding report filter will appear on the Report Job Manager screen and when viewing the Report as Results on the report output screen. Next, select the report columns you would like included in the report. All columns are selected by default.
4. To run the report click the ‘Run This Report’ button.

In the example below, Participant Sam Smith has been selected and the Plan Year of 06/01/2015 – 05/31/2016 has been selected.

Choose a report:

- Mi Via Spending Report
- Utilization Accrual/Claimed
- Utilization Accrual/Claimed Detail
- Utilization Claimed
- Utilization Claimed Detail

### Mi Via Spending Report

The Mi Via Spending Report provides both summary and detailed information for the most recent spending period that has elapsed. This report only displays claimed information. Charges that have not been paid or services rendered with service dates after the activity period will not be included in the report. This report is intended to assist the individual reviewing the report to determine if spending is consistent with what was expected to ensure funds are not depleted too early. Please note that this report reflects any updates to the specific reporting period that may have occurred between the mailing of the report and when this report was run in FOCOnline.

**Report Filters**

\* Participant:   Check the Report Filters to be displayed in report outputs and the Report Job Manager.

\* Plan Year:   Include checked Report Filters in the following report outputs:

\* Required:   CSV  PDF

**Report Columns**

Recipient Last	<input checked="" type="checkbox"/>
Recipient First	<input checked="" type="checkbox"/>
Participant Name	<input checked="" type="checkbox"/>
Mi Via FMA ID	<input checked="" type="checkbox"/>
Statement Date	<input checked="" type="checkbox"/>
Activity Period	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>
City, State, Zip	<input checked="" type="checkbox"/>
Service Code	<input checked="" type="checkbox"/>
Service Description	<input checked="" type="checkbox"/>
Amount Approved	<input checked="" type="checkbox"/>
Money Spent	<input checked="" type="checkbox"/>
Unused Dollars	<input checked="" type="checkbox"/>
Approved Budget Used(%)	<input checked="" type="checkbox"/>
Service Provider Name	<input checked="" type="checkbox"/>
Rate	<input checked="" type="checkbox"/>
Unit Type	<input checked="" type="checkbox"/>
Units	<input checked="" type="checkbox"/>
Wages/Invoices Paid	<input checked="" type="checkbox"/>
Payroll/Invoice Taxes	<input checked="" type="checkbox"/>
Total Amount Paid	<input checked="" type="checkbox"/>
Amount Paid (Plan Year to Date)	<input checked="" type="checkbox"/>
Month	<input checked="" type="checkbox"/>
Money Left	<input checked="" type="checkbox"/>
Budget Start Date	<input checked="" type="checkbox"/>
Budget End Date	<input checked="" type="checkbox"/>
Service Period (Begin)	<input checked="" type="checkbox"/>
Service Period (End)	<input checked="" type="checkbox"/>
Unused Dollars	<input checked="" type="checkbox"/>

5. To view the report results click **Reports** in the main menu and then select **Report Job Manager** from the drop down list. To open the **Mi Via Spending Report** click the appropriate link on the right side of the screen: Results (to view the results onscreen), CSV or PDF.

**[ Report Job Manager ]**

Displaying 1-1 of 1 result.

[Expand All](#)

	Report Title	Report Creator	Generated	Status	
▶	Mi Via Spending Report	HANNAH HENDERSON	03/22/2016 10:55 am	Done	<a href="#">[Delete]</a> <a href="#">[Results]</a> <a href="#">[CSV]</a> <a href="#">[PDF]</a>

When viewing the report as a PDF, the initial page of the Mi Via Spending Report will briefly explain how to read the report. This page also includes the Statement Date (the date the report was run) and the activity period that the report was run for.



**Mi Via Spending Report**

**SAM SMITH  
P.O. BOX 123  
ALBUQUERQUE, NM 87121**

**Participant Name:** S, SMITH  
**Mi Via FMA ID:** 123456  
**Statement Date:** 03/22/2016  
**Activity Period:** 02/01/2016 to 02/29/2016

**How to read your Mi Via budget expenditure statement**

This expenditure report summarizes your year to date activity. Please remember that this report is a snapshot in time and shows spending as of the statement date only. If you believe any of this information is incorrect, please contact your Consultant for assistance.

Section one of the report displays a summary of the Plan year to date activity.

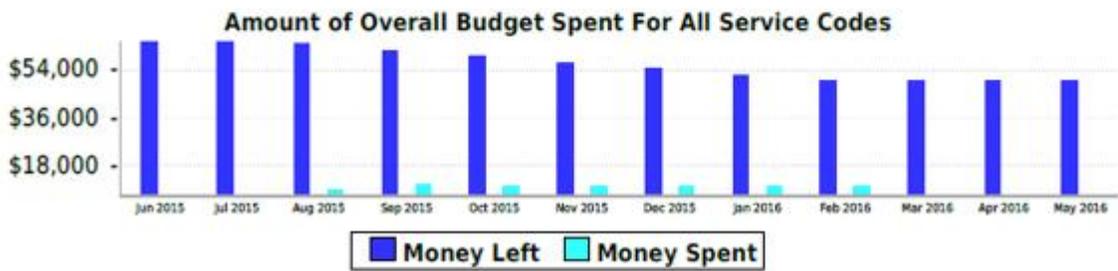
**Section 1:**

Shows your current budget start and end dates, the total percentage of money paid, the approved service codes and categories in your budget, dollars available at budget start, the dollars paid, the dollars still available and the percentage of the service category paid. Review the "Unused Dollars" and "Percentage Used" in each category to confirm spending is on target. Please Note: Timesheets or payment requests, which have been received but were still pending, will not appear on the report.

**Budget Start Date**  
06/01/2015

**Budget End Date**  
05/31/2016

Service Code	Service/Goods Description	Amount Approved	Dollars Spent to Date	Unused Dollars	Approved Budget Used(%)
99509	Homemaker/Direct Support	\$52,737.49	\$12,121.98	\$40,615.51	23%
H2021	Community Direct Support/Navigation	\$9,417.41	\$6,188.84	\$3,228.57	66%
T1999CELL	Cell Phone Service	\$840.00	\$0.00	\$840.00	0%
T1999CP-I	Fees and Memberships	\$636.00	\$134.00	\$502.00	21%
T1999IL	Internet/Landline Service	\$1,380.00	\$0.00	\$1,380.00	0%
T1999OS	Office Supplies	\$150.00	\$150.00	\$0.00	100%
T2049	Transportation Mile	\$7,280.00	\$0.00	\$7,280.00	0%
	<b>TOTAL</b>	<b>\$72,440.90</b>	<b>\$18,594.82</b>	<b>\$53,846.08</b>	<b>26%</b>



Money spent = Total spent each month for all of the service codes  
 Money left = Total money remaining for all of the service codes

Section two of the report displays a breakdown of each service code and shows who worked for the Participant and the dollars spent during the activity period. Please note that even if a Provider did not provide services for the Participant during the activity period, the Provider will still be listed in the breakdown and an amount will be displayed in the Amount Paid (Plan Year to Date) field.

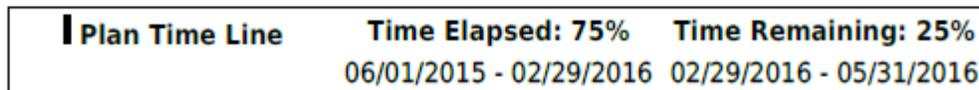
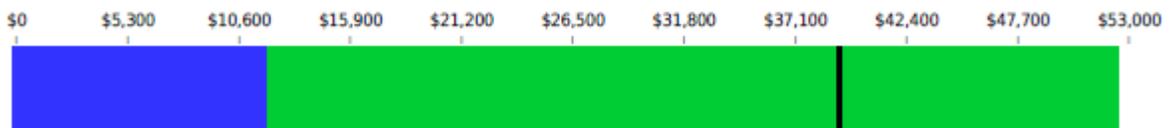
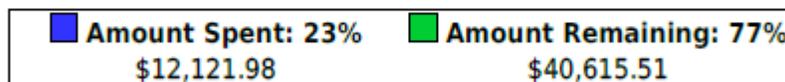
Below are a few examples of information displayed in section two of the report.

**Section 2:**

Shows who worked for you and what purchases you made during a monthly statement period for each service code. Review the "Dollars Paid" and "Unused Dollars" in each category to confirm spending is on target.

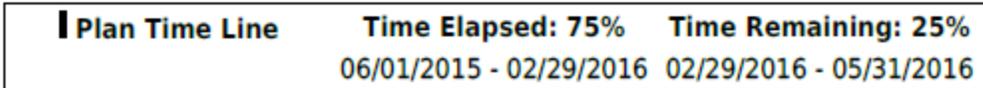
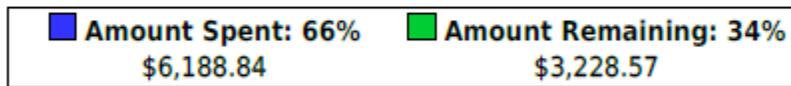
**Service Code:** 99509                      **Service Period (Begin):** 02/01/2016  
**Unused Dollars:** \$40,615.51              **Service Period (End):** 02/29/2016  
**Service Description:** Homemaker/Direct Support

Service Provider Name	Rate	Unit Type	Units	Wages/Invoices Paid	Payroll/Invoice Taxes	Total Amount Paid	Amount Paid (Plan Year to Date)
MILLER, MARTHA	\$14.60	Hourly	130.00	\$1,898.00	\$58.89	\$1,956.89	\$12,121.98
		<b>TOTAL</b>	<b>130.00</b>	<b>\$1,898.00</b>	<b>\$58.89</b>	<b>\$1,956.89</b>	<b>\$12,121.98</b>



**Service Code:** H2021                      **Service Period (Begin):** 02/01/2016  
**Unused Dollars:** \$3,228.57            **Service Period (End):** 02/29/2016  
**Service Description:** Community Direct Support/Navigation

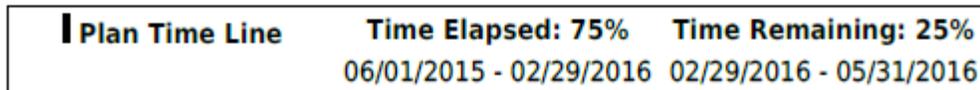
Service Provider Name	Rate	Unit Type	Units	Wages/Invoices Paid	Payroll/Invoice Taxes	Total Amount Paid	Amount Paid (Plan Year to Date)
MILLER, MARTHA	\$20.00	Hourly	40.00	\$800.00	\$24.84	\$824.84	\$6,188.84
		<b>TOTAL</b>	<b>40.00</b>	<b>\$800.00</b>	<b>\$24.84</b>	<b>\$824.84</b>	<b>\$6,188.84</b>



Below is an example of a service code in which the Provider has claimed charges with service dates during the Plan year but did not have any claimed charges with service dates during the activity period. In this case data will be displayed in the “Service Provider Name,” “Rate,” “Unit Type,” and “Amount Paid (Plan Year to Date)” fields, however, the “Units,” “Wages/Invoices Paid,” “Payroll/Invoice Taxes,” and “Total Amount Paid” fields will be blank. The “Units,” “Wages/Invoices Paid,” “Payroll/Invoice Taxes,” and “Total Amount Paid” fields will only be populated if the Provider has claimed changes during the activity period for which the report was run. The “Amount Paid (Plan Year to Date)” field will display the total amount of claimed charges for the Provider from the Plan start date through the end of the activity period.

**Service Code:** T1999CP-I      **Service Period (Begin):** 02/01/2016  
**Unused Dollars:** \$502.00      **Service Period (End):** 02/29/2016  
**Service Description:** Fees and Memberships

Service Provider Name	Rate	Unit Type	Units	Wages/Invoices Paid	Payroll/Invoice Taxes	Total Amount Paid	Amount Paid (Plan Year to Date)
EXPLORA SCIENCE CENTER	\$65.00	Each	0.00	\$0.00	\$0.00	\$0.00	\$65.00
NEW MEXICO BIO PARK SOCIETY, INC	\$69.00	Non-Taxable	0.00	\$0.00	\$0.00	\$0.00	\$69.00
<b>TOTAL</b>			<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$134.00</b>

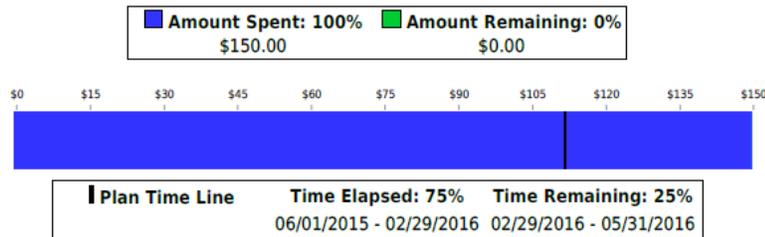


*Mi Via Spending Report – Quick Reference Guide*

Below is an example of a service code for which the Participant has spent the entire budget for the service code for the Plan year. As you can see in this example, the Participant has spent 100% of their budget for the service code but are only 75% through their Plan year.

Service Code: T199905 Service Period (Begin): 02/01/2016  
 Unused Dollars: \$0.00 Service Period (End): 02/29/2016  
 Service Description: Office Supplies

Service Provider Name	Rate	Unit Type	Units	Wages/Invoices Paid	Payroll/Invoice Taxes	Total Amount Paid	Amount Paid (Plan Year to Date)
STAPLES ALBUQUERQUE NM	\$150.00	Variable	0.00	\$0.00	\$0.00	\$0.00	\$150.00
<b>TOTAL</b>			<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$150.00</b>



Next is an example of a service code for which the Participant has underutilized their budget. As you can see below, the Participant has spent only 23% of their budget even though they are 75% through their Plan year.

Service Code: 99509 Service Period (Begin): 02/01/2016  
 Unused Dollars: \$40,615.51 Service Period (End): 02/29/2016  
 Service Description: Homemaker/Direct Support

Service Provider Name	Rate	Unit Type	Units	Wages/Invoices Paid	Payroll/Invoice Taxes	Total Amount Paid	Amount Paid (Plan Year to Date)
MILLER, MARTHA	\$14.60	Hourly	130.00	\$1,898.00	\$58.89	\$1,956.89	\$12,121.98
<b>TOTAL</b>			<b>130.00</b>	<b>\$1,898.00</b>	<b>\$58.89</b>	<b>\$1,956.89</b>	<b>\$12,121.98</b>

