



New Mexico  
Public Schools  
Insurance  
Authority

**Training Will  
Begin In**



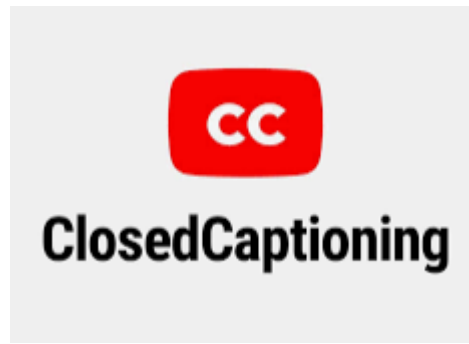
# **NMPSIA 2022 Annual Training**

**July 12th  
8:45 a.m. – 12:00 p.m.**

**This session is interactive and  
is being recorded.  
Please ensure your video functions  
are turned 'ON'.**

**EASI**

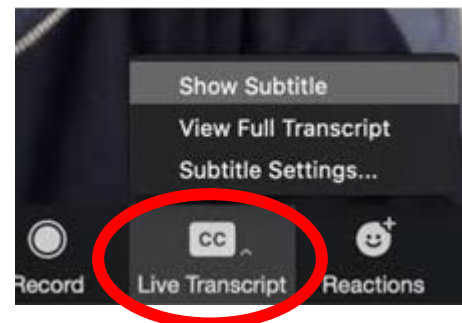
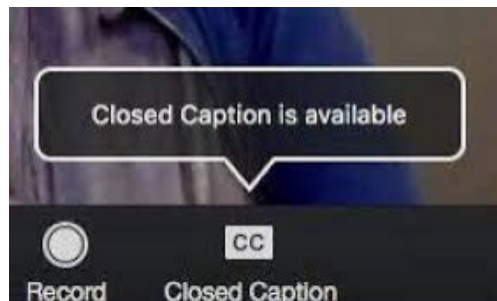
Erisa Administrative Services, Inc.



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- **Show Subtitles** – Displays captioning on the bottom of the video
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# Today's Agenda

Time	Tuesday, July 12, 2022
8:45 a.m.	Virtual Meeting Check-in Mood Check
9:00 a.m.	NMPSIA & EASI <ul style="list-style-type: none"> <li>Welcome &amp; Introductions</li> <li>How Training Will Be Run</li> </ul>
9:05 a.m.	Executive Director's Message Martha Quintana
9:15 a.m.	What do you know? Poll - Provide the correct answer and be entered in a drawing  CVS Caremark - Daniel Foster New Pharmacy Benefit Manager
9:40 a.m.	Break -Instant Recess
9:50 a.m.	Poll - Have you completed your Vector Solutions Training this year?  POMS & Associates - Risk Division – Why Knowing Resources and Support is Important Julie Garcia <ul style="list-style-type: none"> <li>Human Resources topic - FMLA</li> <li>Loss Prevention Programs</li> <li>Vector Solutions Compliance – HB 128</li> </ul>
10:20 a.m.	What do you know? Poll Provide the correct answer and be entered in a drawing  The Standard, Greg Archuleta Davis Vision, Marianna Sandoval <ul style="list-style-type: none"> <li>Resources and Enhancements - Your Benefits at a Glance</li> </ul>
10:40 a.m.	What do you know? Poll - Provide the correct answer and be entered in a drawing  EASI – Employer Eligibility & Enrollment Common Questions & Challenges Locating Your Resources and Toolkits to Better Support Your Employees Kathy Payanes  Mobile App Emma Reed
11:40 a.m.	Closing Remarks Open Forum Roundtable Mood Check Preview - Part II
11:50 p.m.	Adjourn



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# Mood Check

Which of these beautiful  
**Flowers** do you feel like  
this morning?

\_\_\_1  
\_\_\_2  
\_\_\_3  
\_\_\_4  
\_\_\_5  
\_\_\_6  
\_\_\_7  
\_\_\_8  
\_\_\_9



**EASI**

Erisa Administrative Services, Inc.



# Welcome and



# Good Morning

# How Training will be run

The training host and moderator is Erisa

- Enable your webcam
- Please shut down all other programs including your email and put away all devices.
- Please participate in the Polls to quiz your knowledge and understanding of a topic.
- Erisa will mute your mic capabilities. For collaborative interactions you can unmute your mic to participate and then mute back.
- Erisa will be advancing presentation slides.

Questions need to be submitted via the Chat option

- Erisa will monitor your questions to be answered at the end of the session.
- If there is a priority question for a presenter, the moderator will interrupt the presenter to take the question.

Have your agenda's available for each day.

Our goal is to keep you engaged and keep the training moving.



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**2022 Annual Training  
Executive Director's Message  
Martha Quintana  
Executive Director**

## Survey Results

# Where is it and What do you know?

Locate the “PILL” EMOJI somewhere in the EMPLOYER’S TAB-Insurance Benefits and Carriers. Where is it?

Important Employee Benefit Program  
Notices 



# Daniel Foster

## New Pharmacy Benefit Manager







# New Mexico Public Schools Insurance Authority (NMPSIA)

2022-2023 Prescription Benefit Overview

# Who is CVS Caremark?

We manage the prescription drug benefits for NMPSIA. At CVS Caremark we provide quality pharmacy care that can help save you time and money.

**Comprehensive  
pharmacy benefit  
services**

**Distinct focus  
on complex specialty  
medications**

**Committed to improving  
member care through better  
coordination  
with physicians**

**Community-based  
health services  
and support**





# Supporting members on their path to better health

We provide you with:

- Convenient choices
- Savings opportunities
- Online tools
- Specialty care



Reminders



Secure  
messaging



Pre-enrollment  
support



Electronic  
PAs



Savings  
opportunities



Spend  
tracking



Drug cost  
and coverage



EMR  
integration



Nurses



Doctors



Payors

An integrated experience connecting members to their benefits and their providers

# Tools help members get what they need, when they need it

## Connections to care

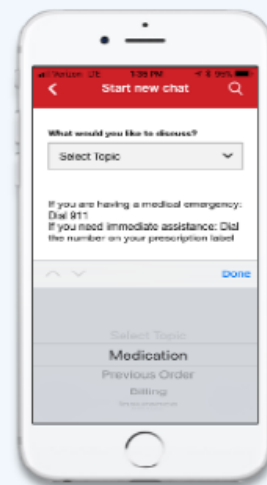
- Secure messaging
- Connected glucose meters
- MinuteClinic hold-my-place-in-line app
- MinuteClinic video visits

## Convenience, savings and ease of use

- Mobile prescription pick up and pay
- Two-way text
- Scan to refill
- Refill text reminders

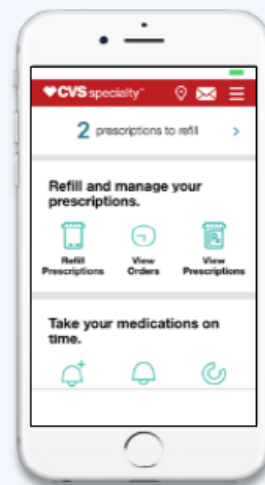
## Benefit access and transparency

- Real-time benefits information through EHR
- Check drug cost and coverage
- Early registration at Caremark.com to provide access before effective date



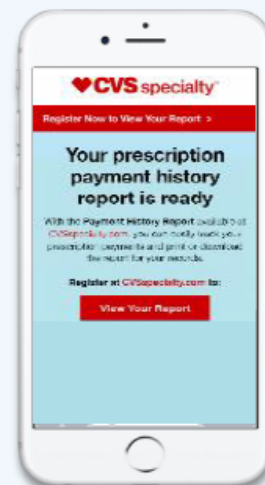
### Secure messaging

1-on-1 CareTeam support where and when patients need it



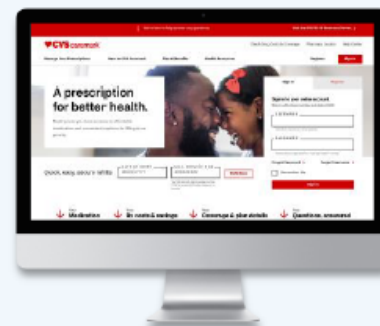
### Mobile app

Manage refills, set reminders



### Secure email

Track orders, refill reminders



### Website

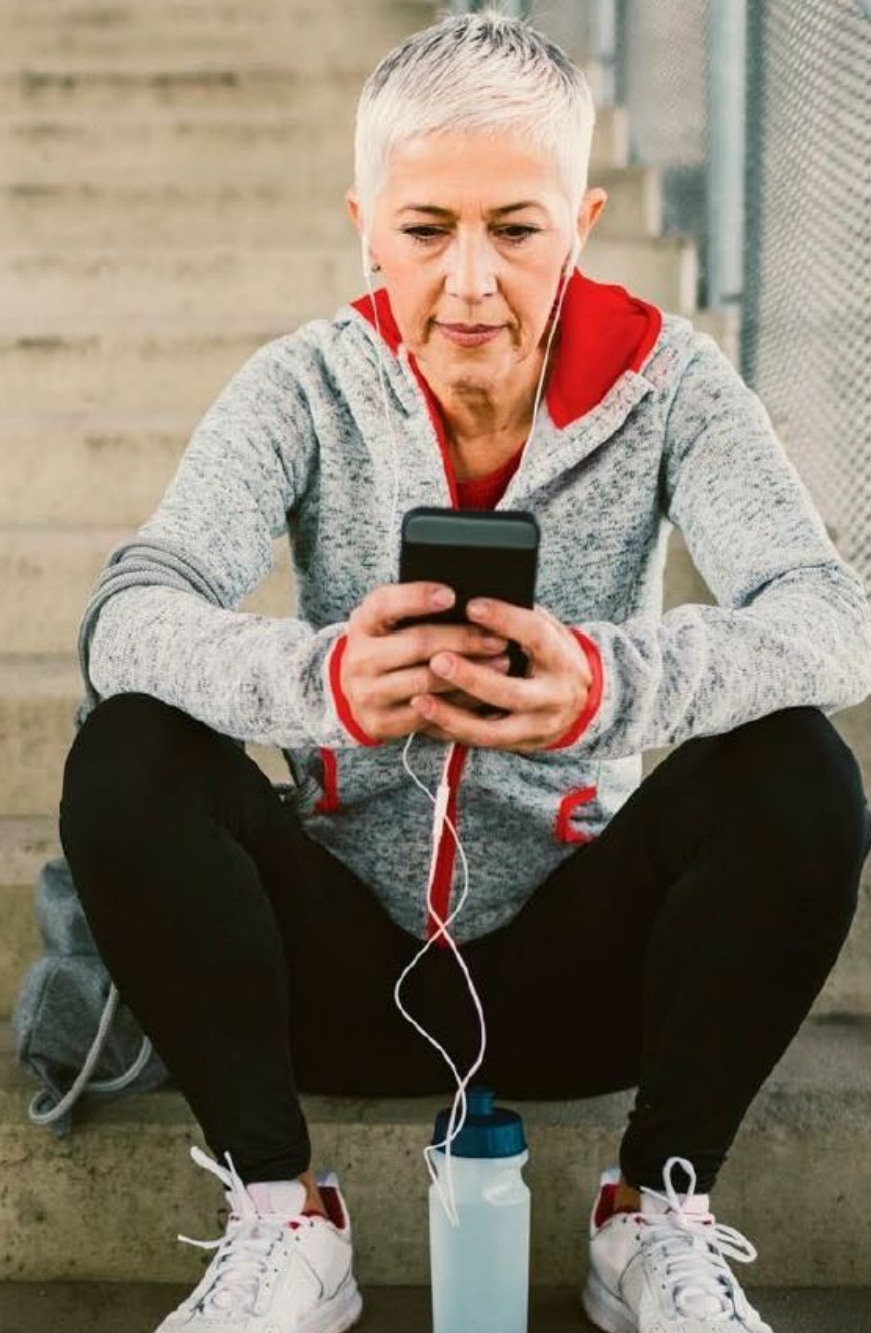
Condition education, registration, refills, payments, account management



# Transform Diabetes Care Program

Individualized member  
support for better health  
outcomes

♥ **CVS**Health.





# A customized approach to diabetes and comorbidity management



## Individualized diabetes care management experience

Advanced analytics help identify and prioritize tailored interventions using comprehensive member data

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Prescription claims

Medical claims

Lab results

Blood glucose (BG) levels

Blood pressure readings



## Comprehensive clinical support

Members are covered across five clinical areas that are designed to help improve A1C



Monitoring blood glucose and blood pressure



Lifestyle, nutrition and comorbidity management



Guideline-driven screenings



Taking the right medication



Adherence to medication



## Convenient care delivery and support

Actions delivered through multiple channels including face-to-face pharmacist and care team consultations and all-remote support, including email, texting and telephonic

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CVS HealthHUB – MinuteClinic (expanded services)

CVS Pharmacy

MinuteClinic – in store or virtually

Certified Diabetes Care Nurse\*

Digital (app)

## Using self-monitoring to support those who need it most

Glucometers and blood pressure cuffs can help some members – especially those with comorbidities – prevent serious complications and maintain overall health.

**All members have access to a connected device at no cost.**



**Alexis**



**Sarah**



**Darnell**



**DeShawn**

Condition status	Manages diabetes without a meter Does not have hypertension	Controlled diabetes and hypertension Advised by her doctor to test her blood sugar, but is currently not testing	Uncontrolled diabetes, without hypertension Benefits from high-touch testing	Uncontrolled diabetes and hypertension Advised by his doctor to test his blood sugar and BP, but is currently not testing
Glucose monitoring intervention	None	Formulary meter (OneTouch Verio)	Cellular meter (BioTel Care)	Cellular meter (BioTel Care)
BP monitoring intervention	None	Connected BP cuff	None	Connected BP cuff

# Monitoring with state-of-the-art technology for those that need added support

BioTel Care cellular-enabled blood glucose meter with 24/7 support and outreach for members with abnormal glucose readings .



## Cellular-enabled meter

- Near real-time data transmission
- Over-the-air updates
- Responsive color touchscreen
- Personalized, interactive on-screen messaging
- Summary graphs and testing goals
- Logs and support



## Testing supplies

- Sent directly to member's home
- No cost to members
- Available whenever they need them



## Coaching and 24/7 support

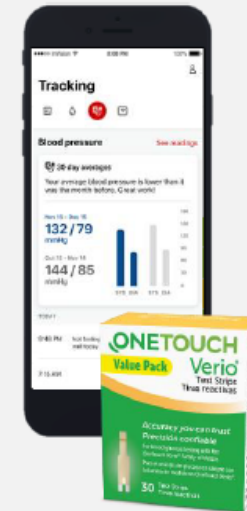
- Diabetes Care Team has access to cellular blood glucose data
- 24/7 outreach on high and low readings and based on blood glucose trends
- Comprehensive coaching model
- Onboarding support and customer care
- Access for clinicians and family members



# Managing the highs and lows with a formulary meter that provides personalized guidance, insights and encouragement

## OneTouch Verio Reflect meter

- Access to free meter and supplies\*
- Takes less blood to obtain accurate readings
- Near real-time data transmission
- Easy-to-read color display with backlight
- Connectivity with CVS Health Tracker app makes it easy to share and discuss results with health care providers
- Sync data seamlessly to the app to view patterns identified in blood glucose summaries



## Testing supplies

- Convenient pickup at CVS retail stores via home delivery or through CVS Caremark Mail Service Pharmacy
- Members can also obtain test strips and lancets at a participating pharmacy of their choice
- We do the work – we'll connect with the member's provider, obtain the test strip Rx and order the necessary testing supplies
- Optional no cost to members\*\*



# CVS Specialty and PrudentRx





# NMPSIA Plan and Members Benefit with PrudentRx



## Program awareness

Members receive welcome letter with toll-free to call for enrollment

Member receives call from PrudentRx to finalize enrollment



## Easy enrollment

**PrudentRx Advocate** facilitates enrollment and updates copay assistance and **\$0 OOP cost**



## Integrated process

**Specialty Pharmacy** introduces program to new members during onboarding call and warm transfers to PrudentRx

Digital capabilities help ensure broad member outreach as applicable



## Ongoing administration

**PrudentRx Advocates** available 8am–8pm, Monday–Friday. Spanish speaking advocates and language line for questions

Continuous monitoring helps ensure copay card utilization and accurate claim billing



## Continued support

Members receive proactive assistance from PrudentRx with copay card renewal to avoid therapy delays

# Frequently Asked Questions

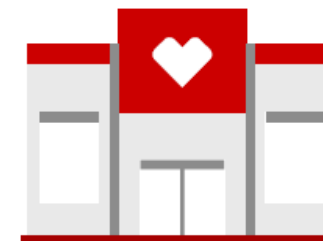
# Frequently Asked Questions

**How do I enroll in a pharmacy plan?**

Each medical plan offered by the NMPSIA includes a pharmacy plan.

**Do I have to use CVS Pharmacy?**

No. When it comes to how you fill your prescriptions you have options. Chose from 68,000 network pharmacies, including independent pharmacies, chains and 9,500 CVS Pharmacy locations. It's easy to find and visit your local pharmacy. Mail order is also available.



# Frequently Asked Questions

Where can I get more information on CVS and overall prescription drug coverage?

- The following link contains a number of useful videos, including information on the prior authorization process, comparing drug costs, the automatic refill process and the suite of digital tools available to make managing your prescription drugs easier:  
<https://www.youtube.com/channel/UCHmU9bB7BL6azoopCQLt6tw/videos>

Is my pharmacy in network?

You can confirm if your pharmacy is in network when using the check drug cost tool on Caremark.com.



# Frequently Asked Questions

**Do I have to use mail order in order to receive a 90 day supply of my maintenance medication?**

**No. You may use any pharmacy that participates in 90 day dispensing.**

**How do I contact a CVS customer care representative?**

**You may contact a CVS Caremark representative toll free at 877-787-0652 for additional assistance or by visiting [Caremark.com](https://www.caremark.com).**





# Benefits at a Glance

## Here's an overview of your CVS Caremark benefits.



### BCBS EPO Plan – Effective July 1, 2022

Here's what you need to know about how and where to fill prescriptions to ensure they are covered under your plan starting July 1, 2022. Visit **Caremark.com** for more up-to-date, personalized information about your plan.

	Fill at any pharmacy in your plan's network		Fill at CVS Caremark Mail Service Pharmacy
	Cost for up to a 30 day supply	Cost for a 31-90 day supply	Cost for up to a 90 day supply
<b>Generic Medications</b> Best option to help you save money	\$10 for one 30 day supply	\$22 for a 31-90 day supply	\$22 for one 90-day supply
<b>Preferred Brand-Name Medications</b> Best option when a generic isn't available	30% (\$30 min / \$60 max) for one 30 day supply	\$60 for a 31-90 day supply	\$60 for one 90-day supply
<b>Non-Preferred Brand-Name Medications</b> Highest cost option	70% for one 30 day supply	70% for a 31-90 day supply	70% for one 90-day supply
<b>Diabetic Supplies &amp; Medications</b>	Generic & Preferred Diabetic Supplies, Insulin and Injectable Diabetic medications are covered at \$0 copay. Log into Caremark.com or call us at 1-877-787-0652 for more details.		
<b>Specialty Medications*</b>	Per 30 day supply of specialty medicines through CVS Specialty pharmacy: Generic \$55 Preferred Brand \$80 Non-Preferred Brand \$130		
<b>Maximum Out-of-Pocket</b>	\$3,100 individual/\$6,200 family (prescription only)		

Please Note: When a generic is available, but the pharmacy dispenses the brand-name medication for any reason, you will pay the difference between the brand-name medication and the generic plus the brand copayment.

\* Your plan includes the PrudentRx program for certain eligible specialty medications exclusively dispensed by CVS Specialty. For these medications, 30% coinsurance will apply. If you are enrolled in PrudentRx, your final out of pocket cost will be \$0. If you opt out of PrudentRx, you will be responsible for the 30% coinsurance. Note: only the amount you pay out of pocket will be reflected in your annual deductible and/or maximum out-of-pocket.

Copayment, copay or coinsurance means the amount a plan participant is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.

Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information.

NUBAAG

2022-06-01 10:00 AM EDT  
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# Use this Plan to Fill Your Long-Term Medications

And make the most of your new benefits

This plan offers you choice and savings when it comes to filling long-term prescriptions (medications you take regularly such as asthma or high blood pressure medications). Simply make a few changes to enjoy these savings.

## CVS Caremark® Mail Service Pharmacy:

- Enjoy convenient home delivery
- Receive your medications in private, tamper-resistant and (when needed) temperature-controlled packaging
- Talk to a pharmacist by phone

We'll make the transition easier by transferring any prescription you're currently filling by mail to CVS Caremark Mail Service Pharmacy as long as you have refills left.

We'll send your medications to your location of choice.

- When you receive your member ID card, register at **Caremark.com** and follow the instructions to request a new 90-day prescription or refill an existing prescription if one is available to you.
- Note: Prescriptions for some medications, including controlled substances and compound medications, cannot be transferred. If you're not sure if you are taking this type of medication, please talk to your doctor.

To sign up for mail service for the first time, you'll need to transfer your prescriptions.

Don't worry, we make it easy.

- For pickup at CVS Pharmacy®, visit **Caremark.com/MoveMyMeds**
- For delivery by mail, visit **Caremark.com/RxDelivery**

## CVS Pharmacy:

- Pick up your medication at a time that is convenient for you
- Enjoy same-day prescription availability
- Talk with a pharmacist face-to-face

To pick up at CVS Pharmacy, choose the option that works best for you.

After **July 1, 2022**, you can:

- Register or log into **Caremark.com** to select a CVS Pharmacy location for pick up
- Visit your local CVS Pharmacy and talk to the pharmacist
- Call us using the number on your member ID card, and we'll handle the rest

For personalized support, visit **Caremark.com** or call **CVS Customer Care** at **1-877-787-0652**.

## Here's an overview of your CVS Caremark benefits.



### BCBS High & Low Plan, Cigna High & Low Plan, Presbyterian High & Low Plan – Effective July 1, 2022

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# Take a Break

## See you in 10 Minutes



**Have you completed  
your Vector Solutions  
Training this year?**





**Julie Garcia, SPHR, ARM-P**

*Regional Director– HR & Civil Rights Specialist*

*Poms & Associates Risk Services*

505-797-1354 [jgarcia@pomsassoc.com](mailto:jgarcia@pomsassoc.com)

**505 249 6824**



# TOP TEN FMLA ALLIGATORS:

*Challenges, Tips, and  
Traps*



# Back to Basics FMLA

- FMLA is Leave without Pay
- **Employee Eligibility**
  - Worked at least 12 months
  - Have at least 1,250 hours of service during the 12 months before leave begins
  - Employed at a work site with 50 employees within 75 miles

# Back to basics –Qualifying reasons

- For the birth or placement of a child for adoption or foster care
- To care for a spouse, son, daughter, or parent with a serious health condition
- For their own serious health condition

- 

- **Military Family Leave**

- Because of a qualifying reason arising out of the covered active duty status of a military member who is the employee's spouse, son, daughter, or parent (**qualifying exigency leave**)
- To care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember (**military caregiver leave**)

# Back to Basics FMLA

- FMLA is Leave without Pay
- **Employee Eligibility**
  - Worked at least 12 months
  - Have at least 1,250 hours of service during the 12 months before leave begins
  - Employed at a work site with 50 employees within 75 miles



# Back to basics –Qualifying reasons

- For the birth or placement of a child for adoption or foster care
- To care for a spouse, son, daughter, or parent with a serious health condition
- For their own serious health condition

- 

- **Military Family Leave**

- Because of a qualifying reason arising out of the covered active duty status of a military member who is the employee's spouse, son, daughter, or parent (**qualifying exigency leave**)
- To care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember (**military caregiver leave**)

# Back to basics Amount of Leave

- Employee's workweek is basis for entitlement
- Eligible employees may take up to **12 workweeks\*** of FMLA leave:
  - for the birth or placement of a child for adoption or foster care;
  - to care for a spouse, son, daughter, or parent with a serious health condition; and
  - for the employee's own serious health condition.



TOP TEN FMLA ALLIGATORS

# *1 - NOT HAVING, OR COMMUNICATING YOUR FMLA POLICY, OR PROCEDURES*



- Is your FMLA policy included in your employment handbook, along with the contents of the FMLA poster (or the poster itself)?
- Does your policy incorporate issues such as:
  - FMLA eligibility
  - How the 12-week leave period is calculated
    - Rolling or fixed
  - Notice requirements for workers requesting leave
  - Medical certification rules documenting the need for time off
  - Steps employees must take to report while on leave
  - Eligibility for benefits while employees are out
  - Fitness-for-duty certification requirements
  - What happens if the employee can't return to work when leave is up



# *1 - NOT HAVING, OR COMMUNICATING YOUR FMLA POLICY, OR PROCEDURES*



- **Do you have a clear, written set of FMLA administrative procedures and guidelines?**
  - Create FMLA administration procedures – and apply them consistently.
  - All employees involved in FMLA management
    - understanding the laws
    - documentation required for record-keeping
    - employee communication
  - One of the **biggest mistakes is different people** within the company handling and / or interpreting FMLA differently.

## *2 - SILENT AND/OR UNTRAINED MANAGERS AND SUPERVISORS*



- Some managers are not trained well enough about FMLA to recognize an FMLA leave or to understand the protection that employees gain from the law.
  - If an employee mentions a serious health condition and a manager doesn't recognize the leave as FMLA qualified, the employer might be found out of compliance
- Managers sometimes fail to tell HR right away when an employee is out on leave for an extended period.
  - If a manager waits to inform HR, that could delay the start of the 12-week FMLA period, and you can't make the FMLA leave retroactive

# 3 - MISSED OR LATE NOTICES



- Required notices to employees under the FMLA
  - employers must provide four notices to employees seeking FMLA leave
    - A general notice of FMLA rights.
    - An eligibility notice within five days of the leave request.
    - A rights and responsibilities notice at the same time as the eligibility notice.
    - A designation notice within five business days of determining that leave qualifies as FMLA leave.
- Workers frequently ask to extend their leave; sometimes you can request recertification, but there are limits, especially if you're dealing with intermittent leave.
- When an employee's leave is ending, you can require a fitness-for-duty exam if you told them you'd need this at the designation stage. But as with everything else, there are other limits such as it needs to be relevant to their leave and job.

# 3 - MISSED OR LATE NOTICES



## **FMLA NOTICE CHECKLIST:**

- ☐ You post WH-1420 (FMLA Poster) and provide individual notices.
- ☐ Employee puts you on notice of need for leave.
- ☐ Within five days, you provide WH-381 (Notice of Rights and Responsibilities) and
  - the relevant certification forms
  - (WH-380-E, Health Care Provider Certification– Employee,
  - WH-380-F Health Care Provider Certification– Family Member
  - WH-384, WH-385 or WH-385V Military Family Leave
- ☐ Within 15 days (assuming there are no extenuating circumstances), the employee returns the relevant certification form.
- ☐ If incomplete/insufficient, you explain what's missing.
- ☐ Within seven days (under most circumstances), employee submits complete/sufficient certification
- ☐ Within five days, you provide WH-382 FMLA Designation Notice
  - a fitness-for-duty notice.
- ☐ When the leave nears its end, you get in touch about the fitness-for-duty exam and, as a best practice, provide a notice that the leave is coming to an end and an invitation to contact you if assistance is needed.



# *4 - INCOMPLETE MEDICAL CERTIFICATIONS AND MISSING JOB DESCRIPTIONS*



- Employers should attach the employee's job description This allows the health care provider to understand what the employee's duties are and to accurately release the employee for work
  - If the employee's job description or duties aren't attached to the designation notice, then the health care provider may rely on the employee to describe their work and may mistakenly release them for work when they are not ready.
- Employers mistakenly believe that only a medical doctor can provide a fitness for duty certification. In fact, any healthcare provider can release an employee for work. This includes clinical psychologists, nurse practitioners, physician assistants, and even chiropractors

## *4 - INCOMPLETE MEDICAL CERTIFICATIONS AND MISSING JOB DESCRIPTIONS*



- Only **an individual who is NOT the immediate supervisor** may contact the health care provider to authenticate or to clarify the certification.

# *5 - NOT HANDLING BENEFITS PROPERLY WHILE EMPLOYEES ARE ON FMLA LEAVE*



- Employers must maintain employee healthcare coverage while employees are on FMLA leave. However, they may require employees to cover their share of premiums.
  - If employees must make health care contributions, but doesn't then after returning to work, coverage must be provided without any waiting periods.
- For other types of benefits, employers must follow their usual policies for employees on leave regarding whether other benefits continue or accrue during leave, or not.

# 5 - NOT HANDLING BENEFITS PROPERLY WHILE EMPLOYEES ARE ON FMLA LEAVE



- **Arranging Payment for Benefits** - In many cases, if the employee chooses to use any available paid personal leave or vacation during the typically unpaid FMLA, deductions can be taken from their paid time off “bank” as the premiums are paid during the leave.
- However, if the employee does not have or use available paid leave, you and the employee should work out arrangements for the payment of the employee’s usual portion of the insurance premiums in order to maintain insurance coverage.



*6 - TAKING IMPROPER  
ADVERSE ACTION AGAINST  
EMPLOYEES ON FMLA -  
Retaliation*





# *7 - FAILING TO TAKE AND KEEP PROPER RECORDS OF FMLA LEAVE*



- FMLA recordkeeping requirements can be found in a single regulation, 29 C.F.R. § 825.500.
  - That regulation requires employers to keep and preserve records in accordance with the recordkeeping requirements of the Fair Labor Standards Act (FLSA).
  - Records must be retained for no less than three years.
  - Although no particular order or form is required, the records must be capable of being reviewed or copied.

# 8- NOT DEALING CORRECTLY WITH INTERMITTENT OR REDUCED LEAVE



- FMLA leave allows for hourly or daily increments for a serious health condition of the employee or his/her family member.
  - Employers must track FMLA leave using the smallest increment of time used for other forms of leave subject to a 1-hour maximum.
- A “**reduced leave schedule**” is a leave schedule that reduces an employee’s usual number of working hours per workweek, or hours per workday. Reduced leave schedule is a change in the employee’s schedule for a period of time, normally from full time to part time.
  - An example of an employee taking leave on a reduced leave schedule is an employee who is recovering from a serious health condition and is not strong enough to work a full-time schedule.

# *9 - FAILING TO TAKE ADAAA ACCOMMODATIONS INTO ACCOUNT*



- A serious health condition that requires 12 weeks of FMLA leave will likely also constitute a disability under the Americans with Disabilities Act (ADA),
- Even after 12 weeks of FMLA leave, more leave may be required by the ADA or state or local law as a reasonable accommodation.
- Under ADA, an extension of unpaid leave could be a reasonable accommodation in some circumstances. Oftentimes, both FMLA and ADA apply, especially when serious health conditions are present.
- Document any adverse effects on productivity, ability to timely meet client demands and extra workload on co-workers resulting from an employee on extended FMLA leave.
  - Needed for analysis as to whether an ADA accommodation is reasonable or is an undue hardship” under the ADA.

# *10 - NOT UNDERSTANDING HOW HOLIDAYS AND BREAKS PLAY INTO FMLA LEAVE*



- Under the FMLA regulations, determining the amount of leave used by an employee is treated differently based on whether the employee is on continuous or intermittent FMLA leave:
  - **Continuous FMLA leave.** If an employee is on continuous FMLA leave, the fact that a company holiday may occur within the week taken as FMLA leave has no effect. The entire week of leave is counted as FMLA leave.
  - **Intermittent FMLA leave.** If an employee is on intermittent FMLA leave and using increments of less than one week, the holiday will not count against the employee's FMLA leave, unless the employee was scheduled and expected to work the holiday and takes the day off as FMLA leave.
- Holiday pay must be consistent with other forms of non-FMLA paid or unpaid leave. Holiday pay if employee is on vacation?

# 10 - NOT UNDERSTANDING HOW HOLIDAYS AND BREAKS PLAY INTO FMLA LEAVE



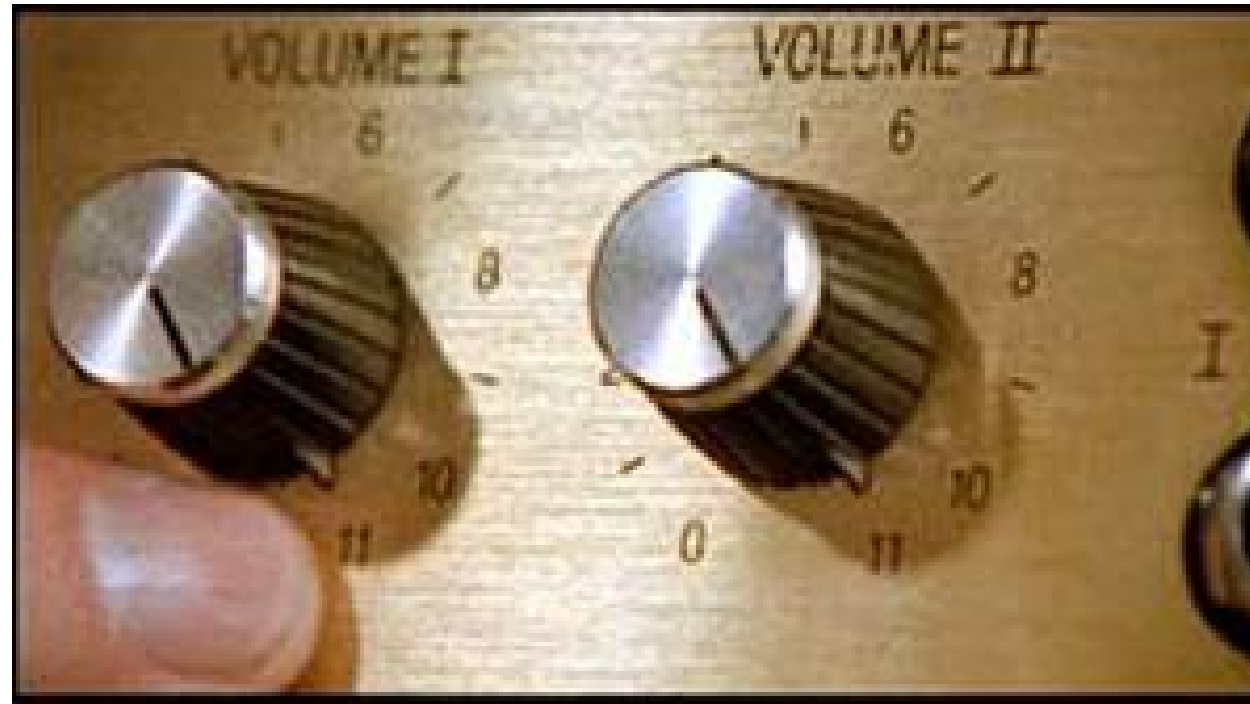
- In situations where the employer shuts down operations for a period of time, or a School District observes winter and summer breaks, the regulations say:
  - *“If for some reason the employer’s business activity has temporarily ceased and employees generally are not expected to report for work for one or more weeks (e.g. , a school closing two weeks for the Christmas/New Year holiday or the summer vacation or an employer closing the plant for retooling or repairs), the days the employer’s activities have ceased do not count against the employee’s FMLA leave entitlement.”*



BUT THIS ISN'T ANY OLD TOP 10 LIST ...



- *This one goes to ...*



# *11 – THE HR BERMUDA TRIANGLE: FMLA > ADAAA > WC - WHEN THEY OVERLAP*



## **WORKERS' COMPENSATION + ADA**

- If an employee is injured in a work-related accident, they may be entitled to benefits provided under workers' compensation.
- If that employee develops a disability that limits a major life activity as a result of that injury, he or she might also then be protected by the ADA.
- If this is the case, the employer should make sure to go through the interactive process with the employee to determine what/if any reasonable accommodations might need to be made.

## **FMLA + ADA**

- If an employee sustains an injury or develops a serious health condition that is unrelated to work, he or she might be entitled to take up to 12 workweeks of job-protected leave to care for themselves under FMLA.
- If that condition also limits a major life activity, he or she may also be protected by the ADA.

## **WC + FMLA + ADA**

- If an employee sustains a work-related injury that substantially limits one or more major life activities and needs to take leave to care for themselves, he or she might be protected by all 3 laws.

## 11 – THE HR BERMUDA TRIANGLE: FMLA > ADAAA > WC - WHEN THEY OVERLAP



### TRANSITIONAL WORK, RESTRICTED OR LIMITED DUTY

- **ADAAA** – Required to be offered, if it is a reasonable accommodation that does not create an undue hardship on the employer.
- **FMLA** – Transitional work can be offered but cannot be “required”.
- **Workers’ Compensation** – Ought to be offered if available as it may eliminate the employee’s entitlement to the wage replacement benefit.



## 11 – THE HR BERMUDA TRIANGLE: FMLA > ADAAA > WC - WHEN THEY OVERLAP



### FITNESS-TO-RETURN-TO-WORK CERTIFICATION

- *Should have an employment policy and should also include requirement for R-T-W certification in the Letter of Designation for Leave.*
- *Make sure the Return-to-Work Certification focuses on limitations and restrictions, so you can determine whether accommodations will be needed under the ADAAA*
- **ADAAA** – Permitted as long as the medical examination and inquiry is job-related and necessary to determine whether the employee can perform the essential functions of the job.
- **FMLA** – Can only be required under a policy or practice that requires employees who have been on a similar type of leave of absence
- **Workers' Compensation** – May be and is typically required.

## **11 – THE HR BERMUDA TRIANGLE:**

### **FMLA > ADAAA > WC - WHEN THEY OVERLAP**

#### **REQUIREMENT TO R-T-W WITHOUT RESTRICTIONS**

- Many employers have a policy that requires employees who are injured on-the-job to return to work with a full release, without restrictions.
- **IF YOU HAVE THIS POLICY, LOSE IT IMMEDIATELY!!!**
- By refusing to allow an employee to return to work with restrictions, you have failed to follow the ADAAA. You must:
  - Evaluate the substance of those restrictions;
  - Evaluate the duration of those restrictions;
  - Evaluate the nature of the employee's individual job; and
  - Discuss those limitations with the employee by using the ADAAA “Interactive Process.”





# *12 - BEYOND BERMUDA – RUNNING FMLA CONCURRENTLY WITH WC MEDICAL LEAVE*



Not only can an employer run FMLA leave concurrently with a workers' compensation absence, most often it is advisable that they do.

- If an employer fails to designate a WC leave of absence as FMLA leave, it may provide the employee with more leave than they would otherwise be entitled to.
  - Once an employee uses up his or her 12 weeks of FMLA leave, the employee's workers' compensation benefit status does not provide them with job protection, although it is possible that the employee may be entitled to more time under the ADAAA if the injury qualifies

I am from the  
Insurance  
Company and I am  
here to help you.

# Summary of Coverage

- What is covered
  - Worker's Compensation
  - Property
  - General Liability
  - Auto Liability and Physical Damage
  - Bus Inspectors professional liability
  - Crime
  - Cyber -Claims made during Policy Year

## Summary of Coverage – cont.

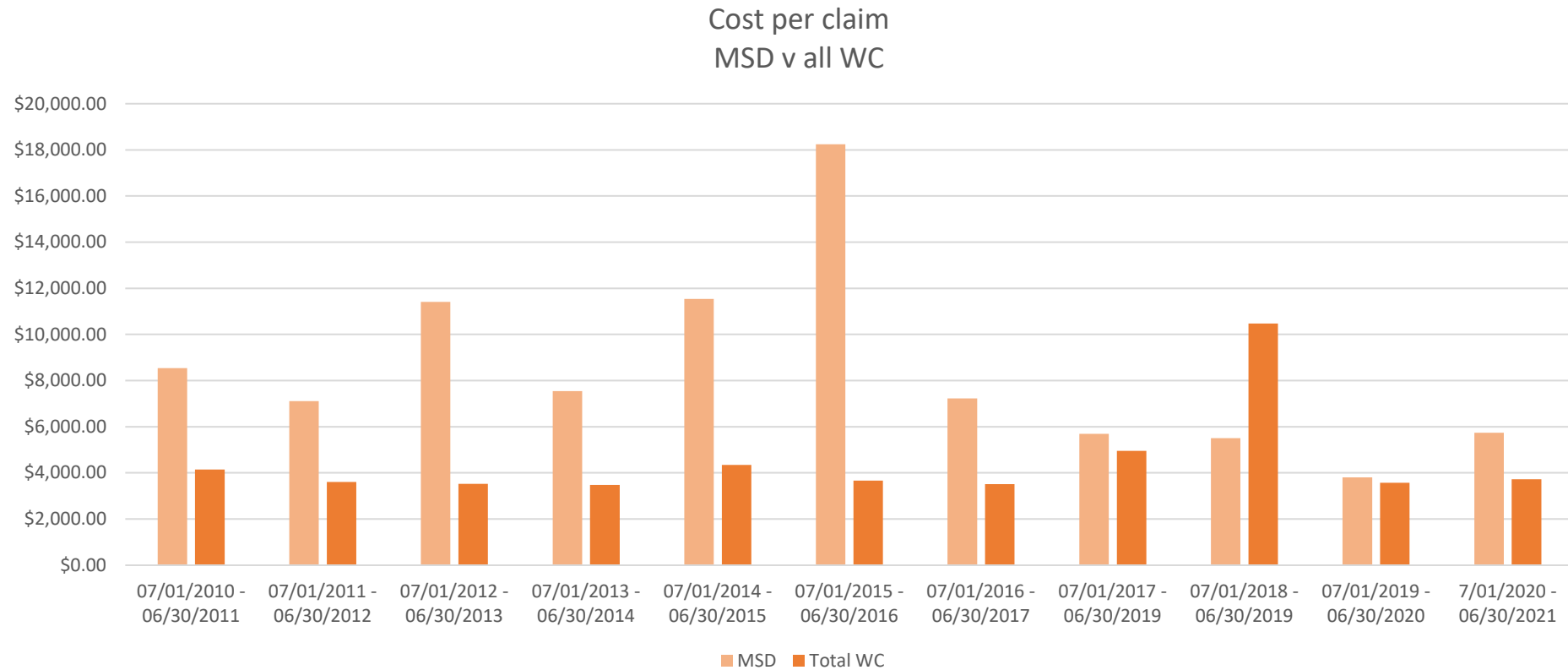
- Equipment Breakdown
- Mandatory Catastrophic Student Accident
- Use of Facilities Tenant User Liability
- Special Events Coverage
- Limited Criminal Defense
- Limited IDEA

# Risk Services

- **Ergonomics**
  - Objective: Reduce the frequency and severity of costly soft tissue injuries by school employees.
- **Threat Assessment and Active Shooter**
  - Objective: Reduce the probability of an incident of multiple victim school violence.
- **Employment Practices Policy and Consulting**
  - Objective : Reduce the number of employment practices claims (wrongful termination, violation of contract)
- **Technical Assistance Program for Special Education**
  - Objective: Reduce number of IDEA (Individual with Disabilities in Education) Due Process/Litigation claims.
- **On-site School Facility Audits**
  - Objective: Reduce the frequency of Worker's Compensation, Liability and Property Claims.
- **Safety Training**
  - Objective- Reduce the frequency and severity of Worker's Compensation by identifying and reducing or eliminating work place hazards, OSHA Compliance
- **Identifying a Predator Training**
  - Objective: Reduce the number of sexual molestation claims in NM public Schools
- **Bullying Prevention Training and sustainable policy development consulting**
  - Objective: Assist schools with understanding of the issues and development of policies addressing bullying.
- **Armed school employees**
  - Objective: Assist schools with an understanding of the relevant statutes, policies, procedures and liabilities necessary to make informed judgements regarding arming employees.
- **Civil Rights/HR**
  - Objective: Assist school navigate the complex issues around civil rights; discrimination, wrongful termination, child abuse, HR policies . Title IX, etc.



# Worker's Compensation / Ergonomics



# Ergonomics Program

- Objective: Reduce the frequency and severity of costly soft tissue injuries by school employees



# Property

- NATURAL CATASTROPHES in the US
  - 170 billion in 2021
  - Civil Disorders 2020 were estimated between 500 million – 900 million they came in well over 2 billion
  - Hurricanes and wildfires were by far the most expensive. In fact, these storms alone comprised 81.2% of costs.
    - Estimates for 2021 - 112 + billion (does not include the tornadoes and wildfires in December)
    - Colorado wildfire insured losses pegged at about \$1 billion
    - The fourth highest on record
      - Hurricane Katrina in 2005 approx. 150 billion,
      - 3 Hurricanes in 2017 approx. 161 billion

# Inspection Program

- **On-site School Facility Audits**

- Objective: Reduce the frequency of Worker's Compensation, Liability and Property Claims.

- **Safety Training**

- Objective- Reduce the frequency and severity of Worker's Compensation by identifying and reducing or eliminating work place hazards, OSHA Compliance



Fire rated door to the principals office. Closed during the fire.





Principal's office showing limited damage as a result of the fire rated door.



Office supply storage door. Fire rated door left open the night of the fire.



Copier and data network and all wiring unsalvageable



# Health & Safety Training Topics

Hazard Communication/Right-to-Know

Chemical Hygiene and Laboratory Safety

Bloodborne Pathogens

Personal Protective Equipment

Ladder Safety

Playground Safety

Electrical Safety

NFPA Life Safety Code

Back Safety/Lifting Techniques

First Aid/CPR/AED

Introduction to OSHA

OSHA 10 and 30 Hour Training

Accident Investigations

Hazmat Response

Safe School Plan Review

Housekeeping and Storage Practices

Development of Safety Policies



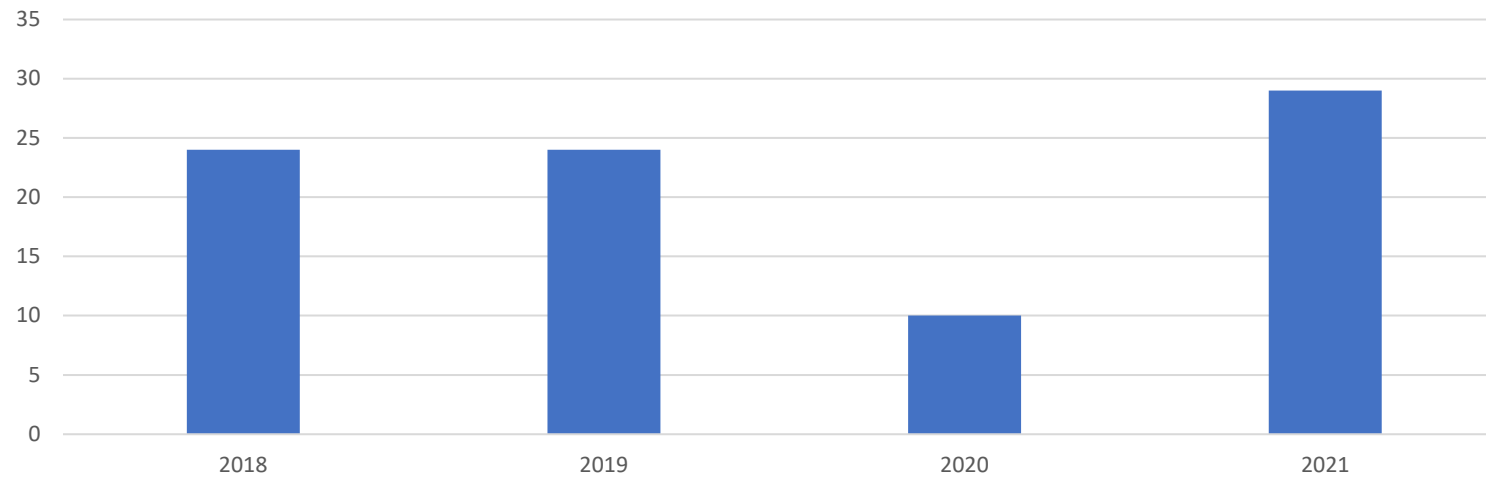
# School violence NMPSIA/ Poms provides

- **Threat Assessment and Active Shooter**
  - Objective: Reduce the probability of an incident of multiple victim school violence
- **Armed school employees**
  - Objective: Assist schools with an understanding of the relevant statutes, policies, procedures and liabilities necessary to make informed judgements regarding arming employees.
- **NEW**
  - **Reunification**
    - Objective: Assist Schools with coordination of resources between local law enforcement to ensure that all children are safely accounted for, transported or housed during a tragedy.
  - **Restorative Practices**
    - Objective: Begin to reform suspension and discipline practices in order to utilize the time to teach and encourage positive behaviors and communication



# School Violence

Nationwide # School Shootings



169 injuries, 57 deaths

Education Weekly

# Security Training Topics

Threat Assessment: Assessing Dangerous Behavior

Gang Recognition

Security/Intruder Assessment

School Violence

Workplace Violence

Violent Threat Response

Verbal De-escalation

Emergency Operations Planning/Review

Bomb Threat Response



# Civil Rights NMPSIA/ Poms provides

- **Employment Practices Policy and Consulting**
  - Objective : Reduce the number of employment practices claims (wrongful termination, violation of contract)
- **Identifying a Predator Training**
  - Objective: Reduce the number of sexual molestation claims in NM public Schools by identifying the behaviors leading to sexual misconduct.
- **Bullying Prevention Training and sustainable policy development consulting**
  - Objective: Assist schools with understanding of the issues and development of sustainable policies.
- **NEW**
  - **HB 128 Training \***
    - Objective: to assist schools with the implementation of HB 128
    - Vector Solutions on-line training
  - **Boundaries Training**
    - Objective: Review the Board policies and develop an understanding of Boundaries violations
  - **Cultural Awareness\***
    - Objective: Encourage a curious mindset about Cultural backgrounds and their effect on everyday behavior.
  - **QPR\***
    - Objective: Provide innovative, practical and proven suicide prevention training. Identify the signs of crisis, empower all individuals regardless of their background, to make a positive difference in the life of someone they know.
  - **Suicide Prevention CPR**
    - Objective: Identify the factors that lead to increased suicidal behaviors

# Human Resources Training Topics

ADA and the Rehabilitation Act

Behavioral Management

Bullying Cyber/Bullying Prevention

Disciplinary Procedures

Drug Free Workplace

Drug Physiology

Family and Medical Leave Act (FMLA)

Fair Labor Standards Act (FLSA)

I-9 Completion

Neuro-Linguistics Programming

## HB 128: SCHOOL PERSONNEL BACKGROUND & TRAINING

Julie Garcia, SPHR, SHRM-SCP, ARM-P  
POMS AND ASSOCIATES  
June 4, 2021

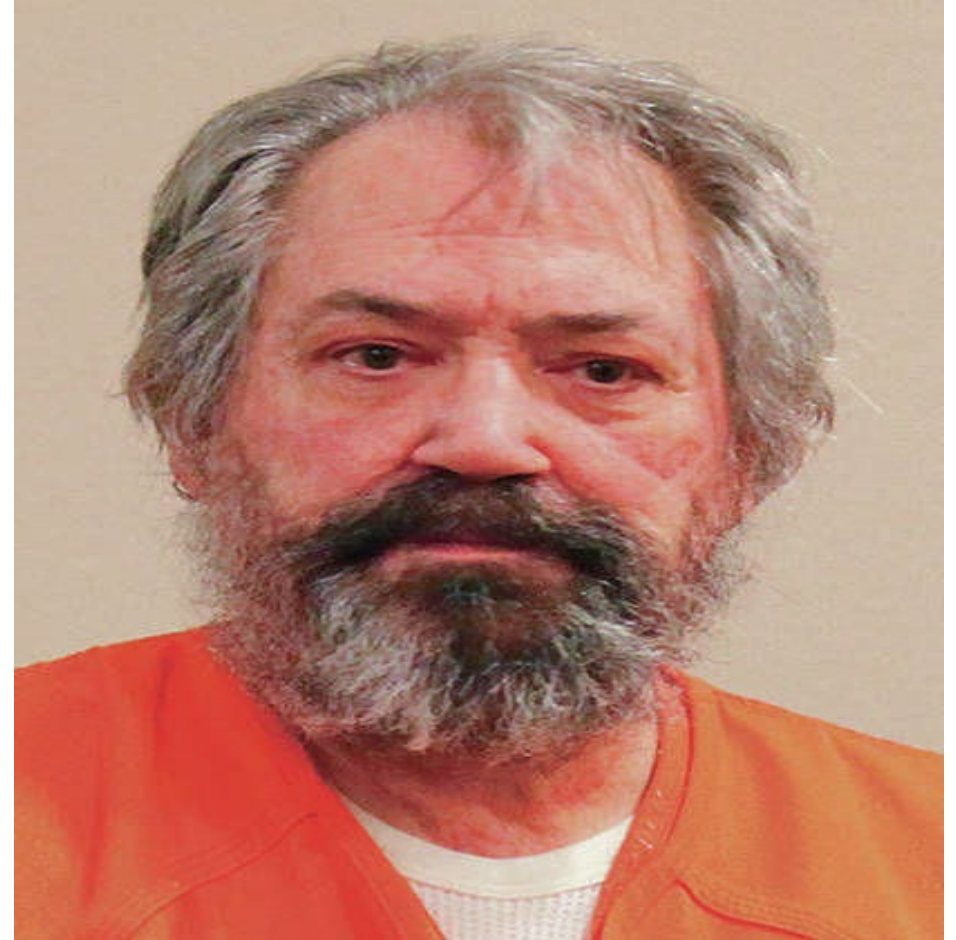


## HB 128

- Written to help with the prevention of
- SAMS –Sexual Abuse and Molestation of Students
- Alleviate - Passing the trash – legislation required by ESEA

# Gary Gregor – 114 years in prison after being convicted of raping and abusing girls at an Española and Santa Fe elementary schools

- **Behaviors first documented in 1994**
- Utah and Montana, accused of sexual misconduct with elementary-aged students. Termination in Utah stated he lacked professional judgment
- **To Santa Fe Public in 2000.**
- In 2004, an employee at the Museum of International Folk Art notified the district that a museum docent had seen Gregor exhibit inappropriate behavior with a student during a field trip.
- Investigator corroborated accusations of inappropriate physical contact between Gregor and his female students
- Gregor resigned and was given a neutral recommendation by the district.
- **Hired by Española Public Schools for the 2004-05 school year.**
- A Fairview Elementary School parent reported Gregor to the Española Police Department in April 2009, saying daughter had been sexually abused by Gregor.



# Cost of one Predator to NMPSIA

- ❖ Claims exceed \$36 million

- 

- ❖ His criminal case from his tenure at Espanola resulted in a 114 year prison sentence.

- ❖ Still facing charges for his involvement while employed at Santa Fe .

## Training

All employees, regular volunteers, contractor, contractor's employees.

# Required Training – Good idea

- Boundaries
  - Overcoming fear of reporting
  - Communication with outside groups
- 
- Vector Solutions - Child Sexual Abuse Prevention in Schools
    - [implementation.edu@vectorsolutions.com](mailto:implementation.edu@vectorsolutions.com)
    - Subject - NMPSIA Child Sexual Abuse Prevention in Schools Series

# A Free eLearning Series: Child Sexual Abuse Prevention In Schools



## HOW DO I SIGN UP?

**Contact the Vector  
Solutions Implementation  
Team at:**

implementation.edu  
@vectorsolutions.com  
**to get started!**

The New Mexico Public School Insurance Authority and Poms & Associates are excited to announce a new partnership with Vector Solutions. This partnership enables NMPSIA to provide your school district or charter **FREE access to grade-appropriate, short online courses concerning Child Sexual Abuse Prevention and Professional Boundaries in Schools.**

The courses will help New Mexico Schools comply with the requirements of House Bill 128 and it is strongly recommended that all NMPSIA members adopt them as mandatory training.

### What do the trainings cover?

Vector Solutions' trainings are designed to augment mandated reporter training by focusing on:

- Sexual abuse at school
- Prevention of sexual abuse at school
- Risky behaviors of child molesters
- Boundaries that intercede with those behaviors

A more detailed summary of the trainings includes:

- An Introduction
- Grooming Part 1 and Part 2 (Elementary, Middle, High)
- On-Site Isolation Boundaries Part 1 and Part 2
- On-Site Behavioral Boundaries Part 1 and Part 2 (Elementary, Middle/High)
- Off-Site Boundaries
- Off-Hours Boundaries (Elementary, Middle/High)
- Electronic & Social Media Boundaries
- Gift Boundaries (Elementary, Middle, High)
- Student-to-Student Boundaries (Elementary, Middle/High)

### Who should take it?

All school district/charter school employees, as well as:

- School volunteers
- Contractors and their employees

These on-demand trainings can be completed both individually and/or in group settings.



# New – Mandatory reporting

- School district personnel, a school employee, a contractor or a contractor's employee who knows or has a reasonable suspicion that a child or student has been subject to **ethical misconduct** by school district personnel, a school employee, a school volunteer, a contractor or a contractor's employee shall report the matter immediately to:
  - the Superintendent; or
  - PED
- The parties (Superintendent and PED) shall immediately transmit to each other **by telephone** the facts of the report and the name, address and telephone number of the reporter.
- The parties shall transmit the same information **in writing within forty-eight hours**
- **Written report on standardized form developed by PED**

# New – Reporting – Coordination

- PED shall **immediately** notify law enforcement
- if the allegation of **ethical misconduct is criminal in nature**; provided that the department shall notify a tribal law enforcement or social services agency for any Indian child residing in Indian country.

## New – The Investigation

The recipient of a report shall ensure that immediate steps are taken to protect the health or welfare of a student or child who is the subject of a report.

A school shall take immediate steps to ensure the safety of enrolled students.

# Investigator?

- "designated representative" means a representative chosen by a superintendent and may include the staff of a Regional Educational cooperative.
- Qualified investigator – Did the employee violate a policy – i.e. boundaries
- Qualified investigator – Was the employee found to have committed ethical misconduct
- behavior, including **licentious, enticing or solicitous behavior, that is reasonably apparent** to **result in inappropriate sexual contact with a child or student or to induce a child or student into engaging in illegal, immoral or other prohibited behavior**
- Child interview – Use only a person qualified to interview a child

## Survey Results

# Where is it and What do you know?

Locate the “APPLE” EMOJI somewhere in the EMPLOYER’S TAB-Wellness. Where is it?





**Greg Archuleta**





# Employee Life & Long Term Disability Insurance



# Covering Today

Basic & Additional Life Insurance

Life Coverage Options

Added Life Insurance Benefit Features

Continuing Life Coverage If You Leave Employment

Long Term Disability Insurance

Added Long Term Disability Benefit Features

Referencing NMPSIA.com.

Applying for Coverage

Questions

# Disclaimers

These policies have exclusions, limitations, reduction of benefits, and terms under which the policy may be continued in force or terminate. Please consult the Group Policy Certificates at <https://nmipsia.com/BenefitCarriers.html>> Benefit Insurance Carriers> The Standard Life and Disability> Life and Disability Certificates and Booklets for further details.

Contact your employer's Benefits Office for additional information, including costs and complete details of coverage.

Helps protect  
your family and  
their financial  
security.

1

*What is it for?*

2

*Do you need it?*

3

*What are your goals?*

# Basic Life Insurance with AD&D\*

**Coverage  
for  
Employees**

**Paid for  
by the  
Employer**

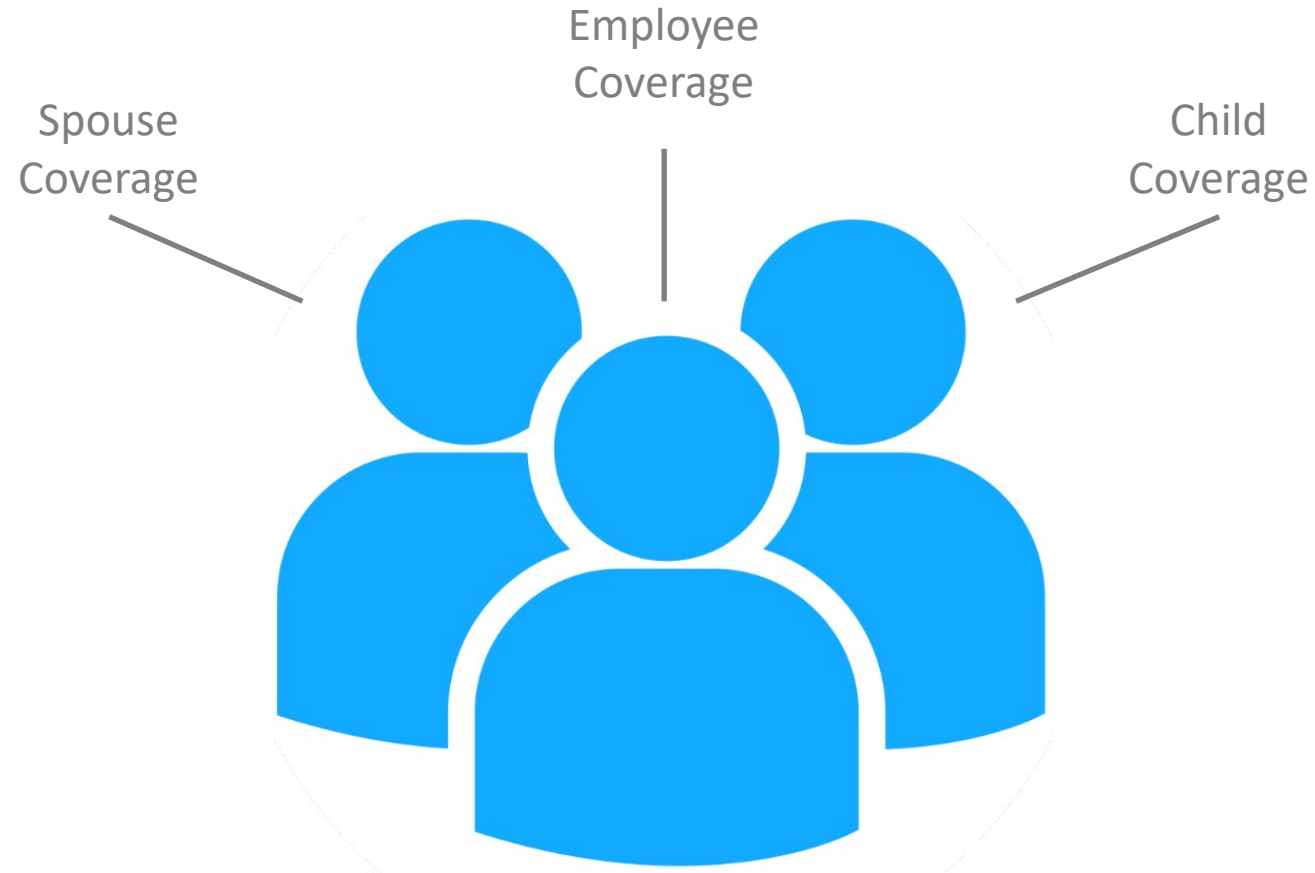
**Employer's  
Choice of:**

- \$10,000
- \$25,000
- \$50,000

Confirm the benefit amount offered by your employer with your Benefits Office.

\*AD&D is Accidental Death and Dismemberment coverage.  
The amount of AD&D is equal to the Basic Life benefit amount upon death.

# Additional Life Insurance with AD&D\*



Confirm that your employer offers Additional Life Insurance with your Benefits Office.

\*AD&D is Accidental Death and Dismemberment coverage for the employee.  
The amount of AD&D is equal to the Additional Life benefit amount upon death.



# Life Coverage Options

Who is Covered?	Coverage Options	Guarantee Issue Coverage Without Health Questions
<b>Employee</b>	1X, 2X, or 3X base annual earnings to a maximum of \$500,000	Up to 3X base annual earnings (with timely enrollment as a new hire or with a qualifying event)
<b>Spouse</b>	Lesser of 50% of employee's coverage or 1X employee's base annual earnings	Up to 1X employee's base annual earnings (with timely enrollment as a new hire or with a qualifying event)
<b>Child</b>	\$5,000	\$5,000

This coverage is paid by the employee at 100%

# Added Life Insurance Benefit Features

- **Accelerated Benefit – Terminal Illness** – up to 75% of benefit amount
- **Specified Disease Benefit** – 1 of 7 specified diseases – up to 25% of Basic Life benefit amount
- **Waiver of Premium** – if totally disabled
- **Conversion or Portability** – Options to continue coverage when benefits end
- **Repatriation Benefit** – If you die 150+ miles from home, pays to transport your body to a mortuary near your primary residence
- **Travel Assistance Program** – Assistance when traveling 100+ miles from home
- **Life Services Toolkit** – Tools for free Will preparation and financial planning
- **Funeral Assignment** – These policies allow for a funeral assignment to pay for final expenses from the Life benefit
- **Continuation of Benefits for Dependents** – If the employee dies, any Spouse or Child Life coverage will continue for 5 months without premium payment

For complete details please visit <https://nmopsia.com/BenefitCarriers.html>> Benefit Insurance Carriers>

The Standard Life and Disability



# Continuing Coverage If You Leave Your Job

## Employment Ending

### Portability

- Insured for 12+ consecutive months
- Less than age 65
- Not disabled

### Conversion

For complete details on options available  
to continue your Life  
Insurance, please visit:

[https://nmipsia.com/pdfs/Options\\_for\\_Continuing\\_Life\\_Insurance\\_8.2020-1.pdf](https://nmipsia.com/pdfs/Options_for_Continuing_Life_Insurance_8.2020-1.pdf)

## Retirement

### NMPSIA

- Retiree Life for retirees less than age 65 may continue any Additional Life coverage lost

### NMRHCA\*

- May be eligible for life insurance with credit from NMPSIA life coverage lost

### Portability

- Insured for 12+ consecutive months
- Less than age 65
- Not disabled

### Conversion

\*New Mexico Retiree Health Care Authority (NMRHCA) coverage is available to Employers who participate with NMRHCA

# Long Term Disability (LTD) Insurance

What steps have you taken to help shield yourself, your lifestyle and those who count on you from an unexpected loss of income?

Chances are you already purchase home, auto and life insurance to protect yourself against the threat of loss. But would you be able to meet your financial obligations if you became disabled and were unable to work?

LTD insurance pays you a monthly benefit if you cannot work because of a covered illness or injury. This benefit replaces a portion of your income, thus helping you to meet your financial commitments in a time of need.



Confirm that your employer offers LTD Insurance with your Benefits Office.

# Long Term Disability Benefit

LTD Benefit	
<b>Benefit Waiting Period</b>	Employer elects either: 30 days, 60 days or 90 days
<b>Monthly Benefit</b>	66 2/3% of first \$7,500 of your predisability earnings reduced by deductible income
<b>Minimum/Maximum Benefit</b>	\$100 minimum/\$5,000 maximum before reduction by deductible income
<b>Maximum Benefit Period</b>	Up to your normal retirement age under the Social Security Act; if you become disabled after age 65, benefits are payable according to an age-based schedule.
Who pays the premium?	
You and your employer share the cost of LTD insurance, based on your contracted base annual salary. Visit <a href="https://nmipsiaonline.nmipsia.com/EROnline/PremiumCal/ViewPremiumCal">https://nmipsiaonline.nmipsia.com/EROnline/PremiumCal/ViewPremiumCal</a> to confirm monthly premiums.	
Definition of Disability	
As a result of physical disease, injury, pregnancy or mental disorder you are unable to perform with reasonable continuity the material duties of your occupation and suffer a loss of at least 20% of predisability earnings when working in your own occupation.	

# Added Long Term Disability Benefit Features

## Other Features and Services

- 24-hour coverage, including coverage for work-related disabilities
- Continuation of insurance during school breaks
- Assisted living benefit
- Assistance with Social Security benefits
- Assistance with tax payments
- Lifetime security benefit
- Reasonable accommodation expense benefit
- Rehabilitation plan provision
- Return to work incentive
- Survivors benefit
- Temporary recovery provision
- Waiver of premium while LTD benefits are payable



# NMPSIA.com Resources

Visit The Standard's Life and Disability page:  
<https://nmpsia.com/BenefitCarriers.html>

The screenshot shows the NMPSIA.com website. The header includes the New Mexico Public Schools Insurance Authority logo and name, along with navigation links for Home, About Us, Contact Us, Board Login, Facebook, and a phone number. A search bar is also present. The main navigation bar features links for NMPSIA, Employers, Employees, Online Access Login, 2020 Risk Invoice, FAQ, IPRA Request, and COVID-19 Update. The Employees link is highlighted with a green arrow. Below the navigation bar, the breadcrumb trail reads: Home / Employees / NMPSIA Insurance Benefits & Carriers. The main content area displays a list of NMPSIA Benefits Division Contacts, including Program Guide, 2020 Medical Plan Comparison Chart (Temp Draft), Benefit Insurance Carriers, and The Standard Life and Disability. The Benefit Insurance Carriers link is highlighted with a green arrow. The The Standard Life and Disability page is shown, featuring the The Standard logo and links for Life and Disability Certificates and Booklets, Claim Packets and Forms, and Helpful Information.

# Applying for Coverage – New Hire

The first step is to visit your employer's Benefits Office.

- You only have 31 days from your date of hire (first day actively at work) to enroll in Additional Life and/or LTD benefits.
- “Enroll” means that you complete, sign and date your EMPLOYEE ENROLLMENT APPLICATION\* and deliver it to the Benefits Office timely.



\* Employee may enroll online if allowed by your employer

# Applying for Coverage – New Hire

## EMPLOYEE ENROLLMENT APPLICATION

[https://nmipsia.com/pdfs/Enrollment\\_Application\\_2018-08-15.pdf](https://nmipsia.com/pdfs/Enrollment_Application_2018-08-15.pdf)

**New Mexico Public Schools Insurance Authority**  
**EMPLOYEE ENROLLMENT APPLICATION**  
 Eligibility Administrative Office (505) 988-4974 (800) 233-3164 FAX (505) 988-8943 **RESET FORM**

1 Social Security Number Name (Last, First, Middle) Date of Birth (mm/dd/yyyy)

Mailing Address City State Zip Code Home Phone Number

Marital Status ☐ S ☐ M Gender ☐ F ☐ M Preferred E-Mail Address By furnishing my e-mail address on this form, I am consenting to receive communications related to my participation in NMPSIA's benefit program by e-mail.  
☐ Check this box if you do not wish to receive plan communications by e-mail.

Work Phone Number Cell Phone Number

2 ENROLLMENT STATUS ☐ Employee Only ☐ 2-Party (Employee + Spouse or Child) ☐ Family (Employee + 2 or more)

3 ENROLLMENT Elect your coverage offered by your employer  
☒ BASIC LIFE: The Standard (Paid in full by employer. Complete Schedule A Beneficiary Form)

MEDICAL: ☐ Blue Cross Blue Shield of New Mexico ☐ Presbyterian ☐ Decline Medical. Reason for declining coverage:  
☐ High Option Plan (Default) ☐ High Option Plan (Default)  
☐ Low Option Plan ☐ Low Option Plan  
☐ EPO Option Plan

DENTAL: United Concordia ☐ High Option Plan (Default) ☐ Low Option Plan ☐ Decline Dental  
☐ Decline Vision (2 year enrollment required) ☐ Decline Vision

VISION: Davis Vision ☐ High Option Plan (Default) ☐ Low Option Plan ☐ Decline Vision

LONG TERM DISABILITY: The Standard ☐ Decline Long Term Disability

ADDITIONAL LIFE: The Standard Select: ☐ 1X ☐ 2X ☐ 3X Base Annual Salary ☐ Decline Employee Additional Life  
☐ Spouse Life ☐ Child Life ☐ Decline Dependent Life

4 DEPENDENT INFORMATION List all dependents you wish to enroll. Indicate an A (add) or N/A (not applicable) for all names listed below.  
 Please provide requested information for additional dependents on separate sheet if necessary.

Med	Dent	Vision	Advt Life	Dependent's Name (Last, First, Middle)	Social Security Number (REQUIRED)	Date of Birth (mm/dd/yyyy)	Gender	Dependent's Relationship to You	Proof of Marriage, Birth, or Court Order Attached
							<input type="checkbox"/> F <input type="checkbox"/> M		<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> F <input type="checkbox"/> M		<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> F <input type="checkbox"/> M		<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> F <input type="checkbox"/> M		<input type="checkbox"/> Yes <input type="checkbox"/> No

5 EMPLOYEE AUTHORIZATION STATEMENT  
 I hereby authorize my school district/employer to deduct from my earnings until further written notice, amounts equal to the contribution required of me based on the plan(s) herein enrolled. I hereby apply to the Authority for the coverage offered to myself and dependents shown above. I understand that services will be available subject to the exclusions, limitations and the conditions described on the Master Group Insurance Policies. I authorize any hospital, physician, or other health care provider to furnish to the Insurance Center such medical information as it may require for myself and my dependents. I authorize the Insurance Center to coordinate benefits and/or reimbursements with other health plans or insurance companies. Under penalties of perjury and insurance fraud, I declare that I have examined this application and supporting documentation, and to the best of my knowledge and belief, they are true, correct, and complete. Read reverse side before signing.

EMPLOYEE SIGNATURE DATE

RETURN THIS FORM TO YOUR EMPLOYEE BENEFITS OFFICE NO LATER THAN 31 DAYS FROM YOUR DATE OF HIRE

6 EMPLOYER CERTIFICATION ALL INFORMATION IN THIS SECTION IS REQUIRED TO DETERMINE ELIGIBILITY. PLEASE COMPLETE THIS SECTION THOROUGHLY. FORM MUST BE SIGNED BY EMPLOYER.  
 I attest that to the best of my knowledge this applicant is an employee of my district/entity (or meets the one-business owner definition) and works the minimum number of hours per week required for NMPSIA benefits.

Date of Hire	Base Annual Salary	# of hours worked weekly	Job Title	Check only if Variable Hour Employee	Last date Variable Hour Employees became eligible for medical only coverage	Date Received in Your Office
	\$			<input type="checkbox"/>		

BENEFITS SPECIALIST SIGNATURE DATE

Revised August 2018

Access NMPSIA Online Benefits System at [nmipsia.com](http://nmipsia.com) and click the Online Access Login button after you receive your NMPSIA Confirmation of Enrollment for Basic Life coverage

**New Mexico Public Schools Insurance Authority**  
 c/o Erisa Administrative Services, Inc. (505) 988-4974 or (800) 233-3164  
 P. O. Box 9054; Santa Fe, NM 87504-9054

**Confirmation of Enrollment**

Date EMPLOYER NAME EMPLOYEE FIRST & LAST NAME EMPLOYER ID#  
 MAILING ADDRESS HIPAA EE ID#  
 CITY STATE ZIP CODE

This Confirmation of Enrollment was generated for the following reason:  
 Your initial enrollment has been received. **Basic Life coverage is effective DATE.** You will receive a second confirmation notice once you apply & your enrollment is processed. Your beneficiary assignment is required. **You have 31 days from your date of hire (first day actively at work) to apply for all other lines of NMPSIA coverage (medical, dental, vision, LTD, & additional life) offered by your employer.** Please refer to the NMPSIA Program Guide at [nmipsia.com](http://nmipsia.com) for enrollment requirements.

You have the following coverages in effect:

Benefit	Medical	Dental	Vision	Long Term Disability	Additional Life	Spouse Life	Dependent Life	Basic Life
Coverage	Declined	Declined	Declined	Declined	Declined	Declined	Declined	The Standard \$ 80,000

Information regarding you and your family's eligibility for NMPSIA coverage:

ID	Name	Relationship	SSN	Sex	Birth Date	Eligible	Medical	Dental	Vision	LTD	Additional Information
10	EMPLOYEE FULL NAME	SELF	XXXXXXXXXX	X	MM/DD/YYYY	N	N	N	N	N	

**New Mexico Public Schools Insurance Authority**

NMPSIA Employers Employees **Online Access Login** 2020 Risk Invoice FAQ IPRA Request COVID-19 Update

I want to access...

NMPSIA Benefits Enrollment & Forms NMPSIA Benefit Premiums NMPSIA Insurance Benefits & Carriers

**New Mexico Public Schools Insurance Authority**

Sign In...

Employee Login You are an Employee.

Employer Login You are an Employer.

Manager Login You are a Manager.



# Applying for Coverage – Late Enrollment

For Additional Life or Long Term Disability that is declined or if you choose to enroll after the 31 day enrollment deadline, you need:

- A Change Card
- Evidence of Insurability (Medical History Statement)
- Approval by The Standard

This applies to requests for LTD coverage or Additional Life for yourself and Dependent Life coverage for your spouse.

**Note:** The late enrollment process is available anytime, but for faster decision turnaround, apply between January and August. *The annual Fall Open/Switch Enrollment is not the ideal time to apply.*



## What is evidence of insurability?

EOI is a statement or proof of a person's physical condition that is required to obtain certain types of insurance.

# Questions?

## Contact your employer's Benefits Office for:

- Coverage amounts
- Availability of benefits
- Required enrollment process

Thank you for joining us!

<https://nmmpsia.com/BenefitCarriers.html>

Benefit Insurance Carriers

The Standard Life and Disability





**Marianna Sandoval**





# DavisVision®

In all states except New York, Underwritten by HM Life Insurance Company, Pittsburgh, PA.



## Benefits Training for NMPSIA

2022

# NMPSIA Benefits

In-network benefits	Plan design
<b>Frequency – once every:</b>	<b>Premier</b>
Eye examination inclusive of dilation (when professionally indicated)	12 Months
Spectacle lenses	12 Months
Frame <sup>1</sup>	24 Months
Contact lens evaluation, fitting & follow-up care (in lieu of eyeglasses)	12 Months
Contact lenses (in lieu of eyeglasses)	12 Months
<b>Copayments</b>	
Eye examination	\$10
Spectacle lenses	\$15
Contact lens evaluation, fitting & follow-up care	\$0
<b>Eyeglass benefit - frame</b>	
<b>Frame allowance (retail):</b>	Up to \$100 or Up to \$150 at Visionworks <sup>2</sup> Plus a 20% discount on any overage <sup>3</sup>
<b>Davis Vision Exclusive Collection<sup>4</sup> (in lieu of allowance):</b>	
Fashion / Designer / Premier - member charge (if applicable)	\$0 / \$0 / \$0
<b>Eyeglass benefit - spectacle lenses<sup>5</sup></b>	<b>Member charges</b>
Clear plastic single-vision, lined bifocal, trifocal or lenticular lenses (any size or Rx)	Covered
Digital single vision (intermediate)	\$30
Tinting of plastic lenses (solid / gradient)	Covered
Scratch-resistant coating	Covered
Polycarbonate lenses (children <sup>6</sup> / adults)	\$0 / \$30
Ultraviolet coating	\$12
Blue light filtering	\$15
Anti-reflective (AR) coating (standard / premium / ultra / ultimate)	\$35 / \$48 / \$60 / \$85
Progressive lenses (standard / premium / ultra / ultimate)	\$50 / \$90 / \$140 / \$175
High-index lenses (1.67 / 1.74)	\$55 / \$120
Polarized lenses	\$75
Plastic photochromic lenses	\$65
<b>Scratch protection plan:</b> single vision / multifocal lenses	\$20 / \$40

**One-year  
eyeglass  
breakage  
warranty  
included**

# NMPSIA Benefits (cont.)

<b>Contact lens benefit</b> (in lieu of eyeglasses)			
<b>Contact lens: materials allowance</b>	Up to \$110 Plus a 15% discount on any overage <sup>3</sup>		
- Evaluation, fitting & follow-up care – standard & specialty lens types	15% Discount <sup>3</sup>		
<b>Exclusive Collection contact lenses<sup>4</sup> (in lieu of allowance):</b>			
Materials: disposable or planned replacement: up to	4 or 2 boxes		
- Evaluation, fitting & follow-up care	Covered		
<b>Visually required contact lenses</b> (with prior approval)			
- Materials, evaluation, fitting & follow-up care	Covered		
<b>Additional savings</b>			
Retinal imaging – member charge	\$39		
Additional pairs of eyeglasses	30% discount <sup>3</sup>		
<b>Out-of-network reimbursement schedule: up to</b>			
Eye examination: \$45	Single vision lenses: \$25	Trifocal lenses: \$55	Elective contact lenses: \$110
Frame: \$35	Bifocal/progressive lenses: \$40 <sup>7</sup>	Lenticular lenses: \$80	Visually required CL: \$210
<b>No provider in 20 mile radius out-of-network reimbursement schedule: up to</b>			
Eye examination: \$110	Single vision lenses: \$70	Trifocal lenses: \$145	Elective contact lenses: \$110
Frame: \$130	Bifocal/progressive lenses: \$105 <sup>7</sup>	Lenticular lenses: \$180	Visually required CL: \$1,000

<sup>1</sup> Safety or VDT glasses available in lieu of dress benefit.

<sup>2</sup> Enhanced frame allowance is available at all Visionworks locations nationwide.

<sup>3</sup> Additional discounts not applicable at Walmart, Sam's Club, or Costco locations or where limited by law or manufacturer restrictions.

<sup>4</sup> Collection is available at most participating independent provider offices. Collection is subject to change. Collection is inclusive of select torics and multifocals.

<sup>5</sup> Spectacle lens options may not be available at all locations.

<sup>6</sup> Polycarbonate lenses are covered for dependent children, monocular patients, and patients with prescriptions +/- 6.00 diopters or greater.

<sup>7</sup> Progressive lens reimbursement is in lieu of the bifocal lens reimbursement.

# NMPSIA Benefits (cont.)

- As we continue our efforts to develop in-network option in the Hobbs, NM area, we'll continue to make it as easy as possible for NMPSIA members in that area to receive care at the best value possible. Impacted members who can't or prefer not to travel to an in-network eye care professional can take advantage of enhanced out-of-network allowances as outlined in the table below.

Covered Items	New Mexico Public Schools
Exam	\$110.00
Frame	\$130.00
Single vision	\$70.00
Bifocal	\$105.00
Trifocal	\$145.00
Lenticular	\$180.00
Elective contacts	\$110.00
Visually required contacts	\$1,000.00

## ZIP codes impacted by the enhancement

- 88114
- 88213
- 88231
- 88240
- 88241
- 88242
- 88244
- 88252
- 88260
- 88262
- 88264
- 88265
- 88267

# The Exclusive Collection of Frames

Covered Frames for the Whole Family

- Here's what members get with the Exclusive Collection of Frames:
- Fully-covered frames available
- One-year warranty on broken eyewear (frames or lenses)
- Available at nearly 9,000 independent eye care professional offices nationwide



More than half  
our members  
choose from the  
Exclusive  
Collection when  
they can.<sup>1</sup>

1. Based on Davis Vision's book of business



# Covered Contact Lenses for Members

- Available to members in lieu of eyeglasses
- Plans allow for freedom of choice from a variety of contact lens brands

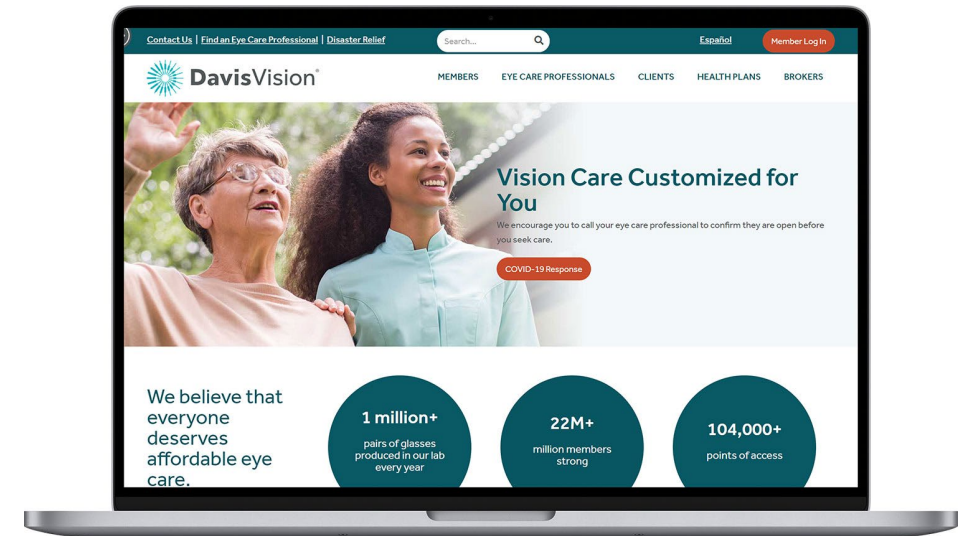
1-day Acuvue® Moist®  
Acuvue® 2  
Acuvue® Oasys®  
Biofinity®  
Biofinity® Toric

Clearsight™ 1-day  
Frequency® Aspheric  
Acuvue® Oasys® for Astigmatism  
Acuvue® Oasys® for Presbyopia



# Creating and Accessing Your Member Account

- Our website gives you quick access to your vision benefits information. Member account information is shared by all covered family dependents. Your member account includes useful tools allowing you to access your member ID card, find in-network eye care professionals, and view your list of benefits.
- **Step 1**
- From any page on davisvision.com, select “Member log in” from the navigation.
- **Step 2**
- If you have already set up your account, enter your username and password. Otherwise, click “Register new account.”
- **Step 3**
- From the member registration page, the primary policy holder can set up an account with their own username and password and have immediate access to the secure member area of the website.



# Have Questions?

We Have Answers!

- **Join Us Online**

**Visit: [davisvision.com/member](https://davisvision.com/member)**  
**Use your client code: 7129**

- Benefit summaries
- Eye care professional locator
- Explore the Exclusive Collection of frames
- Brief educational videos
- Frame try-on tool

- **Or, Give Us a Call**

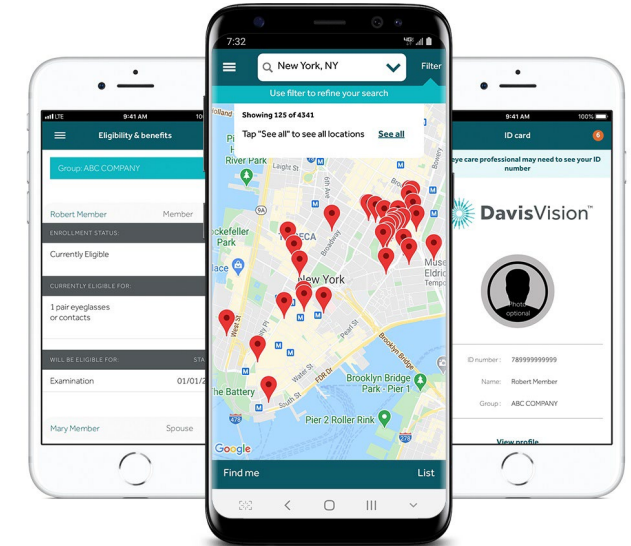
**1 (800) 999-5431**  
**Use your client code: 7129**

- Live U.S.-based support (Mountain Time):
  - Monday – Friday 6 a.m. – 9 p.m.
  - Saturday 7 a.m. – 2 p.m.
  - Sunday 10 a.m. – 2 p.m.
- Automated service available 24/7



# Full-Featured Mobile App and Portals

App Feature*	Davis Vision	Large National Carrier 1	Large National Carrier 2
Member ID card	✓	✓	✓
Benefit description and eligibility	✓	✓	✓
In-network eye care professional finder	✓	✓	✓
Tools for mobile use	✓		✓
Available for iOS and Android	✓		✓
Eye care professional search filters	✓	✓	
Integrated maps and directions	✓	✓	
LASIK professional finder	✓	✓	
Out-of-network claim submission	✓	✓	
Vision health resources	✓	✓	
Simple user interface and navigation	✓		
Badge alerts	✓		
Fingerprint login	✓		



Members can also access their account online.

\*Internal app observations (October, 2017)

# Eyewear Options for the Whole Family\*

Quality Vision Care at Cost-Effective Prices



With the Exclusive Collection of frames, members can receive fully-covered frames of up to \$195 in value.



Members can also have a \$100 allowance toward an ECP-supplied frame.



If shopping at Visionworks, members can receive a larger frame allowance of \$150 versus \$100.



Members can buy eyewear online from [Befitting.com](https://www.befitting.com), [Glasses.com](https://www.glasses.com), [Visionworks.com](https://www.visionworks.com), and 1-800 Contacts.

\*Actual costs and benefits may vary with plan design. Example is for illustrative purposes only.

# Online Retailers

Bringing an Online Retail Experience and a Wide Product Selection

## 1800 contacts®

1-800 Contacts is one of the most recognized online contact lens retailers in the industry. They have an established reputation for their customer service, backed by an industry-leading Net Promoter Score of 76.



Befitting.com has artificial intelligence-driven tools to find the perfect pair of eyeglasses with personalized, curated recommendations. Shop for single and progressive lenses, prescription sunglasses, and advanced blue light blocking lenses. Free shipping and returns are also included.

## GLASSES.COM

Glasses.com is one of the most trusted online stores for popular eyewear brands, including prescription glasses and sunglasses.



Look up your benefits and see the savings on thousands of different frames and contact lenses as you shop.



# Wrapping It All Up



Accidents happen, and we have them covered. All glasses covered by a plan come with a free one-year breakage warranty.



Get discounted LASIK procedures through QualSight and discounted hearing aids through Your Hearing Network.



50% off 2<sup>nd</sup> pair of glasses at Visionworks, 30% off 2<sup>nd</sup> pair at another in-network location or an enhanced Visionworks allowance<sup>1</sup>.



Order eyewear from the comfort of anywhere with online retailers including Glasses.com, 1-800 Contacts, and Visionworks.

## Member Support Options

### Online

Website: [davisvision.com/member](https://davisvision.com/member)  
Client code: 7129

### Phone

Number: 1 (800) 999-5431  
Client code: 7129

### Online Features

- Benefit summaries
- Eye care professional locator
- Explore the Exclusive Collection of frames
- Brief educational videos
- Frame try-on tool

### Hours of Operation

- Live U.S.-based support (Mountain Time):
  - Monday – Friday 6 a.m. – 9 p.m.
  - Saturday 7 a.m. – 2 p.m.
  - Sunday 10 a.m. – 2 p.m.
- Automated service available 24/7



# **VersantHealth<sup>®</sup>**

**bringing you DavisVision<sup>®</sup>**

Davis Vision coverage is underwritten by HM Life Insurance Company, Pittsburgh, PA, under policy form series HMP 902-VIS or similar. The coverage or service requested may not be available in all states and is subject to individual state approval.

© 2022 Versant Health Holdco, Inc. ("Versant Health"). All rights reserved. Davis Vision<sup>®</sup> is a Versant Health company. Davis Vision is a registered trademark of Versant Health Holdco, Inc.

# Take a Break

## See you in 5 Minutes



## Survey Results

# Where is it and What do you know?

Locate the “SUNGLASS” EMOJI somewhere in the EMPLOYER’S or EMPLOYEE’S tab- Insurance Benefit’s Carriers. Where is it?

NMPSIA Program Guide 🕶️

# Employer Eligibility and Enrollment

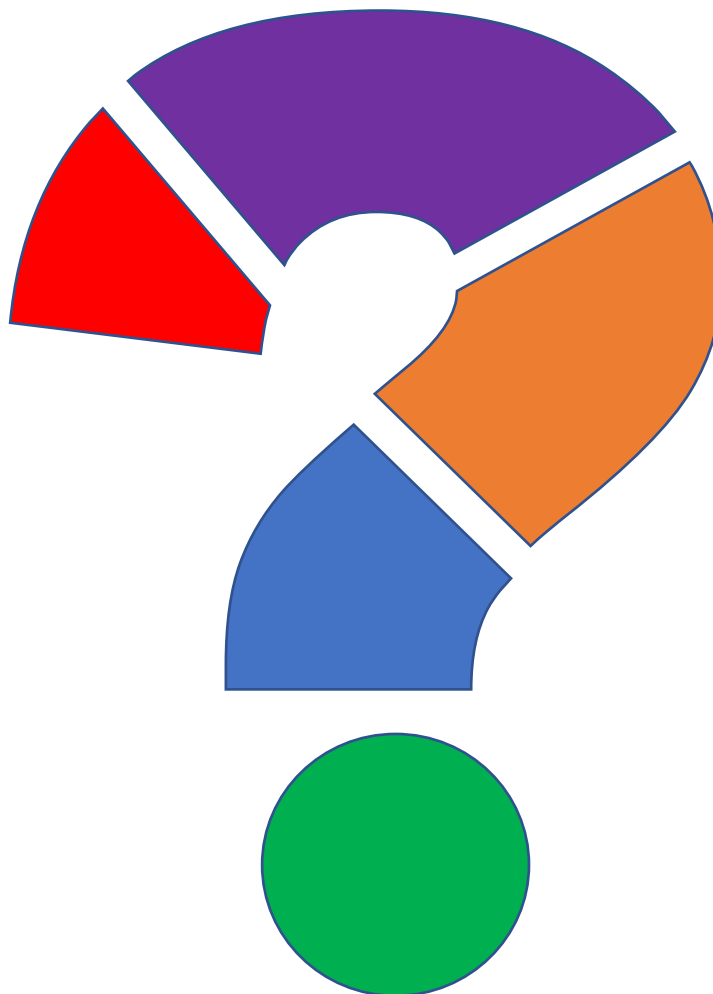
## Common Questions and Challenges

**Kathy Payanes**  
**Accounts Manager**



# Let's test your knowledge

**How well do  
you know the  
NMPSIA  
Website?**







NMPSIA - Benefits Enrollment & Forms

NMPSIA - Insurance Benefits & Carriers

NMPSIA - Wellness

NMPSIA - Benefit Premiums

NMPSIA - Vital Program Information

NMPSIA - Open/Switch Enrollment

NMPSIA - Monthly Topic Trainings

# New Mexico Insurance Authority

are Plans Transparency in Coverage



New Mexico  
Public Schools  
Insurance  
Authority

Which topic under the Employers tab  
was circled in red?

**Answer:**

**Vital Program Information**



Erisa Administrative Services, Inc.



NMPSIA - Benefits Enrollment & Forms

NMPSIA - Insurance Benefits & Carriers

NMPSIA - Wellness

NMPSIA - Benefit Premiums

NMPSIA - Vital Program Information

NMPSIA - Open/Switch Enrollment

NMPSIA - Monthly Topic Trainings

# New Mexico Insurance Authority

Plans Transparency in Coverage



New Mexico  
Public Schools  
Insurance  
Authority

Where can you find information on  
Hypertension under the Employer's tab?

**Answer:**

**NMPSIA Wellness or  
Insurance Benefits and Carriers**



Erisa Administrative Services, Inc.



New Mexico  
Public Schools  
Insurance Authority

NMPSIA ▾ EMPLOYERS ▾ EMPLOYEES ▾ Online Access Login

NMPSIA - Benefits Enrollment & Forms

NMPSIA - Insurance Benefits & Carriers

NMPSIA - Wellness

NMPSIA - Benefit Premiums

NMPSIA - Vital Program Information

NMPSIA - Open/Switch Enrollment

NMPSIA - Monthly Topic Trainings

NMPSIA Associated Carriers and  
Consultants

Important Documents and Forms +

NMPSIA Annual Trainings +

NMPSIA Statistical Reporting

Risk Division

NMPSIA Participating Employer Contact  
Database

Add Employer Domestic Partner  
Coverage +

NMPSIA Monthly Topic Trainings

Welcome to NMPSIA Risk Division

Annual Risk Premium Invoice

NMPSIA Participating Employer Contact  
Database

Insurance Division +

Safety, Risk Management, & Loss  
Control Division +

Student Accident Insurance

Claims +

General Liability Investigations

Training +

Risk Newsletters +

NMPSIA Campaigns +

Risk-Related Reference Materials +

Driving Monitoring Services

Risk FAQs

# Where can you access Risk Newsletters?

**Answer:**

**Employer Tab**

**Vital Program Information”**

**Risk Division**





New Mexico  
Public Schools  
Insurance Authority

NMPSIA

EMPLOYERS

NMPSIA - The Authority

NMPSIA - Benefits Division

NMPSIA - Risk Division

NMPSIA - Wellness

Cybersecurity Alert

NMPSIA Organization Chart

NMPSIA Board Members

NMPSIA Board Meeting Minutes +

NMPSIA Annual Audit Reports

NMPSIA State Statutes

NMPSIA Rules and Regulations

NMPSIA Associated Carriers and  
Consultants

NMPSIA Participating Employer Contact  
Database

NMPSIA Active Procurements

NMPSIA Annual Benefits Trainings +

NMPSIA Statistical Reporting

NMPSIA IPRA Request

NMPSIA Monthly Topic Trainings



New Mexico  
Public Schools  
Insurance Authority

NMPSIA

EMPLOYERS

EMPLOYEES

Online

NMPSIA - Benefits Enrollment & Forms

NMPSIA - Insurance Benefits & Carriers

NMPSIA - Wellness

NMPSIA - Benefit Premiums

NMPSIA - Vital Program Information

NMPSIA - Open/Switch Enrollment

NMPSIA - Monthly Topic Trainings

NMPSIA Associated Carriers and  
Consultants

Important Documents and Forms +

NMPSIA Annual Trainings +

NMPSIA Statistical Reporting

Risk Division

NMPSIA Participating Employer Contact  
Database

Add Employer Domestic Partner  
Coverage +

NMPSIA Monthly Topic Trainings

Happening Now





# Where can you find the NMPSIA Annual Trainings?

**Answer:**

**NMPSIA-The Authority**  
**EMPLOYERS- Program Information**

# Welcome to the New Mexico Public Schools Insurance Authority

 [Happening Now](#)

 [Program Guide](#)

 [Compare Plans](#)

 [Transparency in Coverage](#)

How many people are in the hot air balloon on the website landing page?

**Answer:**

**THREE (3)**

# Let's test your knowledge

## Employer Common Questions & Challenges Poll



**Who should a beneficiary call to check on a death claim?**

- A. NMPSIA**
- B. The Employer**
- C. The Standard**
- D. Erisa**

**An Employee wants to update their Beneficiary Assignment, how can this be done?**

- A. With their Employer Benefits Representative**
- B. On the NMPSIA Employee Online Benefits System**
- C. With an Erisa Benefits Representative**
- D. A and B**
- E. A and C**

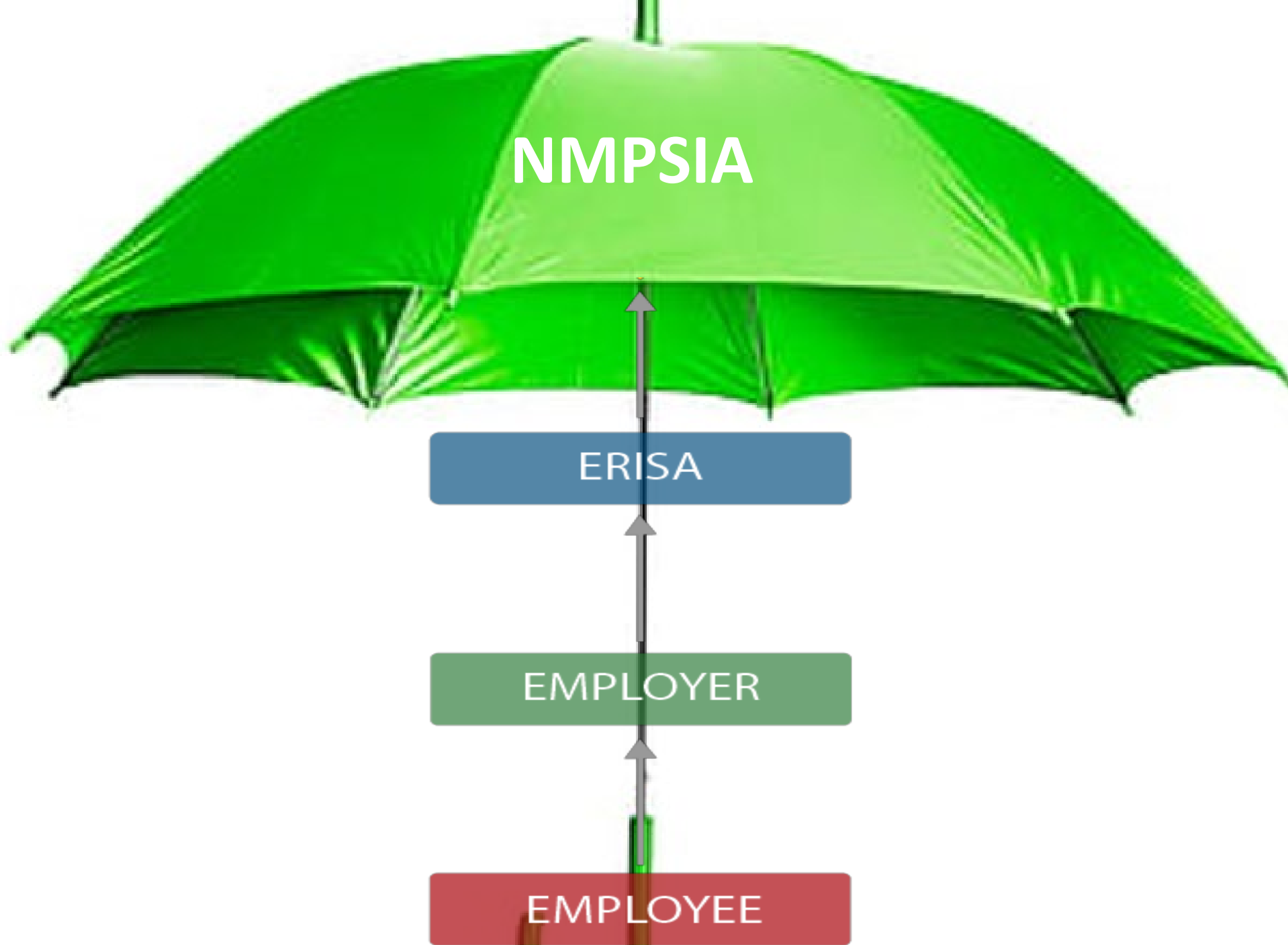


**An Employee wants to compare benefits between the 3 medical plans, where can this information be found on the website?**

- A. NMPSIA Benefit Premiums**
- B. NMPSIA 2022 Medical Side by Side Comparison**
- C. NMPSIA Insurance Benefits & Carriers**
- D. NMPSIA Program Guide**
- E. B, C and D**

**Where can an Employee find Gym Membership information on the NMPSIA website?**

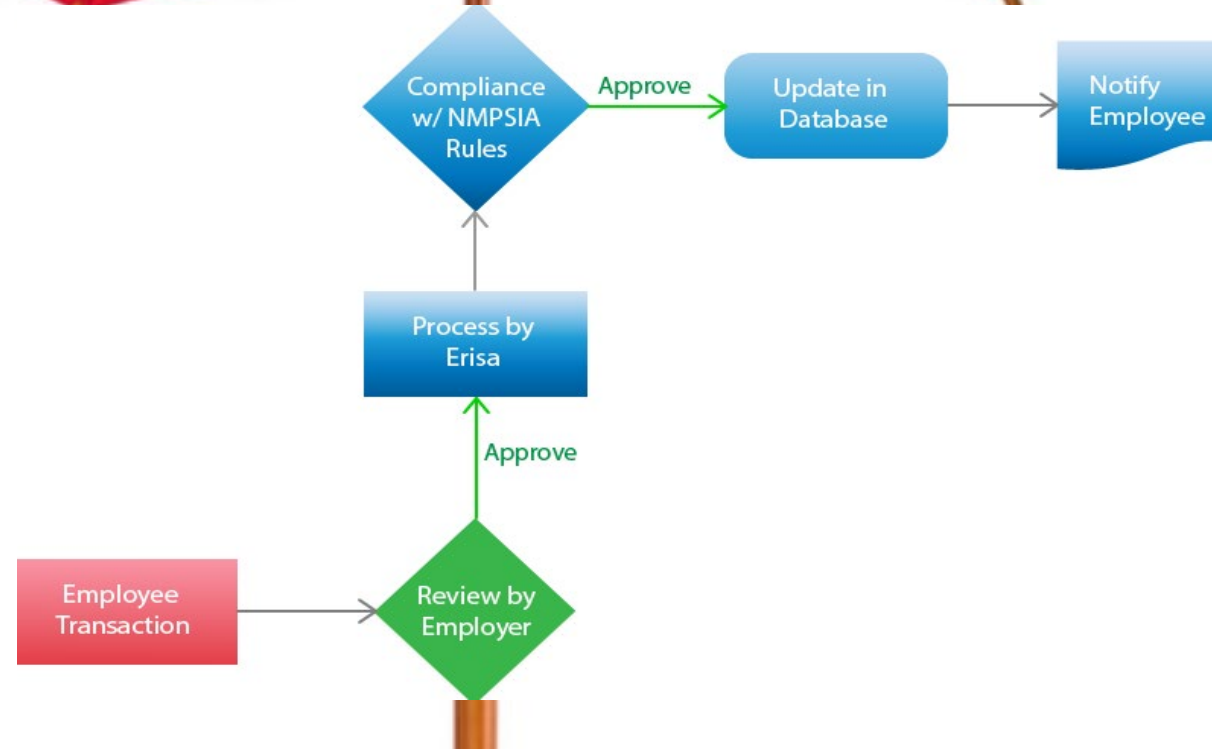
- A. NMPSIA Wellness**
- B. Employers Wellness**
- C. Employee Wellness**
- D. All of the above**





New Mexico  
Public Schools  
Insurance  
Authority

# Employee Online Benefits Enrollment Process

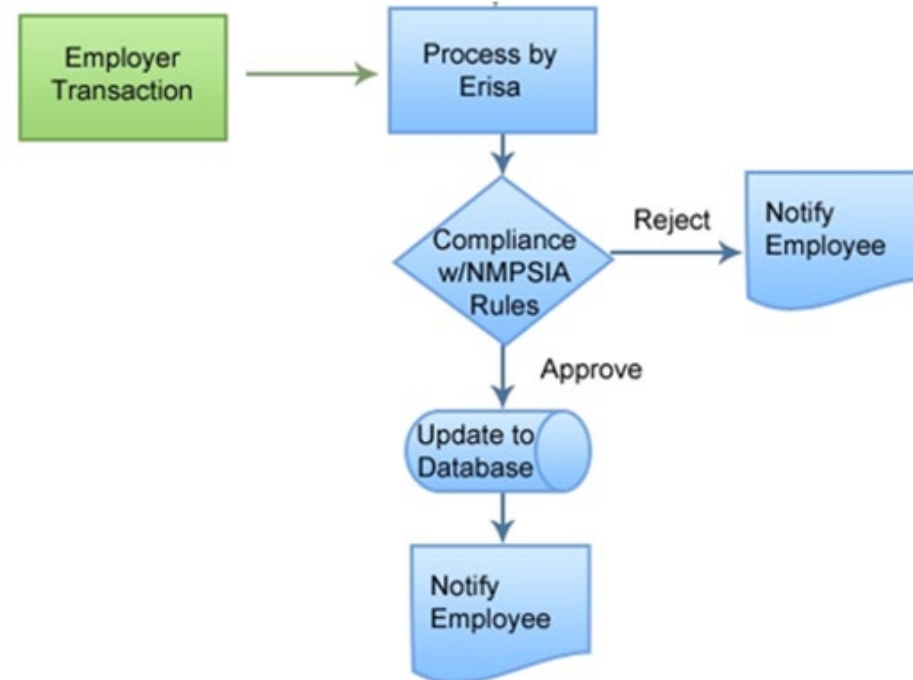


Erisa Administrative Services, Inc.



New Mexico  
Public Schools  
Insurance  
Authority

# Employer Benefits Enrollment



**EASI**

Erisa Administrative Services, Inc.

# Employer Benefits Representatives contacting NMPSIA prior to Erisa applying rules

Schools should not contact NMPSIA/Erisa acting on behalf of a Member/Employee.



# Review NMPSIA Rules

- Active Eligible School Board Members
  - Late Reporting
  - Insurance Fraud

# School Board Members

## NMPSIA Rule 6.50.1.7:Q NMAC

**Q. “Eligible participating entity board member, entity governing body member or authority board member”** means an active participating entity board member, entity governing body member or authority board member whose entity is currently participating in the authority employee benefits coverages or who is eligible as an active authority board member or as an eligible retiree (Subsection R of 6.50.1.7 NMAC).

**This is not optional. It is a requirement to offer coverage to anyone who meets the eligibility criteria.**



# Active Eligible Board Member Enrollment Process

Must enroll for benefits within 31  
days from being sworn into office



# Board Member Enrollment Application

[https://nmpsia.com/pdfs/Board\\_Member\\_Enrollment\\_Application\\_2020-09.pdf](https://nmpsia.com/pdfs/Board_Member_Enrollment_Application_2020-09.pdf)

New Mexico Public Schools Insurance Authority						RESET FORM
<b>ACTIVELY SERVING BOARD MEMBER ENROLLMENT APPLICATION</b> Eligibility Administrative Office (505) 988-4974 (800) 233-3164 FAX (505) 988-8943					Effective Date of Coverage (in mm/dd/yyyy format)	
<b>1</b>						
Social Security Number		Name (Last, First, Middle)		Date of Birth (mm/dd/yyyy)		
Mailing Address			City	State	Zip Code	
Marital Status <input type="checkbox"/> S <input type="checkbox"/> M		Gender <input type="checkbox"/> F <input type="checkbox"/> M	School District/Educational Entity you represent		Date of Oath of Office (mm/dd/yyyy)	
E-Mail Address		By furnishing my e-mail address on this form, I am consenting to receive communications related to my participation in NMPsIA's benefit program by e-mail. <input type="checkbox"/> Check this box if you do not wish to receive plan communications by e-mail.			Date Current Term Expires (mm/dd/yyyy)	
<b>2 ENROLLMENT STATUS</b>						
<input type="checkbox"/> Board Member Only <input type="checkbox"/> 2-Party (Board Member + Spouse or Child) <input type="checkbox"/> Family (Board Member + 2 or more) Be sure to complete dependent information in Box 4						
<b>3 ENROLLMENT</b> Elect your coverage offered by the district/entity you represent						
MEDICAL: <input type="checkbox"/> Blue Cross Blue Shield of NM <input type="checkbox"/> Cigna <input type="checkbox"/> Presbyterian <input type="checkbox"/> Decline Medical. Reason for declining coverage: _____ Select One <input type="checkbox"/> High Option (default) <input type="checkbox"/> High Option (default) <input type="checkbox"/> High Option (default) <input type="checkbox"/> High Option (default) <input type="checkbox"/> Low Option <input type="checkbox"/> Low Option <input type="checkbox"/> Low Option <input type="checkbox"/> Low Option <input type="checkbox"/> Exclusive Provider Option (EPO)						
DENTAL: <input type="checkbox"/> Delta Dental <input type="checkbox"/> United Concordia <input type="checkbox"/> Decline Dental Coverage <input type="checkbox"/> High Option (default) <input type="checkbox"/> High Option (default) <input type="checkbox"/> Low Option <input type="checkbox"/> Low Option						
VISION: <input type="checkbox"/> Davis Vision (2 year enrollment required) <input type="checkbox"/> Decline Vision						
ADDITIONAL LIFE: <input type="checkbox"/> The Standard (Complete Schedule A Beneficiary Form) <input type="checkbox"/> Decline Employee Additional Life You may enroll for the amount of basic life coverage carried by the district/entity you represent. Check below for spouse and/or child life coverage <input type="checkbox"/> Spouse (50% of member coverage) <input type="checkbox"/> Child (\$5,000 per child) <input type="checkbox"/> Decline Dependent Life						
<b>4 DEPENDENT INFORMATION</b>		Social Security Number (REQUIRED)	Date of Birth (mm/dd/yyyy)	Gender	Dependent's Relationship to You	
Dependent's Name (Last, First, Middle)				<input type="checkbox"/> F <input type="checkbox"/> M	Proof of Marriage, Birth, or Court Order Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>5 METHOD OF PAYMENT</b>						
Your first payment must accompany your enrollment form. Make check or money order payable to NMPsIA and mail to the following address: NMPsIA Eligibility Administrative Office; P. O. Box 9054; Santa Fe, NM 87504-9054. Once enrolled you will be asked to make a Method of Payment Election to choose to pay monthly by Bank Draft from your bank account, pay for 6 months in advance, or pay for 12 months in advance.						
<b>6 BOARD MEMBER AUTHORIZATION STATEMENT</b>						
I hereby apply to the Authority for the coverage offered to myself and dependents shown above. I understand that services will be available subject to the exclusions, limitations, and the conditions described in the Master Group Insurance Policies. I authorize any hospital, physician, or other health care provider to furnish (when applicable) to the Insurance Carrier such medical information as it may require for myself and my dependents. I authorize the Insurance Carrier to coordinate benefits and/or reimbursements with other health plans or insurance companies. Under penalties of perjury and insurance fraud, I declare that I have examined this application and supporting documentation, and to the best of my knowledge and belief, they are true, correct, and complete. <b>Read reverse side before signing.</b>						
BOARD MEMBER SIGNATURE _____			DATE _____			
Please note: You will be eligible for coverage <u>until the last day of the month your term of office expires</u> . Please contact the NMPsIA Eligibility Administrative Office at (800) 233-3164, or at the address listed below when your term of office expires.						
RETURN THIS FORM TO: NMPsIA Eligibility Administrative Office; P. O. Box 9054; Santa Fe, NM 87504-9054						

# Review Timely Reporting

## NMPSIA Rule 6.50.10.12 NMAC

6.50.10.12 **REPORTING REQUIREMENT:** Authority insurance providers depend on **timely reporting** of dismissals, resignations, change in status, reports of new employees and eligible dependents and those dropping coverages. **The only source of this information is from the participating entity.** Participating entities shall report this information on or before the 15th day following notification from the employee of the event. *In the event they fail to so timely report, the responsible participating entity shall be liable for any losses an eligible employee or dependent may incur as a result of the failure to timely report.*  
[6.50.10.12 NMAC - N, 09/01/2014]

# Timely Reporting Bill Reconciliation

When Employee enrollment requests are not sent timely to Erisa and/or are incomplete, Erisa is unable to process the transaction for the next month's bill

- Submit employee requests timely
- Submit “complete” employee requests
- Respond to Erisa employee enrollment inquiries
- Review Confirmation notices daily
- Review the employee electronic enrollment record under the Online Inquiry view

# Consequences of Late Reporting

- No retroactive or termination dates
- Delayed effective dates
- Delays or no access to benefit coverage
- Waiting for the next Open/Switch Enrollment for the following January 1<sup>st</sup>
- Require satisfactory evidence of insurability for LTD, ADL or SPLF coverage
- Employer and/or NMPSIA will not refund a premium
- Not eligible for COBRA continuation
- Ineligible claim overpayments may be collected from the employee

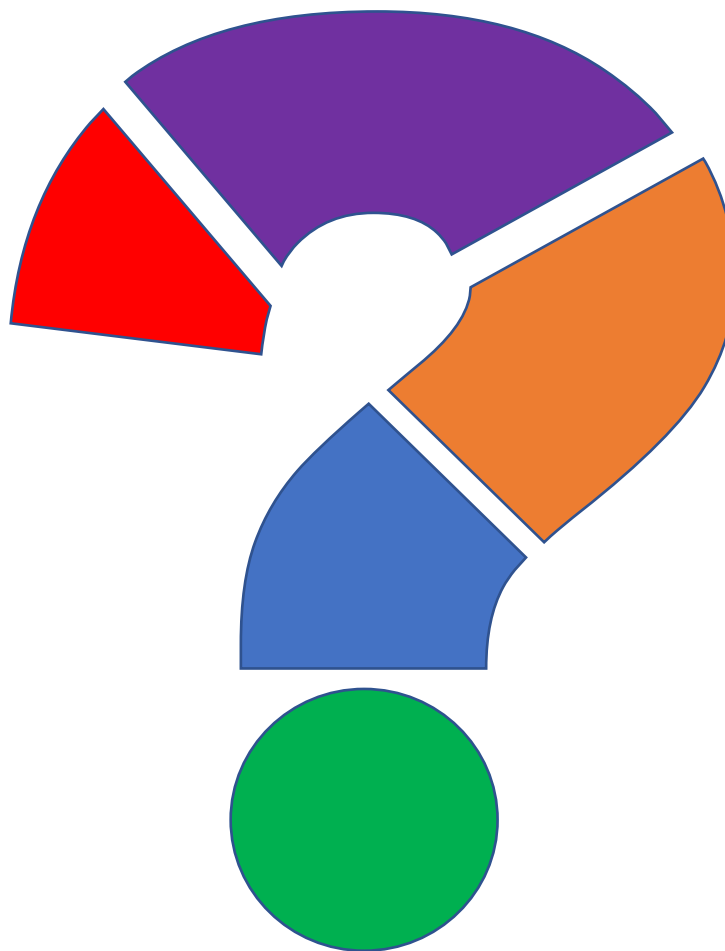


# Insurance Fraud

Under NMPSIA Rules and Regulations, anyone who knowingly makes any false or fraudulent statement or representation shall forfeit all employee and dependent rights to coverage or benefits. In the event of prohibited actions by an official or employee of a participating school or other educational entity, the employer shall take the appropriate disciplinary action against the offending official or employee. If such appropriate disciplinary action is not taken, NMPSIA reserves the right to terminate coverage for the participating school, charter or other education entity. (*Federal and State Insurance Laws Will Apply*)

# Where do you find Information?

**Locating Resources  
and Toolkits  
to Better Support  
your Employees**



# Resources Toolkit

- Employer's Local Policies
- Monthly Topic Trainings
- NMPSIA Website and Program Guide
- Benefit Carriers
- Erisa Staff Resources





New Mexico  
Public Schools  
Insurance  
Authority

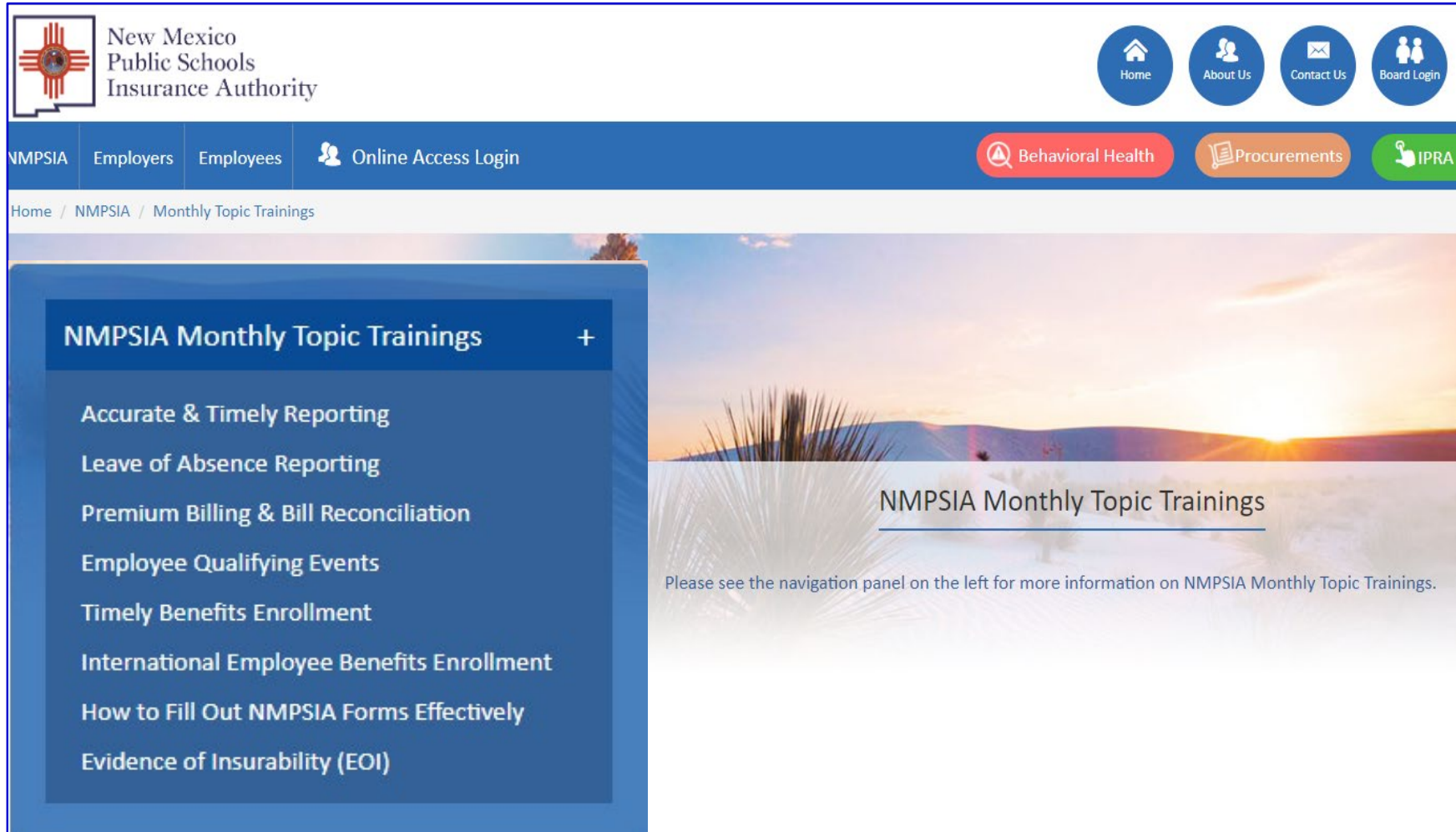
## Employer's Loal Policies



Erisa Administrative Services, Inc.

# NMPSIA Monthly Topic Trainings

<https://nmpsia.com/MonthlyTopicTrainings.html>



The screenshot shows the NMPSIA website interface. At the top left is the New Mexico Public Schools Insurance Authority logo. To the right are navigation buttons: Home, About Us, Contact Us, and Board Login. Below these is a blue navigation bar with links for NMPSIA, Employers, Employees, and Online Access Login. On the right side of this bar are buttons for Behavioral Health, Procurements, and IPRA. The main content area has a breadcrumb trail: Home / NMPSIA / Monthly Topic Trainings. A large blue sidebar on the left is titled "NMPSIA Monthly Topic Trainings" with a plus icon. It lists the following topics: Accurate & Timely Reporting, Leave of Absence Reporting, Premium Billing & Bill Reconciliation, Employee Qualifying Events, Timely Benefits Enrollment, International Employee Benefits Enrollment, How to Fill Out NMPSIA Forms Effectively, and Evidence of Insurability (EOI). The main content area on the right features a sunset background image and the title "NMPSIA Monthly Topic Trainings" underlined. Below the title, it says: "Please see the navigation panel on the left for more information on NMPSIA Monthly Topic Trainings."



# NMPSIA Website and Program Guide

<https://nmpsia.com/>

<https://nmpsia.com/programGuide.html>



**NEW MEXICO  
PUBLIC SCHOOLS  
INSURANCE AUTHORITY**



**PROGRAM GUIDE • JULY 2021**





**New Mexico  
Public Schools  
Insurance  
Authority**



**BlueCross BlueShield  
of New Mexico**

**DELTA DENTAL**



**EASI**

Erisa Administrative Services, Inc.

# NMPSIA Benefits Carriers

MEDICAL			
Carrier	Group Number	Customer Service	Website Address
BlueCross BlueShield of New Mexico	N05501 – High N05502 – Low 213895 – EPO	1.888.966.7742	<a href="https://www.bcbsnm.com/nmpsia">https://www.bcbsnm.com/nmpsia</a>
Video Visits: <a href="https://mdlive.com/NMPSIA">mdlive.com/NMPSIA</a> (or visit <a href="https://www.bcbsnm.com">bcbsnm.com</a> ; log in as a member to locate the link)			
Cigna	3343552	1.800.244.6224	<a href="https://connections.cigna.com/newmexico/">https://connections.cigna.com/newmexico/</a>
Video Visits: visit <a href="https://myCigna.com">myCigna.com</a> for appointment via MDLIVE			
<b>PRESBYTERIAN</b> Health Plan, Inc.	A0000035	1.888.275.7737	<a href="https://www.phs.org/health-plans/employer-plans/Pages/new-mexico-public-schools-insurance-authority.aspx">https://www.phs.org/health-plans/employer-plans/Pages/new-mexico-public-schools-insurance-authority.aspx</a>
Video Visits: visit <a href="https://www.phs.org">phs.org</a> and click on "Login to MyPres" to locate link			
PRESCRIPTION DRUGS			
<b>CVS caremark</b>	Effective July 1, 2022	1.800.552.8159	<a href="https://www.caremark.com/">https://www.caremark.com/</a>
DENTAL			
<b>DELTA DENTAL</b>	8564 – Low 8565 – High	1.877.395.9420	<a href="https://www.deltadentalnm.com/">https://www.deltadentalnm.com/</a>
<b>UNITED CONCORDIA DENTAL</b> <small>Restoring Smiles. Transforming Lives.</small>	812022 (refer to ID card or subgroup #)	1.888.898.0370	<a href="https://www.unitedconcordia.com/home">https://www.unitedconcordia.com/home</a>
VISION			
<b>DavisVision</b>	7129	1.800.999.5431	<a href="https://www.davisvision.com/member">https://www.davisvision.com/member</a>
LIFE AND DISABILITY			
<b>TheStandard</b>	645549	1.888.609.9763 Ext. 0957	<a href="https://nmpsia.com/TheStandard.html">https://nmpsia.com/TheStandard.html</a>

**PRESBYTERIAN**  
Health Plan, Inc.

**UNITED CONCORDIA<sup>®</sup>**  
DENTAL



**CVS caremark**





# Erisa Administrative Services

**Jackie Martinez**

Benefits Representative

[jmartinez@easitpa.com](mailto:jmartinez@easitpa.com)

**Kathy Payanes**

Account Manager

[kpayanes@easitpa.com](mailto:kpayanes@easitpa.com)

**Chere Garcia**

Benefits Representative

[cgarcia@easitpa.com](mailto:cgarcia@easitpa.com)

**Robin Essington-Aragon**

Receptionist

[receptionist@easitpa.com](mailto:receptionist@easitpa.com)

**Juliet Baca**

Benefits Representative

[jbaca@easitpa.com](mailto:jbaca@easitpa.com)

**Michaela Chavez**

Benefits Representative

[mchavez@easitpa.com](mailto:mchavez@easitpa.com)

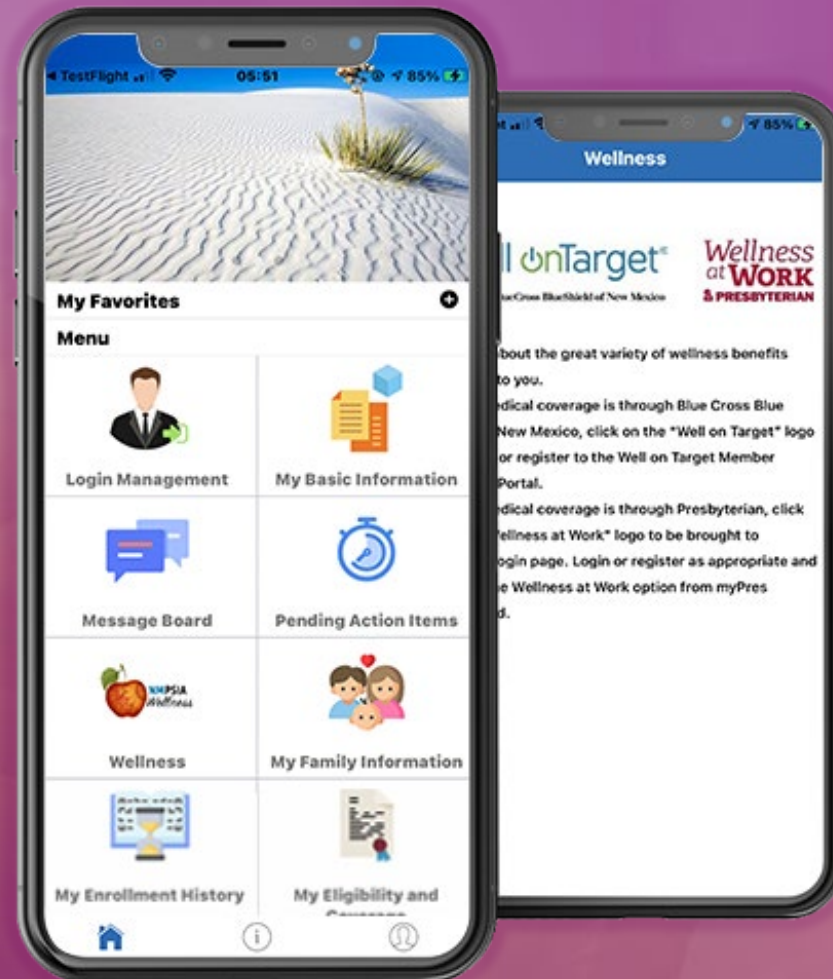


**Erisa Administrative Services, Inc.**

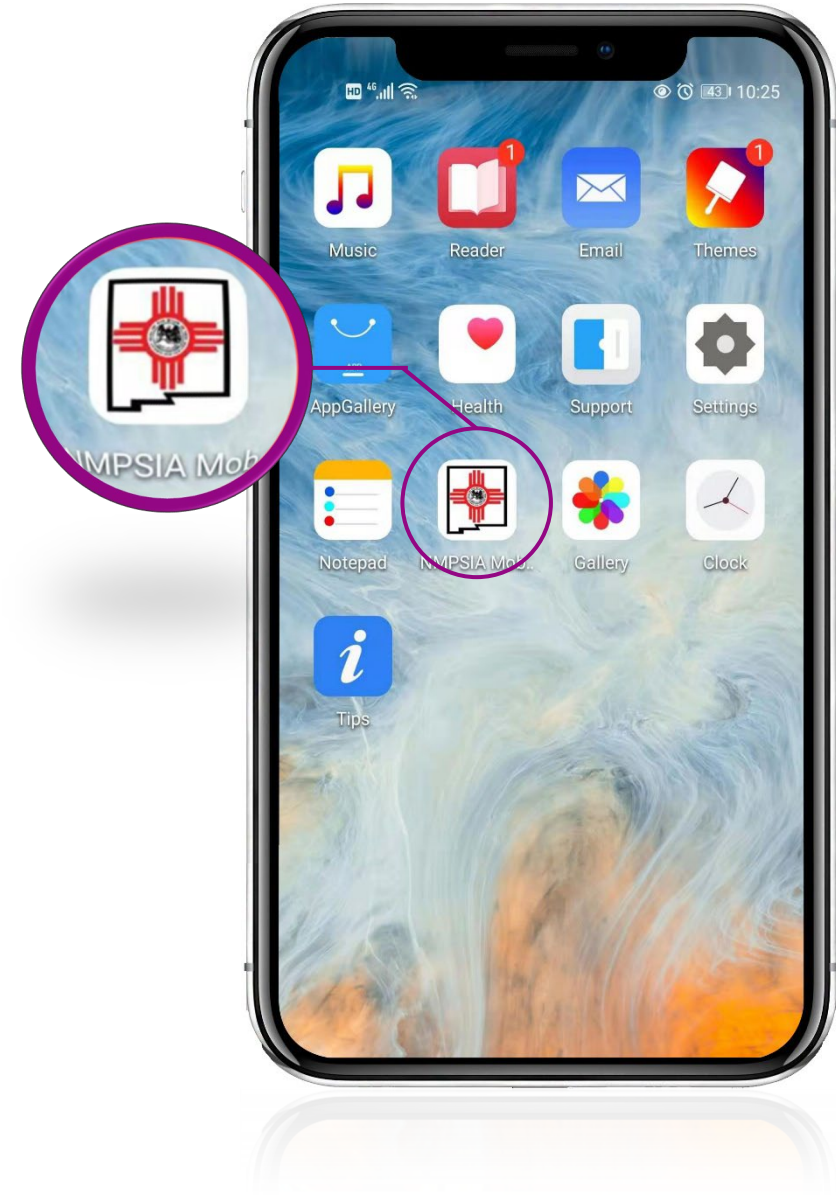
**Santa Fe: (505) 988-4974 | Toll Free: (800) 233-3164, Option 1**

# NMPSIA Mobile

Emma Reed

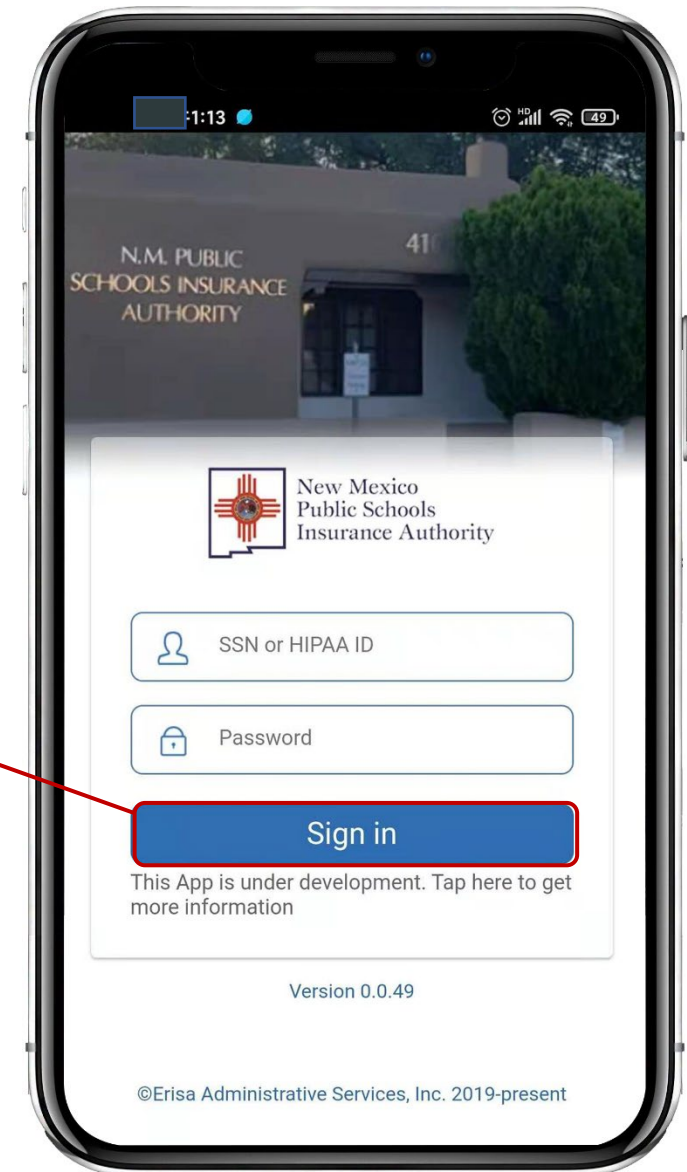


Once you have installed the Mobile Application on your mobile device, you will see the NMPSIA Mobile icon on your screen.



When you tap on the icon, you will be given a log-in screen.

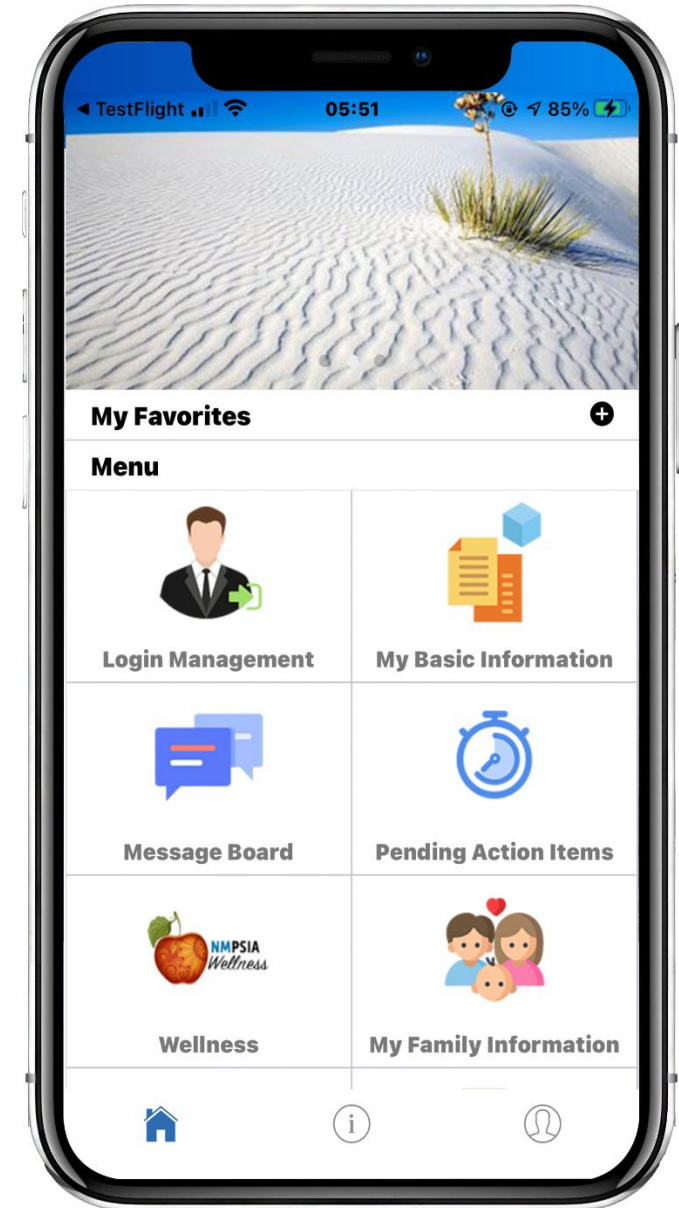
The user has to submit the proper credentials in order to log in.



Once logged in, you will see the menus giving the functions available within this application.

The first display offers:

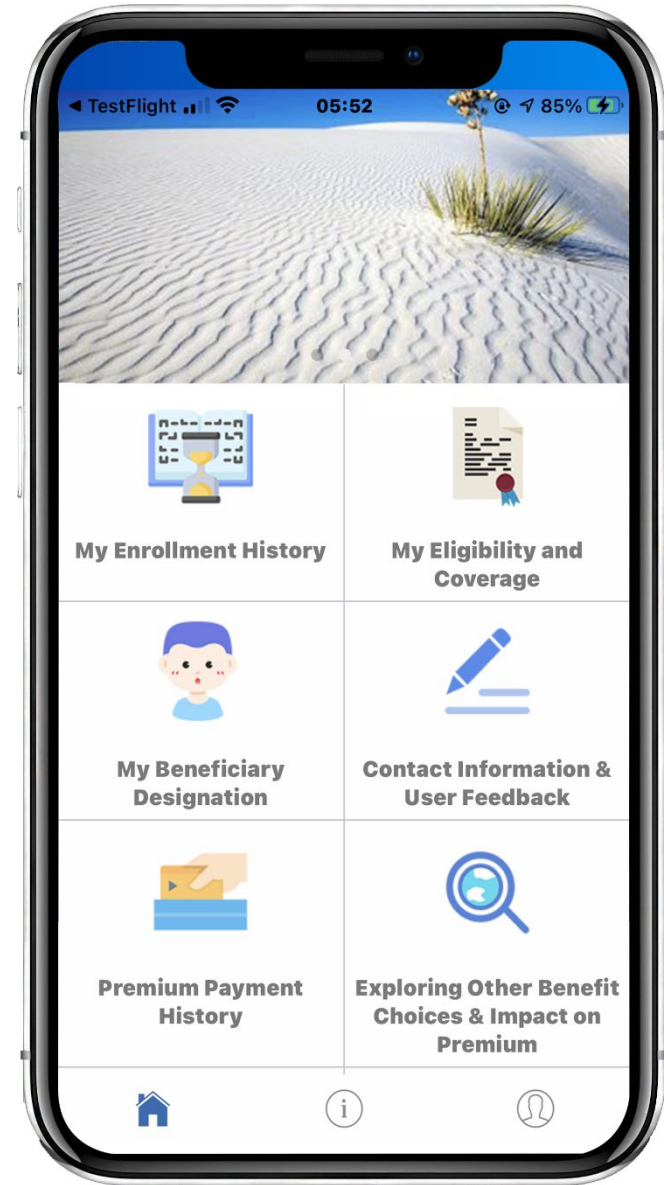
- Login Management
- My Basic Information
- Message Board
- Pending Action Items
- Wellness
- My Family Information





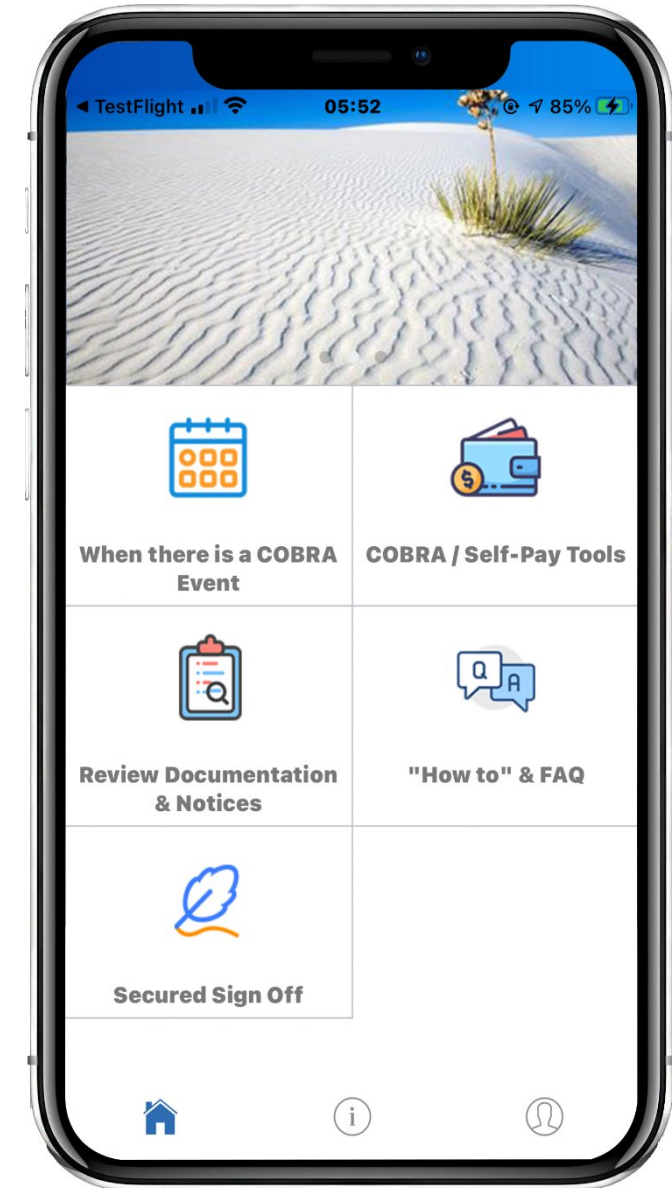
Still on the Menu Screen, the additional display offers:

- My Enrollment History
- My Eligibility and Coverage
- My Beneficiary Designation
- Contact Information & User Feedback
- Premium Payment History
- Exploring Other Benefit Choices & Impact on Premium



Still on the Menu Screen, the additional display offers:

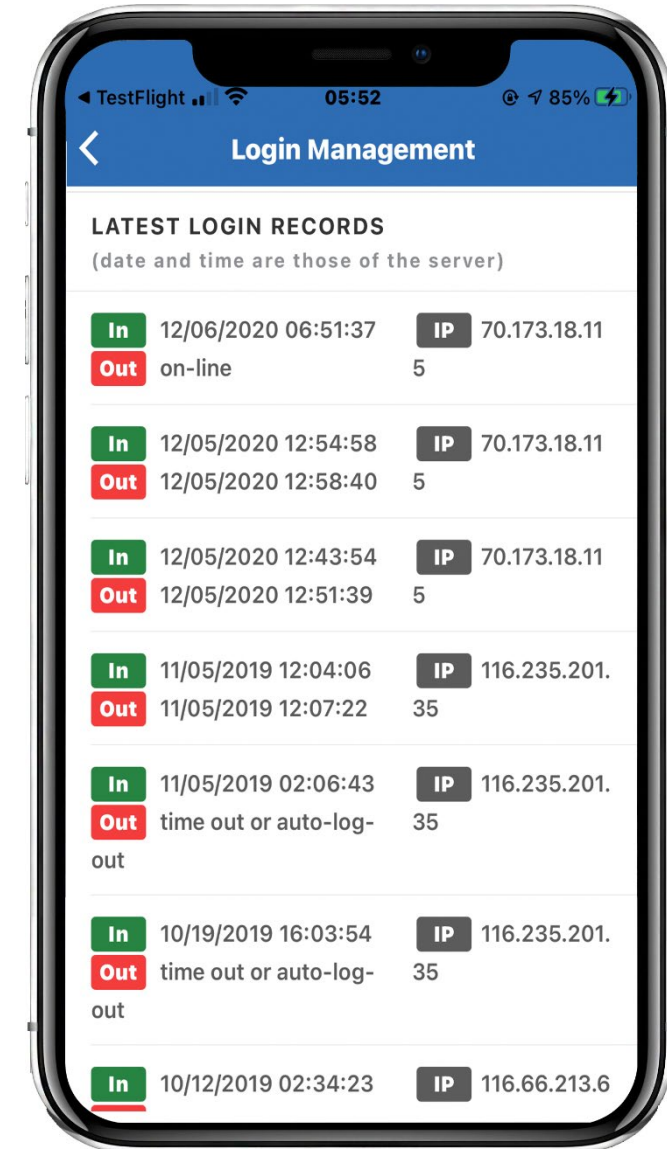
- When there is a COBRA Event
- COBRA/Self-Pay Tools
- Review Documentation & Notices
- “How to” FAQ
- Secured Sign Off





## Login Management

Our system maintains complete records of time and location of each log in and log out. Displayed is a report of the usage history.

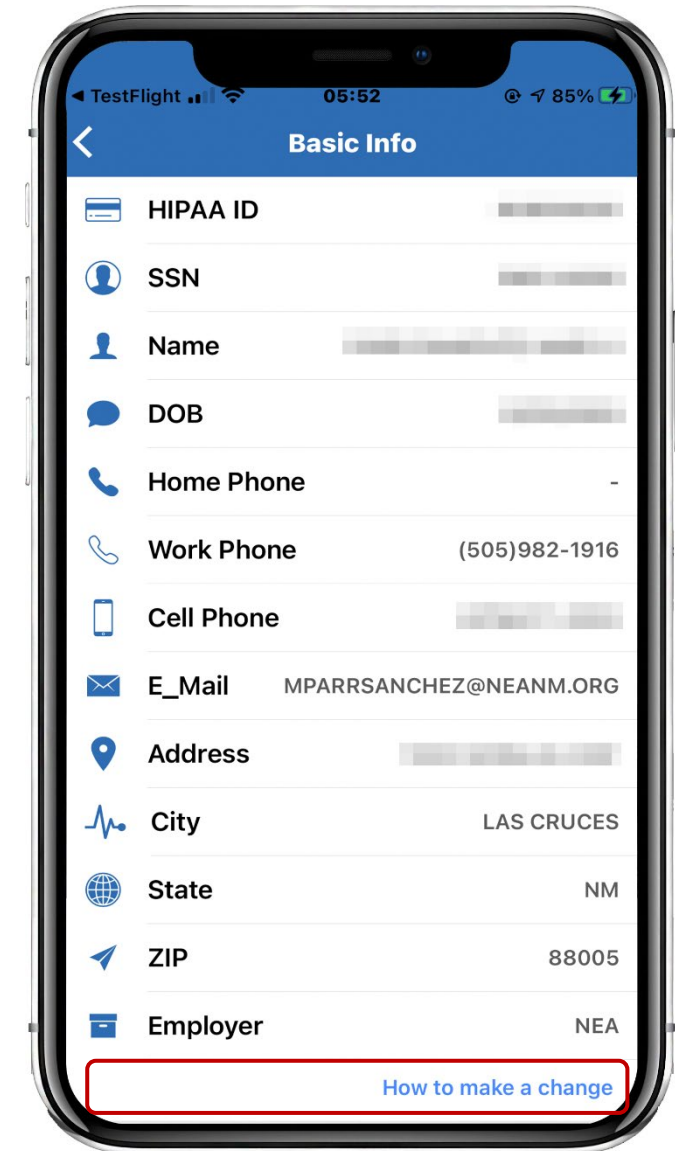


## My Basic Information

Basic information of each participant is accessible by this Mobile Application. It is displayed as shown right.

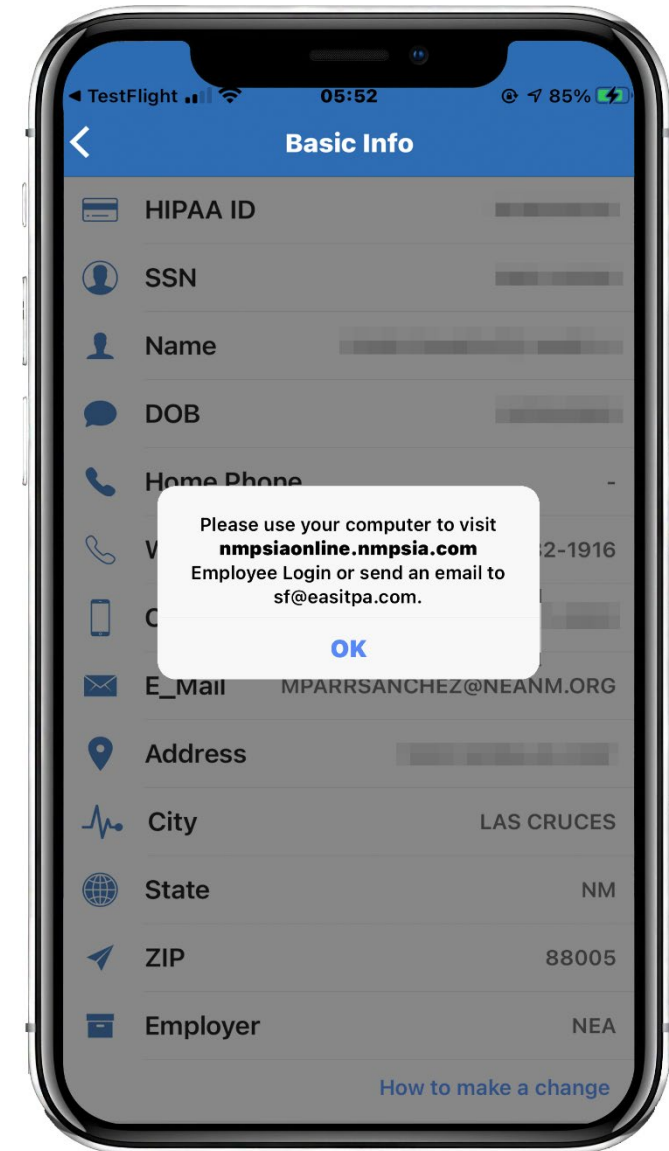
But, for security reasons, update is not permissible in order to prevent unauthorized change.

We are exploring new techniques such as facial recognition in hopes that eventually we can offer the convenience of Mobile Update.



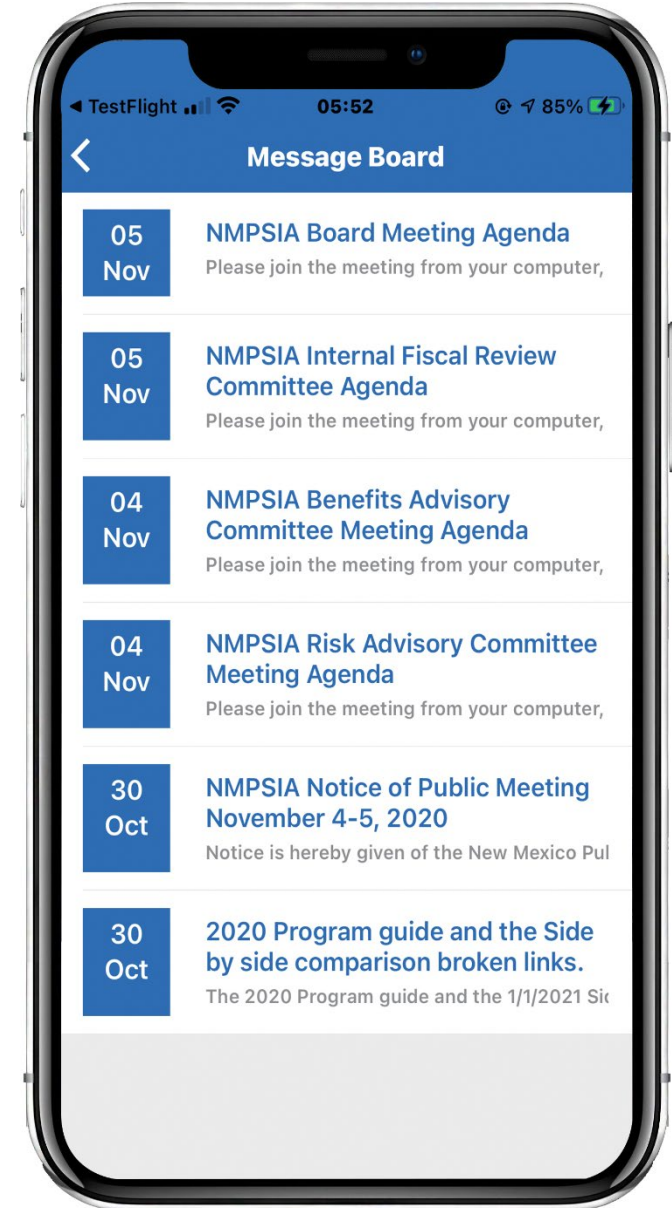
Instruction on the use of the computer to make the change is displayed as shown right.

The user is also offered the alternative to contact the Account Representative in the Administrator's office to initiate the change.



## Message Board

A message board is offered to accomplish the true goal of effective communication to the participants. We are developing an intelligent “**Message Factory**” so that custom tailored information can reach a specific individual or groups of individuals.

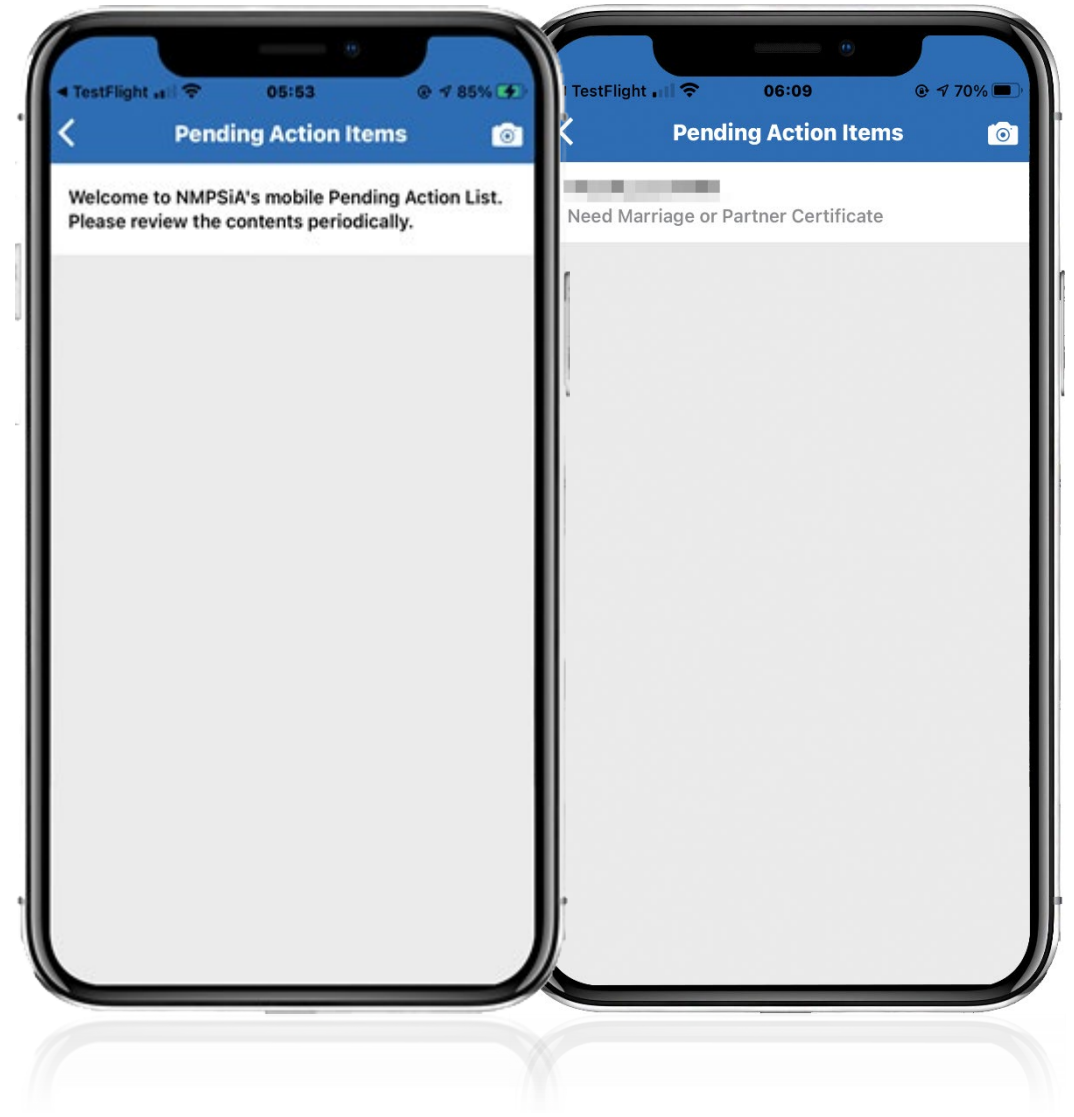


## Pending Action Items

If there are pending actions requiring your attention, the message will be displayed here.

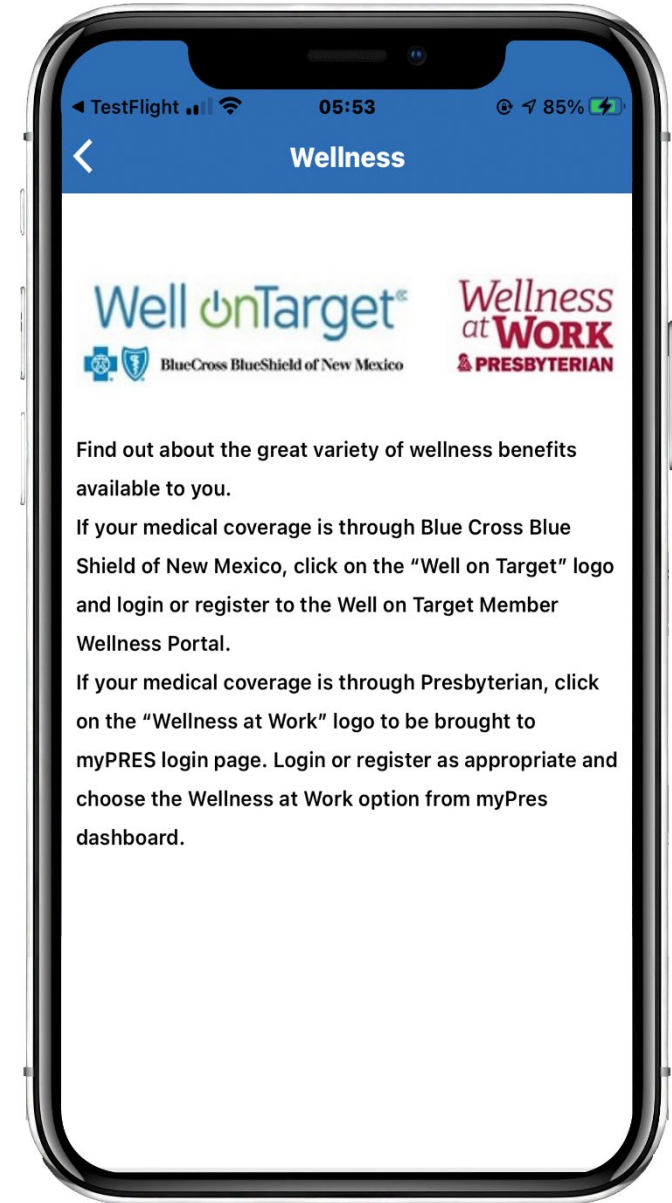
Currently, the administrative office relies on notices to communicate with you. That practice will continue. The Mobile Application just offers a convenient source of reminders.

If there are no pending items, a message will be displayed to remind you to examine this place periodically.



## NMPSIA Wellness

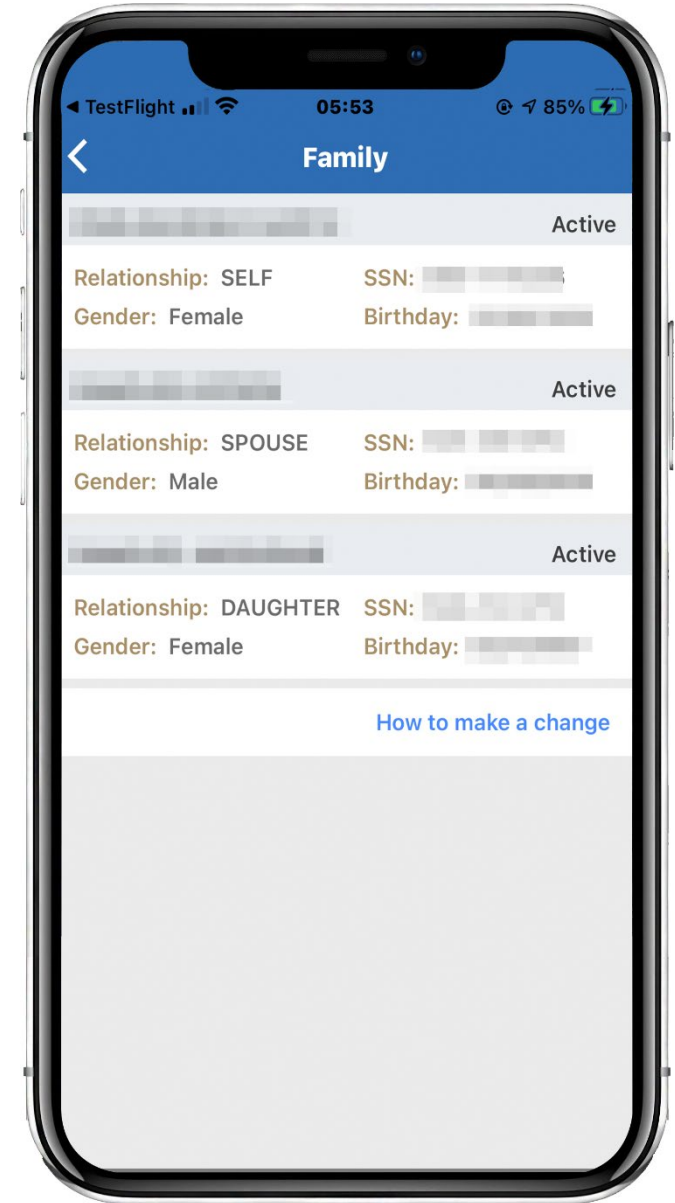
Wellness is a part of NMPSIA's basic goals to promote the well-being of our participants. Valuable information will be posted here.



## My Family Information

Information on your dependents will be displayed here.

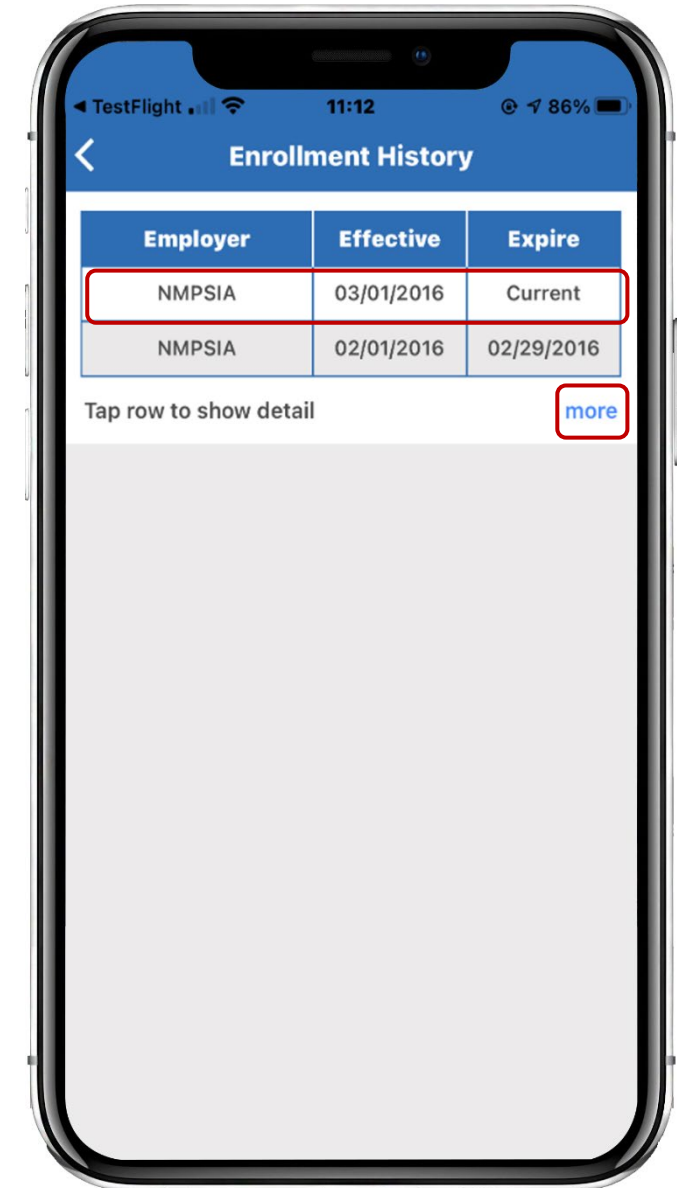
Again, for security reasons, changes cannot be made using the mobile application.





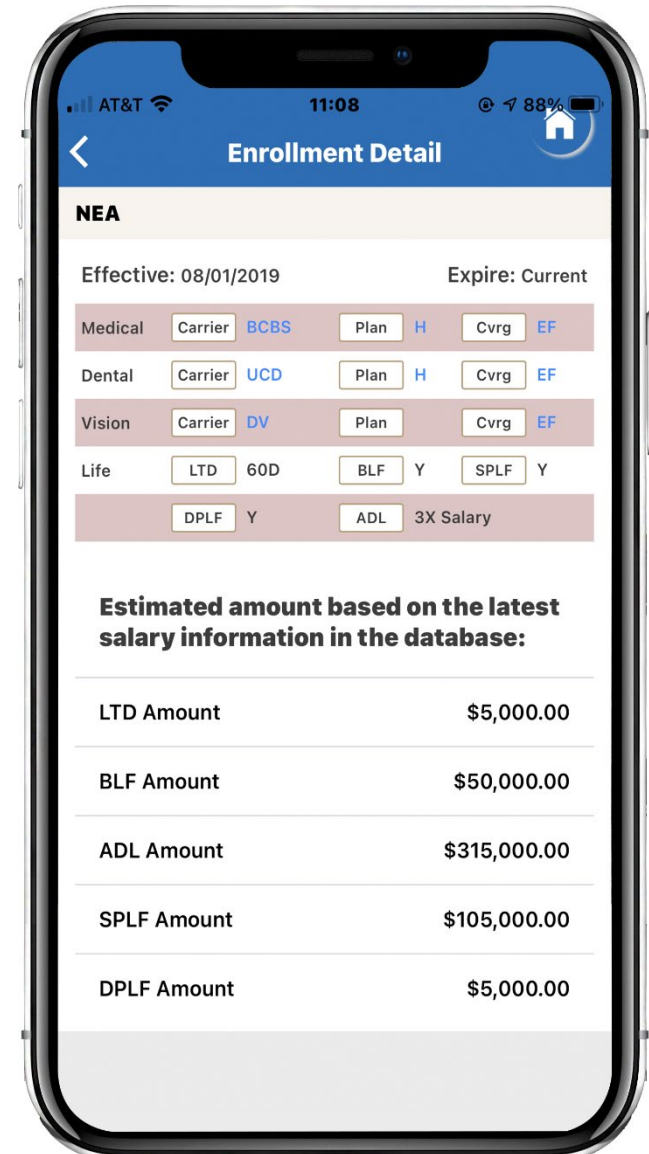
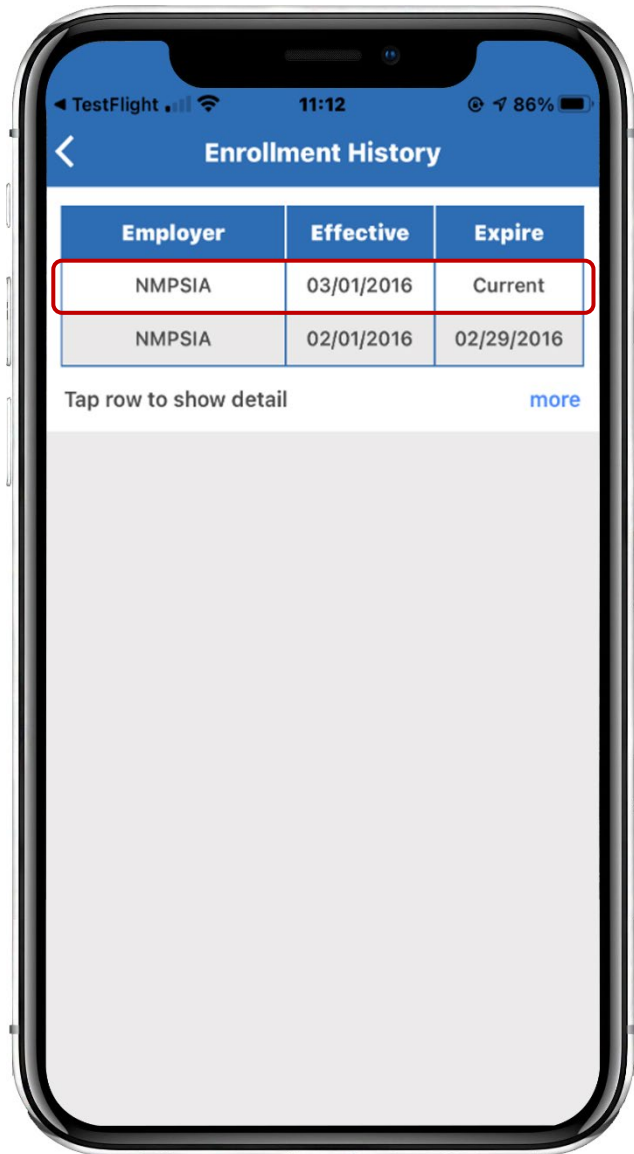
## My Enrollment History

Information on your enrollment since day one will be displayed below.

A smartphone screen displaying an 'Enrollment History' app. The status bar at the top shows 'TestFlight', signal strength, Wi-Fi, time '11:12', and battery '86%'. The app has a blue header with a back arrow and the title 'Enrollment History'. Below the header is a table with three columns: 'Employer', 'Effective', and 'Expire'. The first row is highlighted with a red border and contains 'NMPSIA', '03/01/2016', and 'Current'. The second row is greyed out and contains 'NMPSIA', '02/01/2016', and '02/29/2016'. Below the table, the text 'Tap row to show detail' is followed by a blue 'more' link, which is also highlighted with a red border. The bottom half of the screen is a large, empty light-grey area.

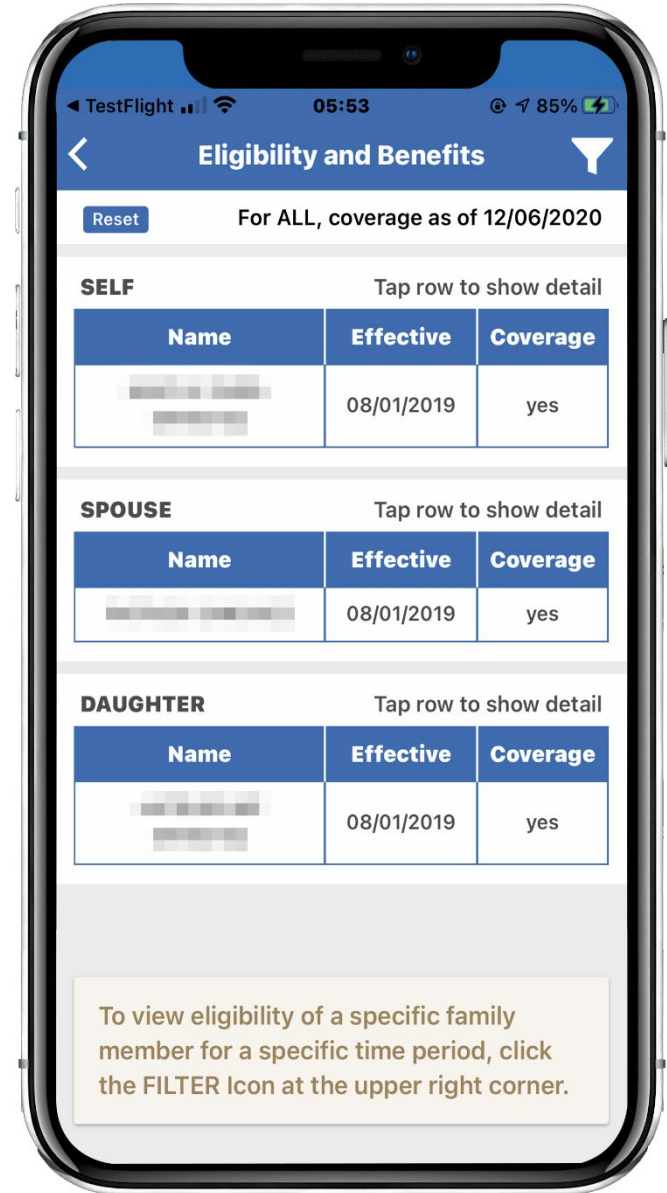
Employer	Effective	Expire
NMPSIA	03/01/2016	Current
NMPSIA	02/01/2016	02/29/2016

Tap row to show detail [more](#)

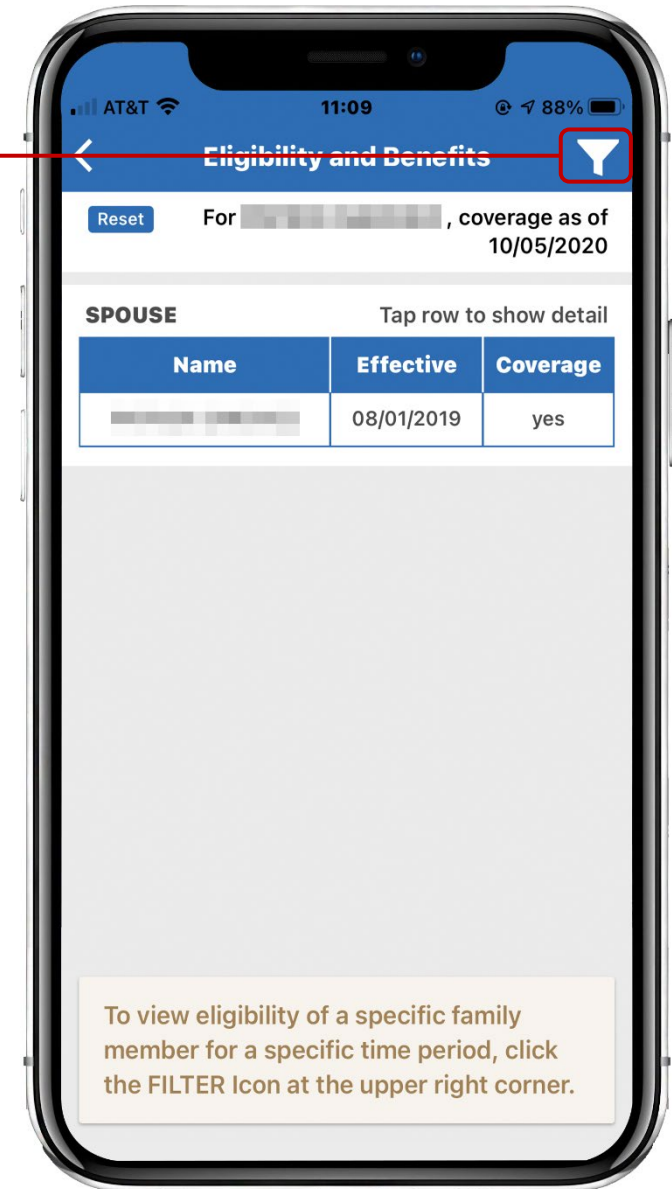


## My Eligibility and Coverage

Your eligibility coverage is shown here. One special feature the app offers is that you can inquire about the eligibility status of a specific dependent on a specific date. The software will search your enrollment record and deliver the status to you.

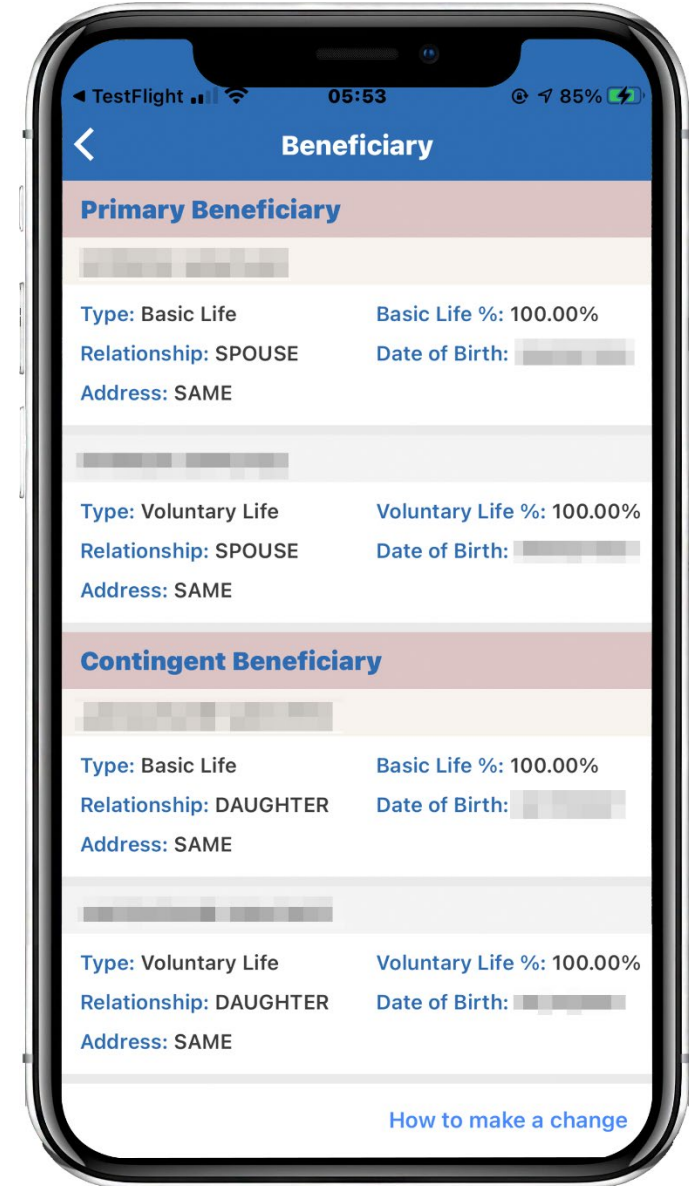


When the search of eligibility is on a specific dependent on a specific date, the app uses AI technology to do the filtering and displays the result as follows:



# My Beneficiary Designation

Your beneficiary designation is shown here.  
No change is permissible  
through this Mobile Application.

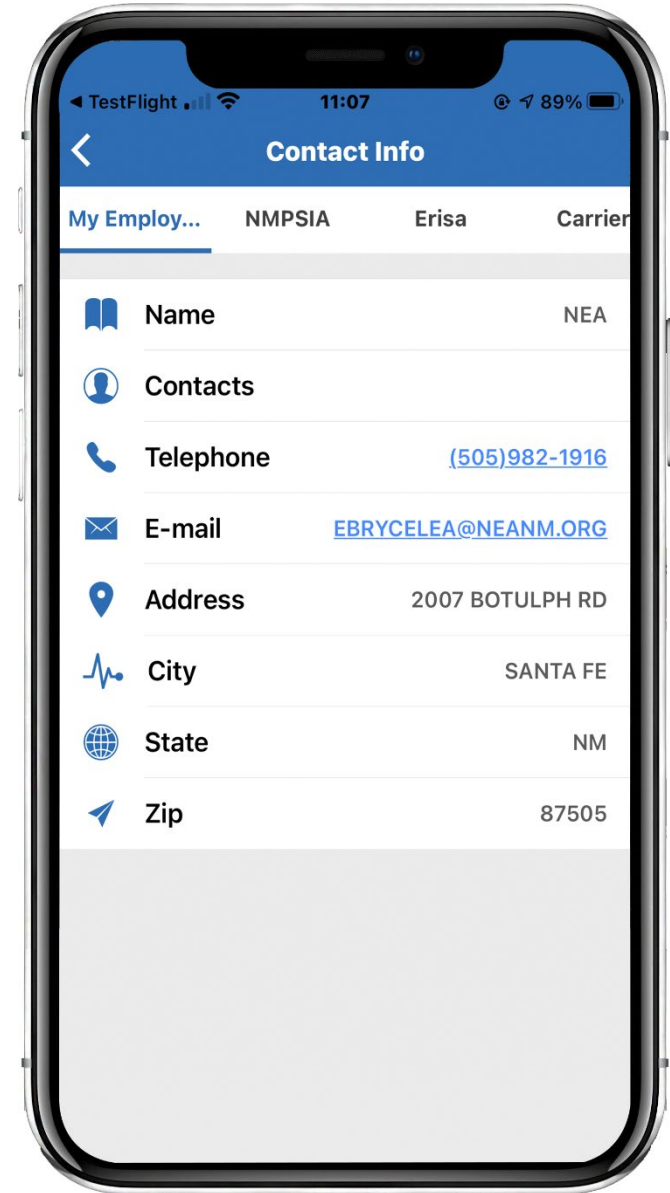


## Contact Information, Feedback, & Forms

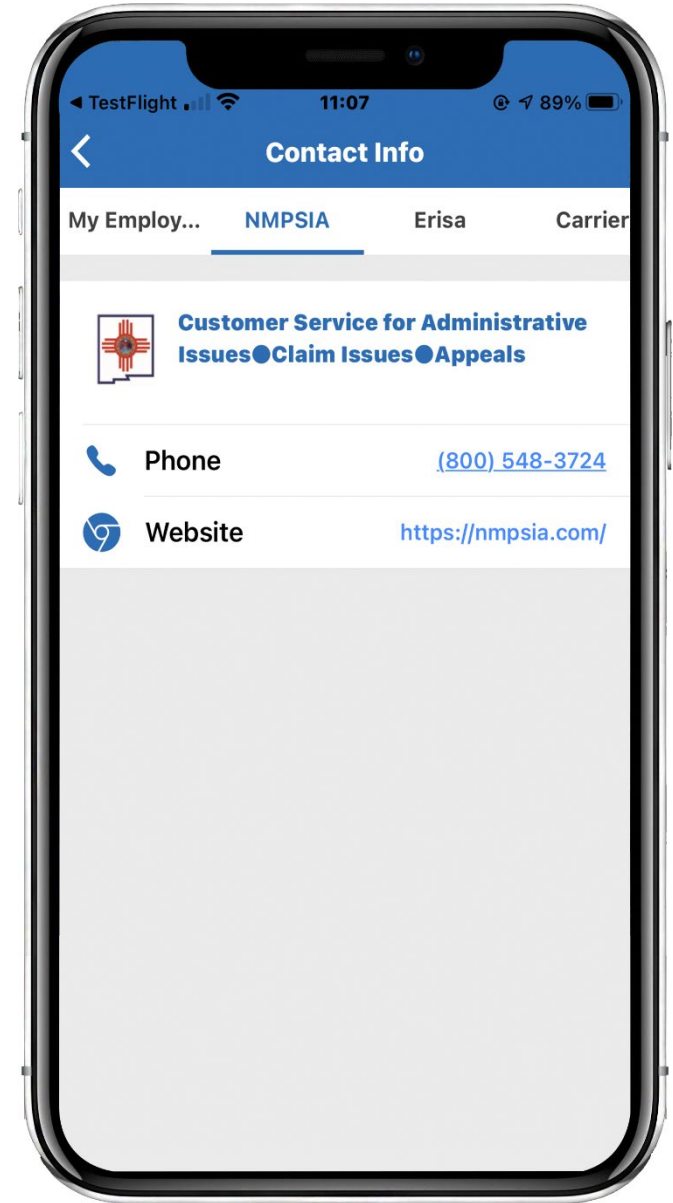
Contact information is available at your convenience. Depending upon your needs, you may wish to contact the Administrative Office, the Authority, the Carrier OR we provide a choice for you to select the category and display the relevant information for you.

The Administrative Office assigns its customer service representatives for each school district.

Depending upon your affiliation, info on the appropriate representative will be given to you.



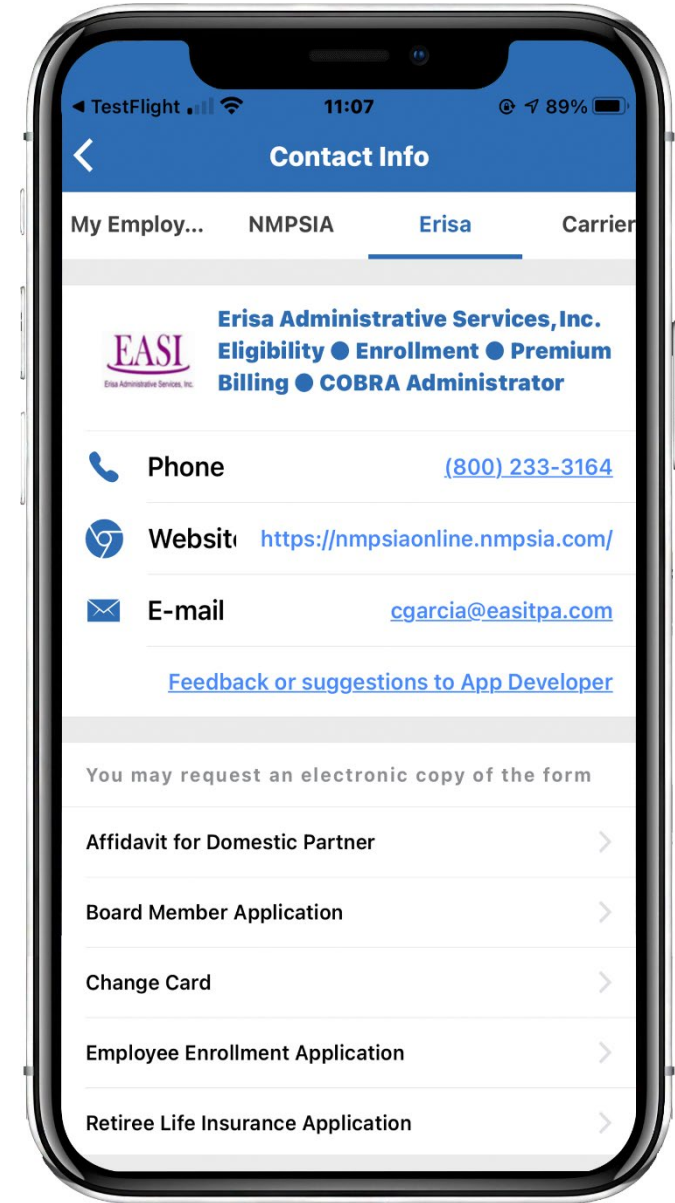
## Contact at the Authority



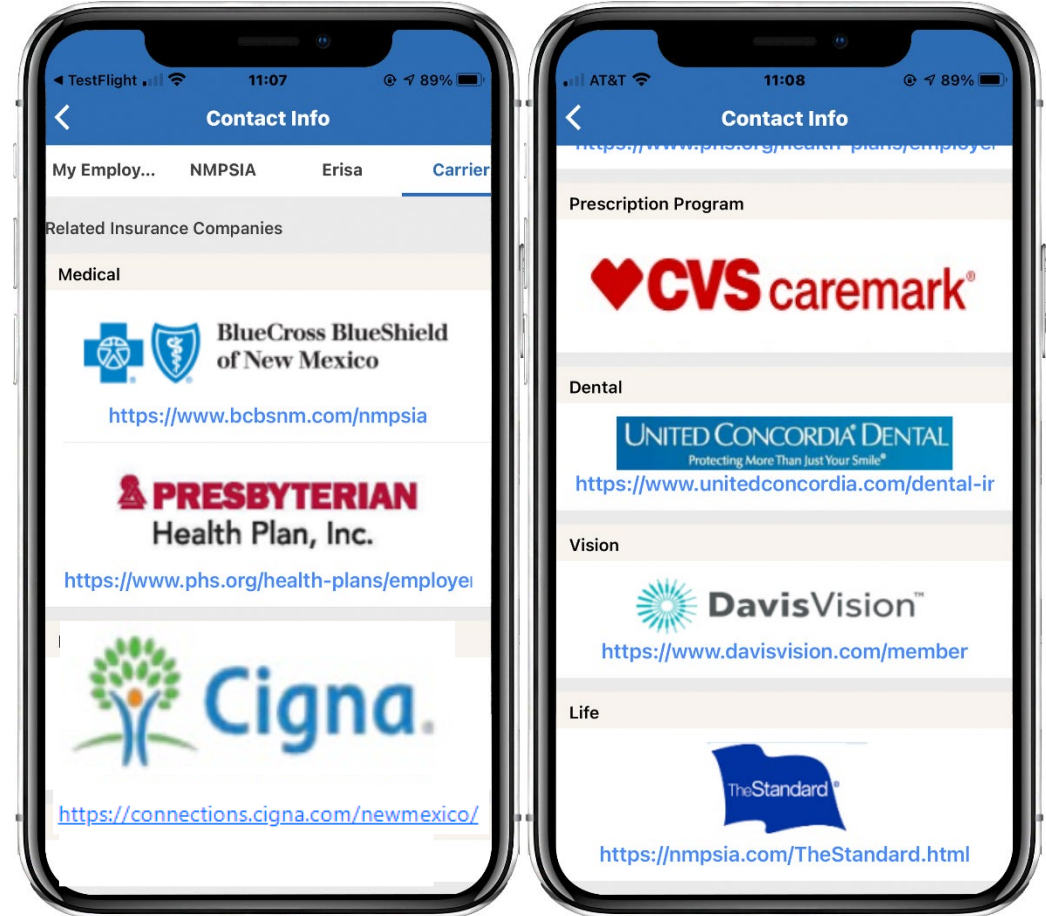


Dedicated Customer Service Rep at the Administrative Office is shown below. This Mobile Application takes the District to which the user is affiliated with and looks up the rep assigned to this District:

From this screen, you also have the option to download some of the commonly used forms. This is a very convenient feature, please take advantage of it.



Contact information for the carriers from whom you have selected to provide you the benefits are displayed. Again, it is to be emphasized that the application display only those carriers who are serving you instead of a blanket display of all the carriers who serve NMPSIA.

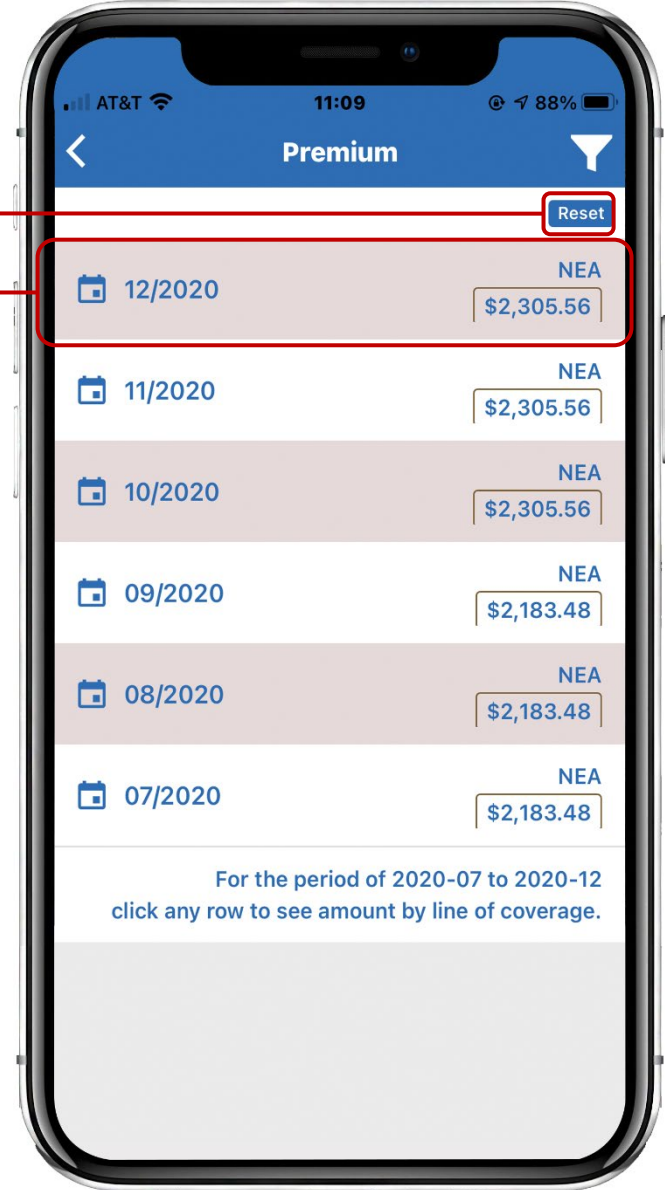


## Premium Payment History

Premium payment history is one of the most important aspects of quality and accuracy verification. Right is a tabulation of premium billed and paid.

If you wish to view the activity for any other time period, just click “[Reset](#)” then specify the desired “from” and “to” dates.

If you click on any monthly entry, the details per each benefit will be shown.



Premium		
	<a href="#">Reset</a>	
12/2020	NEA	\$2,305.56
11/2020	NEA	\$2,305.56
10/2020	NEA	\$2,305.56
09/2020	NEA	\$2,183.48
08/2020	NEA	\$2,183.48
07/2020	NEA	\$2,183.48

For the period of 2020-07 to 2020-12  
click any row to see amount by line of coverage.

Monthly premium details are shown.  
The amount includes both the employee portion  
and employer portion.

The image shows a smartphone screen displaying a mobile application interface for NEA. The status bar at the top shows AT&T service, 11:09, and 88% battery. The app header is blue with a back arrow, the date 11/2020, and a home icon. The main content is divided into three sections: Billed, Received, and Balance. Each section lists premium components for Medical, Dental, Vision, BLF, VLF, DPLF, SPLF, and LTD. A note at the bottom states that the data represents 100% monthly premium including the employer's share.

NEA		
11/2020		Billed: \$2,305.56
Medical	\$1,945.06	Dental \$85.54
		Vision \$14.14
BLF	\$5.26	VLF \$170.10
		DPLF \$0.26
SPLF	\$56.70	LTD \$28.50
11/2020		Received: \$2,305.56
Medical	\$1,945.06	Dental \$85.54
		Vision \$14.14
BLF	\$5.26	VLF \$170.10
		DPLF \$0.26
SPLF	\$56.70	LTD \$28.50
Received Date:		11/05/2020
11/2020		Balance: \$0.00
This data represents 100% monthly premium that includes your employer's share.		

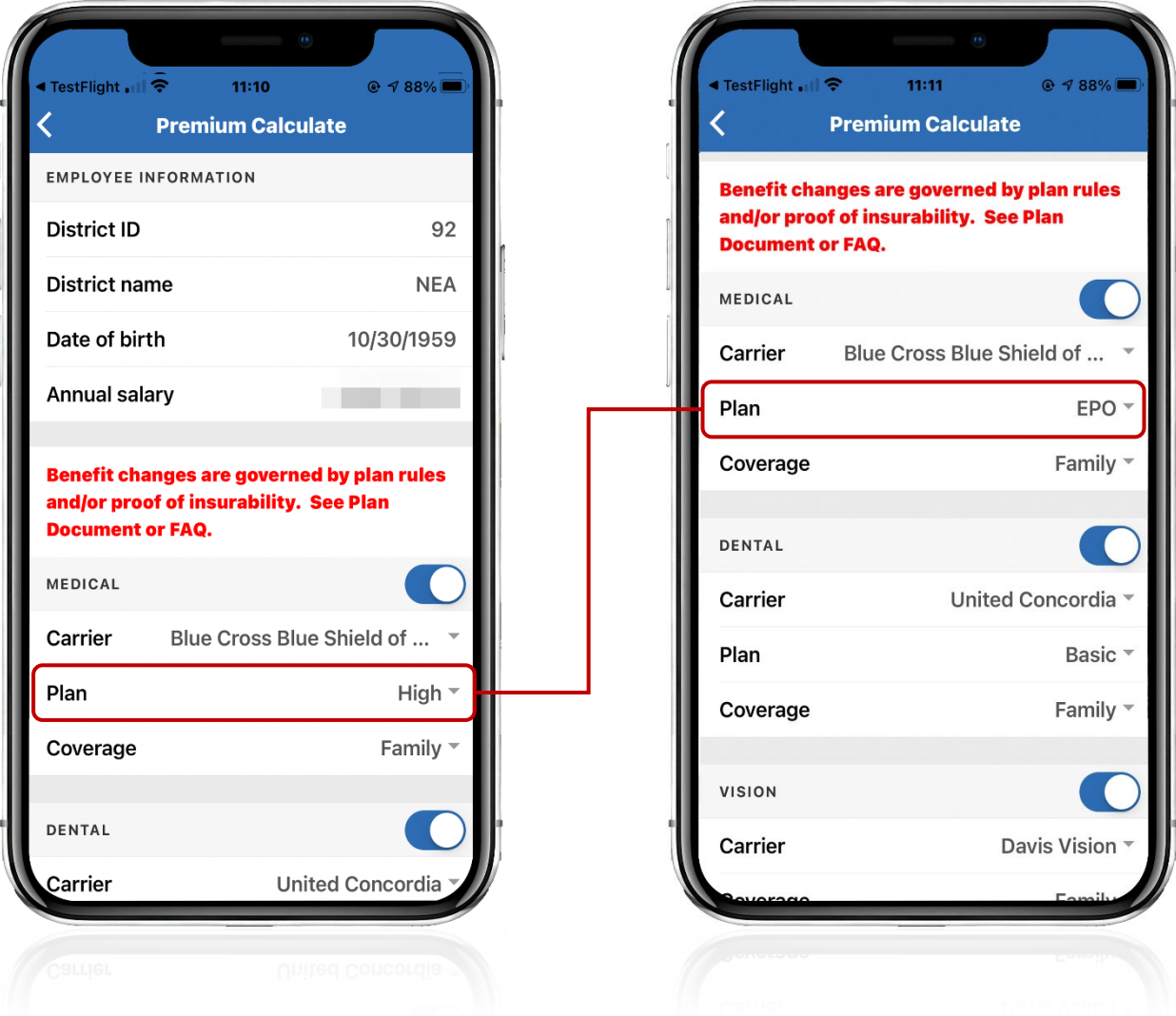
A very important analytic tool the Mobile Application offers you is the “WHAT IF” scenario. You may change your current coverage and change it to something else and click the “Calculate” button. The effect of premium variation, whether up or down, will be tabulated.

The screenshot shows a mobile application interface titled "Premium Calculate". At the top, the status bar displays "TestFlight", signal strength, Wi-Fi, time "11:10", and battery level "88%". The app header is blue with a back arrow and the title "Premium Calculate".

The main content area is divided into sections:

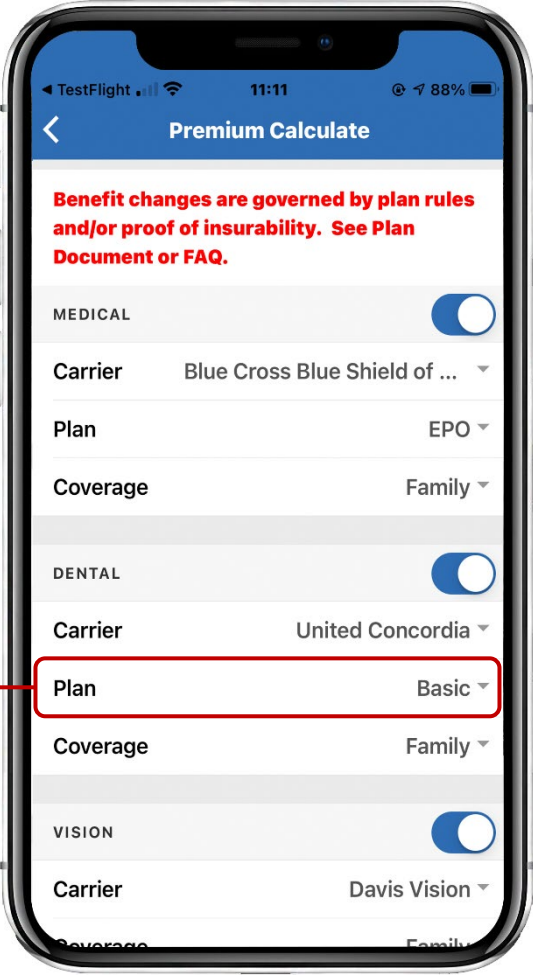
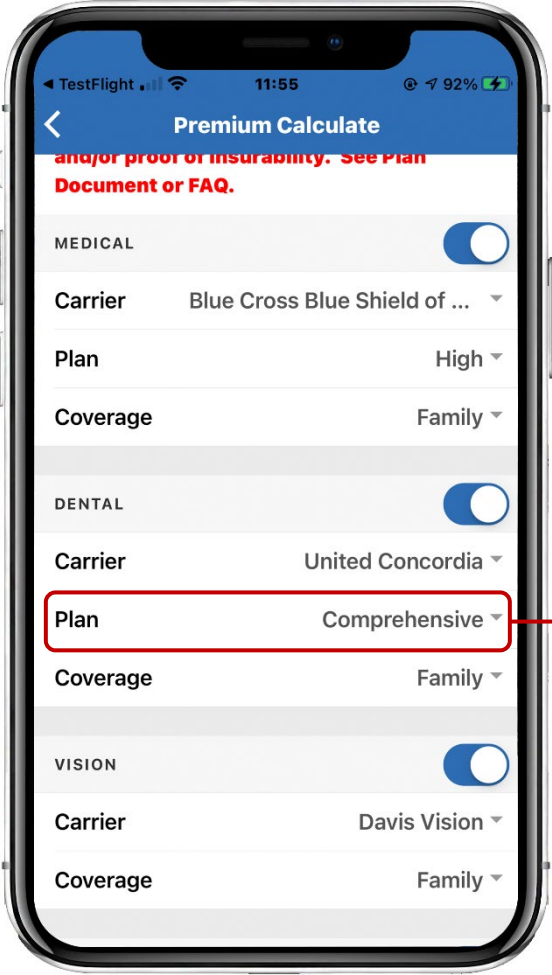
- EMPLOYEE INFORMATION**:
  - District ID: 92
  - District name: NEA
  - Date of birth: 10/30/1959
  - Annual salary: A slider control.
- Benefit changes are governed by plan rules and/or proof of insurability. See Plan Document or FAQ.** (Red text)
- MEDICAL**: A toggle switch is turned on.
  - Carrier: Blue Cross Blue Shield of ... (dropdown)
  - Plan: High (dropdown)
  - Coverage: Family (dropdown)
- DENTAL**: A toggle switch is turned on.
  - Carrier: United Concordia (dropdown)

In this example, we are changing the medical Plan with Blue Cross from HIGH to EPO.



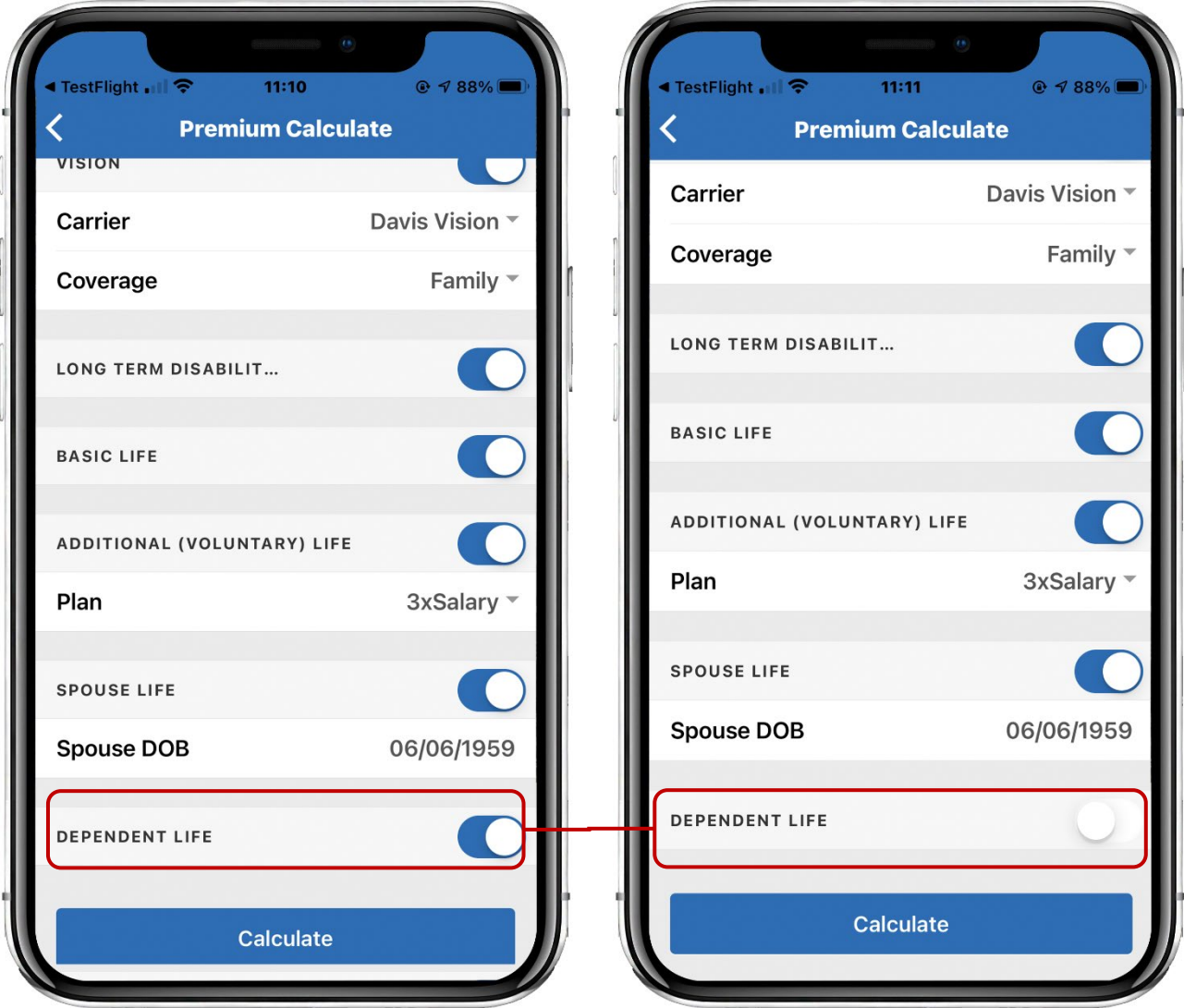


Dental Plan is changed from Comprehensive to Basic at United Concordia.





Dependent Life is being removed.  
Then we click the “Calculate”  
button.



The result shows that your monthly premium will see a reduction of \$142.38. Furthermore, you may save this tabulation in your Photo folder for you to do a more in-depth study at your leisure.

Estimated Monthly Premium Cost		
Benefit	Employee	Employer
Medical	\$700.22 - \$77.80	\$1,050.32 - \$116.72
Dental	\$17.12 - \$17.10	\$25.66 - \$25.66
Vision	\$5.66 \$0.00	\$8.48 \$0.00
Basic Life	\$0.00 \$0.00	\$5.26 \$0.00
Additional (Voluntary) Life	\$170.10 \$0.00	\$0.00 \$0.00
Spouse Life	\$56.70 \$0.00	\$0.00 \$0.00
Dependent Life	\$0.00 - \$0.26	\$0.00 \$0.00
Long Term Disability	\$11.40 \$0.00	\$17.10 \$0.00
Total	\$961.20 - \$95.16	\$1,106.82 - \$142.38

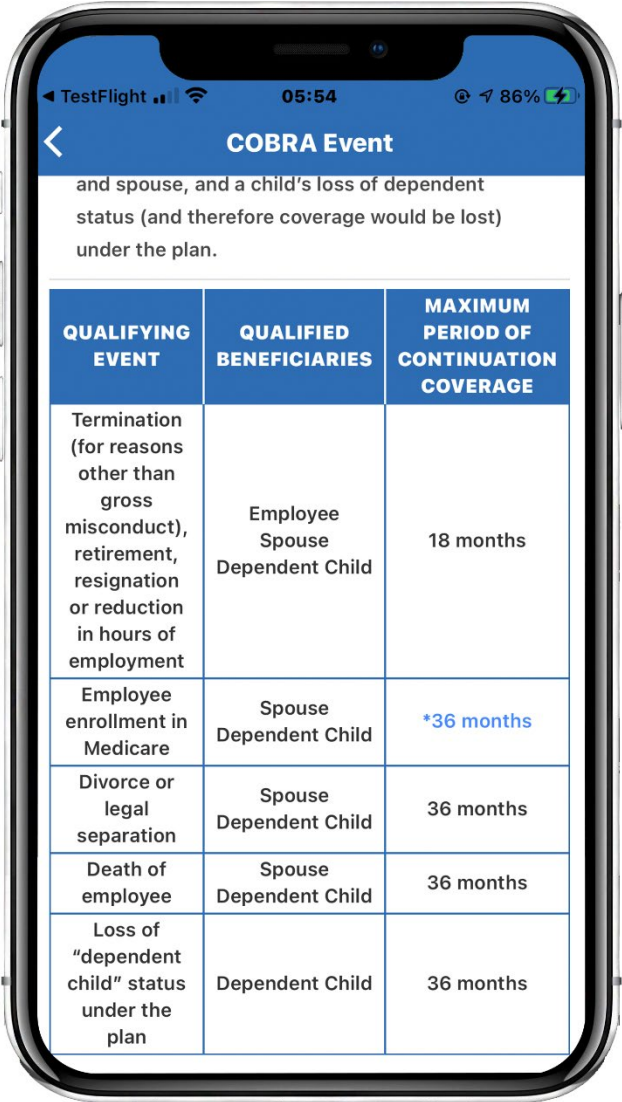
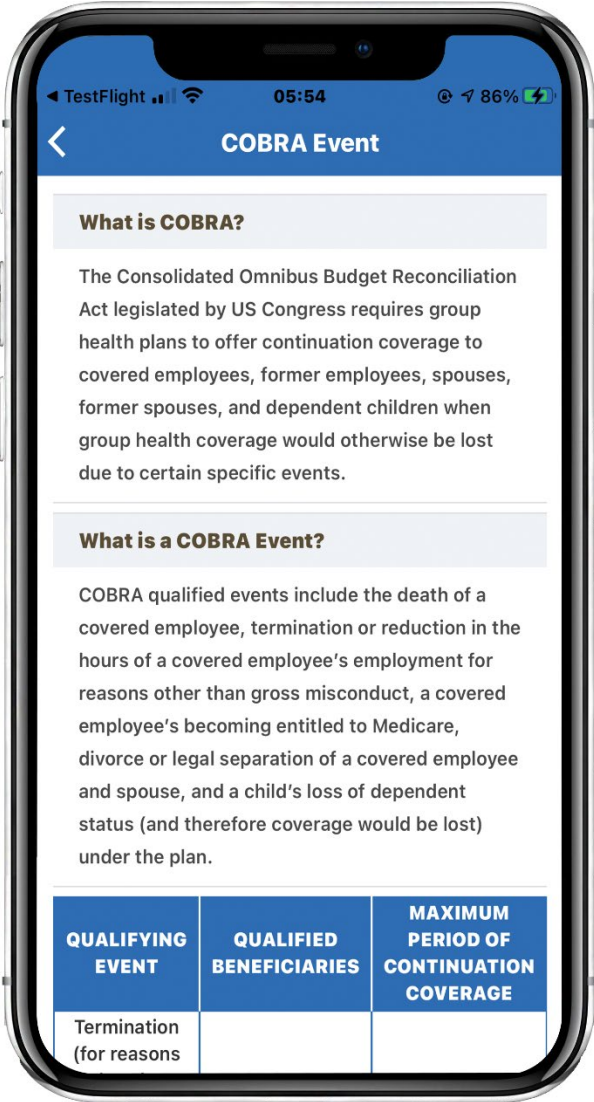
Estimated Monthly Premium Cost shown is based on the NMPSIA Contribution Schedule. Please confirm with your employer the exact employee and employer portion of the monthly premium.

Save As Image

Back

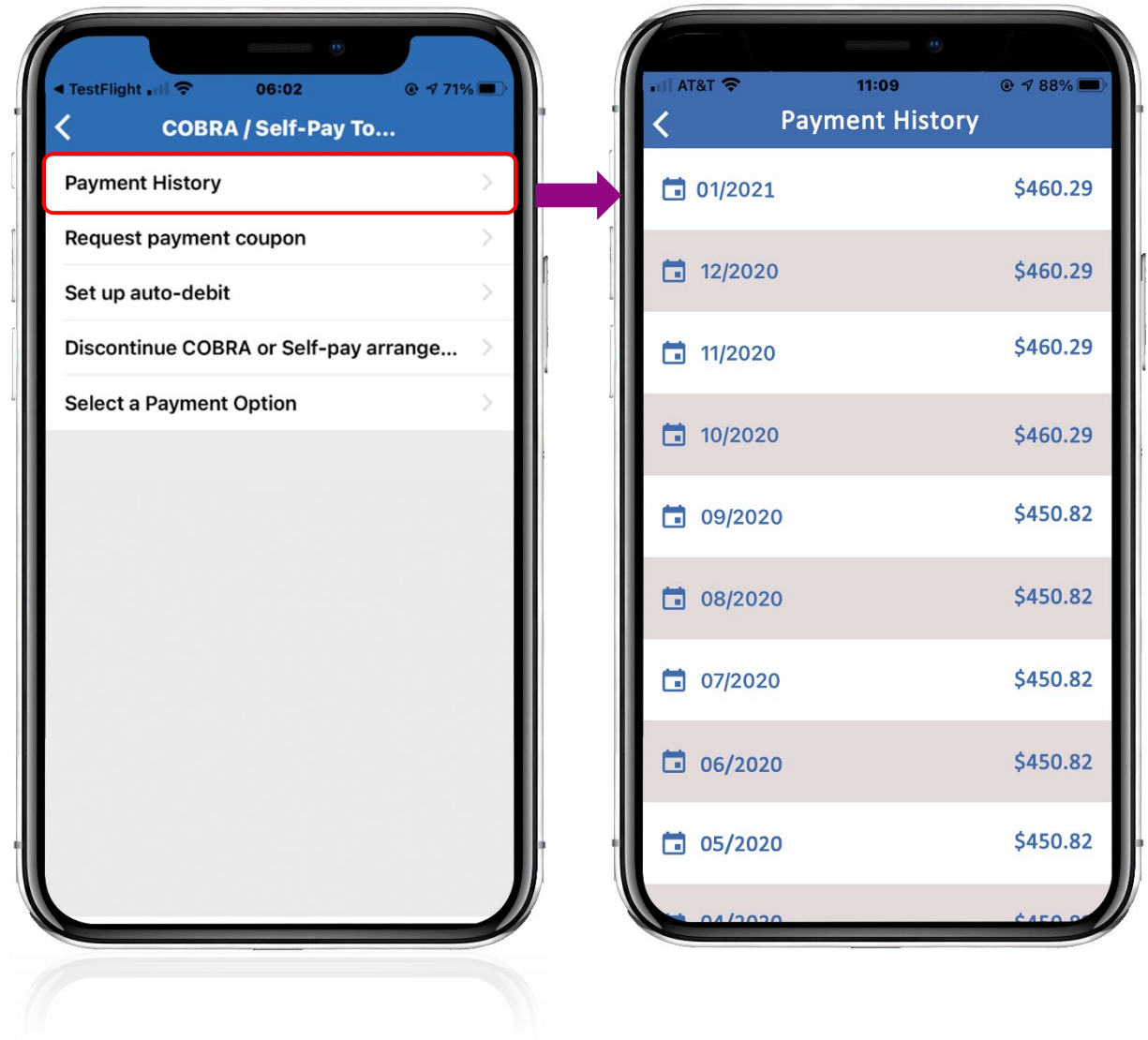
# When there is a COBRA Event

## Continuation of COBRA related information

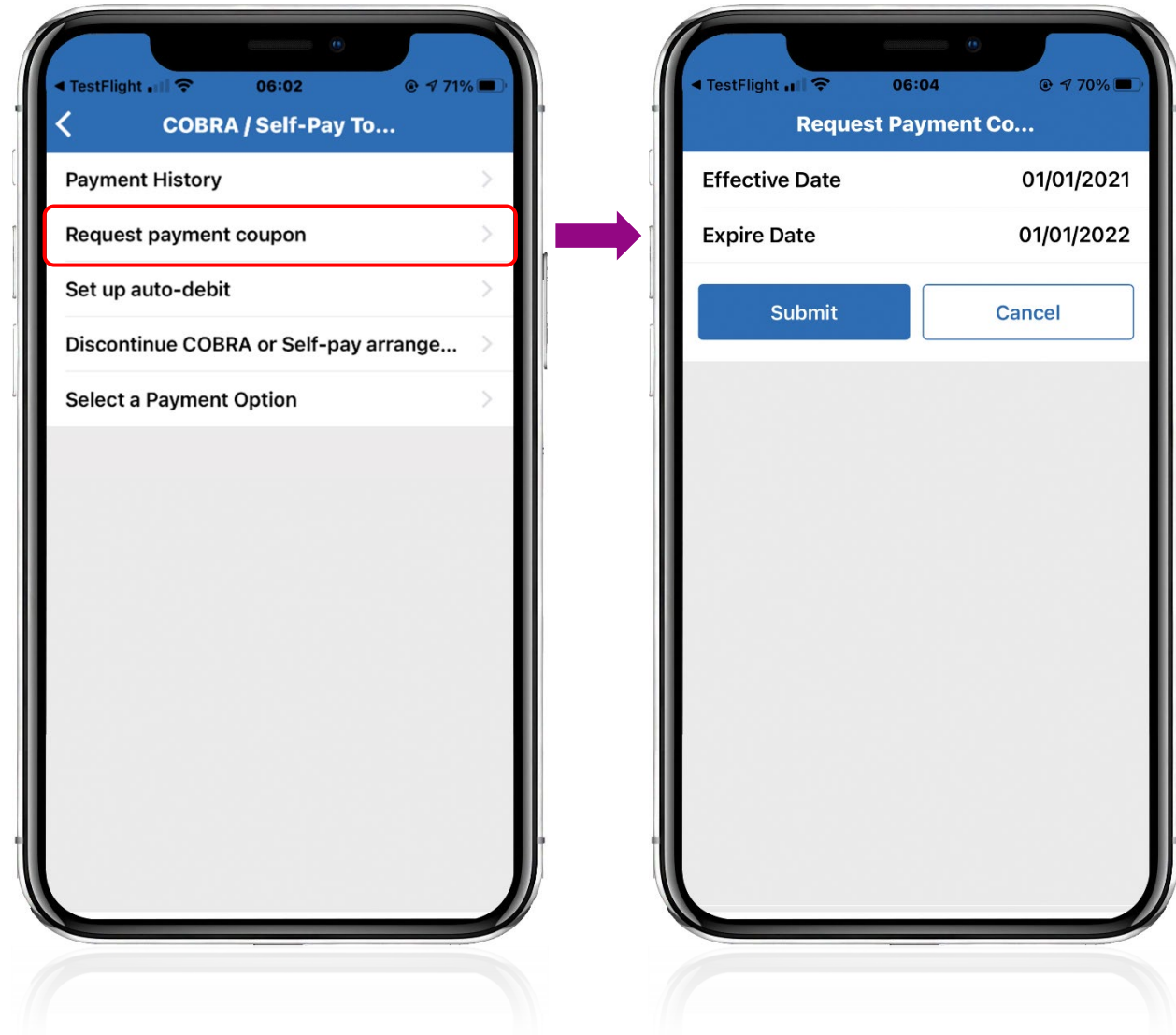


## COBRA & Self-pay Tools

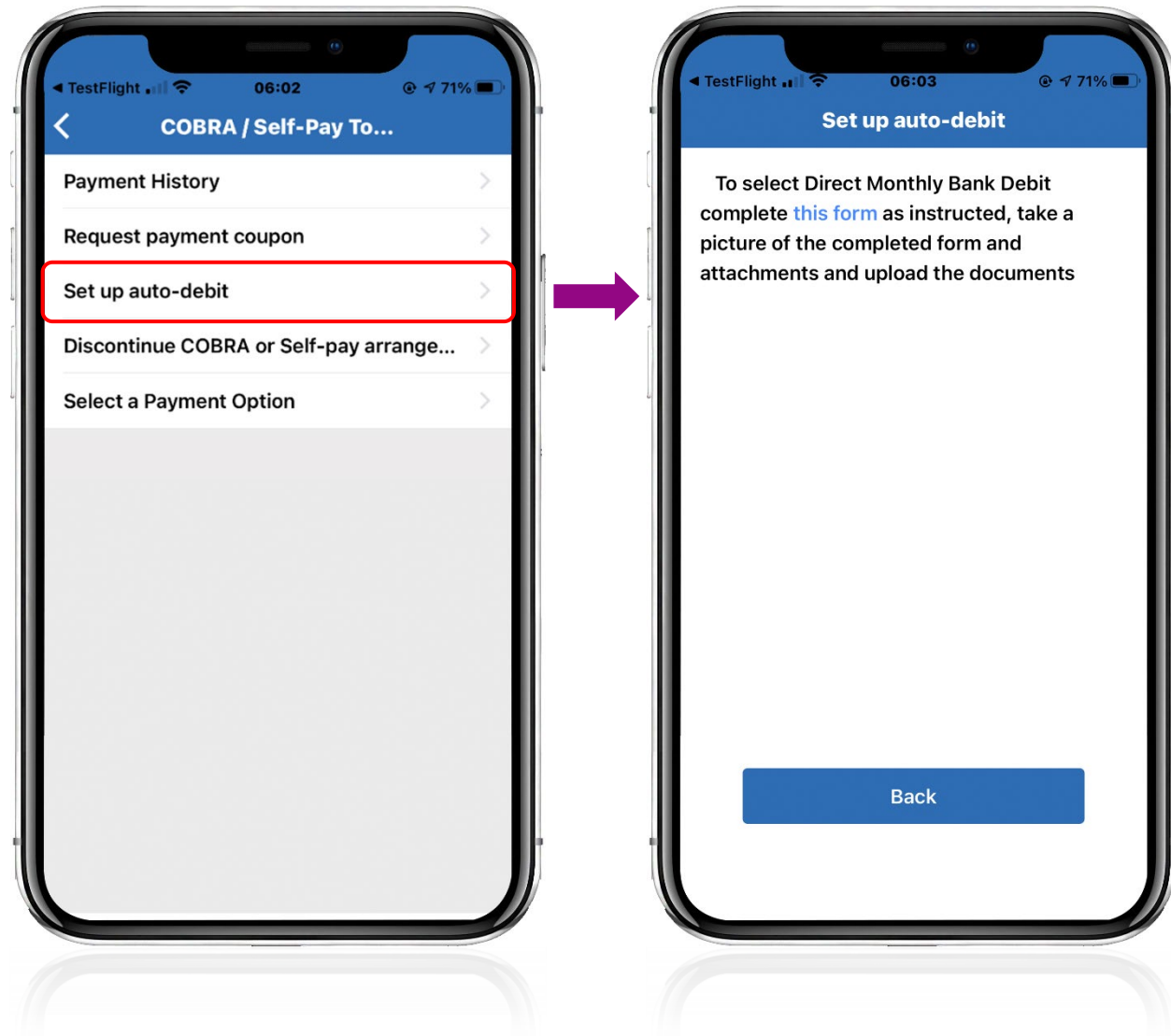
When the user is not making self-pay, the screen will merely display a comment.



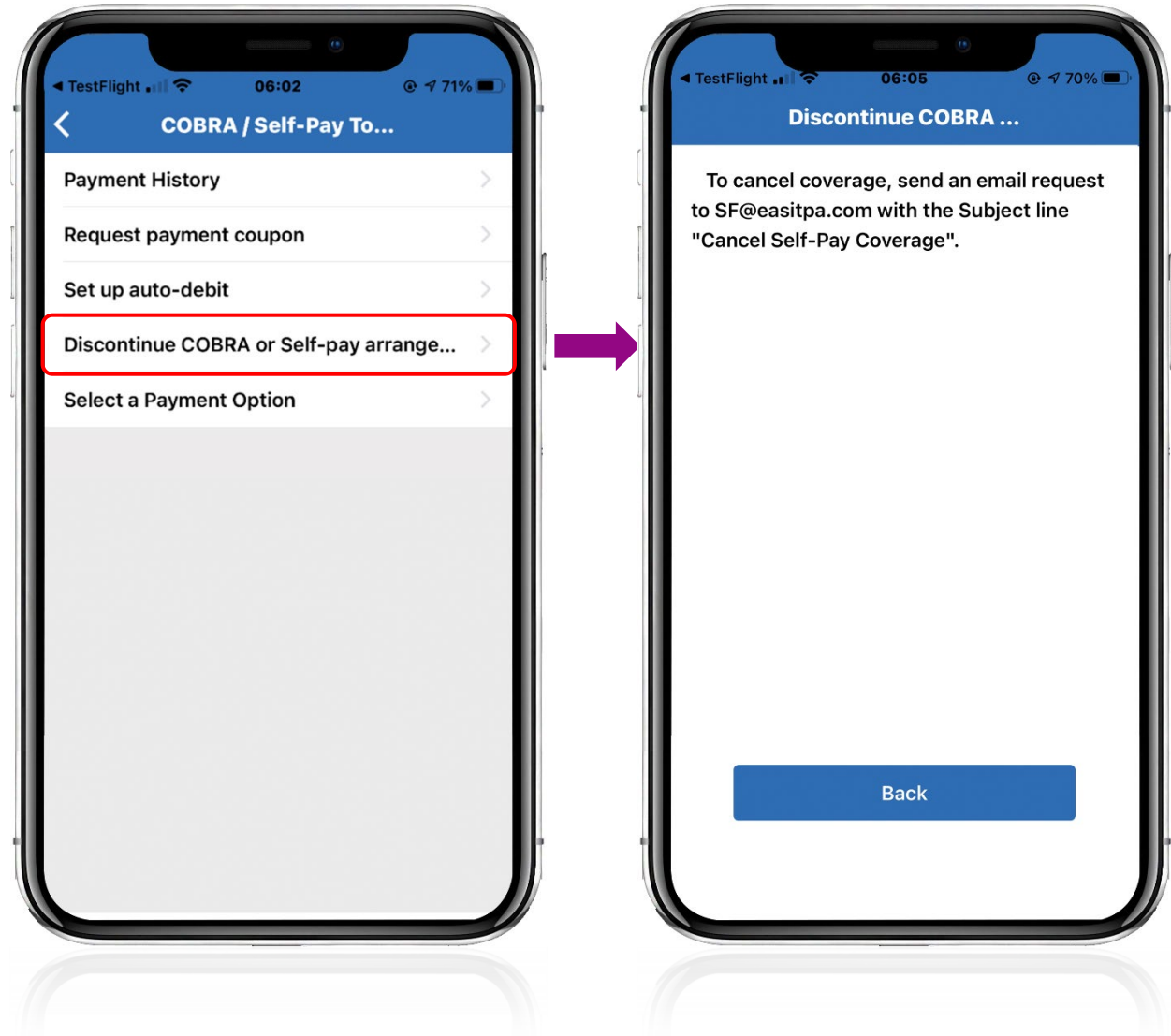
## Request for Coupon



## Set up auto-debit



## Discontinue COBRA coverage

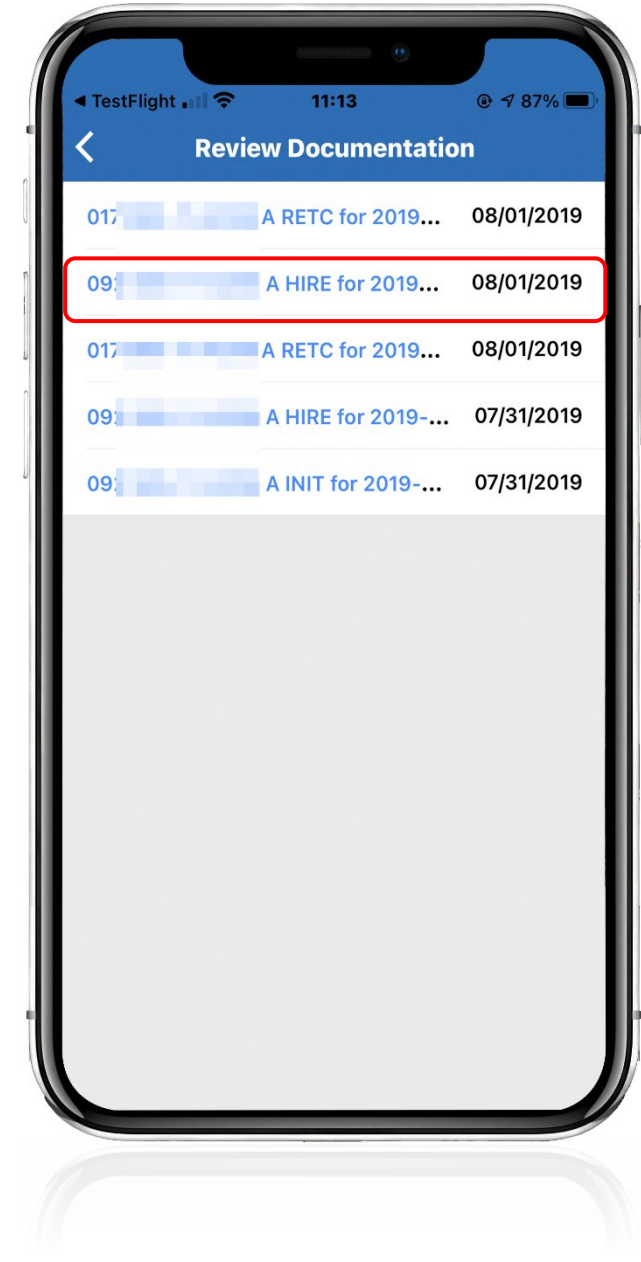




## Review Documentation & Notices

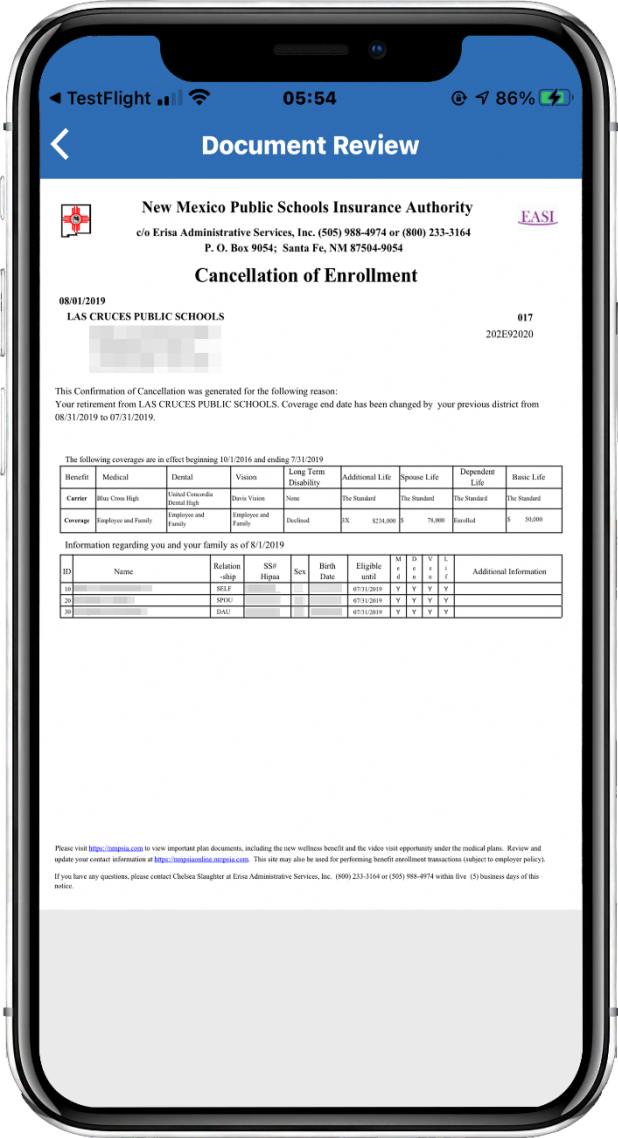
Available documents for the user to review are displayed.

The mobile application permits you to choose any of the images we store in the Cloud using the latest Cloud Technology and review it.



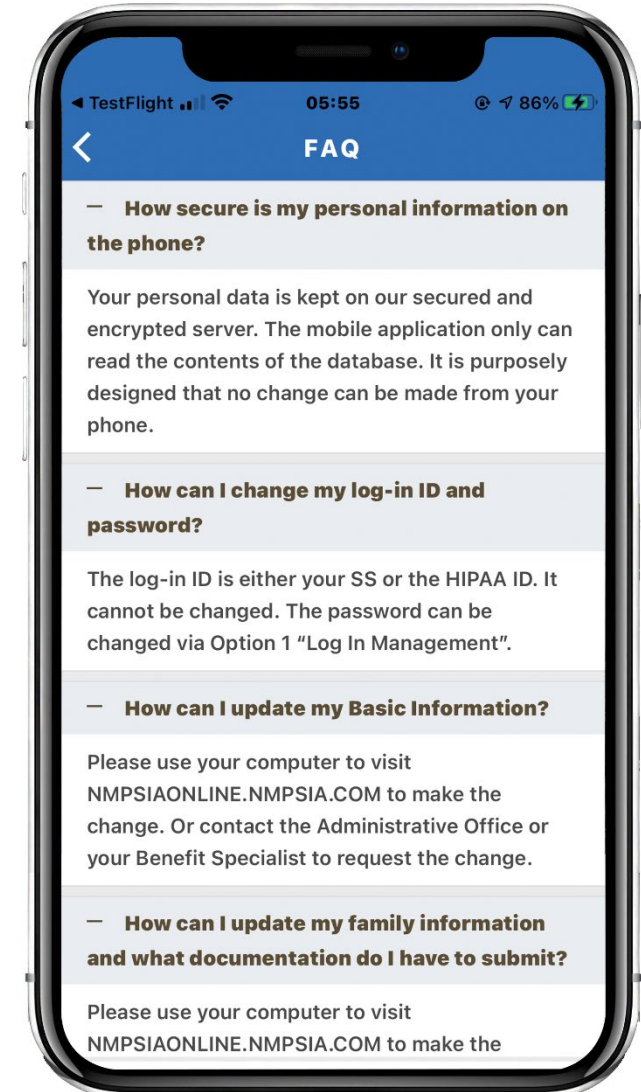
If you click on any line, the image of the document will be shown.

This is a very useful and unbiased way to review the documentation and ascertain that the Administrative Office carried out your instructions accurately.



## "How to" & FAQ

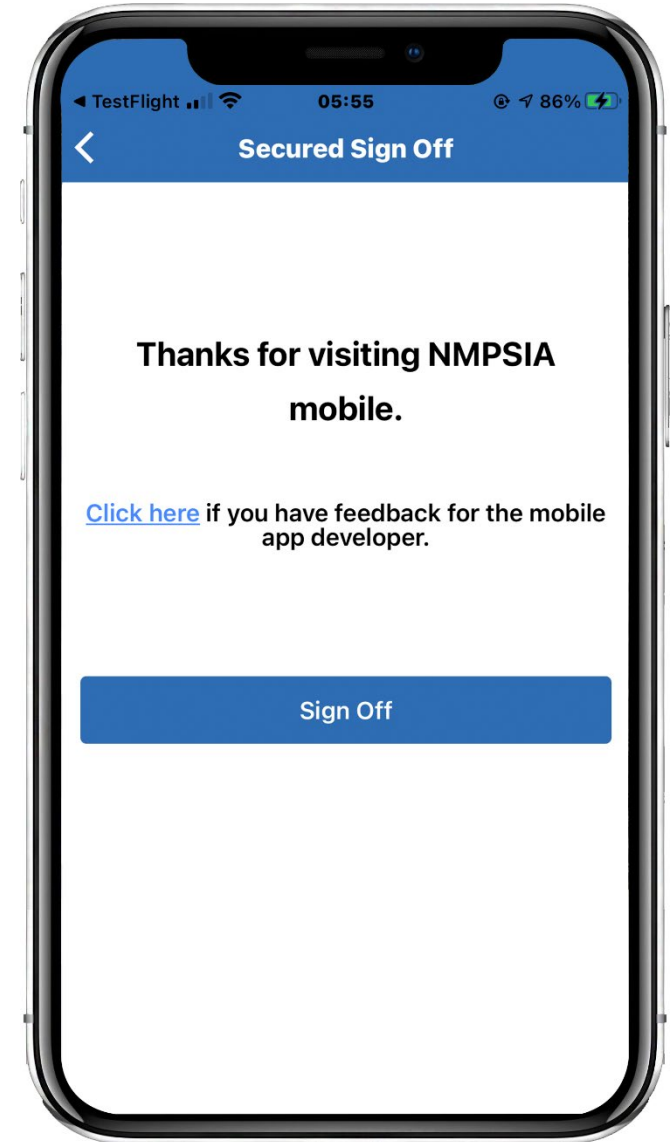
The How To and Frequently Asked Question is an attempt to disseminate pertinent information to the user. But, due to the confined space and storage capacity, the extent of the contents are limited. The website NMPSIA.COM is a more comprehensive source of information.



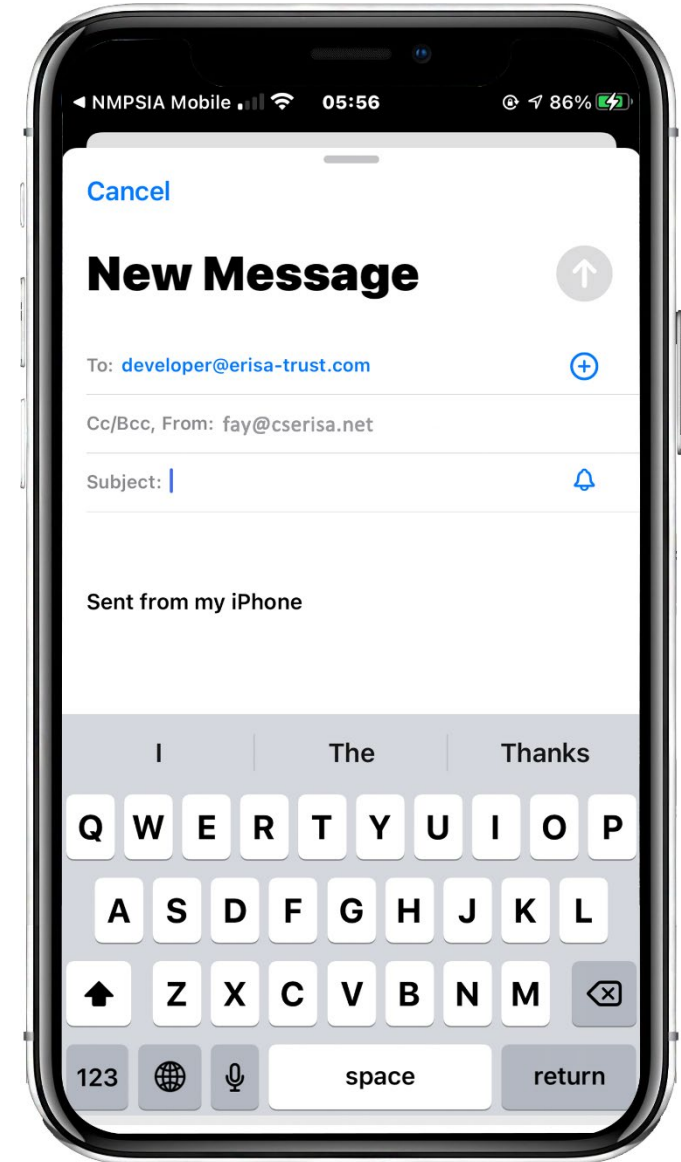
## Secured Sign Off

Be sure to sign off when you are done using this Mobile Application. When you select this function, you are given a chance to relay your feedback and suggestions to the developer.

If you forgot to sign off, the system will give you a time-out warning after 10 minutes of inactivity. If there is no response, you will be automatically signed off and the display on your screen will be cleared as it may contain confidential information.



When you choose Feedback,  
the mail server will be activated.



## Survey Results

# Where is it and What do you know?

Locate the “MASKED” EMOJI somewhere in the EMPLOYER’S TAB-Insurance Benefits & Carriers . Where is it?

Options for Continuing Life Insurance



# Closing Remarks





New Mexico  
Public Schools  
Insurance  
Authority

# Open Forum ROUNDTABLE

**QUESTIONS**

**Discussions**

**SUGGESTIONS**

**IDEAS**



**EASI**

Erisa Administrative Services, Inc.

## What is Personal Identifiable Information? (PII)

It is contact information such as:

- Address
- Phone Number(s)
- Email Address

## Why is it important to maintain correct PII for NMPSIA members?

- To reduce the cost of postage and labor due to Return USPS Mail
- To ensure that valued messages from NMPSIA, Erisa and Benefits Carriers are received timely and not lost
- To ensure effective communication between employer, NMPSIA/Erisa and employee

**When was the last time you updated  
your employee contact information?**

**How can you share those updates with  
Erisa on a frequent basis?**



New Mexico  
Public Schools  
Insurance  
Authority

# Mood Check

Which of these cute  
**DOGS** do you feel like  
right now?

\_\_\_1  
\_\_\_2  
\_\_\_3  
\_\_\_4  
\_\_\_5  
\_\_\_6  
\_\_\_7  
\_\_\_8  
\_\_\_9



**EASI**

Erisa Administrative Services, Inc.

The background features three stylized domes in red, yellow, and green, each with a white spire. They are set against a blue background with light rays emanating from the domes. The text "PREVIEW" and "Part II" is centered in a bold, blue, sans-serif font.

# **PREVIEW**

## **Part II**



**New Mexico  
Public Schools  
Insurance  
Authority**

# Tomorrow's Agenda

Time	Wednesday, July 13, 2022
8:45 a.m.	Virtual Meeting Check-in Mood Check
9:00 a.m.	NMPSIA <ul style="list-style-type: none"> <li>Welcome &amp; Introductions</li> <li>How Training Will Be Run</li> </ul>
9:05 a.m.	What do you know? Poll - Provide the correct answer and be entered in a drawing  How to Report Risk Claims – CCMSI Steve Vanetsky Jerry Mayo <ul style="list-style-type: none"> <li>How to report a risk claim for property, liability, worker's compensation</li> <li>Where to submit claims</li> </ul>
9:45 a.m.	Break Instant Recess
9:55 a.m.	What do you know? Poll - Provide the correct answer and be entered in a drawing  TAPS Program - Cooperative Educational Services Loretta Garcia
10:15 a.m.	What do you know? Poll - Provide the correct answer and be entered in a drawing  EASI - Website Improvements – Locating Risk Resources Emma Reed <ul style="list-style-type: none"> <li>Monthly Training Postings – Required Training</li> <li>Vector Solutions Information</li> <li>Dedicated Risk Pages</li> <li>How to Report a Claim</li> </ul>
10:30 a.m.	What do you know? Poll - Provide the correct answer and be entered in a drawing  NMPSIA - Employer Common Questions & Challenges Locating Your Resources and Toolkits to Better Support Your Employees Katherine Chavez Kaylei Jones
10:45 a.m.	Closing Remarks Open Forum Roundtable Mood Check Preview - Part III
11:00 a.m.	Adjourn



Erisa Administrative Services, Inc.

**Thank you for Joining  
us Today**

**See You Tomorrow**