

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

<b>Procedure:</b> Excluded Providers Checks on Streamline Verify	<b>Procedure #:</b> HSCEP OP 52.11, PRO A
<b>Effective Date:</b> July 19, 2019	<b>Last Revision Date:</b> November 19, 2024
<b>References:</b> HSCEP OP 52.11, Sanction Check Process	
<b>TTUHSC El Paso Institutional Compliance Website:</b> <a href="http://elpaso.ttuhsc.edu/compliance/">http://elpaso.ttuhsc.edu/compliance/</a>	

### **Procedure Statement**

The purpose of this procedure is to document the steps needed to perform the Office of Inspector General (OIG) exclusion screenings for Faculty/Staff, Vendors, and 1099 Vendors. All employees, vendors, and/or contractors will be screened every month, to verify if they are excluded from participation in Medicare, Medicaid, and all other Federal Health Care Programs, and/or debarred from participation in any federal contracts.

### **Scope**

This procedure will assist the Office of Institutional Compliance staff when performing the monthly OIG exclusion screenings.



### **Procedure**

#### **Downloading the Reports**

1. To begin the Excluded Provider check, you will need the following three reports:
  - a. **1099-Vendor Report**
  - b. **Faculty/Staff List**
  - c. **Vendor List**
2. The following report will be emailed to the Vice President/Institutional Compliance Officer (VP/ICO) at the beginning of every month:
  - a. **1099-Vendor List** report - is sent by Payroll & Tax Services in Lubbock.
3. Once the **1099-Vendor List** report has been received, the VCP/ICO will need to clean up the report.
  - a. Open the report, and click on the **Enable Editing** button.
  - b. Delete the first five rows at the top of the report.
  - c. Click on the triangle at the top left side of the screen to select all, then unselect the **Merge & Center** button.
  - d. Bold and add a filter to all columns.
  - e. Expand all columns to see the full names.
  - f. Delete the following columns:
    - “Income Type”
    - “Income Description”
    - “Account”
    - “Account Description”
    - “Number of Attributes”
    - “Document”



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- “Encumbrance Number”
  - “Owner ID”
  - “Owner Name”
  - “Check Date”
  - “Transaction Amount”
- g. Filter the **Code of Accounts (COA)** column and only select the **E** option for El Paso.
  - h. Add a new worksheet and copy the report.
  - i. Go to the **Data** tab in the ribbon and select **Remove Duplicates**. Click on the **Unselect All** option and select the **ID** option. Click **OK**. You will receive a pop-up notification that indicates how many duplicate values have been removed. Click **OK**.
  - j. Delete the original report in the first worksheet.
  - k. Click on **File** then **Save As**.
  - l. Save the report in **Batman** drive → **Excluder Provider Check** folder → **1099 List** folder → **2024** (or current year) folder under the following naming convention:



Name	Date modified	Type	Size
 2024-3-13 - 1099 Report.xlsx	3/14/2024 10:40 AM	Microsoft Excel W...	31 KB
 2024-5-2 - 1099 Report.xlsx	5/2/2024 8:45 AM	Microsoft Excel W...	30 KB

4. The VP/ICO will pull the following reports from **Cognos**:
  - a. **Faculty/Staff List** (Employee List)
  - b. **Vendor List**
5. To download the **Faculty/Staff List**:
  - a. Sign in to the Web Raider Portal
  - b. Go to the **Cognos** tab on the left side of the page, then click on **Cognos Production** in the **Useful Links** section.
  - c. In the **Cognos Analytics** page, click on the menu icon at the top left side. Go to the **Content** tab, then go to the **Team Content** tab, scroll to **Human Resources**, scroll down to **HR El Paso**, then scroll down and click on the **Compliance Information Report**.
  - d. Download the report as an **Excel Document**.
6. Next, you will need to clean up the **Faculty/Staff List** (Employee List):
  - a. Delete the first row titled **All Active Employees TTUHSC**
  - b. Click on the triangle at the top left side of the screen to select all, then unselect the **Merge & Center** button.
  - c. Select the first row and bold the headers.
  - d. Add a filter to all columns.
  - e. Click on **File** then **Save As**.
  - f. Save the report in **Batman** drive → **Excluder Provider Check** folder → **Employee List** → **2024** (or current year) folder under the following naming convention:

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Name	✓	Date modified	Type	Size
 2024-1-2 Faculty and Staff.xlsx		1/2/2024 10:36 AM	Microsoft Excel W...	185 KB
 2024-2-2 Faculty and Staff.xlsx		2/2/2024 1:58 PM	Microsoft Excel W...	186 KB

7. To download the **Vendor List**:
  - a. Sign-in to Web Raider Portal
  - b. Go to the **Cognos** tab on the left side of the page, then click on **Cognos Production** in the **Useful Links** section.
  - c. In the **Cognos Analytics** page, click on the menu icon at the top left side. Go to the **Content** tab, then go to the **Team Content** tab, scroll to **HSC El Paso Finance**, scroll to **Specialized Department Reports**, then scroll down and click on **Institutional Compliance**, then scroll to the **Excluded Provider Check of Vendors**.
  - d. Select the date range from the first day of the previous month to the first day of the current month, then scroll down and click **Finish**.
  - e. Download the report as an **Excel Document**.
8. Next, you will need to clean up the **Vendor List** report:
  - a. Delete the first two rows.
  - b. Delete columns **A Chart of Accounts & B Vendor UID**.
  - c. Delete the **Remit to Street Line 3** and **Remit to Street Line 4** columns.
  - d. Delete all of the following columns: **Remit to Nation**, **Remit to Nation Desc**, **Remit to Address Type**, and **Remit to Address Type Number**.
  - e. Click on the triangle at the top left side of the screen to select all, then unselect the **Merge & Center** button.
  - f. Select the first row and bold the headers.
  - g. Add a filter to all columns.
  - h. Click on the **Data** tab in the ribbon and select **Remove Duplicates**. Click on the **Unselect All** option and select the **Vendor ID** option. Click **OK**. You will receive a pop-up notification that indicates how many duplicate values have been removed. Click **OK**.
  - i. Click on **File** then **Save As**.
  - j. Save the report in **Batman** drive → **Excluder Provider Check** folder → **Vendor List** → **2024** (or current year) folder under the following naming convention:

Name	✓	Date modified	Type	Size
 2024-1-2 Vendors.xlsx		1/2/2024 10:37 AM	Microsoft Excel W...	20 KB
 2024-2-2 Vendors.xlsx		2/2/2024 2:01 PM	Microsoft Excel W...	18 KB

9. Once all three reports have been cleaned up and saved in their respective folders, go to **Streamline Verify** to import each report.

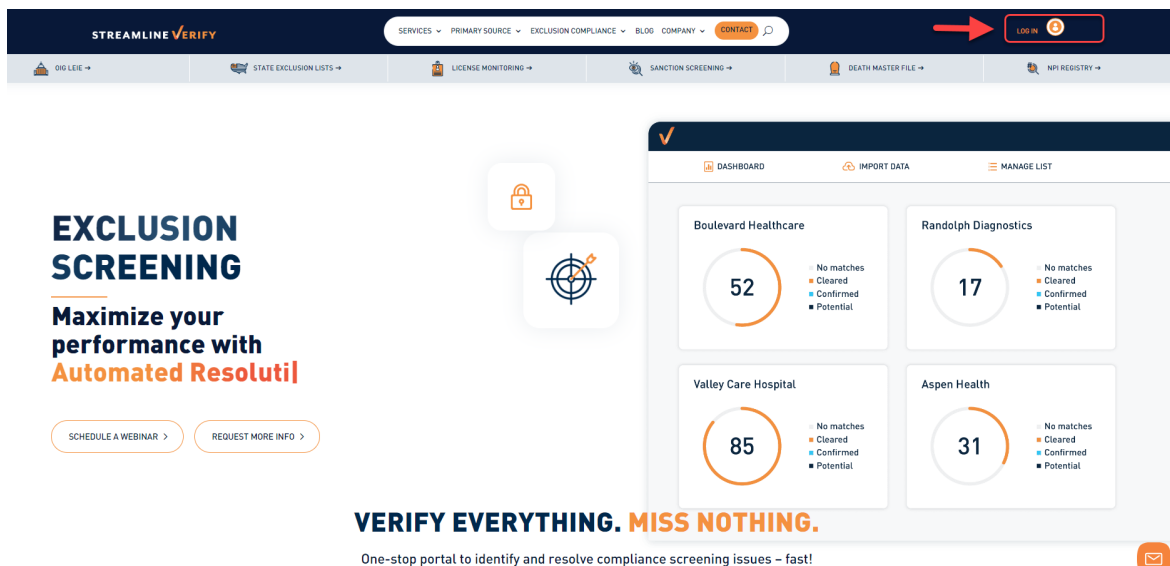
## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

### Importing the Reports

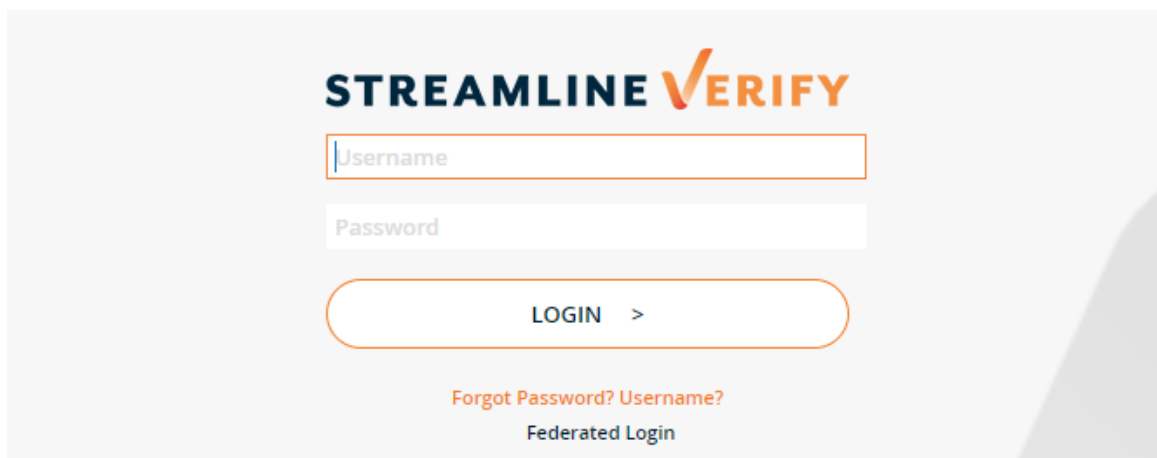
10. To access the **Streamline Verify** web page, click on the following link:

<https://streamlineverify.com/>.

(The VP/ICO in the Office of Institutional Compliance will need to give you access by creating an account for you).

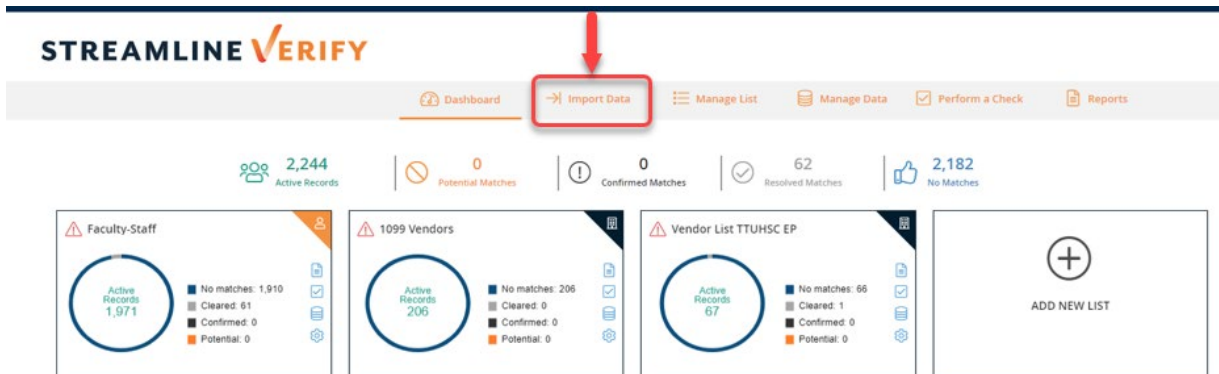


11. You will need to log in with your username and password.



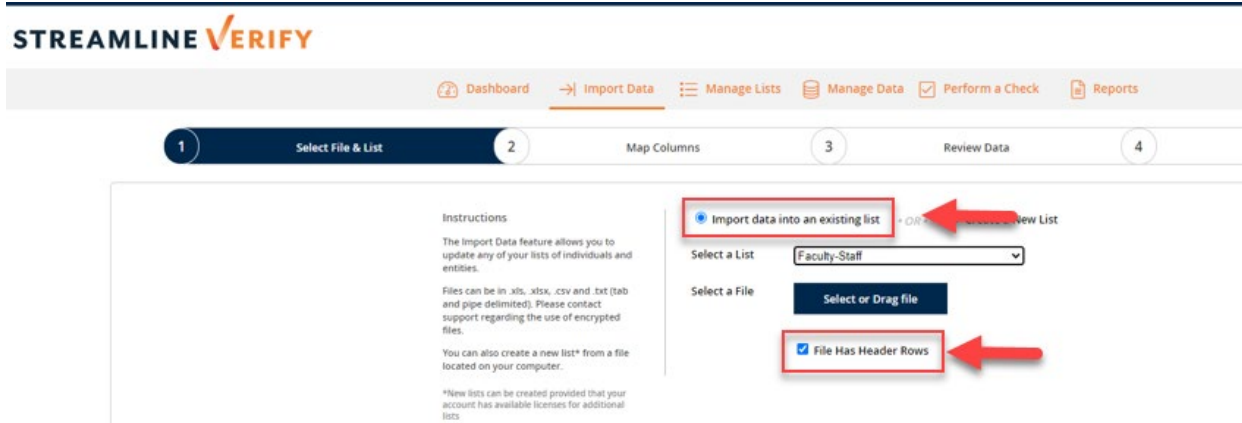
12. Once you have successfully logged in, you will see the screen below. To begin importing each report, click on **Import Data** at the top of the screen.

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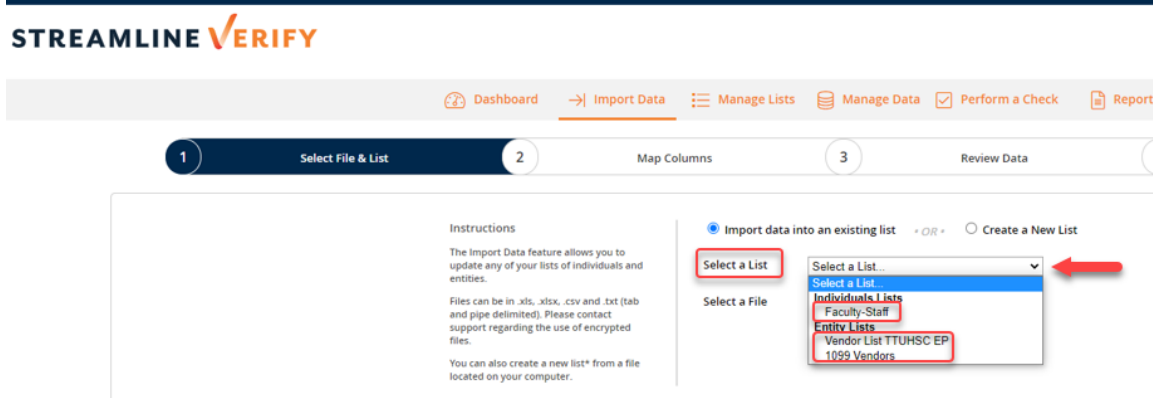


13. This will take you to the **1) Select File & List** step.

- Before importing the file, select the **Import data into an existing list** radio button, and select the **File Has Header Rows** checkbox.



14. Click on the **Select a List** drop-down box and choose the report that will be imported. You will need to import the following reports: **Faculty-Staff** (employees list/individuals), **Vendor List** (entities), and **1099-Vendors** (entities).



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15. To upload the first report, click on the **Select or Drag file** button.

**NOTE: Ensure the File has Header Rows checkbox has been selected.**

Instructions

The Import Data feature allows you to update any of your lists of individuals and entities.

Files can be in .xls, .xlsx, .csv and .txt (tab and pipe delimited). Please contact support regarding the use of encrypted files.

You can also create a new list\* from a file located on your computer.

\*New lists can be created provided that your account has available licenses for additional lists

Import data into an existing list ☒ OR ☐ Create a New List

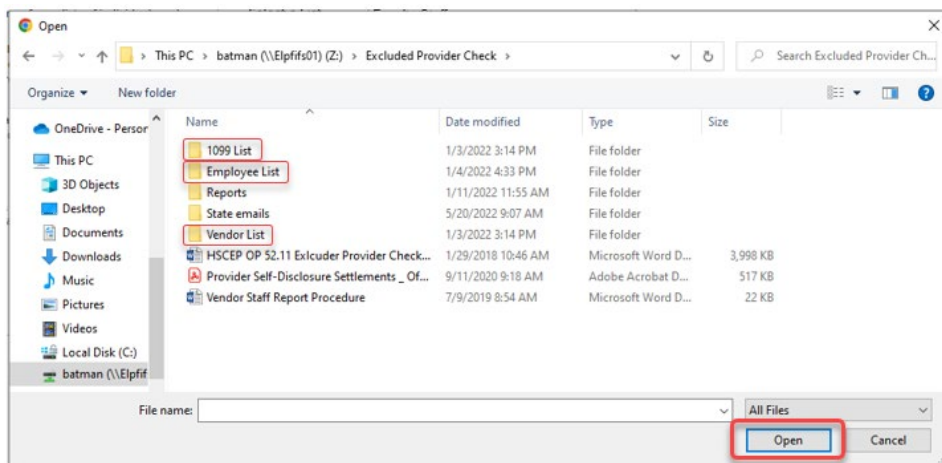
Select a List: Faculty-Staff

Select a File: **Select or Drag file**

☒ File Has Header Rows

Next »

16. Go to the **Batman** drive → **Excluded Provider Check** folder → then select the folder that pertains to the report you are importing (**1099-Vendors List**, **Employee List**, or **Vendor List**) → then select the **2024** folder (or current year). Once you have located the correct report, click **Open**.



17. Once you have selected the report, click on **Next** at the bottom right corner of the screen:

Instructions

The Import Data feature allows you to update any of your lists of individuals and entities.

Files can be in .xls, .xlsx, .csv and .txt (tab and pipe delimited). Please contact support regarding the use of encrypted files.

You can also create a new list\* from a file located on your computer.

\*New lists can be created provided that your account has available licenses for additional lists

Import data into an existing list ☒ OR ☐ Create a New List

Select a List: Vendor List TTUHSCEP

Select a File: **Select or Drag file**

File: 2022-9-2 Vendor List.xlsx

☒ File Has Header Rows

Next »

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18. This will take you to the **2) Map Columns** step. In the **2) Map Columns** step, match the report headers in your report to all **Streamline Verify** headers. If there is no matching category for the column title, you may select the **Ignore** option.

- a. For the **1099-Vendor List** report, match the following headers:

### Map Data

Under each column, select a Streamline Verify Column that matches the columns in your file. If you can't find a Streamline Verify column that matches, or you don't want to import a specific column, select "Ignore". [Why it's important to have an ID.](#)

Tax ID	ID	Name	Street Line 1	Street Line 2	City	State/Province	Postal Code	COA
Federal Tax ID	ID	Provider / Entity Nam	Address	Address 2	City	State	Zip	Ignore

- b. For the **Faculty/Staff List** report, match the following headers:

### Map Data

Under each column, select a Streamline Verify Column that matches the columns in your file. If you can't find a Streamline Verify column that matches, or you don't want to import a specific column, select "Ignore". [Why it's important to have an ID.](#)

ID	LAST_NAME	FIRST_NAME	MIDDLE_NAME	POSITION_TITLE	HOME_ORGANIZATION_DESC	BIRTH_DATE	EMAIL_PREFERRED_ADDRESS	Soc Security #
ID	Last Name	First Name	Middle Name	Job Title	Building	DOB	Ignore	SSN

- c. For the **Vendor List** report, match the following headers:

### Map Data

Under each column, select a Streamline Verify Column that matches the columns in your file. If you can't find a Streamline Verify column that matches, or you don't want to import a specific column, select "Ignore". [Why it's important to have an ID.](#)

VENDOR_ID	FEDERAL_TAX_ID	VENDOR_NAME	REMIT_TO_STREET_LINE1	REMIT_TO_STREET_LINE2	REMIT_TO_CITY	REMIT_TO_STATE_PROVINCE	REMIT_TO_POSTAL_CODE
ID	Federal Tax	Provider / Er	Address	Address 2	City	State	Zip

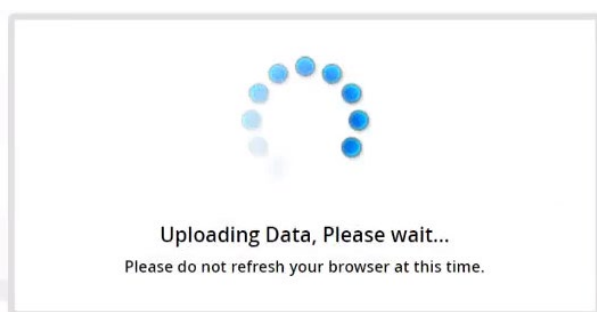
19. At the bottom of this screen you will see a checkbox titled **Make Building number unique**. **DO NOT** check this box, leave unchecked.



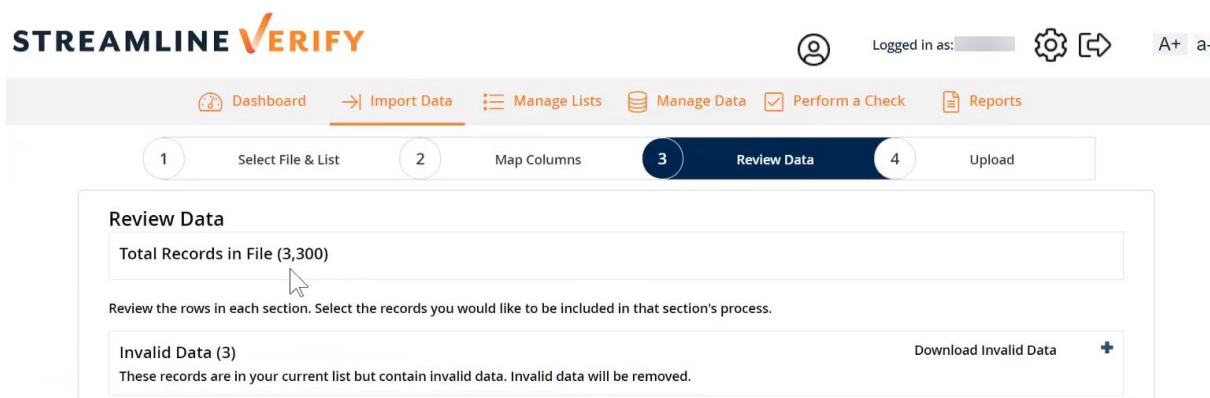
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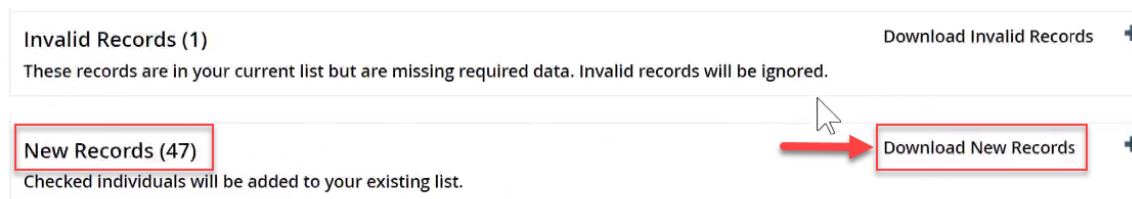
20. Once you have matched all of the columns click **Next**. You will see the following screen:



21. Next, you will be taken to the **3) Review Data** step. Review the information on this screen.



22. If you are uploading the **Faculty-Staff Report**, go to the **New Records** section and click on the **Download New Records** link on the right side.





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23. Download and save this document as an Excel Worksheet and save it in the **Batman** folder → **Excluded Provider Check** folder → **Employee List** folder → **2024** folder (or current year) then save the file under the following naming convention:

	2024-2-9 Faculty and Staff	2/9/2024 9:32 AM	Microsoft Excel Work...	269 KB
	2024-2-9 NEW RECORDS Faculty and Staff	2/9/2024 9:35 AM	Microsoft Excel Work...	73 KB
	2024-2-9 TERMINATED RECORDS Faculty and S...	2/9/2024 9:35 AM	Microsoft Excel Work...	7 KB

24. Next, go to the **Terminate Records** section and click on the **Download Records Being Terminated** link on the right side.

**Terminate (42)**

These records are in your current list but are not in your uploaded file. Checking them will terminate them from your list.  
Unchecked records will remain active.

[Download Records Being Terminated](#)

<input type="checkbox"/>	ID	Building	First Name	Middle Name	Last Name	DOB
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

25. Click on the **Enable Editing** button at the top of the report. Download and save this document as an Excel Worksheet and save it in the **Batman** folder→ **Excluded Provider Check** folder→ **Employee List** folder → **2024** (or current year), then save the file under the following naming convention:

File name: 2024-3-4 TERMINATED RECORDS Faculty and Staff

Save as type: Microsoft Excel Worksheet

26. Once you have downloaded and saved your report, select the checkbox in the upper left corner to terminate all individuals listed from the report. **The Terminate step will need to be completed for all three reports.**

**Terminate (42)**

These records are in your current list but are not in your uploaded file. Checking them will terminate them from your list.  
Unchecked records will remain active.

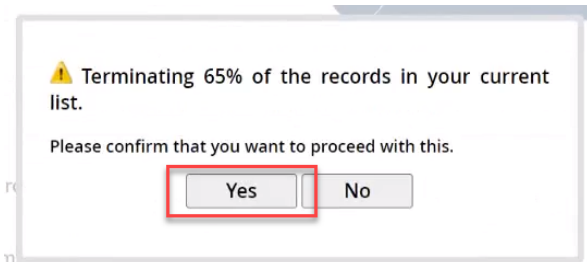
[Download Records Being Terminated](#)

<input checked="" type="checkbox"/>	ID	Building	First Name	Middle Name	Last Name	DOB
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						

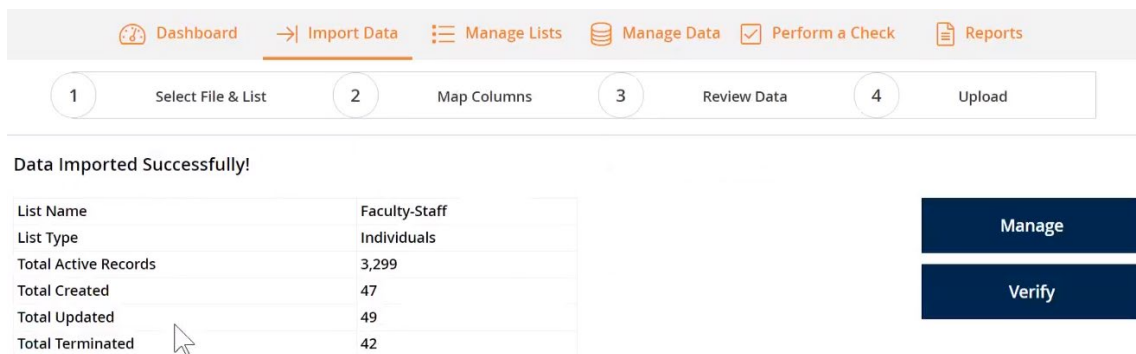
« Prev
Next »

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- a. When you scroll up, you may see a pop-up notification that says “23% or another % value matches, you want to delete?” click **YES**.



27. Lastly, in the **Import Data** function, you will see the following screen:



Data Imported Successfully!	
List Name	Faculty-Staff
List Type	Individuals
Total Active Records	3,299
Total Created	47
Total Updated	49
Total Terminated	42

Buttons: **Manage**, **Verify**

28. To continue importing all the remaining reports, **repeat steps 10 through 27**.

29. Once you have imported all three reports, the initial step in this process is complete.

30. After you have imported all three reports, wait for **Streamline Verify** to identify any potential matches in your reports. (This is typically completed by the 3<sup>rd</sup> week of the month.)

31. Occasionally, you will receive the following **Invalid Records** email after the reports have been imported. An invalid record means that one of the mandatory fields is missing. For example a unique ID, first name, or last name. Please disregard this email.

From: Streamline Verify Dashboard <no-reply@streamlineverify.com>  
 Subject: Import Invalid Information

### STREAMLINE **VERIFY**

Hi Liliana Aguilar,

Invalid information was identified upon import of the Vendor List TTUHSC EP. Please see details below.

Filename: 2024-8-1 Vendors.xlsx

Invalid Data Count: 0

Invalid Records Count: 1

A list of invalid data and records was attached to the dashboard card for this list. Hover over the information icon on the top left of the card for details of the import. This will display the statistics and allow you to download the information.

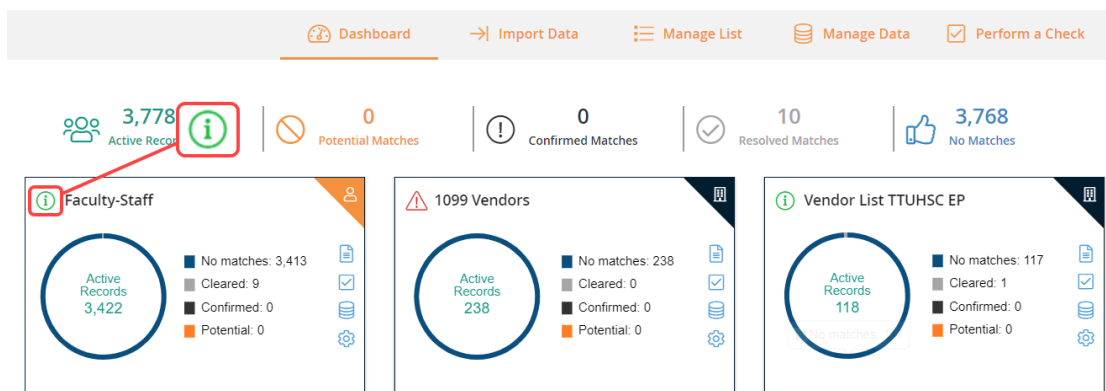
Sincerely,

Streamline Verify Dashboard

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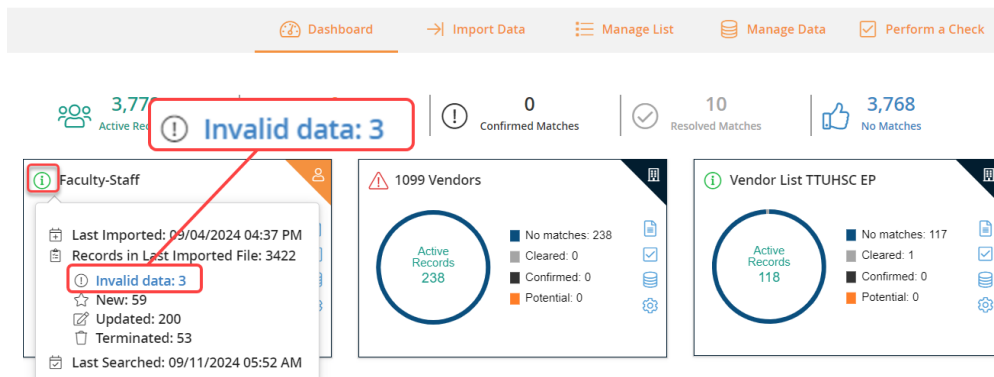
32. The report for the **Invalid Records** does not need to be saved or downloaded, but if you want to review the report:
- Go to the **Dashboard**.
  - Click on the information icon on the left side of the **Faculty-Staff**, **1099 Vendors**, or **Vendor List TTUHSC EP** box.

### STREAMLINE **VERIFY**



- Next, click on the **Invalid data** link to download the report.

### STREAMLINE **VERIFY**



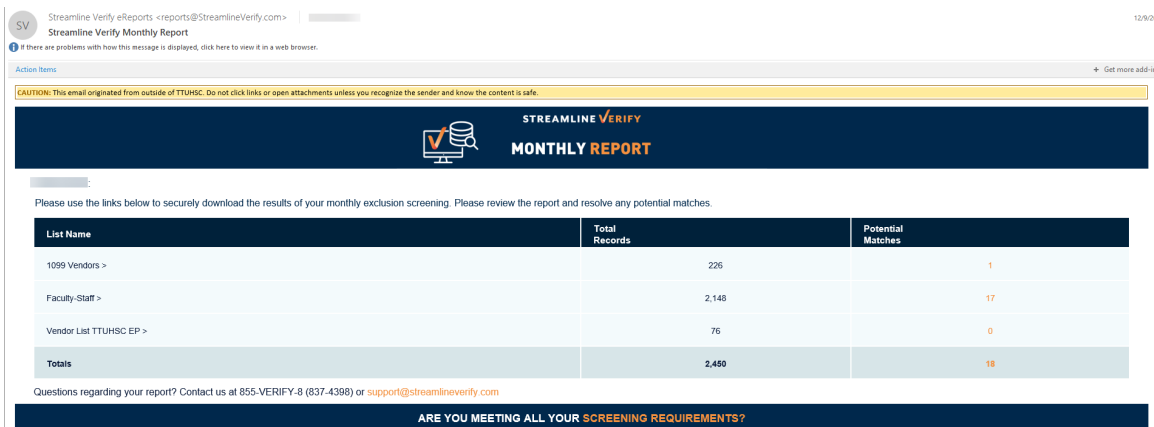
- The report will contain the reasons for the invalid records in the **"Invalid Messages"** row.

	A	B	C	E	F	G	H
1	ID	Building	First Name	Last Name	SSN	DOB	Invalid Messages
2							A date of birth can't be more than 120 years ago. The date of birth "1900-01-01" will be removed.
3							A date of birth can't be more than 120 years ago. The date of birth "1900-01-01" will be removed.

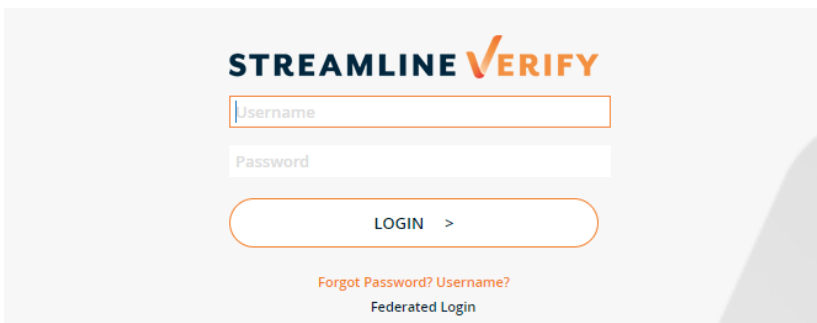
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### Reviewing Potential Matches in Streamline Verify

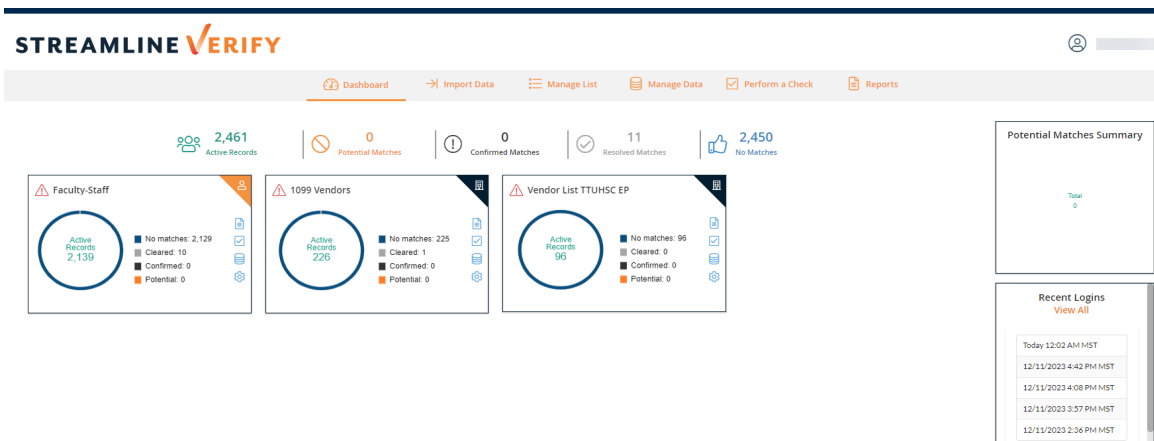
33. Once **Streamline Verify** has identified all potential matches, you will receive the following email notification:



34. To access the **Streamline Verify** website, click on the following link: <https://streamlineverify.com/>. You will need to log in with your username and password.



35. Once you log in, you will see the following screen:



Dashboard
 Import Data
 Manage List
 Manage Data
 Perform a Check
 Reports

2,461  
Active Records

10  
Potential Matches

0  
Confirmed Matches

0  
Resolved Matches

2,451  
No Matches

Faculty Staff

No matches: 2,131

Cleared: 0

Confirmed: 0

Potential: 0

1099 Vendors

No matches: 226

Cleared: 0

Confirmed: 0

Potential: 0

Vendor List TTUHSC EP

No matches: 94

Cleared: 0

Confirmed: 0

Potential: 2

Potential Matches Summary

Total: 10

Recent Logins  
View All

The screenshot shows the 'Active Records' dashboard with the following data:

Category	Active Records	Potential Matches	Confirmed Matches	Resolved Matches
Faculty-Staff	2,139	10	0	0
1099 Vendors	226	0	0	0
Vendor List TTUHSC EP	96	0	0	0

Legend for Faculty-Staff:

- No matches: 2,131
- Cleared: 0
- Confirmed: 0
- Potential: 8

Legend for 1099 Vendors:

- No matches: 226
- Cleared: 0
- Confirmed: 0
- Potential: 0

Legend for Vendor List TTUHSC EP:

- No matches: 94
- Cleared: 0
- Confirmed: 0
- Potential: 2

**STREAMLINE** **VERIFY**

Dashboard Import Data Manage Lists Manage Data Perform A Check Reports

List Individual/Entity Summary

Individual/Entity Lists

List: Faculty-Staff From: To: Reset

Check Dates

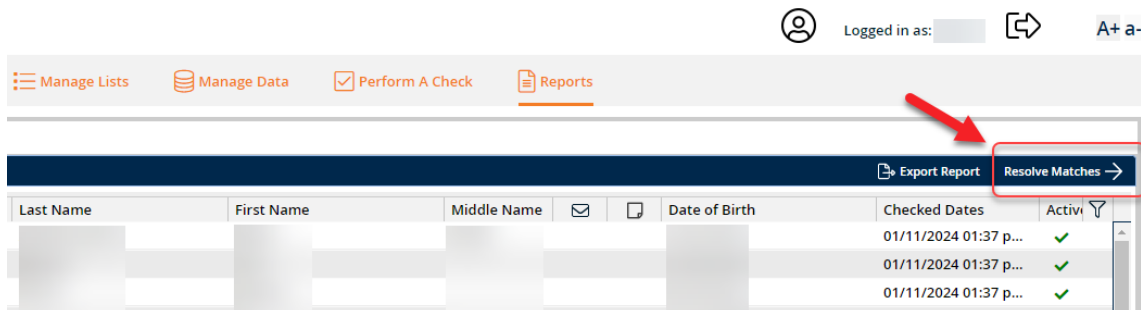
- Date
- 01/11/2024 01:37 p.m.
- 12/09/2023 07:57 p.m.
- 11/10/2023 06:29 a.m.
- 10/12/2023 07:48 p.m.
- 09/09/2023 09:53 p.m.
- 08/11/2023 05:06 p.m.
- 07/13/2023 06:05 p.m.
- 06/11/2023 01:51 a.m.
- 05/12/2023 11:07 p.m.
- 04/11/2023 06:10 a.m.
- 03/13/2023 05:46 p.m.
- 02/10/2023 06:18 p.m.
- 01/11/2023 12:55 p.m.
- 12/12/2022 03:55 p.m.
- 11/12/2022 02:15 a.m.
- 10/12/2022 01:51 a.m.
- 09/10/2022 07:19 p.m.
- 08/10/2022 11:57 p.m.
- 07/10/2022 01:21 a.m.

ID	Building	Check Status	Match Results	Last Name	First Name	Middle Name	Email	Phone	Date of Birth	Checked Dates	Active
		✓	Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓
		✓	No Potential Matches							01/11/2024 01:37 p.m.	✓

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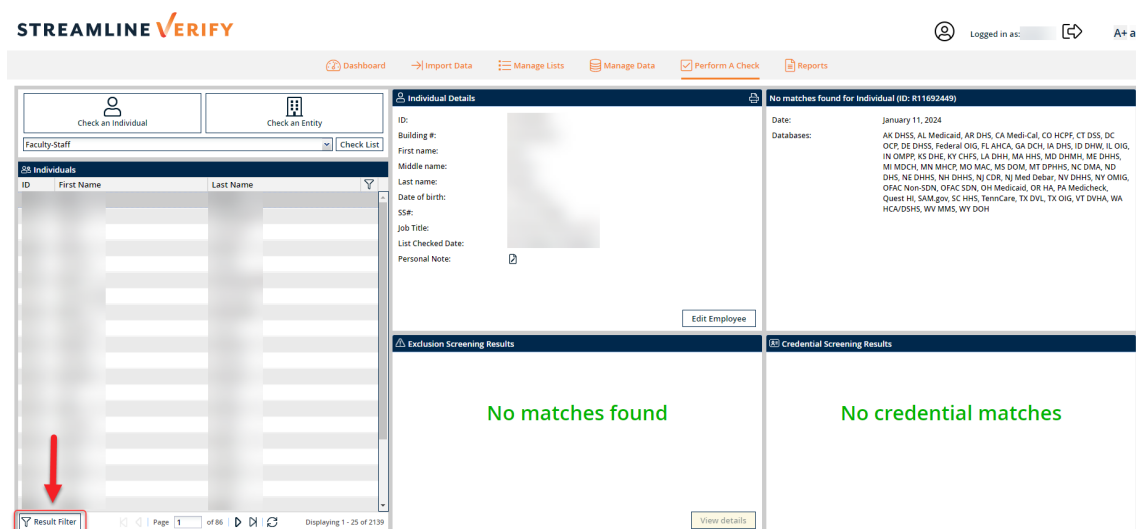
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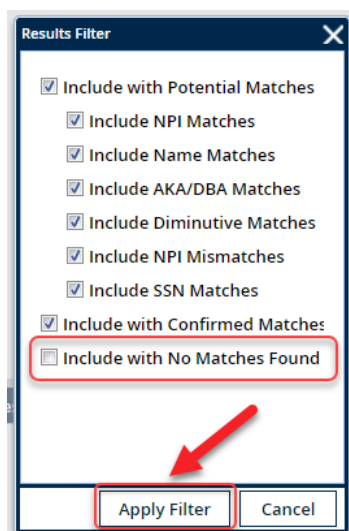


40. This will take you to the following screen:

- To display the potential matches only, click on the **Result Filter** option at the bottom of the screen.

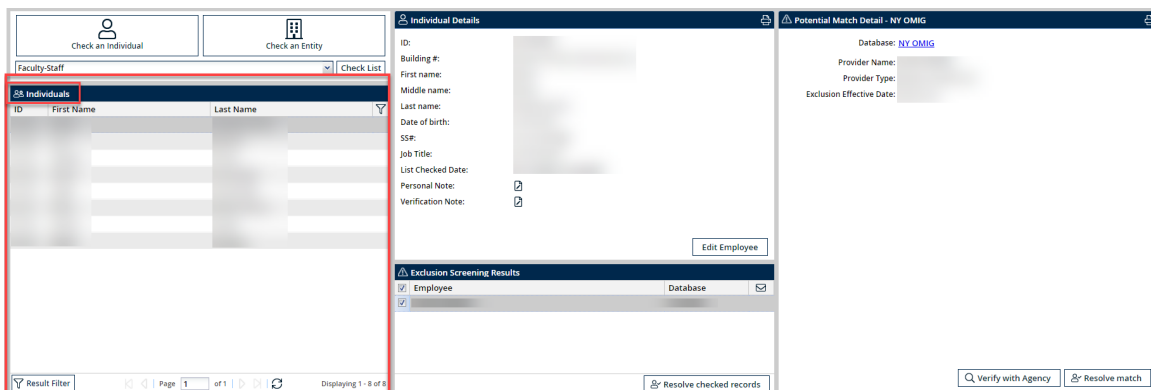


41. When you click on **Result Filter**, you will see the following pop-up. Unselect the last “Include with No Matches Found” checkbox and click on **Apply Filter**.



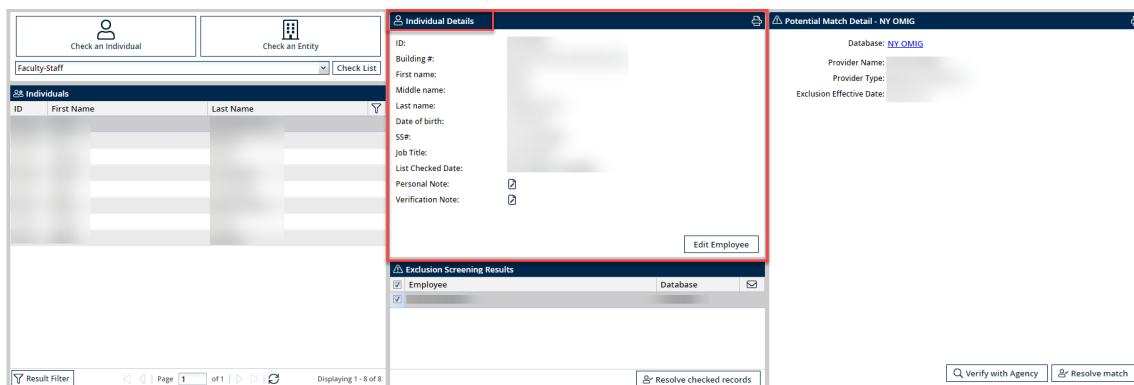
## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

42. Streamline will display the TTUHSC EP individual/entity in the **Individuals/Entity** section:



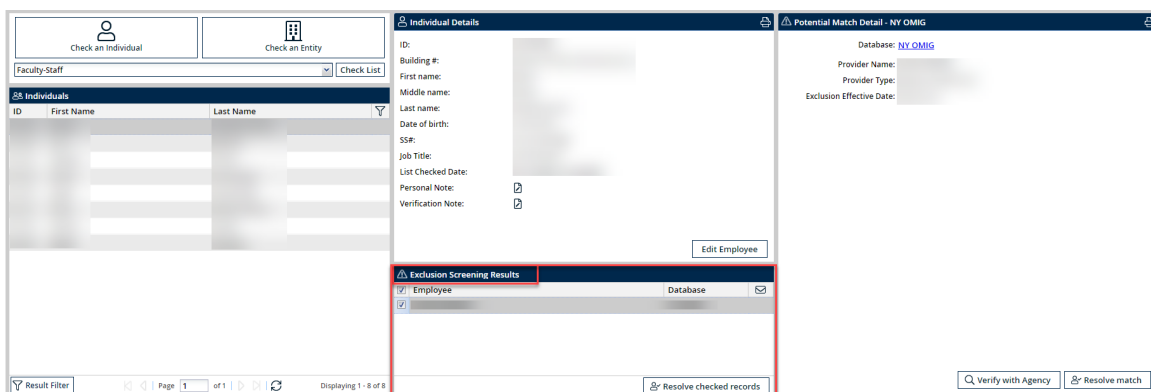
The screenshot shows the Streamline system interface. On the left, there are two buttons: 'Check an Individual' and 'Check an Entity'. Below them is a 'Faculty-Staff' dropdown and a 'Check List' button. The main area displays a table titled '58 Individuals' with columns for ID, First Name, and Last Name. A red box highlights this table. To the right, the 'Individual Details' section is partially visible, showing fields for ID, Building #, First name, Middle name, Last name, Date of birth, SS#, Job Title, List Checked Date, Personal Note, and Verification Note. At the bottom of the table, there is a 'Result Filter' and a 'Page 1 of 1' indicator.

43. When you click on the individual/entity's name, the **Individual Details** section will display additional information for that individual/entity.



The screenshot shows the Streamline system interface. The 'Individual Details' section is highlighted with a red box. It displays fields for ID, Building #, First name, Middle name, Last name, Date of birth, SS#, Job Title, List Checked Date, Personal Note, and Verification Note. Below these fields is an 'Edit Employee' button. To the right, the 'Potential Match Detail - NY OMIG' section is visible, showing fields for Database, Provider Name, Provider Type, and Exclusion Effective Date. At the bottom of the table, there is a 'Result Filter' and a 'Page 1 of 1' indicator.

44. The **Exclusion Screening Results** will display the individual/entity and the **Database (Agency)** that lists a potential match.

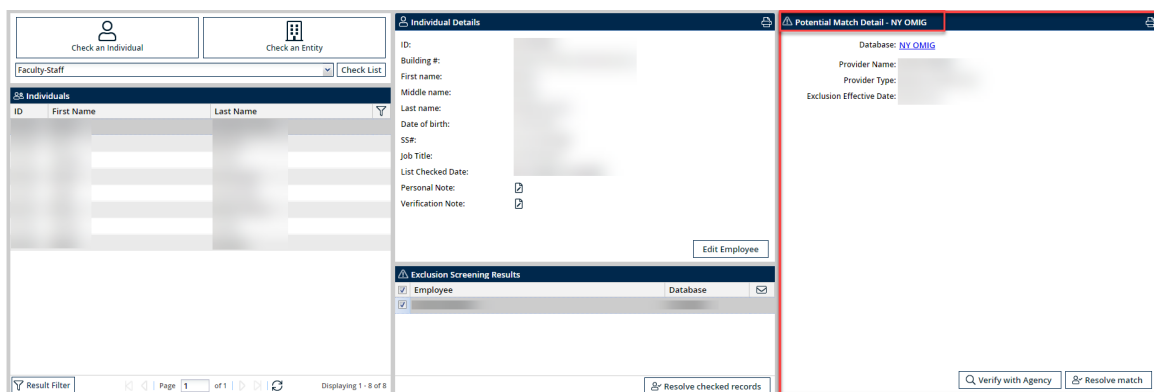


The screenshot shows the Streamline system interface. The 'Exclusion Screening Results' section is highlighted with a red box. It displays a table with columns for ID, First Name, Last Name, and Database. Below the table is an 'Edit Employee' button. To the right, the 'Potential Match Detail - NY OMIG' section is visible, showing fields for Database, Provider Name, Provider Type, and Exclusion Effective Date. At the bottom of the table, there is a 'Result Filter' and a 'Page 1 of 1' indicator.

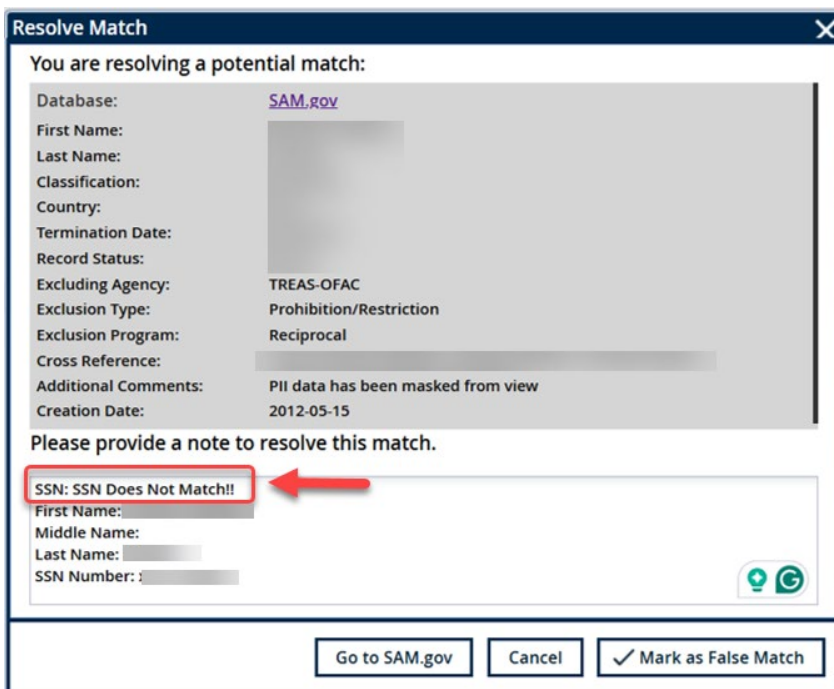
45. The **Potential Match Detail** section will display the **Agency** that has the potential match(es) as well as additional information on that individual/entity.



## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure



46. To begin reviewing potential matches, click on the first name listed in the **Individuals/Entity** section.
47. If the potential match is from the **Office of Inspector General (OIG)** or the **System for Award Management (SAM) Agency**, click on the **Verify with Agency** button.
48. Generally, **Streamline Verify** will verify with the **Agency** and determine if a match has been found. When an individual has been identified as a false match, you will see the following message:




- b. To clear this individual/entity, click on the **Mark as False Match** button.

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

**Additional Comments:** PII data has been masked from view  
**Creation Date:** 2012-05-15

**Please provide a note to resolve this match.**


**SSN: SSN Does Not Match!!**  
**First Name:**   
**Middle Name:**   
**Last Name:**   
**SSN Number:**




Go to SAM.gov
Cancel
✓ Mark as False Match

49. If this verification is not done automatically by **Streamline Verify**, go to the **Agency's** website and determine if the individual/entity listed is a potential match.

50. In the **SAM.GOV** website, you will see the page below. To search for an individual/entity use the field below:


Sign In


Home
Search
Data Bank
Data Services
Help

Search

All Words ▼

e.g. 1606N020Q02

Q



Select Domain  
 All Domains +

Filter By -

**Keyword Search**  
 For more information on how to use our keyword search, visit our [help guide](#)

Simple Search
Search Editor

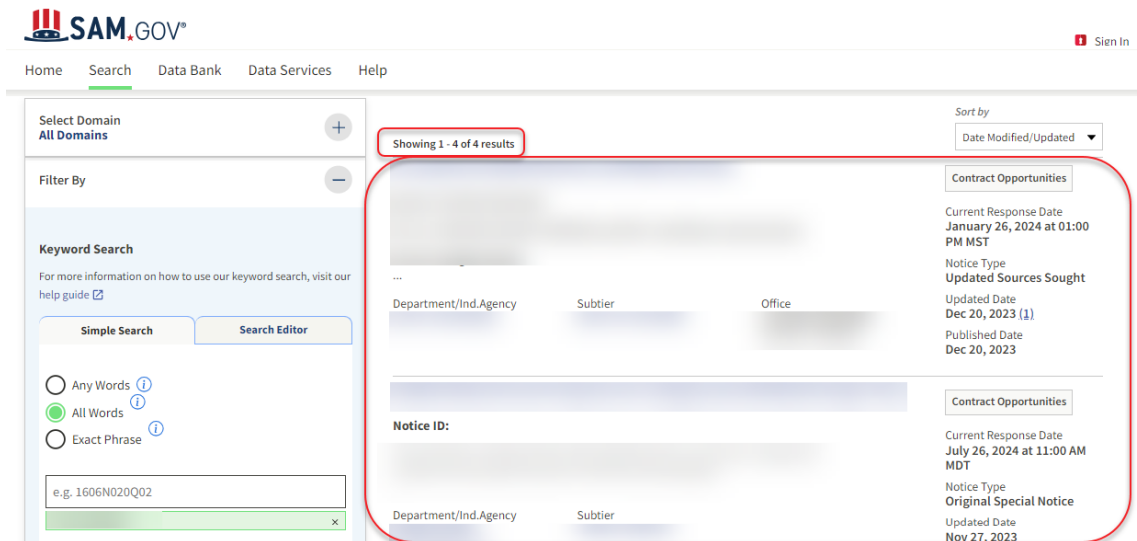
←

**Select Criteria**  
 Choose your filters and run your report to begin.

51. Once you click on the search icon, this will take you to the page below. The section on the right side will display all results that match the search criteria. Click on the name of the individual/entity that you are searching for.

Page 17 of 25  
 HSCEP OP 52.11, PRO A

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure



Home Search Data Bank Data Services Help

Select Domain All Domains

Filter By

Keyword Search  
 For more information on how to use our keyword search, visit our help guide

Simple Search Search Editor

☐ Any Words  
☒ All Words  
☐ Exact Phrase

e.g. 1606N020Q02

Showing 1 - 4 of 4 results

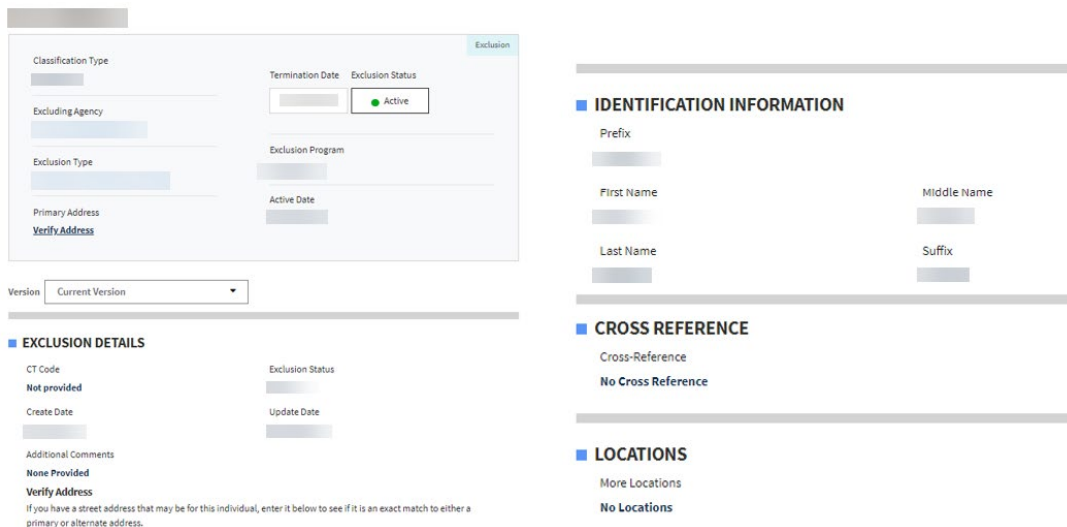
Sort by Date Modified/Updated

Contract Opportunities  
 Current Response Date January 26, 2024 at 01:00 PM MST  
 Notice Type Updated Sources Sought  
 Updated Date Dec 20, 2023 (1)  
 Published Date Dec 20, 2023

Notice ID:  
 Department/Ind.Agency Subtier Office

Contract Opportunities  
 Current Response Date July 26, 2024 at 11:00 AM MDT  
 Notice Type Original Special Notice  
 Updated Date Nov 27, 2023

52. When you click on the name of the individual/entity, this will give you additional information on that excluded individual/entity. Review this information to determine if this is a potential match.



Classification Type  
 Excluding Agency  
 Exclusion Type  
 Primary Address  
 Verify Address

Termination Date  
 Exclusion Status  
 Active

Exclusion Program  
 Active Date

Version Current Version

**EXCLUSION DETAILS**  
 CT Code  
 Not provided  
 Create Date  
 Exclusion Status  
 Update Date  
 Additional Comments  
 None Provided  
 Verify Address  
 If you have a street address that may be for this individual, enter it below to see if it is an exact match to either a primary or alternate address.

**IDENTIFICATION INFORMATION**  
 Prefix  
 First Name  
 Middle Name  
 Last Name  
 Suffix

**CROSS REFERENCE**  
 Cross-Reference  
 No Cross Reference

**LOCATIONS**  
 More Locations  
 No Locations

Edit Employee

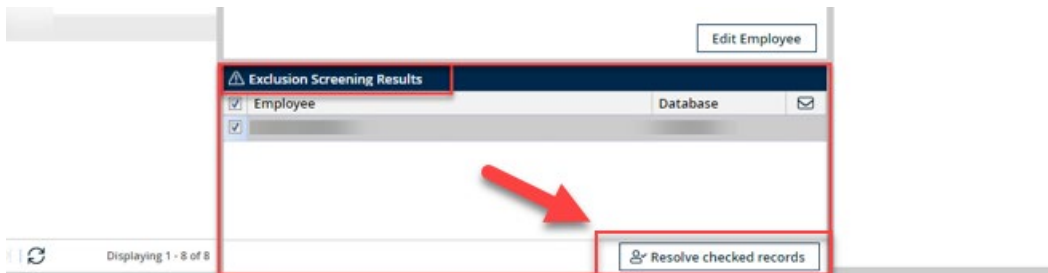
**Exclusion Screening Results**  

Employee	Database
<input checked="" type="checkbox"/>	

Displaying 1 - 8 of 8

Resolve checked records

53. If this is not a potential match, go back to the **Streamline Verify** website and click on **Resolve checked records** in the **Exclusion Screening Results** section.



Edit Employee

**Exclusion Screening Results**  

Employee	Database
<input checked="" type="checkbox"/>	

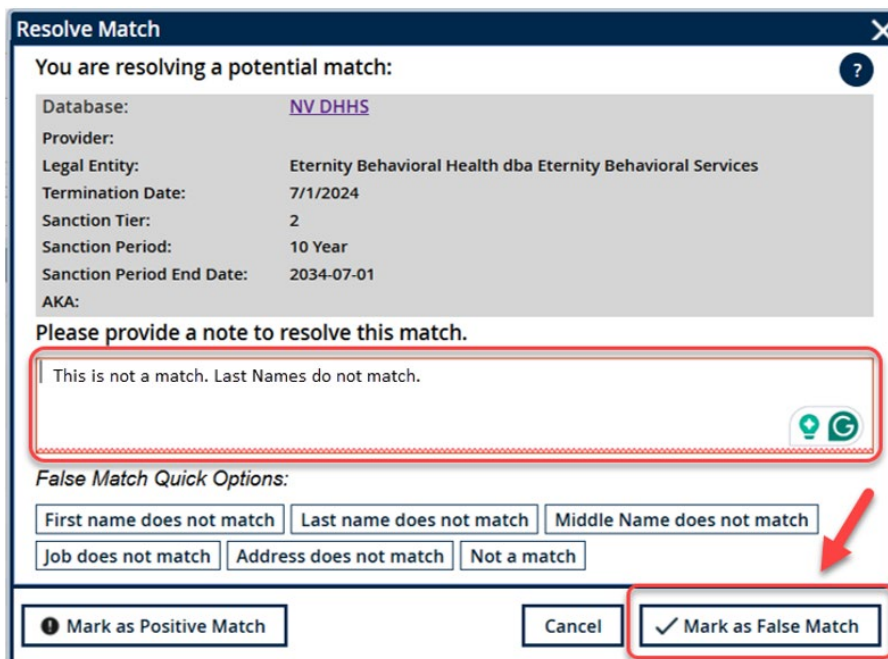
Displaying 1 - 8 of 8

Resolve checked records

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

54. When you click on **Resolve checked records** you will see the following pop-up.

- a. Enter a comment in the notes section then click on **Mark as a False Match**. The name of the individual/entity will be cleared from your list of potential matches.



**Resolve Match**

You are resolving a potential match:

Database: [NV DHHS](#)

Provider:

Legal Entity: Eternity Behavioral Health dba Eternity Behavioral Services

Termination Date: 7/1/2024

Sanction Tier: 2

Sanction Period: 10 Year

Sanction Period End Date: 2034-07-01

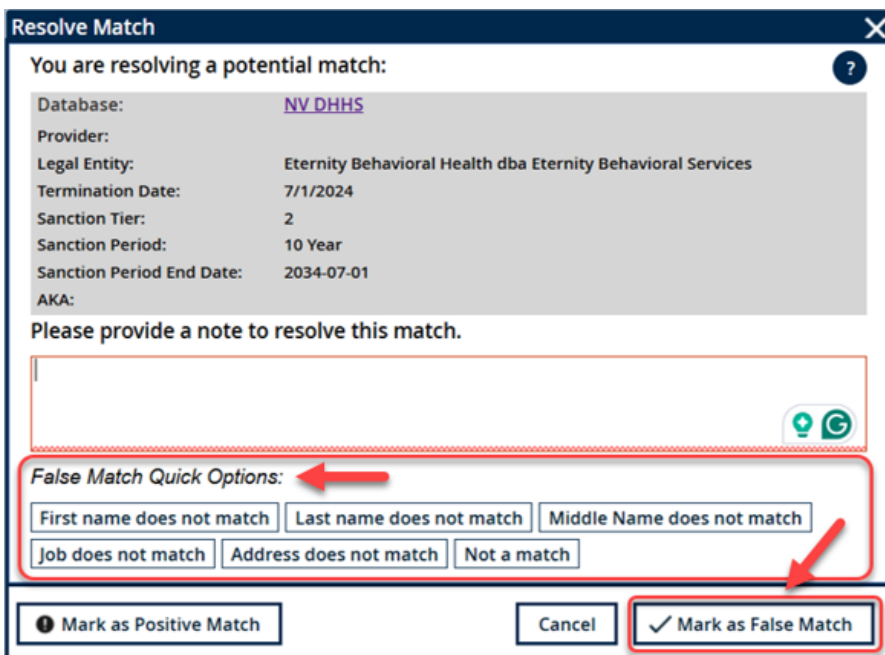
AKA:

Please provide a note to resolve this match.

This is not a match. Last Names do not match.

**False Match Quick Options:**

- b. You can also use the **False Match Quick Options**: then click on **Mark as a False Match**.



**Resolve Match**

You are resolving a potential match:

Database: [NV DHHS](#)

Provider:

Legal Entity: Eternity Behavioral Health dba Eternity Behavioral Services

Termination Date: 7/1/2024

Sanction Tier: 2

Sanction Period: 10 Year

Sanction Period End Date: 2034-07-01

AKA:

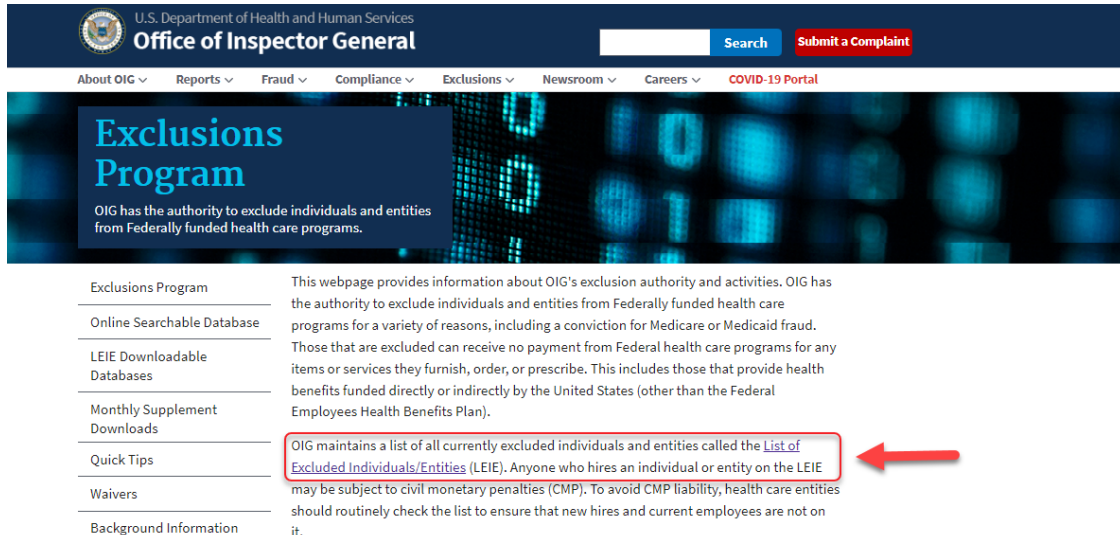
Please provide a note to resolve this match.

**False Match Quick Options:**

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

55. If the **Agency** is the **Office of Inspector General (OIG)**, you will go to the following website: <https://oig.hhs.gov/exclusions/>

a. To view the **List of Excluded Individuals/Entities (LEIE)**, click on the link below:



U.S. Department of Health and Human Services  
**Office of Inspector General**

Search Submit a Complaint

About OIG Reports Fraud Compliance Exclusions Newsroom Careers COVID-19 Portal

### Exclusions Program

OIG has the authority to exclude individuals and entities from Federally funded health care programs.

This webpage provides information about OIG's exclusion authority and activities. OIG has the authority to exclude individuals and entities from Federally funded health care programs for a variety of reasons, including a conviction for Medicare or Medicaid fraud. Those that are excluded can receive no payment from Federal health care programs for any items or services they furnish, order, or prescribe. This includes those that provide health benefits funded directly or indirectly by the United States (other than the Federal Employees Health Benefits Plan).

OIG maintains a list of all currently excluded individuals and entities called the [List of Excluded Individuals/Entities \(LEIE\)](#). Anyone who hires an individual or entity on the LEIE may be subject to civil monetary penalties (CMP). To avoid CMP liability, health care entities should routinely check the list to ensure that new hires and current employees are not on it.

Exclusions Program

Online Searchable Database

LEIE Downloadable Databases

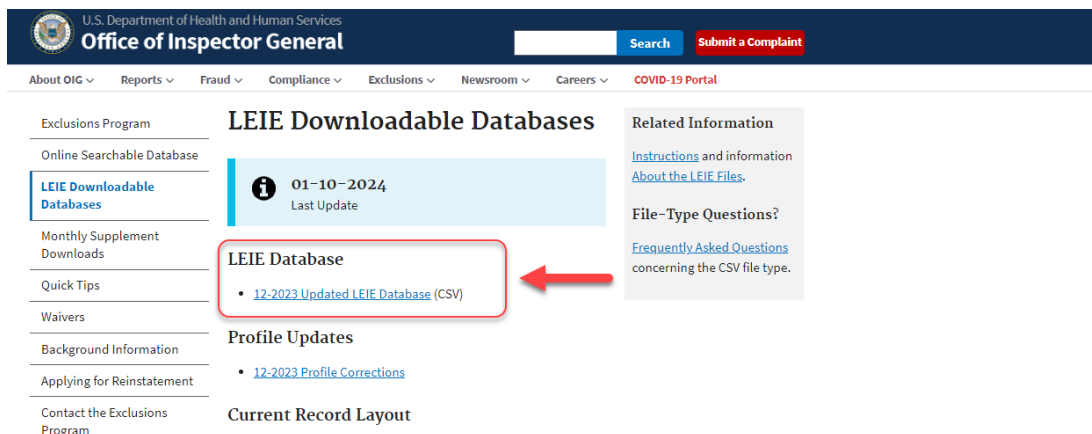
Monthly Supplement Downloads

Quick Tips

Waivers

Background Information

56. When you click on the link, you will be taken to the following page. To download the **LEIE** report, click on the link under **LEIE Database**.



U.S. Department of Health and Human Services  
**Office of Inspector General**

Search Submit a Complaint

About OIG Reports Fraud Compliance Exclusions Newsroom Careers COVID-19 Portal

### LEIE Downloadable Databases

01-10-2024  
Last Update

**LEIE Database**

- [12-2023 Updated LEIE Database \(CSV\)](#)

Profile Updates

- [12-2023 Profile Corrections](#)

Current Record Layout

Related Information

[Instructions](#) and information [About the LEIE Files](#).

File-Type Questions?

[Frequently Asked Questions](#) concerning the CSV file type.

Exclusions Program

Online Searchable Database

LEIE Downloadable Databases

Monthly Supplement Downloads

Quick Tips

Waivers

Background Information

Applying for Reinstatement

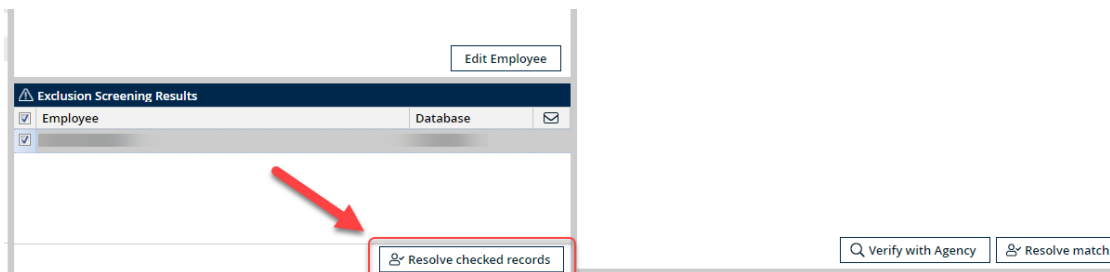
Contact the Exclusions Program

57. This link will allow you to pull an Excel report where you can search for the name of the potential match. Review the information listed in the report.

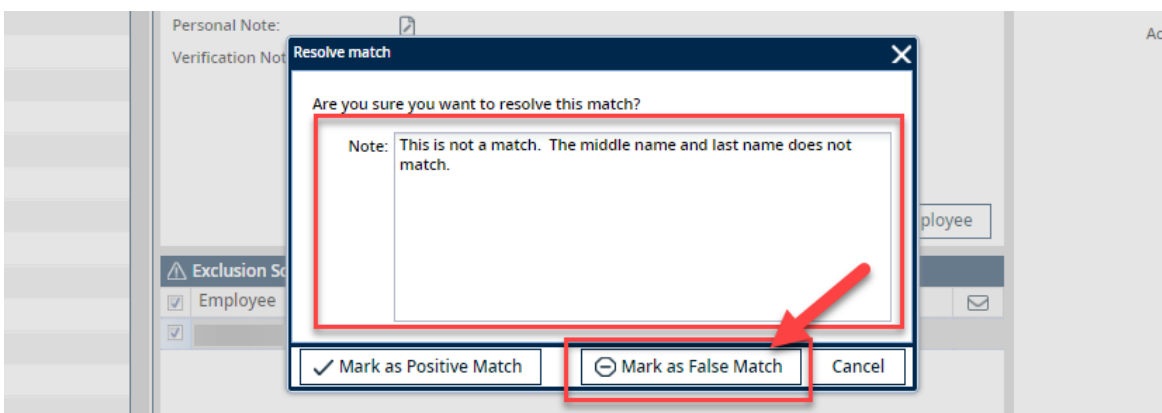
58. Once you have verified that the individual/entity is not a match, go back to **Streamline Verify**.

59. In the screen below, click on the **Resolve checked records** button in the **Exclusion Screening Results** section:

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure



60. When you click on **Resolve checked records**, you will see the **Resolve match** pop-up. Type a comment in the **Note** field, then click on the **Mark as False Match** button.
- a. Example comment: *“This is not a match. Last names do not match.”*



61. There are some **Agencies** that will not provide any more information than what is listed in the **Potential Match Detail Section** on the Streamline Verify website. A few of these agencies include, but are not limited to the following:
- California (CA Medi-Cal)
  - New Jersey (NJ CDR)
  - Florida (FL AHCA)
62. If there is a potential match for the following **State Agencies** or the information on the individuals you are comparing is very similar, **always** send an email to the indicated Agency/contact to verify that the individual/entity is not a potential match.
- New Mexico
  - Oklahoma
  - Arkansas
  - Louisiana
63. For other **State Agencies**, if you notice that there are multiple similarities between the individual/entity and the individual/entity listed in the **Agency** section, email the indicated contact for the **State Agency**.

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

64. When you click on the **Verify with Agency** button in the **Potential Match Detail Section**, you will see a pop-up that allows you to email the agency directly.

a. Example Email:

**From:** [REDACTED]  
**Sent:** Friday, May 13, 2022 2:37 PM  
**To:** PIDexclusions <PIDexclusions@medicaid.alabama.gov>  
**Subject:** Potential Exclusion Match

Greetings,

Upon screening the following provider against the AL Medicaid Exclusion List, we have identified a potential match:

**Last Name, First name**

**D.O.B.:**

**SSN:**



Please verify the above potential match.

Thank you.

b. Please note that it may take up to one week or longer for a representative to reply. If you do not receive a response from the agency after the third day, be sure to send them a follow-up email.

65. Once you receive a reply from a representative of the **Agency**, click on the **Resolve Checked Records** in the **Exclusion Screening Results** and enter one of the following comments:

- Example comment: *"The State of Alabama (AL) has responded to our query. This is not a match."*

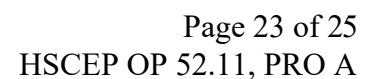
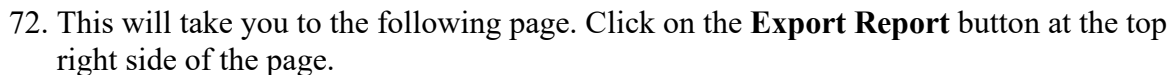
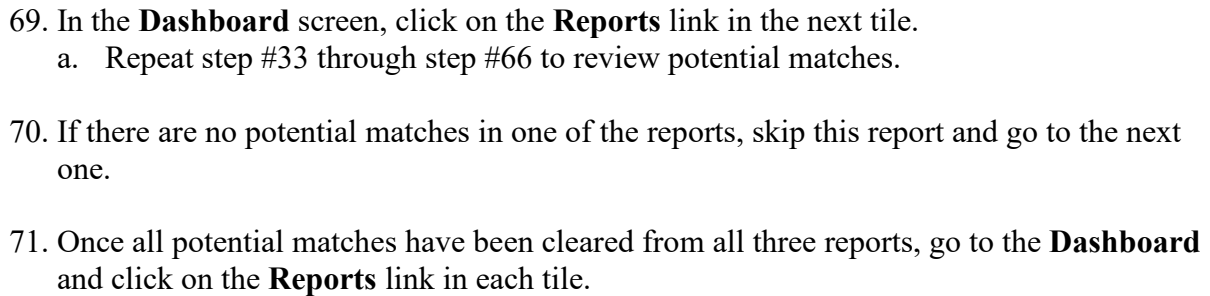
66. Continue reviewing all potential matches.

**PLEASE NOTE: If you identify a "True Match," notify the VP/Institutional Compliance Officer (ICO) IMMEDIATELY.**

67. Once you have reviewed all potential matches, the **Individuals/Entities** section on the left will be clear of all names.

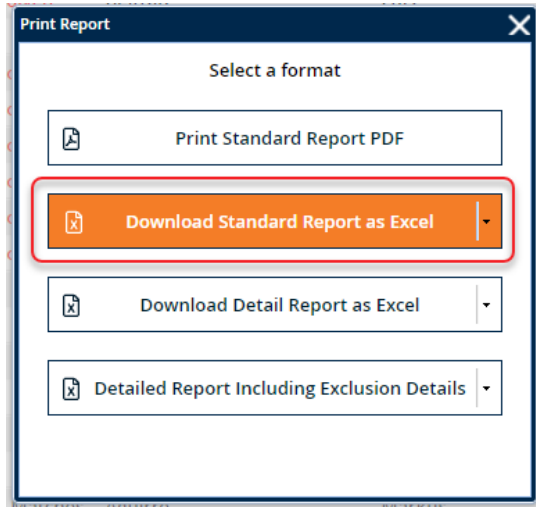
68. To continue reviewing potential matches from the other reports, click on the **Dashboard** link at the top of the screen:



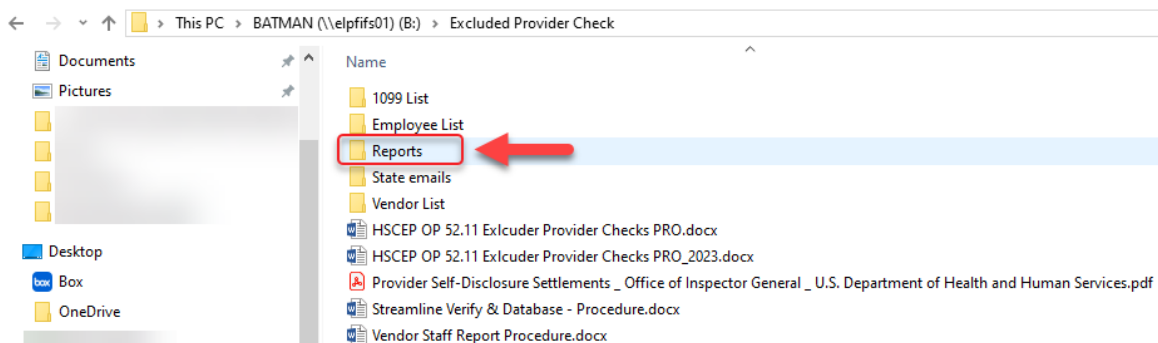


## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

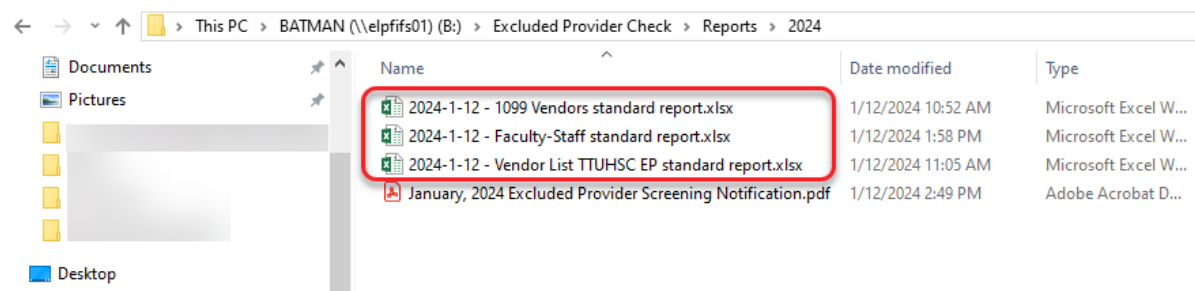
73. When you click on **Export Report**, you will see the following pop-up. Click on the **Download Standard Report as Excel** button.



74. Click **Save** and go to **Batman** → **Excluder Provider Check** folder → **Reports** folder → **2024** folder (or current year).





75. Use the same naming convention to save each report. Name the report beginning with the year, month, day, and name of the report. You will have the following three Excel reports each month:



## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

76. Once you have saved all three reports in the **Reports** folder, you will need to clean up each report.
77. Open the **1099-Vendors** report.
  - a. Delete the **Identifier** column and save the report.
78. Next, open the **Vendor List TTUHSC EP** report.
  - a. Delete the **Identifier** column and save the report.
79. Lastly, open the **Faculty-Staff** Report.
  - a. Delete the **Identifier** column and the **Date of Birth** column and save the report.
80. Once you have cleaned up and saved the reports you will need to email them to the following staff:
  - Managing Director at Payment Services
  - Employment Services-El Paso, Employment Services - [ElPaso@ttuhsc.edu](mailto:ElPaso@ttuhsc.edu)
  - Unit Manager at Clinical Affairs
  - Associate Professor in Internal Medicine
  - Director of Research
  - Senior Office Assistant in Institutional Compliance
  - VP for Clinical Administration, and Associate Dean for Finance for the Foster School of Medicine
  - Director of Research
  - Managing Director of Purchasing
  - Managing Director in Contracting
  - Vice President of Human Resources
  - Managing Director in Institutional Compliance
  - Carbon Copy (CC): Vice President/Institutional Compliance Officer
81. Lastly, save a PDF of the email that was sent to the individuals listed above. The report will be saved in the **Batman → Excluder Provider Check** folder→ **Reports → 2024** folder (or current year).
  - a. Save the PDF using the naming convention shown below:

 January, 2024 Excluded Provider Screening Notification.pdf 1/12/2024 2:49 PM  
 March, 2024 Excluded Provider Screening Notification.pdf 3/13/2024 4:18 PM

### **Frequency of Review**

This procedure will be reviewed in collaboration with HSCEP OP 52.11, Sanction Check Process (January 15 of each odd-numbered year) by the designated Compliance personnel.

**Review Date:** 5/16/2024

**Revision Date:** 11/19/2024