

Excluded Provider Checks on Streamline	Policy: HSCEP OP 52.11 PRO
Sanction Check Process	Effective Date: July 1, 2016
References: HSCEP OP 52.11	
TTUHSC El Paso Institutional Compliance	Website: http://elpaso.ttuhsc.edu/compliance/

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, as stated in policy HSCEP OP 52.11, Sanction Check Process. Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) employees, vendors and/or contractors will be screened, on a monthly-basis, 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 is to assist the compliance staff with the steps to complete excluder provider checks on Streamline.

Procedure

1. The following reports will be emailed on a monthly-basis:

Report	Sent By
Faculty/Staff List	Hortencia Ballesteros – Human Resources
Vendor List	Asma Dawood – Business Affairs (Purchasing)
1099-Vendor List	Katie Wilkerson – Payroll & Tax Services (Lubbock)

2. Once the reports are received, save a copy of each in BATMAN under the Excluder Provider Check folder.

Organize 🔻 🔭 Open Burn	New folder			
▲ ★ Favorites	Name	Date modified	Туре	Size
📃 Desktop	I SBCAC	11/12/2015 10:49	File folder	
\rm Downloads	Investigations_ELP	1/22/2016 3:41 PM	File folder	
🔛 Recent Places	🌗 Action Plan	12/18/2015 1:24 PM	File folder	
	퉬 Audit Monitoring	1/20/2016 10:18 AM	File folder	
D a Libraries	🐌 BCAC Committee	12/4/2015 4:57 PM	File folder	
	퉬 Data Bases EP	1/27/2016 3:33 PM	File folder	
4 🖳 Computer	Light Excluder Provider Check	1/26/2016 4:17 PM	File folder	
▷ 🚢 Windows (C:)	🐌 HOSPITAL_Meaningful Use Report Reque	11/30/2015 6:14 PM	File folder	
🖻 💿 DVD RW Drive (D:) HIPAA_2013	퉬 MD Audit Results	1/14/2016 2:18 PM	File folder	
≥ 🕎 angsifue\$ (\\elpdeptfs02) (N:)	퉬 P & S Committee	1/26/2016 6:52 PM	File folder	
▶ 🚅 BATMAN (\\elpfifs01) (Q:)	🔁 2011-2013 Govt payor refunds	11/23/2015 3:12 PM	Adobe Acrobat D	34,324 KB
BillComFiles\$ (\\elpdeptfs02) (R:)				
D 📬 Network				



- a. Delete worksheets 2 & 3 for all reports.
- b. The 1099-Vendor list will need to be cleaned as follows.
 - i. Open the file once it's saved.
 - ii. Filter column K, and delete all records that fall under the sorts H, S, T, and blanks.1) Uncheck the E from the options and click OK.

F		G	н		I	1		1	M
								Texas	Tech
					-	1099	57	Account (Code Vendor Payments
					-	10331	-		and Jan 25, 2016
							• • •	1, 2010	and 3an 23, 2010
Street Line 2	• SI	Street Line 3	City		- State/ Provinc	 Postal Co 	« • CO		
			Southlake	2.	Sort A to 2				MR Buildings Maintenance/Repair
			Southlake	Z	Sart Z to A			7J0146	CO Bldg Impr Constructed Capital
Mississauga, On	5800 Avebury Rd Unit 3		Mississauga ON Canada	L5R 3					OE Contracted Temporary Service
			Lubbock		Sort by Color			7N3050	OE Contracted Temporary Service
			Lubbock	10	Clear Ellter From	COAS		7N3050	OE Contracted Temporary Service
			Lubbock					7N2000	OE Awards/Prizes
			Lubbock		Fifter by Color		2		OE Contracted Temporary Service
			Lubbock		Text Eilters			7N3050	OE Contracted Temporary Service
			Lubbock		Search			7N3050	OE Contracted Temporary Service
			Lubbock		C		~ ~	7N3050	OE Contracted Temporary Service
			Lubbock		(Select AI)			7G0085	RL Rental Office Bldg/Office Spac
			Lubbock		-DE -RH			7H0026	PR Printing/Reproduction Services
			Lubbock		-BH			7H0026	PR Printing/Reproduction Services
			Lubbock		-1215 -1217			7H0026	PR Printing/Reproduction Services
			El Paso		- 1 (Slanks)			7G0011	RL Rental Copier & Related Charg
			Lubbock		-(M) (Blarks)			7N4003	OE FE Departmental Event
			Lubbock					7N4003	OE FE Departmental Event
			Lubbock					787006	TV Participant Lodging
	115 S Loop 289		ubbock					7G0010	RL Rental Furnishings and Equiph
			Longmont					7A0070	PF Lecturers
			Amarillo		_			7F0021	RM Repairs/Maint Computer Equip
			El Paso	1		OK	Cancel	746200	RL Rental of Office Buildings/Space
			El Paso					746200	RL Rental of Office Buildings/Space
			El Paso		TX	79925-114	8 E		RL Rental of Storage Space
			El Paso		TX	79936-521	3 E	746200	RL Rental of Office Buildings/Space
			Lubbock		TX	79412-302	D T		OE Advertising Other Classified
			Dallas		TY	75057.057	2 E		PL Pantal of Office Buildings/Space

- 2) After the records are deleted, open the filter in column K again and check E to get the records needed.
- iii. Delete all duplicate vendors, so there is only one record per vendor.
- iv. Delete all columns, and only leave columns A, B, and C.
- 3. Each report will be imported to Streamline Verify to complete the investigation.
 - a. Log on to Streamline Verify at <u>https://app.streamlineverify.com/</u>.

streamline	
Username Password	Forest Password? Login



b. Click on Import Data.

streamline erify	
Import Data	Logged in as: angelica.s Admin Logout
Import Data Manage Lists Manage Da	Perform A Check Results
Welcome to Stream	nline Verify
You are logged in as	

c. Choose import data into an existing list.

ort Data 🕕 Select File & List 🛛 🛛	2 Map Columns	× 3 Review Data × 4 Upload
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) and cannot exceed 20 MB or 100,000 records You can also create a new list* from a file located on your computer.	Import data Select a List Select a File	into an existing list OR - Create a New List Select a List Select or Drag file File Has Header Rows
*New lists can be created provided that your account has available licenses for additional lists		



d. Put a check mark on File Has Header Rows.

Instructions		to an existing list - OR -		
The Import Data feature allows you to update any of your lists of individuals and entities. Files can be in .xls, .xlsx, .csv and .bxt (tab and pipe delimited) and cannot exceed 20 MB or 100,000 records You can also create a new list* from a file located on your computer.	Select a List	Select a List Select or Drag fi	le	
		🗹 File Has Header Rov	vs	

e. Click on the Select a List drop-down box, and choose the list that will be imported.

Import Data	Manage Lists	Manage Data	Perform a Check	Results
mport Data 🕕 Select File	e & List 🛛 🔹 🛛 Map Column	ns 🔅 3 Review Data	» (4) Upload	
Instructions The import Data feature allows; any of your lists of individuals an Files can be in .xis, .xis, .cv ar pipe delimited) and cannot exce 100,000 records You can also create a new list ⁴ fr located on your computer.	you to update id entities. nd .btt (tab and led 20 MB or Select a Fil	Select a List		
*New lists can be created provided account has available licenses for a	that your dditional lists			
				NEXT »



f. Go to Select a File and click on Select or Drag file.

rt Data – 🕦 Select File & List 🛛 🛛	2 Map Columns × 3 Review Data × 4 Upload	
Instructions	Import data into an existing list • OR • Or eate a New	v List
The Import Data feature allows you to update any of your lists of individuals and entities.	Select a List Select a List 🔻	
Files can be in .xls, .xlsx, .csv and .bxt (tab and pipe delimited) and cannot exceed 20 MB or 100,000 records	Select a File Select or Drag file	
You can also create a new list* from a file located on your computer.		
	File Has Header Rows	
*New lists can be created provided that your account has available licenses for additional lists		
New lists can be created provided that your account has available licenses for additional lists	File Has Header Rows	

g. Go to Batman, and click in the Excluder Provider Check folder.

Compute	r 🕨 BATMAN (\\elpfifs01) (Q:) 🕨			✓ Searce	h BATMAN (\\elpfifs01) (2
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🔆 Favorites	Name	Date modified	Туре	Size		
🧮 Desktop	🁪 SBCAC	11/12/2015 10:49	File folder			
🗼 Downloads	Investigations_ELP	1/22/2016 3:41 PM	File folder			
📃 Recent Places	퉬 Action Plan	12/18/2015 1:24 PM	File folder			
	퉬 Audit Monitoring	1/20/2016 10:18 AM	File folder			
🥽 Libraries	퉬 BCAC Committee	12/4/2015 4:57 PM	File folder			
	Data Room EP	2/3/2016 11:05 AM	File folder			
🖳 Computer 🔍 🤇	🛯 Excluder Provider Check	1/26/2016 4:17 PM	File folder			
🏭 Windows (C:)	HOSPITAL_Meaningful Use Report Reque	11/30/2015 6:14 PM	File folder			
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🖵 BillComFiles\$ (\\elp	🔁 _Email UMC Cerner Audit Part2	2/1/2016 4:42 PM	Adobe Acrobat D	101 KB		
	🔁 2011-2013 Govt payor refunds	11/23/2015 3:12 PM	Adobe Acrobat D	34,324 KB		
📬 Network						
File na	ime:			✓ All File	s *	



h. Go to the folder where the list that will be imported was saved, and double click on the file.

Open						Logo
🕒 🔾 🗢 🚺 🕨 Compi	uter BATMAN (\\elpfifs01) (Q:) Excluder Pro	ovider Check 🕨		▼ Searce	ch Excluder Provider	Check 🔎
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🔆 Favorites	Name	Date modified	Туре	Size		
🧮 Desktop	\mu 1099 list	1/28/2016 3:00 PM	File folder			
🚺 Downloads	퉬 Employee List	1/27/2016 4:00 PM	File folder			
📃 Recent Places	📕 Reports	1/26/2016 11:00 AM	File folder			
	🌗 🖟 Vendor List	1/27/2016 4:01 PM	File folder			
🥽 Libraries	🖂 Legend for 1099 report	1/26/2016 8:39 AM	Outlook Item	67 KB		
	Updating an existing list screenshots	1/22/2016 3:36 PM	Microsoft Word D	61 KB		
📜 Computer	\sim					
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🖵 BATMAN (\\elpfif:	s0:					
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File	e name:			✓ All File	25	• • •
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i. Click Open.

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j. Click on Next.

Perform a Check Results
ta × (4) Upload
- OR - Create a New List Trag file
ler Rows

k. Match report headers to Streamline Verify headers.

	e & List 🛛 🛛 🖉 Map Co	lumns × 3 Review [Data × (4) Upload	
don't want to import pec	a Streamline Verify Column tha ific column, select "Ignore". W	hy inportant to have an ID.	file. If you can't find a Streamline (erify column that matche	s, or you
Tax ID		ID_NUMBER	Name	1
1: Ignore	2: Ignore	▼ 3:	Ignore *	
391837105	R10279317	4ir	nprint Inc	
391837105 201803113	R10279317 R10399579		nprint Inc 0 N Mesa LP	
		80		
201803113	R10399579	80 Ac	0 N Mesa LP	



- 1. If you don't find a similar header, leave the "ignore" option.
- m. Click Next.

rt Data 🕕 Select File & List	» 📀 Map Columns » ③ Revi	iew Data × (4) Upload	
	ne Verify Column that matches the columns in , select "Ignore". Why it's important to have a	your file. If you can't find a Streamline Verify column that n In ID.	natches, or you
Tax ID	ID_NUMBER	Name	
1: Federal Tax ID 🔹	2: ID 🔻	3: Provider / Entity Name	•
391837105	R10279317	4Imprint Inc	
	R10399579	800 N Mesa LP	
201803113			
201803113 363698130	R10319364	Accreditation Council for Graduate Medical Education - ACGME	
	R10319364 R10393869	Accreditation Council for Graduate Medical Education - ACGME Advanced Bioscience Resources Inc	
363698130			

n. The screen that follows will give you information on the import.

rt Data	1 Select File &	List 🔅 📀 Map Column	ns 🔅 3 Review Data	» (4) Upload	
Revie	w Data				
Tota	l Records in File ((245)			
Review t	the rows in each section	n. Select the records you would l	like to be included in that sectio	n's process.	
New	Records (38)				+
Check	ed individuals will be a	dded to your existing list.			
Upda	ate (0)				
Term	ninate (1)				-
These		rrent list but are not in your uplo	baded file. Checking them will te	rminate them from your list.	
Unche					
	ID	Provider / Entity Name	U		Federal Tax ID
	R10281471	Clear Channel Outdoor			860801051
_					



o. After reviewing the information, click Next again.

ort Data	O Select File &	List 🌸 🙆 Map Columns 🔅	3 Review Data × 4 Upload	
Revie	w Data			
Tota	l Records in File	(245)		
	the rows in each section Records (38)	n. Select the records you would like to be in	ncluded in that section's process.	+
		dded to your existing list.		
Upda	ate (0)			
Tern	ninate (1)			-
These Unche	records are in your cur cked records will rema	rrent list but are not in your uploaded file. (in active.	Checking them will terminate them from y	rour list.
	ID	Provider / Entity Name	UPIN / NPI #	Federal Tax ID
	R10281471	Clear Channel Outdoor		860801051

p. A Data Imported Successful screen will come up.

Import Data	Manage Lists	Manage Data	Perform a Check	Results
ort Data 🕕 Select File &	List 🌸 📀 Map Columns	s 🌸 3 Review Data	» 🖪 Upload	
	_			
Data Imported Successfu				
List Name	1099 Vendors			MANAGE »
				MANAGE »
List Name List Type	1099 Vendors Entities			MANAGE »
List Name List Type Total Active Records	1099 Vendors Entities 246			MANAGE » VERIFY »
List Name List Type Total Active Records Total Created	1099 Vendors Entities 246 38			



- q. There will be two options.
 - i. Manage the List
 - ii. Verify the List

Import Data	Manage Lists	Manage Data	Perform a Check	Results
nport Data 1 Select Fi	le & List 🌼 📀 Map Columns	s 🌼 3 Review Data	» 🕘 Upload	
Data Imported Succe				
List Name	1099 Vendors			
				MANAGE >>
List Name	1099 Vendors			MANAGE »
List Name List Type	1099 ∨endors Entities			
List Name List Type Total Active Records	1099 Vendors Entities 246			MANAGE » VERIFY »

r. Click on Verify.

Import Data	Manage Lists	Manage Data	Perform a Check	Results
ort Data 🚺 Select File &	List 🌸 😰 Map Column	ns » 🚯 Review Data	× 👍 Upload	
Data Imported Successf	ully!			
Data Imported Successf	ully!		_	
-				MANAGE »
List Name	1099 Vendors			MANAGE »
List Name List Type	1099 ∀endors Entities			
List Name List Type Total Active Records	1099 Vendors Entities 246			MANAGE »

s. The following screen will appear.

Imp	port Data Ma	nage Lists	Manage Data	Pe	rform A Check	Results	
		R	E S U L 1	r s			
Individ	dual/Entity Lists	🚨 Entity Details			💍 No matches found for E	itity (ID: R10279317)	6
List: 109	9 Vendors 👻	ID:	R10279317		Date: Feb	ruary 4, 2016	
-		Name:	4Imprint Inc			DHSS, AL Medicaid Agenc	
🞘 Entitie		NPI:	N/A		DH	 AZ AHCCCS, CA Medi-Ca DC OCP, Federal OIG, FL 	I, CT
ID	Name	Federal Tax ID:	xxx-xx-7105		GA	ÓCH, IA DHS, ID DHW, IL	OIG, KS
	4Imprint Inc	Notes:			DHE, KY CHES, LA DHH, MA HHS, N DHMH, ME DHHS, MI MDCH,		HS, MD
	800 N Mesa LP				Min	nesota MHCP, MO MAC, M	
R10319	Accreditation Council for Grad					HS, MS DOM, NC DMA, N DHHS, NJ CDR, NV DHHS,	
R10393	Advanced Bioscience Resource	A Exclusion Screening	Results		OM	IG, OH Medicaid, PA Medic	check,
R01935	Advantage Care Network Inc					st Hawai'i, SAM.gov, SC H nCare, TX OIG, WS HCA, 1	
R11445	AEGIS Special Systems LLC					S, WY DOH	
R11342	Airport Self Storage						
R11376	Alemar Investments LP						
R11421	Alfresco Restaurant LLC	Nom	atches found				
R11366	Altera Providence LLC						
R10279	Alvidrez Architecture Inc						
R10216	American College of Physician						
R11449	Anderson Ingram Anesthesia P						
R11383	Anesthesia Associates of FLPa						
💎 Filter o	only with potential matches						
14 4 L	Page 1 of 10 🕨 🔰 🌊		Viev	v details			



i. Click on Filter only with potential matches.

_				
Individu	ual/Entity Lis	its	S Individual Details	So matches found for Individual (ID: R10200907)
List: Facul	lty-Staff	~	ID: R10200907	Date: February 3, 2016
			Building #: Internal Medicine Elp Genl	Databases: AK DHSS, AL Medicaid Agency, AR
🧟 Individu	uals		First name: Aamer	DHS, AZ AHCCCS, CA Medi-Cal, CT
ID	First name	Last name	Last name: Abbas	DSS, DC OCP, Federal OIG, FL AHC GA DCH, IA DHS, ID DHW, IL OIG,
R10200	Aamer	Abbas 🔶	Date of birth: 01/04/1973	DHE, KY CHES, LA DHH, MA HHS, N
R11437	Marwa	Abd Alla	NPI #: N/A	DHMH, ME DHHS, MI MDCH, Minnesota MHCP, MO MAC, Montan
R10334	Amr	Abd El Gawad	License/Certification #: N/A	DPHHS, MS DOM, NC DMA, ND DHS
R00514	Zainul	Abedin	SS#: xxx-xx-8238	NE DHHS, NJ CDR, NV DHHS, NY OMIG, OH Medicaid, PA Medicheck, Quest Hawai'i, SAM.gov, SC HHS,
R10433	Zameer	Abedin		
R00536	Antonia	Abeyta	Show employee SS#	TennCare, TX OIG, WS HCA, WV MMS, WY DOH
R11437	Mehran	Abolbashari		· ·
R11374	Anthony	Abou Karam	A Exclusion Screening Results	
R10330	Sojan	Abraham		
R11441	Sandra	Acevedo		
R00524	Debra	Acosta		
R00519	Carlos	Acosta		
R00924	Armando	Acosta	No matches found	
D40428	Irma	Acosta		
💎 Filter or	nly with potent	ial matches		
		677 P N 2	View details	

ii. Streamline will display our employee or vendor in column 1.

		RESULTS	
🛄 Individua 👘 ity Lis	sts	🚨 Individual Details	💍 No matches found for Individual (ID: R10200907)
List: Faculty	~	ID: R10200907	Date: February 3, 2016
		Building #: Internal Medicine Elp Genl	Databases: AK DHSS, AL Medicaid Agency, AR
🧟 Individ		First name: Aamer	DHS, AZ AHCCCS, CA Medi-Cal, CT DSS, DC OCP, Federal OIG, FL AHCA
ID Firs ame	Last name	Last name: Abbas	GA DCH, IA DHS, ID DHW, IL OIG, K
R10200 Aamer	Abbas ^	Date of birth: 01/04/1973	DHE, KY CHFS, LA DHH, MA HHS, M DHMH, ME DHHS, MI MDCH,
R11437 Marwa	Abd Alla	NPI #: N/A	Minnesota MHCP, MO MAC, Montana
R10334 Amr	Abd El Gawad	License/Certification #: N/A	DPHHS, MS DOM, NC DMA, ND DHS NE DHHS, NJ CDR, NV DHHS, NY
R00514 Zainul	Abedin	SS#: xxx-xx-8238	OMIG, OH Medicaid, PA Medicheck,
R10433 Zameer R00536 Antonia	Abedin	Show employee SS#	Quest Hawai'i, SAM.gov, SC HHS, TennCare, TX OIG, WS HCA, WV
RUU536 Antonia R11437 Mehran	Abeyta Abolbashari		MMS, WY DOH
R11437 Mehran	Abou Karam		
R10330 Sojan	Abraham	A Exclusion Screening Results	
R11441 Sandra	Acevedo		
R00524 Debra	Acosta		
R00519 Carlos	Acosta		
R00924 Armando	Acosta	No matches found	
R10428 Irma	Acosta		
Filter only with potent	tial matches		
A Page 1	of 74 🕨 🕨	- View details	



iii. Column 2, box 2 will display the database(s) that has/have the potential match(es).

Import Data	Ma	nage Lists		Man	age I	Data		Pe	erform A Check	Results
Import Duta		indge Libes		Trical	-50					
			R	E	S U	L.	Т	S		
Individual/Entity Lists		🐣 Individual D							💍 No matches found for 1	Individual (ID: R10200907)
List: Faculty-Staff	~		D: R	1020090	7				Date: Fe	bruary 3, 2016
•		Buil				Databases: AK DHSS, AL Medicaid Agency, AR				
🞘 Individuals		Firs e: Aamer					HS, AZ AHCCCS, CA Medi-Cal, CT SS, DC OCP, Federal OIG, FL AHC			
	name	Las e: Abbas Date (h: 01/04/1973 ∉: N/A License/Certin N/A					GA DCH, IA DHS, ID DHW, IL OIG, KS			
R10200 Aamer Abba						DHE, KY CHFS, LA DHH, MA HHS, ME DHMH, ME DHHS, MI MDCH.				
R11437 Marwa Abd				: N/A		Minnesota MHCP, MO MAC, Montana DPHHS, MS DOM, NC DMA, ND DHS, NE DHHS, NJ CDR, NV DHHS, NY				
	El Gawad									
R00514 Zainul Abed			: xxx-xx-8238		OMIG, OH Medicaid, PA Medicheck,					
R10433 Zameer Abed		Show employe							TennCare, TX OIG, WS HCA, W	uest Hawai'i, SAM.gov, SC HHS, ennCare, TX OIG, WS HCA, WV
R00536 Antonia Abey			P -							MS, WY DOH
	bashari									
	Karam	A Exclusion Scree	ening R	esults						
R10330 Sojan Abra										
R11441 Sandra Acev										
R00524 Debra Acos R00519 Carlos Acos										
R00924 Armando Acos		No	ma	tobo	s fou	nd				
R10428 Irma Acos		NO	ma	iche	5 100	na				
Filter only with potential match										
						G	/iew det	ails		
4	× N &									

- t. Open the Excel spreadsheet list that was used to update the system, and highlight the name on the spreadsheet you are verifying.
- u. If you get matches, click on each exclusion one-by-one, under the Exclusion Screening Results, by clicking on Verify with Agency.

			RESULTS		
Individ	lual/Entity Lists	2	🗟 Entity Details 🔷	🔥 Potential Match Detail - SAM.gov	
List: 109	9 Vendors	~	ID: R10365599	Database: SAM.gov	
隢 Entitie	5		Name: M and S Technologies Inc	Classification: Special Entity Designation	
ID	Name		NPI: N/A	Entity: ADVANCE ELECTRICAL AND INDUSTRIAL TECHNOLOGIES SL	
R10365 M and S Technologies Inc			Federal Tax ID: xxx-xx-5782	Address 1: PASSEIG VERDAUGUER, 120	
			Notes:	City: IGUALADA (BARCELONA)	
				Zip: 8700	
			A Exclusion Screening Results	Termination Date: Indefinite	
	(✓ Name Database	Record Status: Active	
			ADVANCE ELECTRICAL AND INDUSTRIAL TEC SAM.gov		
	only with potential matches-				



- v. By clicking on Verify with Agency should send you to a website, or to Outlook to send an email regarding this search.
 - i. SAM is one of the agencies that verify records.

			<u>View assistance for</u>	SAM.gov	USER NAME	PASSWORD	LOG IN
HOME	SEARCH RECORDS	DATA ACCESS	GENERAL INFO	HELP			Create an Account
	ue to a service interruption in t IN matching, it will remain in t						

ii. Go to Search Records.



iii. Click on Advanced Search - Exclusion tab.

Search Records	
Search Tips to Get Started:	
 Looking for entity registration records or entity exclusion records in SAM? Use Quick Sea CAGE Code. Use Advanced Search to structure your search using multiple categories an Are you a Federal government employee? Create a SAM user account with your governmen information and registrants who chose to opt out of the public search. Conducting small business-focused research? In addition to what is contained in SAM, sm (SBA) supplemental information about themselves. Use the <u>SBA's Dynamic Small Busines</u>. Trying to find a contractor participating in the Disaster Response Registry? Use the Disas provide debris removal, distribution of supplies, reconstruction, and other disaster or eme 	nd criteria. It e-mail address and log into SAM before searching to see FOUO nall businesses can provide the Small Business Administration <u>as Search</u> to conduct further market research. ster Response Registry Search to locate contractors willing to
QUICK SEARCH:	ADVANCED SEARCH: Use specific criteria in multiple categories to structure
Enter your specific search term	your search.
(Example of search term includes the entity's name, etc.)	ADVANCED SEARCH - ENTITY
DUNS Number Search: Enter DUNS number ONLY	ADVANCED SEARCH - EXCLUSION
CAGE Code Search: Enter CAGE code ONLY	DISASTER RESPONSE REGISTRY SEARCH
SEARCH Need Help?	



iv. There will be 3 options to search. Search by the SSN/TIN, as you will have that information available.

Advanced Search - Exclusion
Structure your search for exclusion records in SAM using one of three approaches. Select a radio button corresponding to the category header that best describes how you want to search. The accordion will expand to show you the search criteria. You can only use one approach at a time.
 Search Tips: If you want to search using a date range, use the Single Search approach. If you are trying to search for more than one excluded party at a time, you can search for up to six names using the Multiple Names approach. If you choose the SSN/TIN approach, the name and SSN or TIN you enter must match exactly what is contained on an exclusion record for the result to be returned. Search terms are defined in the SAM User Guide Glossary.
O Single Search
O Multiple Names
O SSN/TIN Search

v. If the search gives you the following results, copy this information into Streamline Verify.

 Your search results represent the broadest set of records that match your search criteria. You may get entity registration records have been submitted, but not vet activated. Check the status of each record. 	that are still in progress or
 Of note, some entities choose to opt out of public display. Even if they are registered in SAM, you will not see their entity registra 	ation records in a public
search. You can only see them if you log in as Federal Government user.	
 You can refine your search results. If you used the Quick Search, select the search filters on this page. If you used one of the Adva the Edit Search button. 	unced Search options, selec
 If you want to perform a new search, use the Clear button to remove your current search results. If you are logged in with your Save your search criteria to run again later using the Save Search button. 	AM User Account, you can
NOTE: Please read this important message when searching for exclusion records,	
Clear Search Edit Search	
TOTAL RECORDS: 0 Save TOTExport Results Print	 Glossary
Result rage o of o Sort by Modified Date VOrder by Descending	Search Results
The combination of name and SSN/TIN that you provided did not return any results. Either the name	Entity
is not in SAM, there is no SSN/TIN associated with that name, or the SSN/TIN that you provided did	Evolucion
not match our records. You may try a different SSN/TIN, or you may consider searching by name on	ly.
	Search Filters
	By Record Status
Result page o of o Save PDF Export Results Print	1 by rescord status

vi. Go to the record's note area on Streamline Verify, and paste the information.

	R E S U L T S	
Individual/Entity Lists	🚨 Entity Details 🗅	A Potential Match Detail - SAM.gov
List: 1099 Vendors	D: R10365599 Name: M and S Technologies Inc NPI: NA Federal Tax ID: xxxxxx-5782 Mark as false match Are you sure you want to mark this record as a false match? Note: The combination of name and SSIVTIM that yo did not return any results. Either VTI mark that are there is no SSIVTIM associated with that name, SSIVTIM that you provided did not match our may try a different SSIVTIM, or you may conside searching by name only.	n Date: Incennite I Status: Active Status: Active Status: Active
Filter only with potential matches		
4 4 Page 1 of 1 ▶ ▶ @	✓ Resolve checked records	🔍 Verify with Agency 🥥 Mark as false match



vii. Click on Mark as false match(es).

	R E S U L T S	
Individual/Entity Lists	🚨 Entity Details 🗎	A Potential Match Detail - SAM.gov
List: 1099 Vendors Entities ID Name R10365 M and S Technologies Inc	ID: R10365599 Name: M and S Technologies Inc NPI: N/A Federal Tax ID: xxx-xx-5782 Mark as false match	Database: SAM.gov Classification: Special Entity Designation Entity: ADVANCE ELECTRICAL AND INDUSTRIAL TECHNOLOGIES SL Address 1: PASSEIG VERDAUGUER, 120 City: IGUALADA (BARCELONA) Zip: 8700
	Are you sure you want to mark this record as a false match? Note: The combination of name and SSN/TIN that you did not return any results. Either the name is n there is no SSN/TIN sociated with that name SSN/TIN that you provided did not match our may try a different SSN/TIN, or you may consis- searching by name only. Mark as false match(es)	bu provided ot in SAM, , or the records. You
Filter only with potential matches		
4 4 Page 1 of 1 ▶ ▶ 🤃	✓ Resolve checked records	Verify with Agency Mark as false match

- viii. There will be several agencies, aside from SAM, that will give you potential matches.A. The agency from California, CA Medi-Cal, does not give you any more
 - information than what's listed on the 3rd column of the Streamline system. Review California's information against TTUHSC El Paso's report information.

	RESULT	s
🛄 Individual/Entity Lists	la Entity Details	Potential Match Detay SAM.gov
List: 1099 Vendors	ID: R10365599 Name: M and S Technologies Inc	Database: SAM.gov Classification: Special Entity Designation
D Name R10365 M and S Technologies Inc	NPI: N/A Federal Tax ID: xxx-xx-5782 Notes:	Entity: ADVANCE ELECTRICAL AND INDUSTRIAL TECHNOLOGIES SL Address 1: PASSEIG VERDAUGUER, 120 City: IGUALADA (BARCELONA) Zio: 8700
	Exclusion Screening Results Name Databa	Termination Date: Indefinite
	ADVANCE ELECTRICAL AND INDUSTRIAL TEC SAM.go	9V
Filter only with potential matches		
4 4 Page 1 of 1 ▶ ▶ 2	Resolve checked r	ecords Verify with Agency Mark as false match

Column 3



B. Use the following statement as an example for California's false matches.

			RESULTS	
Indivi	dual/Entity Lis	ts	🗴 Individual Details	A Potential Match Detail - CA Medi-Cal
List: Fac	ulty-Staff	~	ID: R00542436	Database: CA Medi-Cal
St Indivi	luale		Building #: Emergency Medicine Elp Genl	Last Name: Ochoa
ID	First name	Last name	First name: Roberto	First Name: Roberto
R00542	Roberto	Ochoa	Middle name:	Middle Name:
11468	Patricia	De La Riva	Mark as false match	ress(es): 13935 Vanowen St., Unit #3, × Van Nuys, CA
11480	Alejandra	Garcia		er Type: Home Health Aide
811480	Victor	Garcia	Are you sure you want to mark this record as a false match	umbers: HHA169788
			Note: The excluded California person is an aide. Ou a physician. No match.	r employee is pension: 1005-12-17 Period: indefinitely effective
			Mark as false match(es)	Cancel
			Roberto Ochoa CA Medi-Cal	
	only with potent Page 1 o	ial matches	Resolve checked records	Q. Verify with Agency

- ix. Go through all agencies, and all potential matches found.
- x. If there is a "true match", notify the ICO immediately.
- w. Once you have gone through all the matches found, click on Manage Lists; if there were initially no matches found, go to step "aa".

	\frown		Logged in as: a	ngelica.s Admin Logout
Import Data	Manage Lists	Manage Data	Perform A Check	Results
	\smile			
	Welco	ome to Streamline	Verify	
		are logged in as angel		
	104	are topped in as anget		



x. Choose a list to manage.

		Logged in as		
Import Data Manage Lists	Manage Data	Perform A Check	Results	
III) Lists	(2)	List Details	(4	
List name	List type 🛥	List name: 1099 Vendors		
3 Entities		List Type: Entities	~	
1099 Vendors	Entities	Last status: Last checked on 01-26-16		
Vendor List TTUHSC EP	Entities			
Individuals				
		Manage Data	Potential Matches	

y. Click on Verify.

Import Data	Manage Lists	Manage Data	Perform	n A Check	s: angelica.s Admin Logo Results
Lists			🔲 List Details		
ist name	Lis	t type 🔺	List name:	1099 Vendors	
Entities			List Type:	Entities	
.099 Vendors	En	tities		Last checked on 02-04-1	6
/endor List TTUHSC EP	En	tities			10
Individuals					
aculty-Staff	In	dividuals			
					Potential Matche Veri Add Save Remov



z. Click on Filter only with potential matches.

							Logged in as: angelica.s Admin Logout
Im	port Data Ma	nage Lists	Manage	e Data		Ре	rform A Check Results
		R	E S	UL	т	S	
🔲 Indivi	idual/Entity Lists	🚨 Entity Details					🙈 No matches found for Entity (ID: R10279317)
List: 109	99 Vendors 💌	ID	: R10279317				Date: February 4, 2016
		Name	: 4Imprint Inc				Databases: AK DHSS, AL Medicaid Agency, AR
🧟 Entiti	es	NPI	: N/A				DHS, AZ AHCCCS, CA Medi-Cal, CT DSS, DC OCP, Federal OIG, FL AHCA,
ID	Name	Federal Tax ID	: xxx-xx-7105				GA DCH, IA DHS, ID DHW, IL OIG, KS
R10279	4Imprint Inc	Notes					DHE, KY CHFS, LA DHH, MA HHS, MD
R10399	800 N Mesa LP	110100					DHMH, ME DHHS, MI MDCH, Minnesota MHCP, MO MAC, Montana
R10319	Accreditation Council for Grad						DPHHS, MS DOM, NC DMA, ND DHS,
R10393	Advanced Bioscience Resource	A Exclusion Screenin	g Results				NE DHHS, NJ CDR, NV DHHS, NY OMIG, OH Medicaid, PA Medicheck,
R01935	Advantage Care Network Inc						Quest Hawai'i, SAM.gov, SC HHS, TennCare, TX OIG, WS HCA, WV
R11445	AEGIS Special Systems LLC						MMS, WY DOH
R11342	Airport Self Storage						
R11376	Alemar Investments LP						
R11421	Alfresco Restaurant LLC	Nom	atches fo	ound			
R11366	Altera Providence LLC						
R10279	Alvidrez Architecture Inc						
R10216	American College of Physician						
R11449	Anderson Ingram Anesthesia P						
R11383	Aposthasia Associates of El Pa						
Filter	only with potential matches						
14 4	Page 1 of 10 🕨 🕅 🍣			Vi	iew deta	ils	

aa. Once there's no matches found, click Results and select the list to manage.

	mport Data Ma	nage Lists Mai	nage Data	Pe	Logged in an	angelica.s Admin Results	
0		RE	SULT	S			
In In	dividual/Entity Lists	👌 Entity Details		۵	A Potential Match Details		Ð
List:	1099 Vendors	ID:					
🧞 En	tities	Name:					
ID	Name	NPI: Federal Tax ID:					
		Notes:		-1			
		Exclusion Screening Results		a			
		Name	Databa	se			
Fil	ter only with potential matches						
	Page 1 of 0 🕨 🕅 🍣		Resolve checked re	corde	Verify with Ag	ency 🦳 Mark as fals	e match
1.00			A wesone checked le	corus			



bb. Select the list for results.

Individual/Entity Lists					
Select your list	~				
1099 Vendors Vendor List TTUHSC EP Individuals Faculty-Staff	122				

cc. Once No matches found is displayed, click on Results again, choose list, and click on Print Report. Make sure you choose the latest report saved.

Import Data	Manage	e Lis	ts Manage	e Data	Perfo	rm A Ch	Logged in as: an	gelica.s Admin Results	Logout
Individual/Entity Lists	🧟 Individ	uals/En	tities Checked - 1099 Vend	lors - 02/04/	2016 12:06pm	MST		_	
List: 1099 Vendors							Print R	eport Resolve Mate	:hes ⇒
🔂 Check Dates 🛛	ID	Buildin	Match Results	First Name	Middle Name	Last Name	Entity Name	Date of Birth Active	Q
Date	R11382		No Potential Matches Found				Desert Ima	<	
02/04/2016 12:06pm MST	R10278		No Potential Matches Found				Texas State	~	
02/04/2016 11:53am MST	R10280		No Potential Matches Found				Institute fo	 ✓ 	.
01/26/2016 12:56pm MST	R00933		No Potential Matches Found				Armstrong	 Image: A second s	
•	R10279		No Potential Matches Found				SD Technol	 Image: A set of the set of the	.
	R10281		No Potential Matches Found				PyroCom Sy	 Image: A set of the set of the	
	R00934		No Potential Matches Found				El Paso Wat	 Image: A set of the set of the	
	R01939		No Potential Matches Found				Walter P M	 Image: A set of the set of the	
	R11436		No Potential Matches Found				Living Hope	~	
	R10431		No Potential Matches Found				Clinically S	<	
	R11066		No Potential Matches Found				Soledad NF	<	
	R11328		No Potential Matches Found				Spotless Mo	~	
	R10279		No Potential Matches Found				GE Healthc		
	R10279		No Potential Matches Found				4Imprint Inc		
	R10865		No Potential Matches Found				Cormar Tra	~	
	14 4	Page 1	of 10 🕨 🔰 🥲					Displaying 1 - 2	5 of 24



dd. Choose Print PDF.

Individual/Entity Lists	🧟 Indi	viduals/En	tities Checked - 1099 V	endors - 02/04/	2016 12:06pm I	MST				
st: 1099 Vendors	×						📄 Prin	t Report Res	olve Match	es ⇒
Check Dates	D ID	Buildin	Match Results	First Name	Middle Name	Last Name	Entity Name	Date of Birth	Active	3
Date	R11382		No Potential Matches Fou	nd			Desert Ima		1	4
02/04/2016 12:06pm MST	R10278		No Potential Matches Fou	nd			Texas State		1	
12/04/2016 11:53am MST	R10280		No P Print Report		×		Institute fo		1	
)1/26/2016 12:56pm MST	R00933		No P				Armstrong		1	
	R10279		No P Sele	ect a format			SD Technol		1	
	R10281		10P				PyroCom Sy		1	
	R00934			Print PDF			El Paso Wat		1	
	R01939		No P				Walter P M		1	
	R11436		No P Do	wnload as Excel			Living Hope		1	
	R10431		No P				Clinically 5		1	
	R11066		No P				Soledad NF		1	
	R11328		No Potential Matches Fou	nd			Spotless Mo		1	
	R10279		No Potential Matches Fou	nd			GE Healthc		1	
	R10279		No Potential Matches Fou	nd			4Imprint Inc		1	
	R10865		No Potential Matches Fou	nd			Cormar Tra		1	

ee. When the report populates, click save and go to the Excluder Provider Check folder inside the Batman drive.

Save As									83
G S S Com	puter	 BATMAN (\\elpfifs01) 	(Q:) ►			▼ 4 7	Search BATMAI	V (\\elpfifs01)	()
Organize 🔻 New f	folder								0
🔆 Favorites		Name		Date modified	Туре	Size			
🧮 Desktop		SBCAC		11/12/2015 10:49	File folder				
\rm Downloads		_Investigations_ELP		1/22/2016 3:41 PM	File folder				
📃 Recent Places		Action Plan		12/18/2015 1:24 PM	File folder				
		🐌 Audit Monitoring		1/20/2016 10:18 AM	File folder				
🥽 Libraries		BCAC Committee		12/4/2015 4:57 PM	File folder				
		🌗 Data Bases EP		2/4/2016 3:29 AM	File folder				
👰 Computer	<	Excluder Provider Cl	heck	1/26/2016 4:17 PM	File folder				
🏭 Windows (C:)		HOSPITAL_Meaning	ful Use Report Reque	11/30/2015 6:14 PM	File folder				
angsifue\$ (\\elpo	dept	퉬 MD Audit Results		1/27/2016 4:56 PM	File folder				
BATMAN (\\elpf	ifs0:	퉬 P & S Committee		1/26/2016 6:52 PM	File folder				
👳 BillComFiles\$ (\\	elpi	🔁 _Email UMC Cerner	Audit Part2	2/1/2016 4:42 PM	Adobe Acrobat D	101 KB			
📬 Network		🔁 2011-2013 Govt pay	or refunds	11/23/2015 3:12 PM	Adobe Acrobat D	34,324 KB			
File name: 1	099_Ver	ndors							•
Save as type: A	dobe A	crobat Document							•
Hide Folders						(Save	Cancel	
		No Matches Found	PyroCom Systems	Inc					
		No Matches	El Paso Water Utilit	ies					



ff. Save the report in the reports folder.

V Save As							83
Com	nputer 🕨 BATMAN (\\elpfifs01) (Q:) 🔸 Excluder Provider Check 🔸		- ⁴ 7	Search Excluder	Provider Checi	k 🔎
Organize 🔻 New	folder						0
☆ Favorites	Name	Date modified	Туре	Size			
📃 Desktop	퉬 1099 list	2/4/2016 9:59 AM	File folder				
🗼 Downloads	🌗 Employee List	1/27/2016 4:00 PM	File folder				
🔚 Recent Places	Reports	1/26/2016 11:00 AM	File folder				
	🌗 Vendor List	1/27/2016 4:01 PM	File folder				
ᇘ Libraries							
🖳 Computer							
Mindows (C:)							
🖵 angsifue\$ (\\elp	odept						
🖵 BATMAN (\\elp	fifs0:						
🖵 BillComFiles\$ (\	\elp						
🙀 Network							
File name:	1099_Vendors						•
Save as type:	Adobe Acrobat Document						•
Alide Folders					Save	Cancel	
	No Modeline						

gg. Name the report beginning with the year, month, date, and list name.

	Date modified	Туре	Size
🔁 2016-1-13 Faculty-Staff	1/13/2016 11:19 AM	Adobe Acrobat D	540 KB
🔁 2016-1-13 Vendor_List_TTUHSC_EP	1/13/2016 12:28 PM	Adobe Acrobat D	183 KB
🔁 2016-1-22 Faculty-Staff	1/22/2016 3:55 PM	Adobe Acrobat D	543 KB
🔁 2016-1-26 1099_Vendors	1/26/2016 10:59 AM	Adobe Acrobat D	174 KB
🔁 2016-2-4 1099_Vendors	2/4/2016 10:12 AM	Adobe Acrobat D	65 KB
🖂 January 2016 Excluded provider check re	1/22/2016 4:13 PM	Outlook Item	775 KB



4. Email the report to the following staff:

Report	Email To
Faculty/Staff	Cinthia Estrada, Annette A Hinojos, Rebecca Salcido, Lisa Badillo; cc:
List	Andy Conkovich
Vendor List	Cinthia Estrada, Annette A Hinojos, Lisa Badillo; cc: Andy Conkovich
1099-Vendor	Cinthia Estrada, Annette A Hinojos, Lisa Badillo; cc: Michael Romano,
List	Dr. Juan Figueroa, Andy Conkovich

5. Enter investigation in the Investigations – Projects Database in the Batman server.

Frequency of Review

Procedures will be updated, as needed.

Review Date: July 2016

Revision Date: July 2016