

Procedure: Excluded Providers Checks on Streamline Verify	Procedure #: HSCEP OP 52.11, PRO A
Effective Date: July 19, 2019	Last Revision Date: March 27, 2024
References: HSCEP OP 52.11, Sanction Chee	ck Process
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. 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.

<u>Scope</u>

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

Procedure

Downloading the Reports

- 1. 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 is sent by Payroll & Tax Services in Lubbock.
- 2. VP/ICO will pull the following reports from **Cognos**:
 - a. Faculty/Staff List (Employee List)
 - b. Vendor List
- 3. To download the Faculty/Staff List:
 - a. Sign-in to Web Raider
 - 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 four lines at the top left side. Go to the **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 and save it in the Batman drive.
- 4. To download the Vendor List:
 - a. Sign-in to Web Raider
 - 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 four lines at the top left side. Go to the **Content** tab, scroll to **HSC El Paso Finance**, scroll to **Specialized Department Reports**, then scroll down and click on the **Institutional Compliance Report**.
- 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 and save it in the Batman drive.
- 5. Once the reports are received, go to the **Batman** drive \rightarrow **Excluder Provider Check** folder.



6. Next, the VP/ICO will clean up each report.

7. To clean up the **1099-Vendor List**:

- a. Delete the first five rows at the top of the report.
- b. Click on the triangle at the top left side of the screen to select all, then unselect the **Merge & Center** button.
- c. Bold and add a filter to all columns.
- d. Delete the following columns:
 - "Income Type"
 - "Income Description"
 - "Account"
 - "Account Description"
 - "Number of Attributes"
 - "Document"
 - "Encumbrance Number"
 - "Owner ID"
 - "Owner Name"



- "Check Date"
- "Transaction Amount"
- e. Add a new worksheet and copy the report.
- f. Filter the Code of Accounts (COA) column and only select the "E" option for El Paso.
- g. Click on the triangle at the top left side of the screen to select all, then 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**.
- h. Delete the original report in the first worksheet.
- i. Click on the **Save** button and exit the report.
- 8. 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 the Save button and exit the report.
- 9. To clean up the Vendor List:
 - 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 triangle at the top left side of the screen to select all, then go to 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. Add a filter to all columns.
 - j. Click on the **Save** button and exit the report.
- 10. Once all three reports have been cleaned up, go to **Streamline Verify** to import each report.

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

https://streamlineverify.com/.

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



Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

STREAMLINE VE	RIFY	SERVICES - PRIMARY SOURCE - EXCLUSION COM	IPLIANCE - BLOG COMPAN	Y - CONTACT D		\rightarrow	
	STATE EXCLUSION LISTS ->	LICENSE MONITORING ->	W SANCTION SO	REENING →	🧕 DEATH MASTER	RFILE →	NPI REGISTRY →
		0	V	a DASHBOARD	🔁 IMPORT D	RTA	MANAGE LIST
	ON NG	¢	\$	Boulevard Healtho	Care No matches Cleared Confirmed	Randolph Dia	gnostics No matches Cleared Confirmed
Maximize yo performanc Automated	our e with Resoluti	Ŧ		Valley Care Hospit	 Potential tal 	Aspen Health	Potential
SCHEDULE A WEBINAR >	REQUEST MORE INFO >			85	 No matches Cleared Confirmed Potential 	31	 No matches Cleared Confirmed Potential
	VE	RIFY EVERYTHIN	NG. MISS	NOTHIN	NG.		
	One	-stop portal to identify and resolv	e compliance scre	ening issues –	fast!		

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

Username	
Password	
LOGIN >	

13. 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.

STREAMLINE VERIFY		1				
	(2) Dashboard	→ Import Data	i≡ Manage List	Manage Data	Perform a Check	Reports
2,244 Active Records	O Potential Matches	0 Confirmed	Matches	62 lesolved Matches	ng 2,182 No Matches	
Active No matches: 1,910	Active No mat	ches: 206	Active Records	SC EP		\oplus



- 14. This will take you to the 1) Select File & List step.
 - a. Before importing the file, select the **Import data into an existing list** radio button, and select the **File Has Header Rows** checkbox.

TREAMLINE VEF	RIFY					
		Dashboard	→ Import Data 📜 Manage Li	sts 😝 Manage Da	ata 🛛 Perform a Check	Reports
1	Select File & List	2	Map Columns	3	Review Data	4
		Instructions The import Data feature a update any of your lists of entities. Files can be in xits. xits. c and pipe delimited). Pieas support regarding the use files. You can also create a new located on your computer *New lists can be created pn account has available license loss	Nows you to individuals and select a List select a File of encrypted list* from a file wided that your s for additional	ta into an existing list Faculty-Staff Select or Dr File Has Head	er Rows	

15. 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).

STREAMLINE VER	RIFY						
		(2) Dashboard	→ Import Data	∏ Manage Lists	Manage Data	Perform a Check	Report
1	Select File & List	2	Map Co	olumns	3	Review Data	
		Instructions The Import Data featu	ire allows you to	Import data in	nto an existing list	R • O Create a New Lis	t
		update any of your is entities. Files can be in .xls, .xls and pipe delimited). P support regarding the	ts of individuals and ix, .csv and .txt (tab lease contact use of encrypted	Select a File	Select a List Select a List Individuals Lists Faculty-Staff Entity Lists		
		files. You can also create a located on your comp	new list* from a file uter.		Vendor List TTUHSC 1099 Vendors	EP	

16. To upload the first report, click on the **Select or Drag file** button. NOTE: Ensure the **File has Header Rows** checkbox has been selected.





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

· · · ·		nucl circce ?	•	0 7 50	Ten Excluded 110	FIGET GIT
rganize 👻 New fold	er				111 •	
OneDrive - Person	Name	Date modified	Туре	Size		
This DC	1099 List	1/3/2022 3:14 PM	File folder			
Inis PC	Employee List	1/4/2022 4:33 PM	File folder			
3D Objects	Reports	1/11/2022 11:55 AM	File folder			
Desktop	State emails	5/20/2022 9:07 AM	File folder			
Documents	Vendor List	1/3/2022 3:14 PM	File folder			
Downloads	HSCEP OP 52.11 Exicuder Provider Check	1/29/2018 10:46 AM	Microsoft Word D	3,998 KB		
Music	Provider Self-Disclosure Settlements _ Of	9/11/2020 9:18 AM	Adobe Acrobat D	517 KB		
E Pictures	Vendor Staff Report Procedure	7/9/2019 8:54 AM	Microsoft Word D	22 KB		
Videos						
Local Disk (C:)						
🛫 batman (\\Elpfif						
File n	ame:			~ All Files		

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

STREAMLINE VERIFY						0	Logged in as:
	② Dashboard → Import Data	🗄 Manage Lists 🏼 🌐	Manage Data 🔽 🛛	Perform a Check	Reports		
1 Select File & List	2 Map C	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 3/6, 3/62, cray and 5/42 (bab and piped elimites), Please contrast support regariling the use of encrypted files. You can also create a new list* from a file located on your computer.	Import data into an o Select a List Venc Select a File File: 2	existing list + OR + for List TTUHSC EP Select or Drag file 022-5-2 Vendor List.xisx + le Has Header Rows	Create a New List			
	 New lists can be created provided that your account has available licenses for additional lists 					_	Next >

19. 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.



<u>U</u>	Select File & List	t 2) Map C	Column	is 3	Review Da	ta	4 Uploar	1
Man Data									
Under each column,	select a Streamline Verify	y Column that matches th	e columns in your file. If yo	ou can't	t find a Streamline Verify col	umn that matches, or you do	n't want to import a spe	cific column, select "Ignore". W	hy it's important tr
ID.	VENDOR ID	FEDERAL TAX ID	VENDOR NAME		REMIT TO STREET LINE1	PEMIT TO STREET LINE?	REMIT TO CITY	DEMIT TO STATE PROVINCE	REMIT TO BOS
TENDOR_OID	VENDOR	Federal Tax ID	VENDOR_NAME		Reming TO_STREET_CITET	REMITITOJSTREETJEMEZ	REWIT_TO_CIT	REMIT_TO_STATE_FROMMEE	REMIT_TO_FOS
Ignore		@	Provider / Entity Name	~	Address 👻	Address 2 🗸	City	State 🗸	Zip
							Milwaukee	wi	
							El Paso	тх	
							El Paso Buffalo Grove	TX IL	
							El Paso Buffalo Grove Austin	тх ц. тх	

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

	-	•
		Ø
a part and		 9
☐ Make Building numbers unique (If you	ou are unsure, leave unchecked)	
Make Building numbers unique (if you	u are unsure, leave unchecked)	

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



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



MLIN	EVERI	FY			0	Logged i	n as:	ණු 🖒
C	👔 Dashboard	→ Import Data	a i≡ Manage Lists	Manage D	oata 🔽 Perforn	n a Check	Reports	
(1)	Select File & I	List 2	Map Columns	3	Review Data	4	Upload	
Review Da Total Recor	ta ds in File (3,300))						
Review the row:	s in each section. S	elect the records you	u would like to be include	d in that section's	process.			
2013	2 (2)					D	ownload Invalid	Data 🚽
Invalid Data	a (5)					-		

23. 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.

Invalid Records (1) These records are in your current list but are missing required data. Invalid records will be ignored.	Download Invalid Records	+
New Records (47) Checked individuals will be added to your existing list.	Download New Records	+

24. Download and save this document as an Excel Worksheet and save it in the **Batman** folder→ Excluded Provider Check folder→ 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		Microsoft Excel Work	73 KB
2024-2-9 TERMINATED RECORDS Faculty and S	2/9/2024 9:35 AM	Microsoft Excel Work	7 KB

25. If you are uploading the Faculty-Staff Report, go to the Terminate Records section and click on the Download Records Being Terminated link on the right side.

NOTE: You do not need to save the Terminated Records for the **Vendor Report** or the **1099-Vendor Report**.

Ter The Unc	rminate ese record checked r	e (42) ds are in records v	your current lis vill remain activ	t but are not in you e.	ır uploaded file. Chec	king them will te	rminate them from y	your list. Downl	oad Records Being nated
	ID	N	Building			First Name	Middle Name	Last Name	DOB



26. Download and save this document as an Excel Worksheet and save it in the **Batman** folder→ **Excluded Provider Check** folder→ **Employee List** folder → 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	

27. Once you have downloaded and saved your report, select the checkbox on the upper left corner to terminate all individuals listed from the report.

Terminate These record Unchecke	(42) s are in your current list but are not in you cords will remain active.	r uploaded file. Checking them will te	rminate them from y	Dow rour list.	nload Records Bein ninated	g _
ID	Building	First Name	Middle Name	Last Name	DOB	^
#2						*
« Prev					\rightarrow	Next »

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

🔥 Terr	minating 65	% of the	e records	in your currer
list.				
Please c	onfirm that yo	ou want to	proceed v	vith this.
		Yes	No	

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



⑦ Dashboard →	Import Data 🔚 Manage Lists	😝 Manage Data 🔽 Perform	m a Check 📄 Reports
1 Select File & List	2 Map Columns	3 Review Data	4 Upload
ata Imported Successfully!			
ist Name	Faculty-Staff		
ist Type	Individuals		Manage
otal Active Records	3,299		
otal Created	47		Verify
otal Updated	49		
otal Terminated	42		

- 29. To continue importing all the remaining reports, repeat steps 9 through 28.
- 30. Once you have imported all three reports, the initial step in this process is complete.
- 31. After this, wait for **Streamline Verify** to identify any potential matches in your report. (This is typically completed by the 3rd week of the month.)

Reviewing Potential Matches in Streamline Verify

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

SV Streamline Verify eReports <reports@streamlineverify.com> Streamline Verify Monthly Report</reports@streamlineverify.com>		12/9/2023
If there are problems with how this message is displayed, click here to view it in a web browser.		~
Action Items		+ Get more add-ins
CAUTION: This email originated from outside of TTUHSC. Do not click links or open attachments unless you recognize the sender and know the content is safe.		
	ine Verify Y REPORT	
Please use the links below to securely download the results of your monthly exclusion screening. Please review the report and	resolve any potential matches.	
List Name	Total Records	Potential Matches
1099 Vendors >	226	t
Faculty-Staff >	2,148	17
Vendor List TTUHSC EP >	76	0
Totals	2,450	18
Questions regarding your report? Contact us at 855-VERIFY-8 (837-4398) or support@streamlineverify.com		
ARE YOU MEETING ALL YOUR	SCREENING REQUIREMENTS?	

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



Username	
Password	
LOGIN >	
Forgot Password? Username?	
Forgot Password? Username? Federated Login	

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

STREAMLINE	0
🕜 Dashboard 💛 Import Data 🗮 Manage List 😝 Manage Data 🗹 Perform a Check 💩 Reports	
2,461 0 0 11 2,450 Active Records Potential Matches Confirmed Matches Image: Confirmed Matches Image: Confirmed Matches	Potential Matches Summary
Active Active 2,139 Homatches: 2,139 Cleared: 0 Cleared: 0 C	Total O
	Recent Logins View All
	Today 12:02 AM MST
	12/11/2023 4:42 PM MST
	12/11/2023 4:08 PM MST
	12/11/2023 3:57 PM MST
	12/11/2023 2:36 PM MST

35. Each tile will show you the three reports that were imported. The **Potential** section in each tile will identify how many individuals or entities have been identified as potential matches.

STREAMLINE VERIFY		(2)
	🚯 Dashboard 🚽 Import Data 🗮 Manage List 😝 Manage Data 🗹 Perform a Check 🖹 Reports	
Potential: 8	10 Peterbald Matches 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Potential Matches Summary

36. To review the potential matches, click on the **Reports** link in the first tile.



	Active Records	O Potent	10 ial Matches	Confirm	0 0 ed Matches 0 Resolved Matches	ß
(i) Faculty-Staff	۵ Reports	1099 Vendors		▣	(i) Vendor List TTUHSC EP	▣
Active Records 2,139	No matches: 2,131	Active Records 226	No matches: 226 Cleared: 0 Confirmed: 0 Potential: 0		Active Records 96	4 ∑ ∰

37. When you click on the **Reports** link, this will take you to the following screen:

REAMLINE VERI	FY								Constant	5
		🕢 Dashboard	→ Import Data	📃 Manage Lists	Manage Data	Perform A Check	Reports			
Individual/Entity Summary										
vidual/Entity Lists 简色 Individuals/E	ntities Checked - Faculty	-Staff - 01/11/2024 01:37 p	m MST	l .					🕒 Export Report Res	olve Matc
Faculty-Staff ID	Building	Check Sta	Match Results	Last Name	First Name	Middle N	ame 🖂	Date of Birth	Checked Dates	Activ
		~	Potential Matches						01/11/2024 01:37 p	~
		~	Potential Matches						01/11/2024 01:37 p	~
Reset		~	Potential Matches						01/11/2024 01:37 p	~
:k Dates		~	Potential Matches						01/11/2024 01:37 p	~
		~	Potential Matches						01/11/2024 01:37 p	~
11/2024 01:37 n		~	Potential Matches						01/11/2024 01:37 p	~
09/2023 07:57 p		~	Potential Matches						01/11/2024 01:37 p	~
10/2023 06:29 a		~	Potential Matches						01/11/2024 01:37 p	~
12/2023 07:48 p		~	No Potential Matches	a					01/11/2024 01:37 p	~
09/2023 09:53 p		~	No Potential Matches						01/11/2024 01:37 p	~
11/2023 05:06 p		~	No Potential Matches	a					01/11/2024 01:37 p	~
13/2023 06:05 p		~	No Potential Matches						01/11/2024 01:37 p	~
11/2023 01:51 a		~	No Potential Matches	a					01/11/2024 01:37 p	~
12/2023 11:07 p		~	No Potential Matches						01/11/2024 01:37 p	~
11/2023 05:10 a		~	No Potential Matches	2					01/11/2024 01:37 p	~
13/2023 05:46 p		~	No Potential Matches						01/11/2024 01:37 p	~
/10/2023 06:18 p		~	No Potential Matches	a -					01/11/2024 01:37 p	~
/11/2023 12:55 p		~	No Potential Matches						01/11/2024 01:37 p	~
/12/2022 03:55 p		~	No Potential Matches						01/11/2024 01:37 p	~
(12/2022 02:15 a		~	No Potential Matches						01/11/2024 01:37 p	~
12/2022 01:51 a		~	No Potential Matches						01/11/2024 01:37 p	~
/10/2022 07:19 p		~	No Potential Matches						01/11/2024 01:37 p	~
			No Potential Matches						01/11/2024 01:37 p	1

38. Click on the **Resolve Matches** \rightarrow link located at the top right side of the screen.

						0	Logged in as:	¢	A+ a-
📃 Manage Lists	Manage Data	Perform A Check	Reports						
								- ·	Matches A
							B Export Report	Resolve	
Last Name	First Name	Middle	Name 🖂		Date of Birth		Checked Dates	Resolve	
Last Name	First Name	Middle	Name 🖂	D,	Date of Birth		Checked Dates	7 p	
Last Name	First Name	Middle	Name 🖂	D	Date of Birth		Checked Dates 01/11/2024 01:3 01/11/2024 01:3	7 p	Activ 7

- 39. This will take you to the following screen:
 - a. To display the potential matches only, click on the **Result Filter** option at the bottom of the screen.



STREAMLINE VERIFY			② Logged in as: [c͡〉 A+ a-
	⑦ Dashboard → Import Data Import Data	Manage Data 🖌 Perform A Check 🖹 Report	s
Check an Individual Check an Individual Faculty-Staff S Individuals ID First Name Last Name	y ★ Individual Details IC: Uniting # First name: Natide name: Sate name: Date of birth: SS# Personal Note: Personal Note:	Ko matches fo Date: Database:	aund for Individual (ID: R11492449) January 11, 2024 AC DIBS AL Medicaid AR DHS; CA Medi-Cal, CO HCPF, CT DSS, DC OCP, DG EHSS, Faderal OIG, FL AHCA, GA DCH, A DHS; ID DHY, IL OIG, IN OMPA KS DHE, YC CHS, JL DHHL, AM HIS, MD DHHL, MF COHAN, NO DHS, IN DHS, MF DHS, JL DHHL, AM HIS, MD DHHL, MF COHAN, NO DHS, ME DHS, MH DHS, MC DCHS, MI AND DHHL, MF COHAN, NO DHS, ME DHS, MH DHS, MS TEMPCINE, TX DVL, TX OIG, VT DHHL, WA HCA/DSHS, WY MMS, WY DOH
	A Evolusion Screening Results	Edit Employee	Screening Results
	No mate	ches found	No credential matches

40. 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.



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



Check an Individual Check An Entity Paculty-Staff Check List Entrane: Midle name: Do First Name Lest Name De First Name Lest Name Die Thritten net: Die die Intit: Sze: Die tiel: List Checke Dire: Verification Note: Die Thritten Note: Check an Individual Die First Name Die Thritten Note: Die Thritten Note:	0		은 Individual Details 문	A Potential Match Detail - NY OMIG
First Name Lest Name First Name Do First Name Lest Name 10 First Name Lest Name Do e of brin: 25 m dividuals Job Tride: Lest Name Do e of brin: 25 m dividuals Job Tride: Lest Name Do e of brin: 25 m dividuals Job Tride: Lest Name Do e of brin: 26 m dividuals Do e of brin: Do e of brin: Do e of brin: 27 minitiation Note: Do e of brine: Do e of brine: Do e of brine: 28 molegourge Do e of brine: Do e of brine: Do e of brine: Do e of brine: 28 molegourge De e of brine: Do e of brine	Check an Individual	Check an Entity	ID: Building #:	Database: <u>NY OMIG</u> Provider Name:
Edit Employee Edit E	88 Individuals ID First Name	Last Name	HYSTANNE Middle name: Lastanne Date of birth: SSR: Job Titk:	Provider Type: Exclusion Effective Date:
▲ Exclusion Screening Results ☑ Employee ☑			Las created andre Personal Note: 0 Verification Note: 0 Edit Employee	
			A Exclusion Screening Assults ⊘ Employee ✓	

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

0			은 Individual Details	Ð	🛆 Potential Match Detail - NY OMIG
Check an Indiv	idual Check an E	Entity Check List	ID: Building #: First name:		Database: <u>NY OMIS</u> Provider Name: Provider Type:
225. Individuals ID First Name	Last Name	8	Indust name: Date of birth: SSP: job Title: List Checked Date: Personal Note: Verification Note:	Edit Environa	Exclusion Effective Date:
77 Result Filter	id di Page T ori i D Di Ci	Displaying 1 - 8 of 8	▲ Exclusion Screening Results	Database S	Q. Verity with Agency) & Resolve match

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

	0		음 Individual Details	Ð	A Potential Match Detail - NY OMIG	₽
	Check an Individual	Check an Entity	ID:		Database: NY OMIG	
Eacult	Staff	Check	Building #:		Provider Name:	
rucung		enco	First name:		Provider Type:	
88 Indi	viduals		Middle name:		Exclusion Effective Date:	
ID	First Name	Last Name	Cast name:			
			Date of birth:			
			SS#:			
			Job Hite:			
			Personal Note:			
			Verification Note:			
_				Edit Employee		
			A Exclusion Screening Results			
			Employee Datab	ise 🖂		
2.	14.41				Q. Verify with Agency & Resolve match	1
Y Resu	It Filter Page 1	of 1 D D S Displaying 1	18 & Resolve	checked records	C teny warsten at a	1

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



	0			名 Individual Details	Ð	🗥 Potential Match Detail - NY OMIG	Ð
Facult	Check an Individual	Check an Entity	neck List	ID: Building #: First name:		Database: <u>NY OMIG</u> Provider Name: Provider Type:	
88 Indi	viduals			Middle name:		Exclusion Effective Date:	
ID	First Name	Last Name	2	Last name: Date of birth: SS#; Job Tifle: List Checked Date: Personal Note: Verification Note:	Edit Employee		
				Exclusion Screening Results [7] Employee [7]	Database 🛛 🖸		
Res	Ilt Filter	of 1 D D Displayin	ng 1 - 8 of 8		Are Resolve checked records		Q Verify with Agency & Resolve match

- 45. To begin reviewing potential matches, click on the first name listed in the **Individuals/Entity** section.
- 46. 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.
- 47. 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:

	Classification:	
Late of birth:	City:	
SS#:	State:	
Job Title: Resolve match X	Zip:	
List Checked	Country:	
Personal Not The SSN/TIN does not match.	Active Date:	
Verification 1 Would you like to mark it as a false match?	Termination Date:	
Note: SSN: SSN Doer Not Matchil	Record Status:	
inder: San San Des Normater:	Excluding Agency:	
Middle Name:	Exclusion Type:	
SSN Number:	Exclusion Program:	
	Cross Reference:	
Employee	Creation Date:	
Go to SAM.gov 🕞 Mark as False Match Cancel		
SAM.gov		
SAM.gov		
SAM.gov		

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



List Checked	The SSN/TIN	IN does not match
Personal No	The SSIV/Th	does not match.
Verification	Would you l	like to mark it as a false match?
	Note:	SSN: SSN Does Not Match!! First Name: Middle Name:
		Last Name: SSN Number:
▲ Exclusion		Last Name: SSN Number:

- 48. 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.
- 49. In the **SAM.GOV** website, you will see the page below. To search for an individual/entity use the field below:



50. 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.



SAM.GOV°

elect Domain Il Domains	+ Showing 1 - 4 of 4 results			Sort by Date Modified/Updated
ter By	-			Contract Opportunities
word Search				Current Response Date January 26, 2024 at 01:00 PM MST
more information on how to use our keyw	ord search, visit our			Notice Type Updated Sources Sought
o guide 🖸	Department/Ind.Agency	Subtier	Office	Updated Date Dec 20, 2023 (<u>1)</u>
Simple Search Sea	rch Editor			Published Date Dec 20, 2023
Any Words (i)				Contract Opportunities
) All Words (i) Exact Phrase	Notice ID:			Current Response Date July 26, 2024 at 11:00 AM MDT
.g. 1606N020Q02				Notice Type Original Special Notice
	× Department/Ind.Agency	Subtier		Updated Date Nov 27, 2023

51. 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 Termination Date Exclusion Status Active	IDENTIFICATION INFORM	ATION
Exclusion Type	Exclusion Program	Prefix First Name	Middle Name
Primary Address <u>Verify Address</u>	Active Date	Last Name	Suffix
sion Current Version EXCLUSION DETAILS	•	CROSS REFERENCE	
CT Code Not provided Create Date	Exclusion Status Update Date	Cross-Reference	
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	LOCATIONS More Locations No Locations	

52. 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.





- 53. 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.



- 54. If the **Agency** is the **Office of Inspector General (OIG)**, you will go to the following website: <u>https://oig.hhs.gov/exclusions/</u>
 - a. To view the List of Excluded Individuals/Entities (LEIE), click on the link below:



U.S. Department of Healt Office of Inspe	h and Human Services ctor General		Search Submit	t a Complaint			
About OIG ∨ Reports ∨ Frau	ud \checkmark Compliance \checkmark Exclusions \checkmark	Newsroom V Careers V	COVID-19 Portal				
Exclusions Program		10					
OIG has the authority to exclude from Federally funded health ca	e individuals and entities are programs.						
Exclusions Program	This webpage provides information about	t OIG's exclusion authority an	d activities. OIG has				
Online Searchable Database	programs for a variety of reasons, includi	ng a conviction for Medicare o	or Medicaid fraud.				
LEIE Downloadable Databases	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						
Monthly Supplement Downloads	Employees Health Benefits Plan).	ine onned outes (other than d	ne reactar				
Quick Tips	OIG maintains a list of all currently exclud Excluded Individuals/Entities (LEIE). Anyo	led individuals and entities ca one who hires an individual or	illed the <u>List of</u> entity on the LEIE				
Waivers	may be subject to civil monetary penaltie	es (CMP). To avoid CMP liability	y, health care entities	5			
Background Information	should routinely check the list to ensure t it.	that new hires and current em	ployees are not on				

55. 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 Heal Office of Inspe	th and Human Services ector General	Search Submit a Complaint
About OIG V Reports V Fra	aud \sim Compliance \sim Exclusions \sim Newsroom \sim Careers \sim	COVID-19 Portal
Exclusions Program Online Searchable Database	LEIE Downloadable Databases	Related Information
LEIE Downloadable Databases	01-10-2024 Last Update	About the LEIE Files. File-Type Questions?
Monthly Supplement Downloads	LEIE Database	Erequently Asked Questions concerning the CSV file type.
Quick Tips	12-2023 Updated LEIE Database (CSV)	
Waivers		
Background Information	Profile Updates	
Applying for Reinstatement	<u>12-2023 Profile Corrections</u>	
Contact the Exclusions Program	Current Record Layout	

- 56. 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.
- 57. Once you have verified that the individual/entity is not a match, go back to **Streamline Verify**.
- 58. In the screen below, click on the **Resolve checked records** button in the **Exclusion Screening Results** section:



	Edit Emplo	yee
Exclusion Screening Results Employee	Database	
	& Resolve checked reco	ords

- 59. 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."

Personal Note:		Active
Verification Not	Resolve match X	
	Are you sure you want to resolve this match? Note: This is not a match. The middle name and last name does not match. ployee	
Exclusion So Employee	✓ Mark as Positive Match	

- 60. 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)
- 61. If there is a potential match for the following **State Agencies**, <u>always</u> send an email to the indicated contact to verify that the individual/entity is not a potential match.
 - New Mexico
 - Oklahoma
 - Arkansas
 - Louisiana
- 62. 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**.



- 63. 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:
Sent: Friday, May 13, 2022 2:37 PM
To: PIDexclusions <pidexclusions@medicaid.alabama.gov></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.
- 64. 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."
- 65. Continue reviewing all potential matches.

<u>PLEASE NOTE: If you identify a "True Match," notify the VP/Institutional</u> <u>Compliance Officer (ICO) immediately.</u>

- 66. Once you have reviewed all potential matches, the **Individuals/Entities** section should be clear of all names.
- 67. To continue reviewing potential matches from the other reports, click on the **Dashboard** link at the top of the screen:



STREAMLINE VERIFY

	•					
		Dashboard	→ Import Data	🗮 Manage Lists	Manage Data	Reports
	0		🞚 Entity Details			No matches four
	Check an Individual	Check an Entity	ID:			Date:
			Name:			Databases:
Vend	or List TTUHSC EP	Check List	Federal Tax ID:			
🐺 Ent	tities		Address:			
ID	Name	Y	City:			
		A	State:			

- 68. In the **Dashboard** screen, click on the **Reports** link in the next tile.
 - a. Repeat steps 33 through 66 to review potential matches.
- 69. If there are no potential matches in one of the reports, skip this report and go to the next one.
- 70. Once all potential matches have been cleared from each report, go to the **Dashboard** and click on the **Reports** link in each tile.



71. This will take you to the following page. Click on the **Export Report** button at the top right side of the page.

STREAMLINE								(S Logged in as:	> A+a
		🛞 Dashboard	→ Import Data	🗮 Manage Lists	Manage Data	Perform A Check	Reports			
List Individual/Entity	Summary									
E Individual/Entity Lists	跑 Individuals/Entities Ch	ecked - Faculty-Staff - 01/11/2024 01:37 p	im MST						Export Report Resol	ve Matches $ ightarrow$
List: Faculty-Staff 🗡	ID I	Building Check Sta	Match Results	Last Name	First Name	Middle	Name 🖂	Date of Birth	Charlinst Dates	Antin 7
From:			Matches Resolved						0 🕒 Export Rep	ort 🗠
To:		 	Matches Resolved						01/11/2024 01:37 p	~
Reset		×	No Potential Matches						01/11/2024 01:37 p	×
🗟 Check Dates 🛛 🖨		~	Matches Resolved						01/11/2024 01:37 p	~
Date		×	Matches Resolved						01/11/2024 01:37 p	~
☑ 01/11/2024 01:37 p		~	Matches Resolved						01/11/2024 01:37 p	~
12/09/2023 07:57 p		×	Matches Resolved						01/11/2024 01:37 p	~
11/10/2023 06:29 a		~	Matches Resolved						01/11/2024 01:37 p	×
10/12/2023 07:48 p		~	Matches Resolved						01/11/2024 01:37 p	✓
🗐 09/09/2023 09:53 p		~	No Potential Matches						01/11/2024 01:37 p	×
🗇 08/11/2023 05:06 p		✓	No Potential Matches						01/11/2024 01:37 p	~
🗐 07/13/2023 06:05 p		~	No Potential Matches						01/11/2024 01:37 p	×
06/11/2023 01:51 a		✓	No Potential Matches						01/11/2024 01:37 p	~
🗇 05/12/2023 11:07 p		~	No Potential Matches						01/11/2024 01:37 p	×
🔲 04/11/2023 06:10 a		×	No Potential Matches						01/11/2024 01:37 p	~
🗐 03/13/2023 05:46 p		×	No Potential Matches						01/11/2024 01:37 p	~
🔲 02/10/2023 06:18 p		×	No Potential Matches						01/11/2024 01:37 p	~
🗐 01/11/2023 12:55 p		~	No Potential Matches						01/11/2024 01:37 p	~
12/12/2022 03:55 p		 	No Potential Matches						01/11/2024 01:37 p	~
🔲 11/12/2022 02:15 a		~	No Potential Matches						01/11/2024 01:37 p	~
🔲 10/12/2022 01:51 a		~	No Potential Matches						01/11/2024 01:37 p	~
🔲 09/10/2022 07:19 p		~	No Potential Matches						01/11/2024 01:37 p	~
🔲 08/10/2022 11:57 p		~	No Potential Matches						01/11/2024 01:37 p	 ✓
07/10/2022 04:31 a	Page 1 of	86 D D C							Displayin	g 1 - 25 of 2,139

Page 22 of 24 Procedure: Excluded Provider Checks on Streamline Verify



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



73. Click save and go to **Batman** → **Excluder Provider Check** folder then select the **Reports** folder.



74. 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 3 Excel Reports each month:





- 75. Once you have saved all three reports in the **Reports** folder, you will need to clean up each report.
- 76. Open the 1099-Vendors report.
 - a. Delete the Identifier column and save the report.
- 77. Next, open the Vendor List TTUHSC EP report.
 - a. Delete the **Identifier** column and save the report.
- 78. Lastly, open the Faculty-Staff Report.
 - a. Delete the Identifier column and the Date of Birth column and save the report.
- 79. 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
 - 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
 - Associate Managing Director in Institutional Compliance
 - Carbon Copy (CC): Vice President/Institutional Compliance Officer
- 80. Lastly, save a PDF of the email that was sent to the individuals listed above. The report will be saved in **Batman** → **Excluder Provider Check** → **Reports** folder.
 - a. Save the PDF using the naming convention shown below:

February, 2024 Excluded Provider Screening Notification	2/14/2024 2:21 PM	Adobe Acrobat D	171 KB
January, 2024 Excluded Provider Screening Notification.pdf	1/12/2024 2:49 PM	Adobe Acrobat D	675 KB
March, 2024 Excluded Provider Screening Notification.pdf	3/13/2024 4:18 PM	Adobe Acrobat D	171 KB

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: 3/27/2024 **Revision Date:** 3/27/2024