

Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

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 Check Process	
TTUHSC El Paso Institutional Compliance Website: http://elpaso.ttuhsce.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.

Scope

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

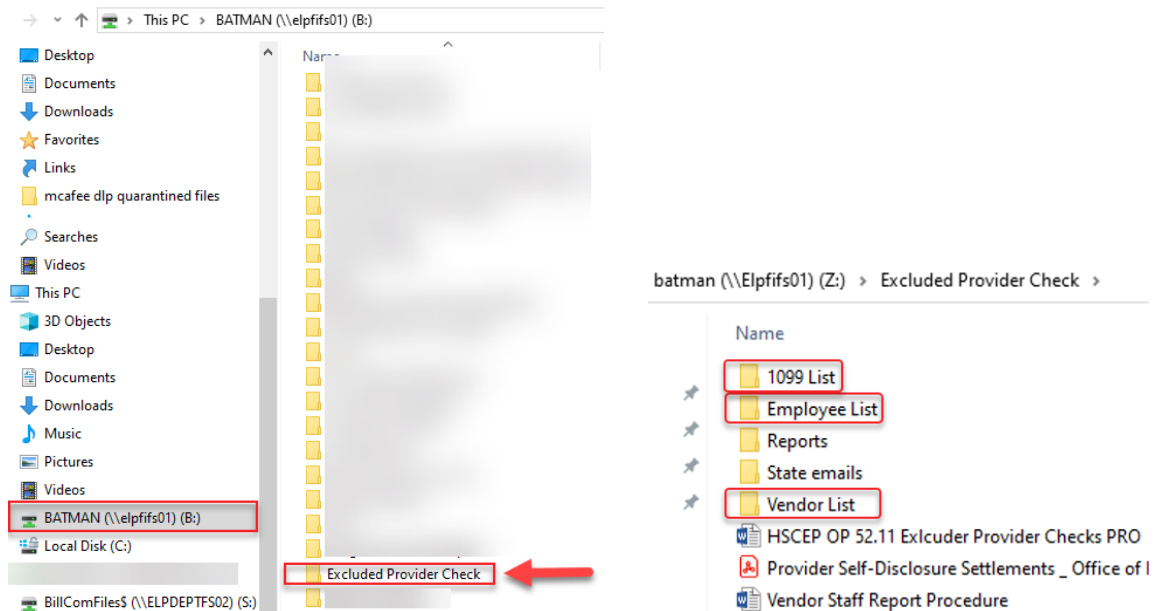
Procedure

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.

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- 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 → **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”

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- “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)

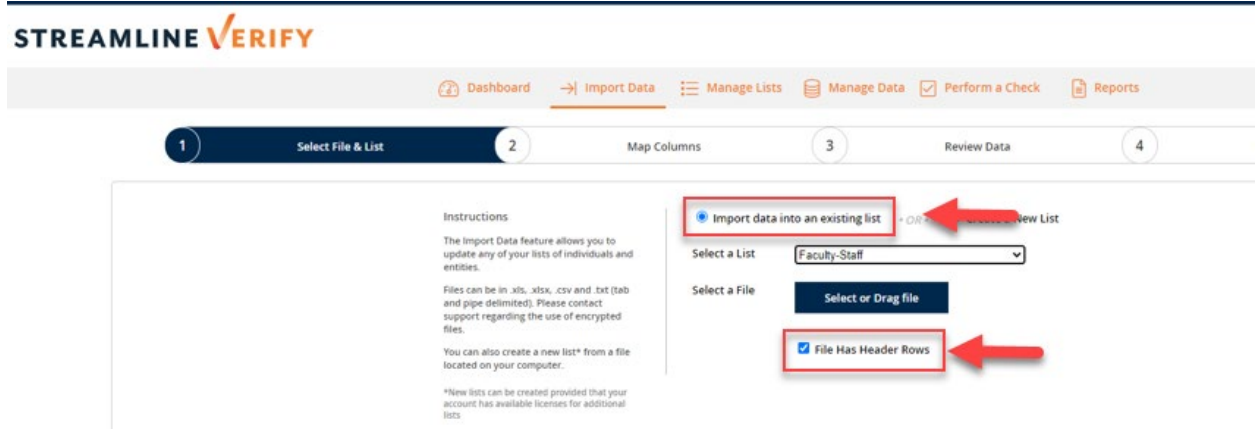
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12. You will need to log in with your username and password.

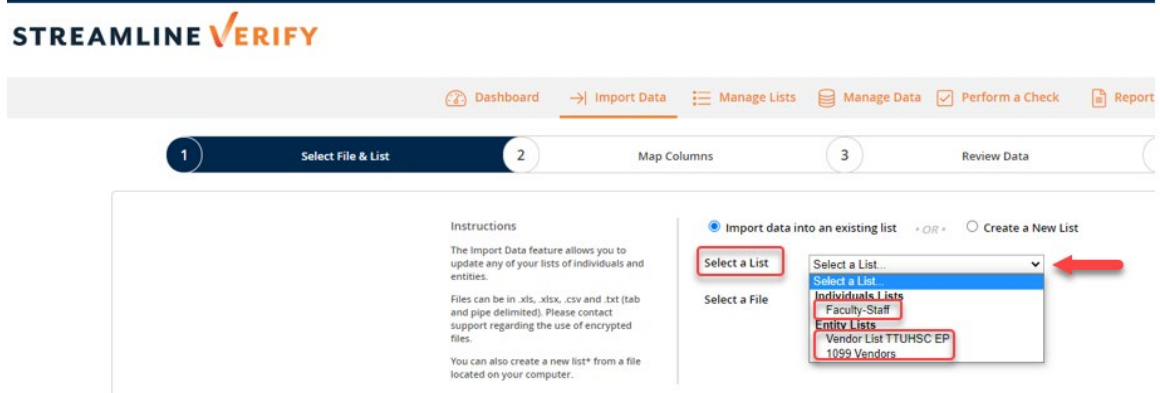
13. Once you have successfully logged in, you will see the screen below. To begin importing each report, click on **Import Data** at the top of the screen.

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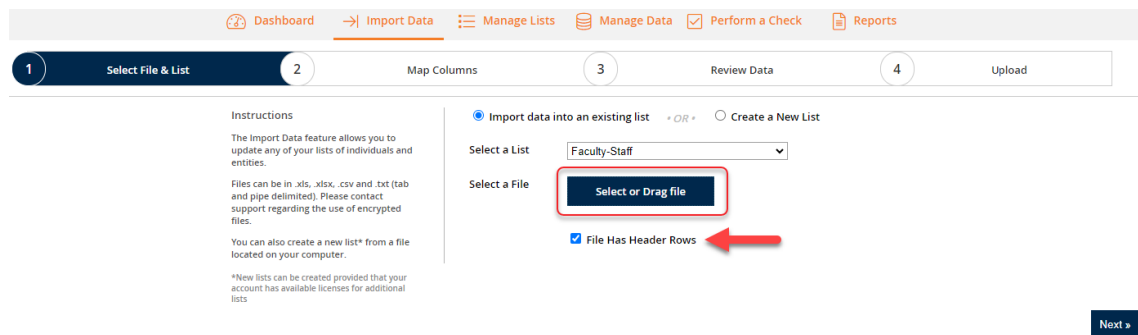
14. This will take you to the **1) Select File & List** step.
 - a. Before importing the file, select the **Import data into an existing list** radio button, and select the **File Has Header Rows** checkbox.



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).

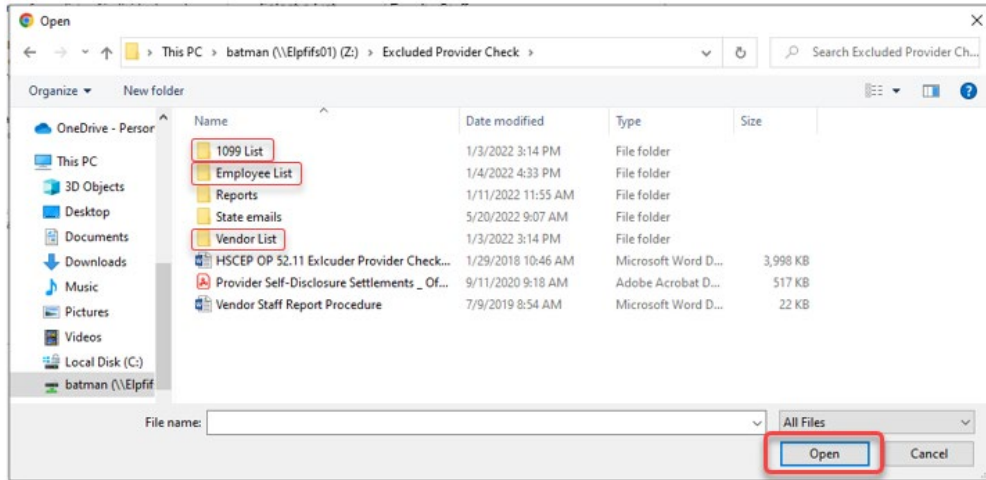


16. To upload the first report, click on the **Select or Drag file** button.
NOTE: Ensure the File has Header Rows checkbox has been selected.

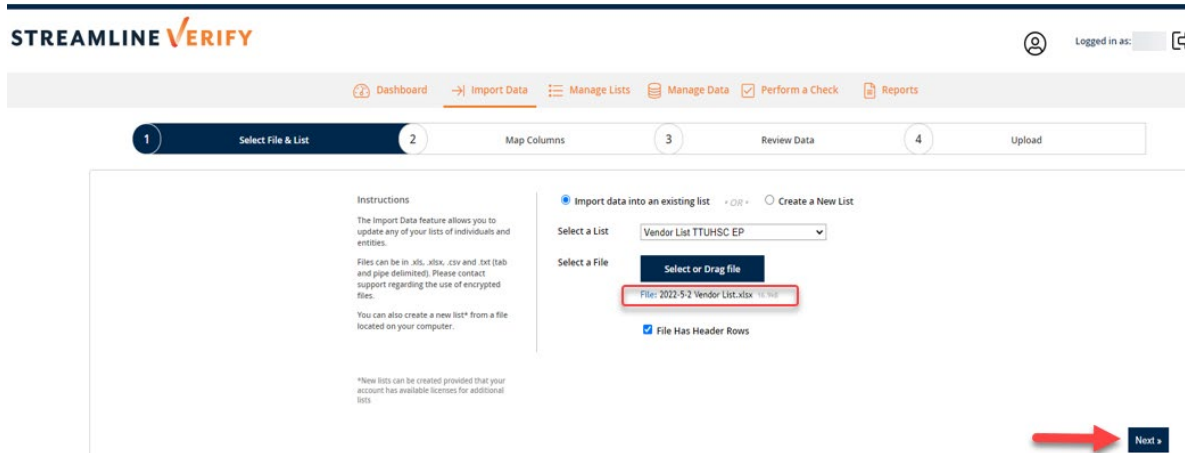


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17. Go to the **Batman** drive → **Excluded Provider Check** folder then select the folder that pertains to the report you are importing (1099-Vendors List, Employee List, or Vendor List). Once you have located the correct report, click **Open**.

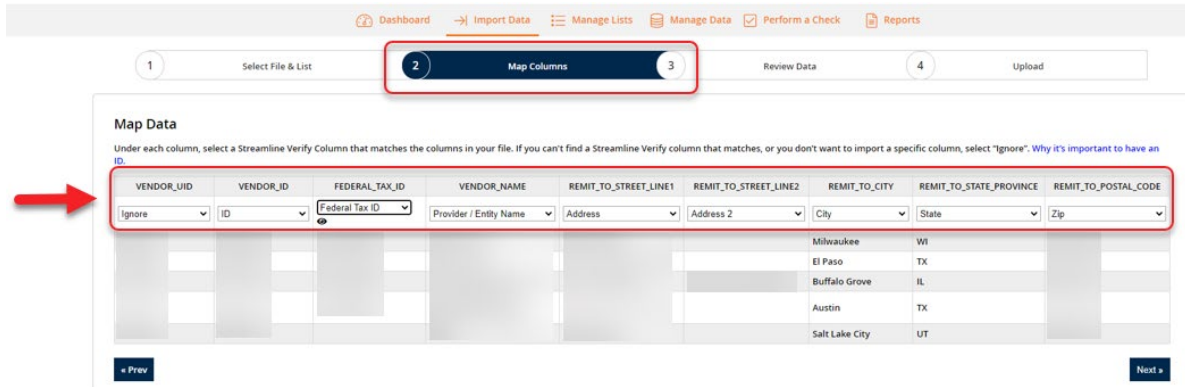


18. Once you have selected the report, click on **Next** at the bottom right corner of the screen:



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.

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1 Select File & List 2 Map Columns 3 Review Data 4 Upload


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_UID	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
Ignore	ID	Federal Tax ID	Provider / Entity Name	Address	Address 2	City	State	Zip
						Milwaukee	WI	
						El Paso	TX	
						Buffalo Grove	IL	
						Austin	TX	
						Salt Lake City	UT	

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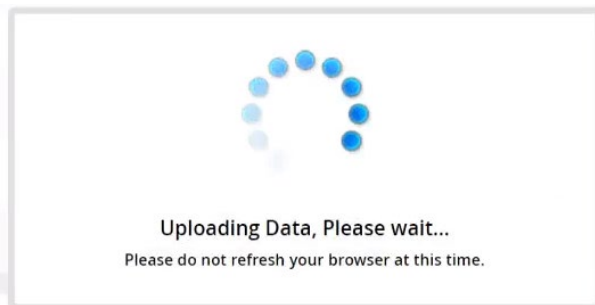
20. At the bottom of this screen you will see a checkbox titled **Make Building number unique**. **DO NOT** check this box, leave unchecked.



Make Building numbers unique (If you are unsure, leave unchecked)

« Prev Next »

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**.

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STREAMLINE *VERIFY*

Logged in as: [User Icon] [Settings Icon] [Share Icon] A+ a-

Dashboard → Import Data → Manage Lists → Manage Data → Perform a Check → Reports

1 Select File & List 2 Map Columns **3 Review Data** 4 Upload

Review Data

Total Records in File (3,300)

Review the rows in each section. Select the records you would like to be included in that section's process.

Invalid Data (3) Download Invalid Data +

These records are in your current list but contain invalid data. Invalid data will be removed.

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) Download Invalid Records +

These records are in your current list but are missing required data. Invalid records will be ignored.

New Records (47) **Download New Records** +

Checked individuals will be added to your existing list.

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	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

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.

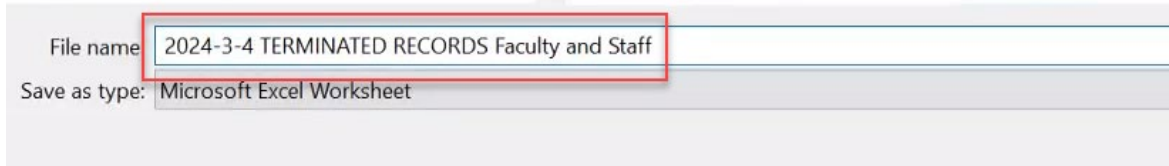
Terminate (42) **Download Records Being Terminated**

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.

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

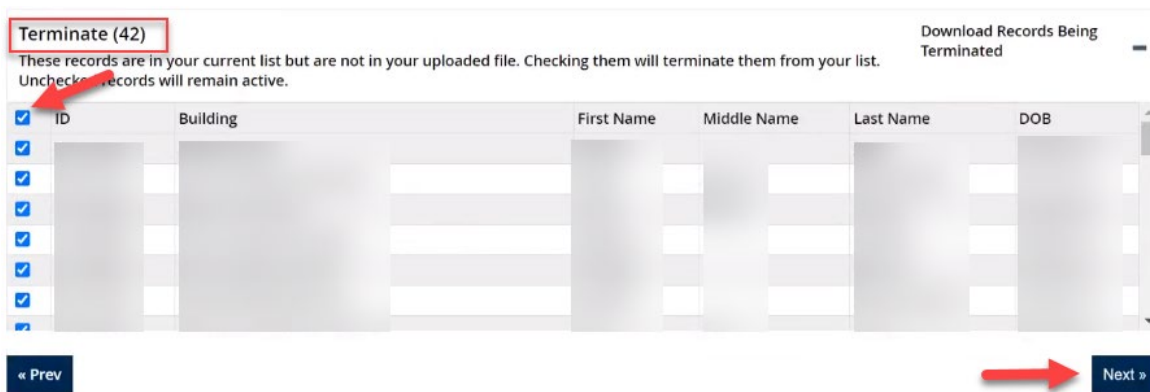
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26. Download and save this document as an Excel Worksheet and save it in the **Batman** folder → **Excluded Provider Check** folder → **Employee List** folder → then save the file under the following naming convention:



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.

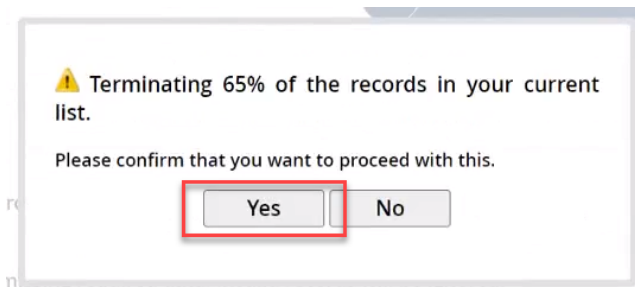


Terminate (42)
These records are in your current list but are not in your uploaded file. Checking them will terminate them from your list. Unchecked records will remain active.

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 »

- 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**.



⚠ Terminating 65% of the records in your current list.
Please confirm that you want to proceed with this.

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

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Dashboard
→ Import Data
Manage Lists
Manage Data
Perform a Check
Reports

1 Select File & List
 2 Map Columns
 3 Review Data
 4 Upload

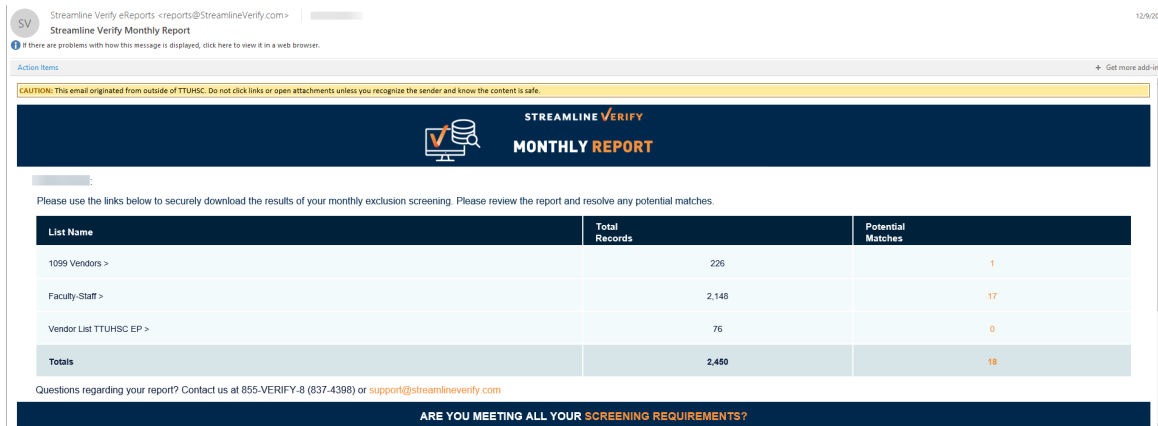
Data Imported Successfully!

List Name	Faculty-Staff	<div style="background-color: #003366; color: white; padding: 10px; text-align: center; margin-bottom: 5px;">Manage</div> <div style="background-color: #003366; color: white; padding: 10px; text-align: center;">Verify</div>
List Type	Individuals	
Total Active Records	3,299	
Total Created	47	
Total Updated	49	
Total 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

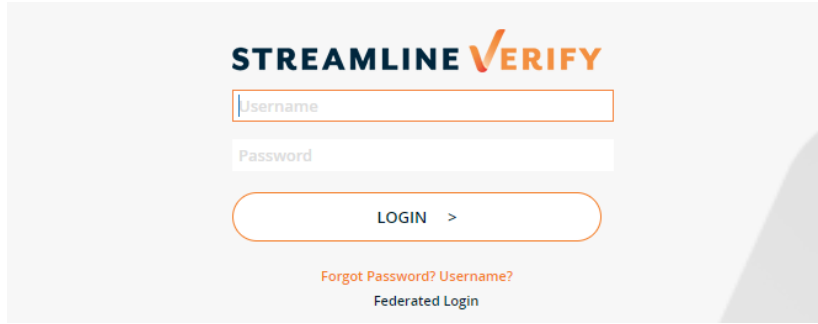
32. Once **Streamline Verify** has identified all potential matches, you will receive the following email notification:



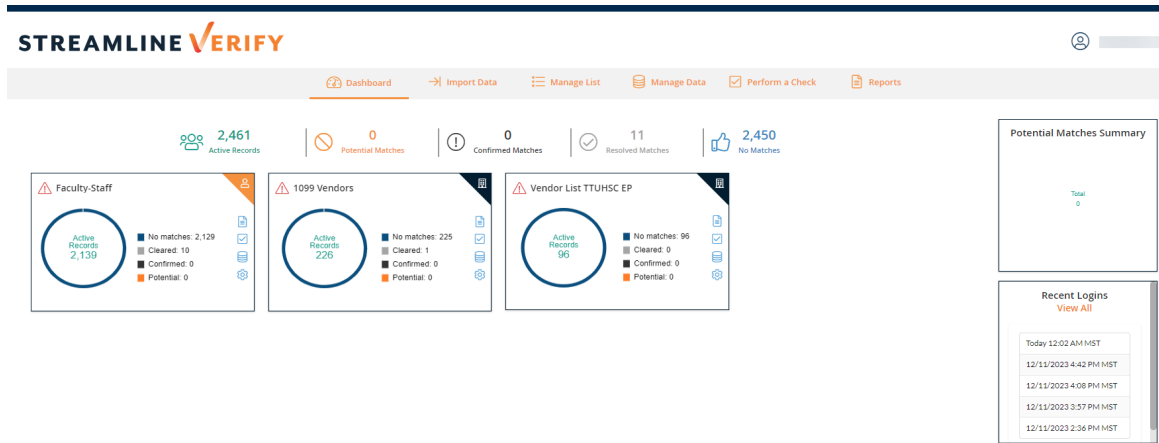
List Name	Total Records	Potential Matches
1099 Vendors >	226	1
Faculty-Staff >	2,148	17
Vendor List TTUHSIC EP >	76	0
Totals	2,450	18

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

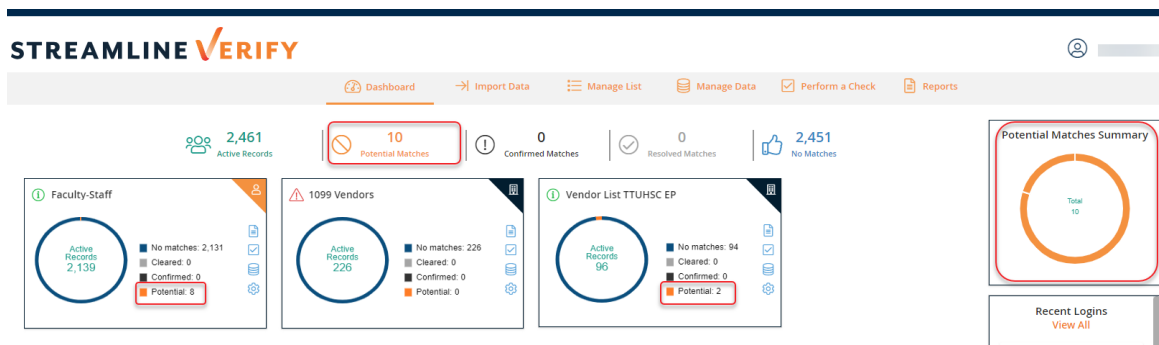
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34. Once you log in, you will see the following screen:

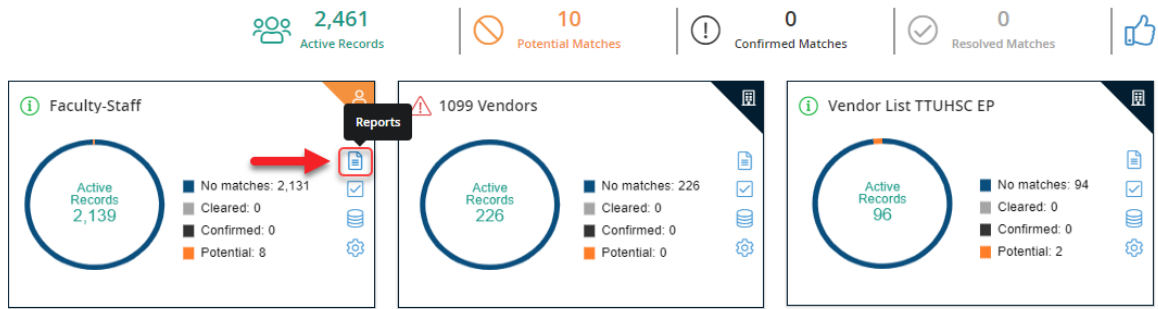


35. Each tile will show you the three reports that were imported. The **Potential** section in each tile will identify how many individuals or entities have been identified as potential matches.



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

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

The screenshot shows the Streamline Verify Reports page. The table displays match results for Faculty-Staff. The columns include ID, Building, Check Status, Match Results, Last Name, First Name, Middle Name, Date of Birth, Checked Dates, and Active status. The Match Results column shows 'Potential Matches' and 'No Potential Matches'.

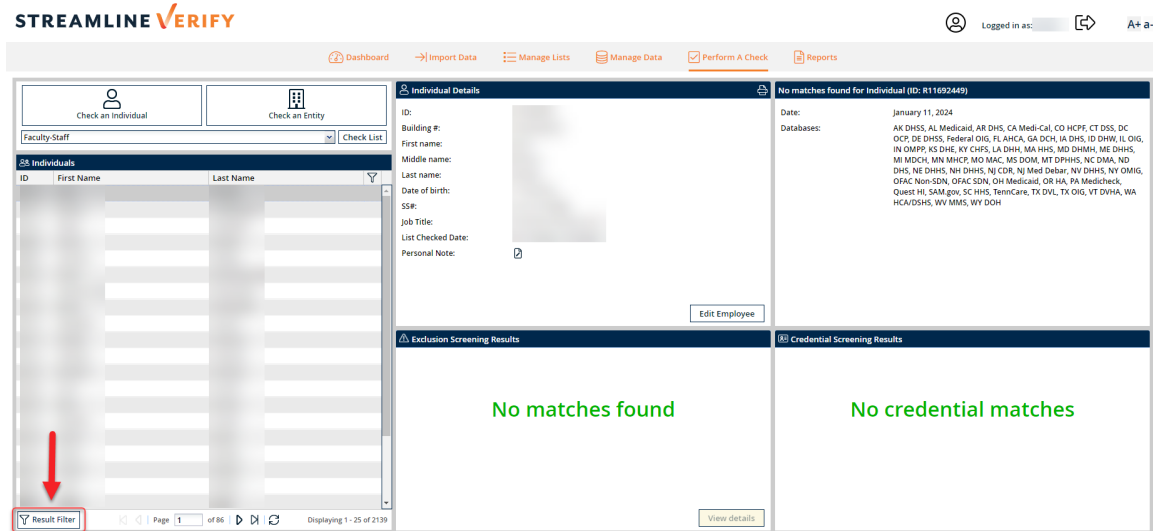
38. Click on the **Resolve Matches** → link located at the top right side of the screen.

The screenshot shows the Streamline Verify Reports page with the 'Resolve Matches' link highlighted in a red box. The link is located at the top right of the table area.

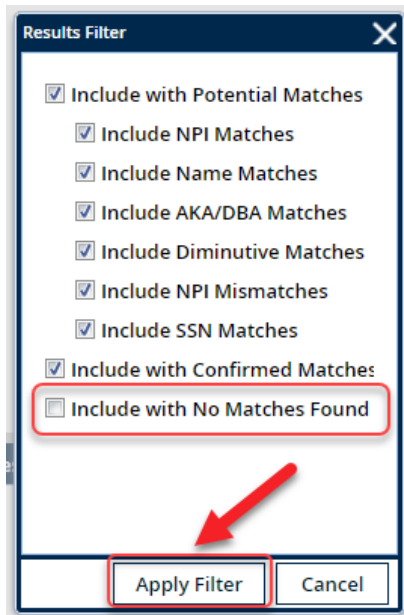
39. This will take you to the following screen:

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

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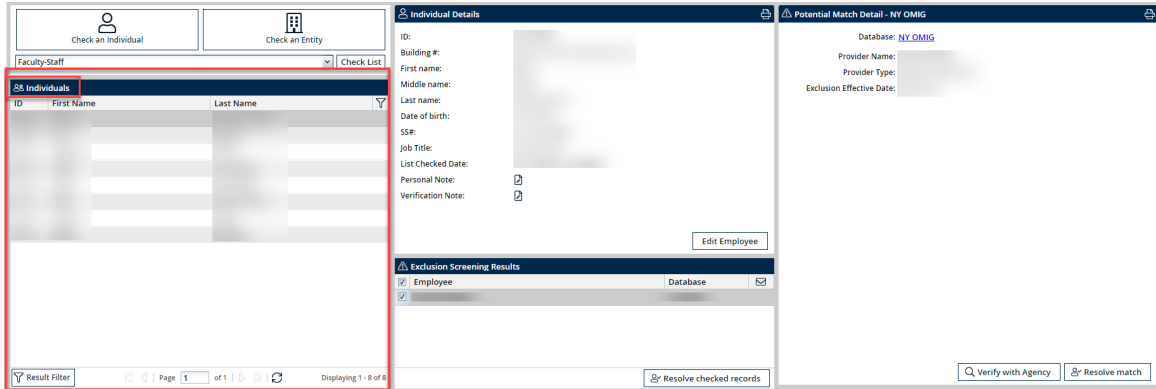


40. When you click on **Result Filter**, you will see the following pop-up. Unselect the last **“Include with No Matches Found”** checkbox and click on **Apply Filter**.

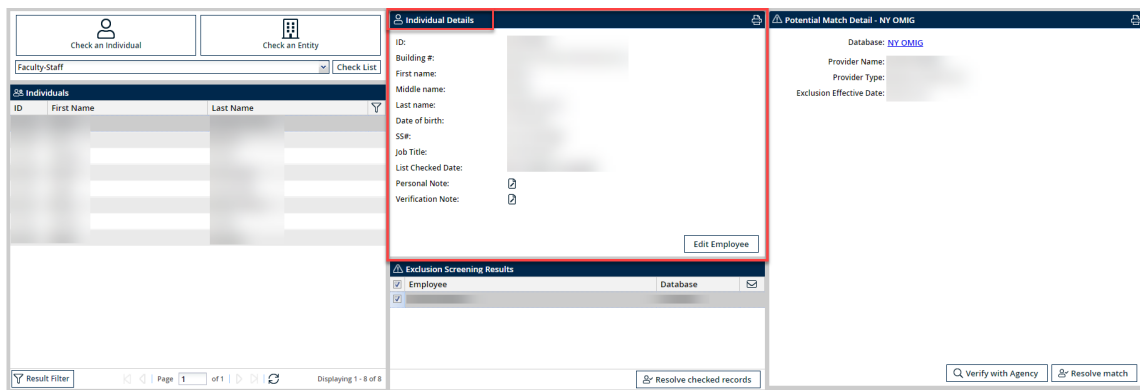


41. Streamline will display the TTUHSC EP individual/entity in the **Individuals/Entity** section:

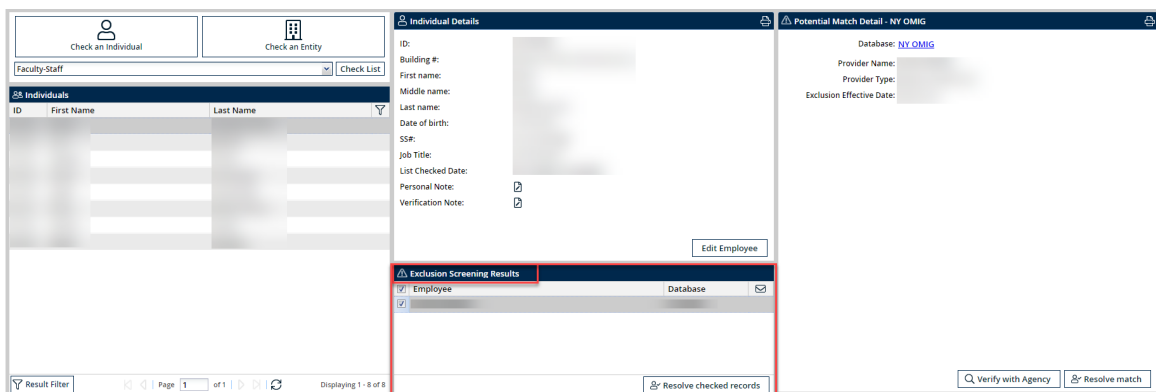
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42. When you click on the individual/entity's name, the **Individual Details** section will display additional information for that individual/entity.

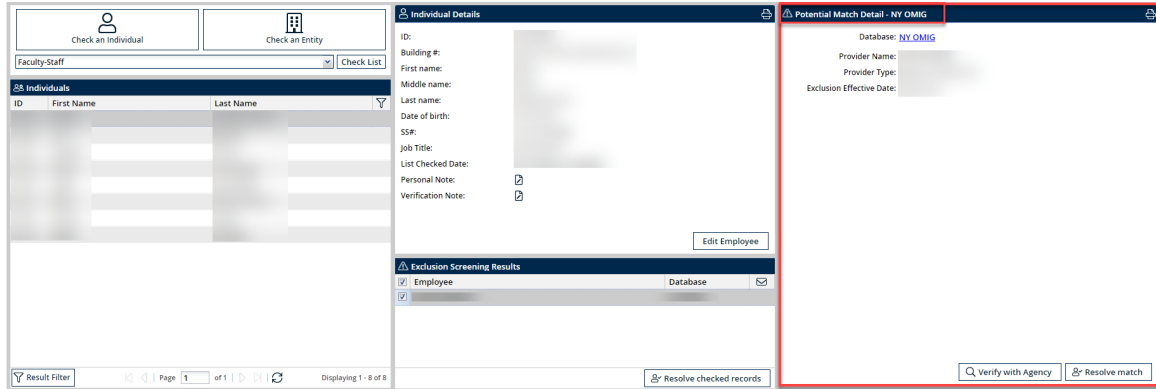


43. The **Exclusion Screening Results** will display the individual/entity and the **Database (Agency)** that lists a potential match.

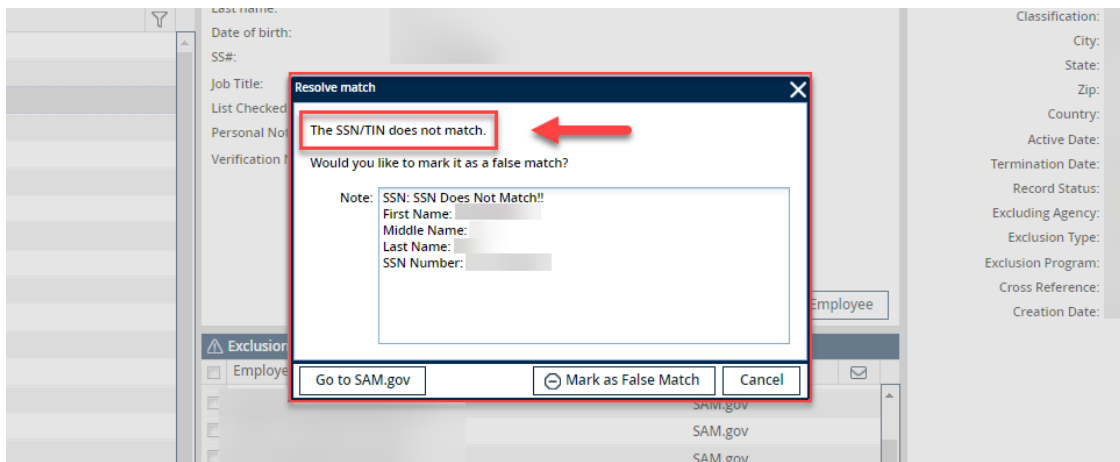


44. The **Potential Match Detail** section will display the **Agency** that has the potential match(es) as well as additional information on that individual/entity.

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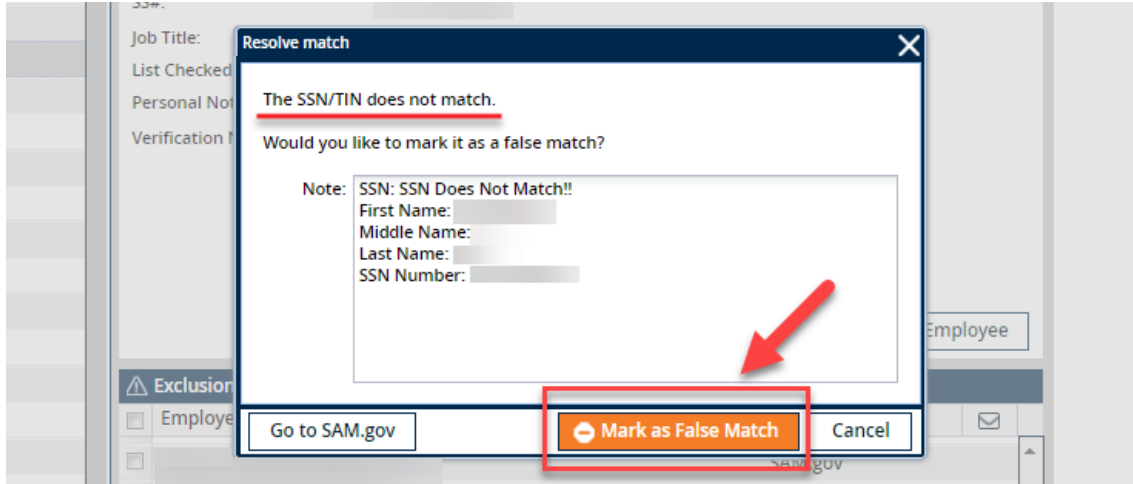


45. To begin reviewing potential matches, click on the first name listed in the **Individuals/Entity** section.
46. If the potential match is from the **Office of Inspector General (OIG)** or the **System for Award Management (SAM) Agency**, click on the **Verify with Agency** button.
47. Generally, **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:

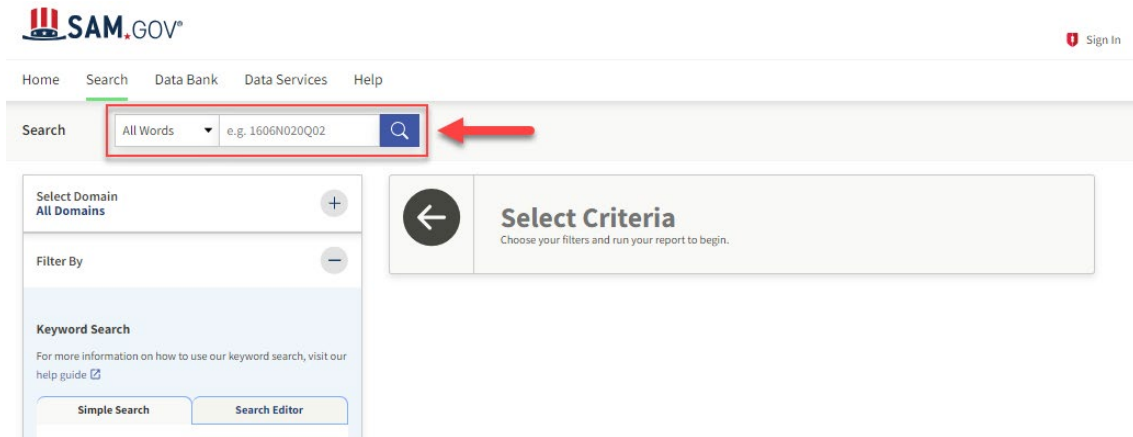


- b. To clear this individual/entity, click on the **Mark as False Match** button.

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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.

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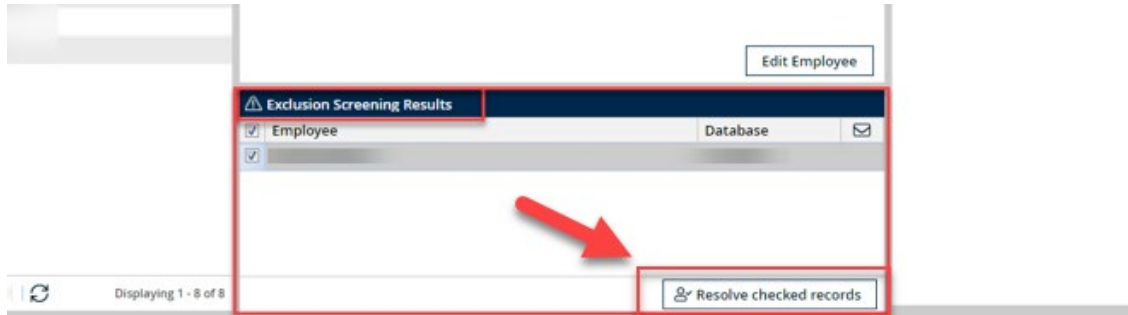
The screenshot shows the SAM.GOV search interface. On the left, there are filters for 'Select Domain' (All Domains) and 'Filter By'. Below that is a 'Keyword Search' section with 'Simple Search' and 'Search Editor' buttons. Radio buttons allow for 'Any Words', 'All Words', or 'Exact Phrase' searches. A search input field contains 'e.g. 1606N020Q02'. On the right, there are 'Sort by' options (Date Modified/Updated) and a 'Showing 1 - 4 of 4 results' indicator. The main content area displays a list of results, with the first one highlighted by a red box. This result includes a 'Contract Opportunities' header, 'Current Response Date' (January 26, 2024 at 01:00 PM MST), 'Notice Type' (Updated Sources Sought), and 'Updated Date' (Dec 20, 2023). Below the list, there is a 'Notice ID' section with another 'Contract Opportunities' header and 'Current Response Date' (July 26, 2024 at 11:00 AM MDT), 'Notice Type' (Original Special Notice), and '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.

The screenshot displays the 'Exclusion' details page. The top section, 'EXCLUSION DETAILS', includes fields for 'Classification Type', 'Termination Date', 'Exclusion Status' (set to 'Active'), 'Excluding Agency', 'Exclusion Type', 'Primary Address', and 'Verify Address'. Below this is a 'Version' dropdown set to 'Current Version'. The 'IDENTIFICATION INFORMATION' section lists 'Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The 'CROSS REFERENCE' section shows 'Cross-Reference' and 'No Cross Reference'. The 'LOCATIONS' section shows 'More Locations' and 'No Locations'.

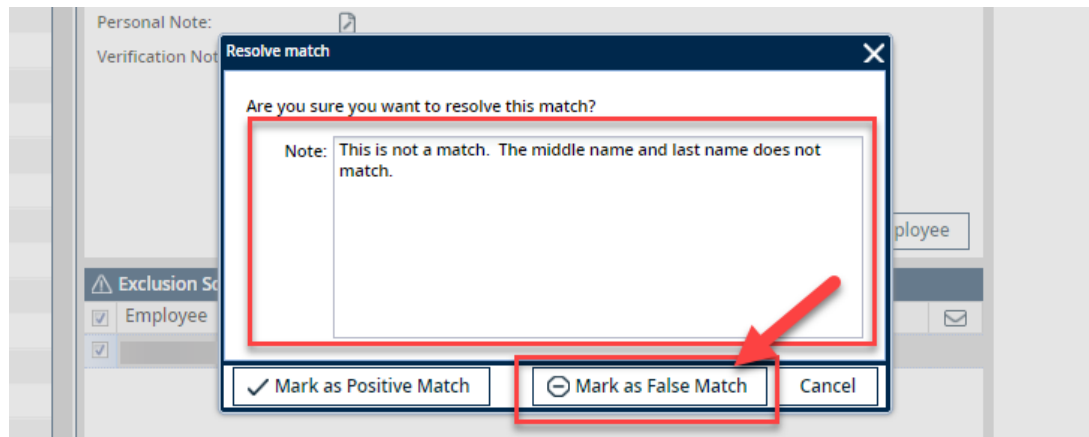
52. If this is not a potential match, go back to the **Streamline Verify** website and click on **Resolve checked records** in the **Exclusion Screening Results** section.

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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: <https://oig.hhs.gov/exclusions/>

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

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

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

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 Health and Human Services
Office of Inspector General

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.

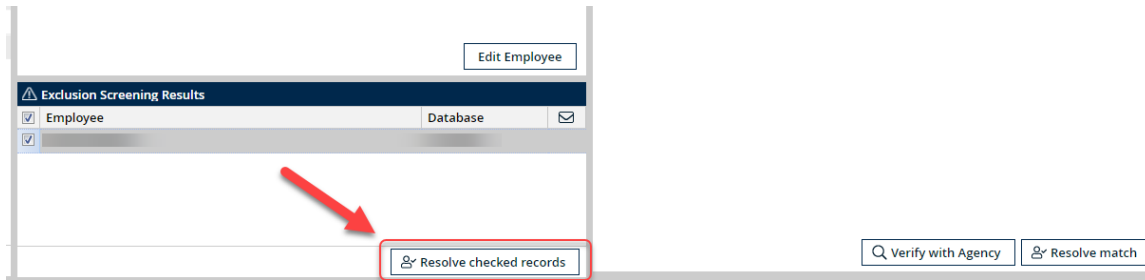
- Exclusions Program
- Online Searchable Database
- LEIE Downloadable Databases
- Monthly Supplement Downloads
- Quick Tips
- Waivers
- Background Information
- Applying for Reinstatement
- Contact the Exclusions Program

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.

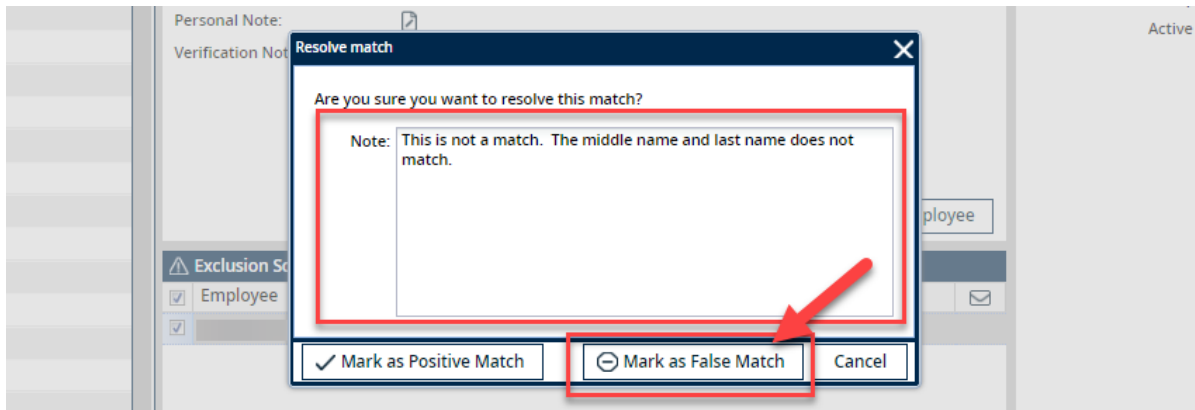
57. Once you have verified that the individual/entity is not a match, go back to **Streamline Verify**.

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

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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.
- Example comment: *“This is not a match. Last names do not 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**, always 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**.

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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: [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.

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.

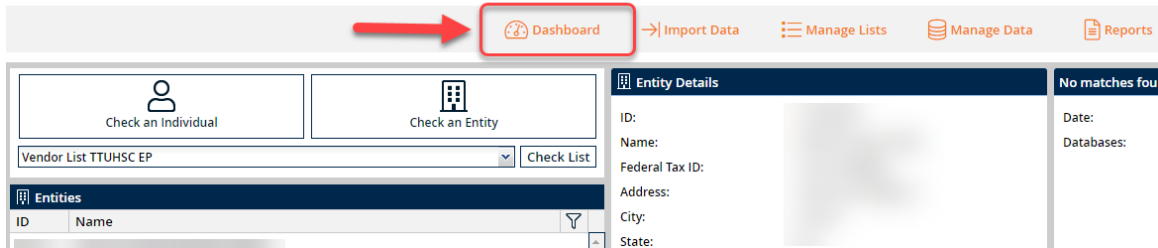
PLEASE NOTE: If you identify a “True Match,” notify the VP/Institutional Compliance Officer (ICO) immediately.

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:

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68. In the **Dashboard** screen, click on the **Reports** link in the next tile.

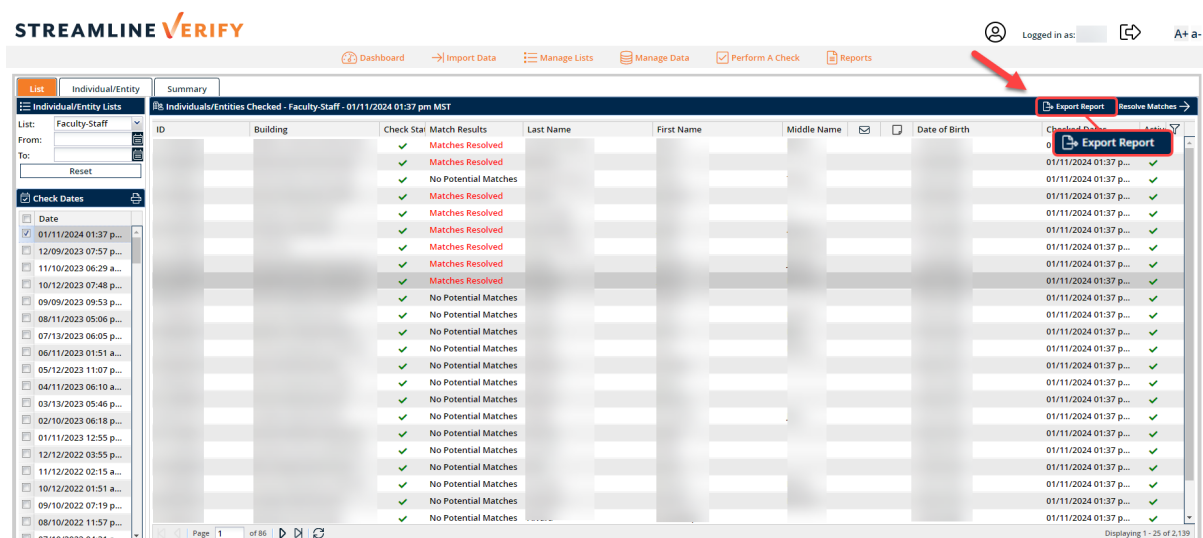
a. Repeat steps 33 through 66 to review potential matches.

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.

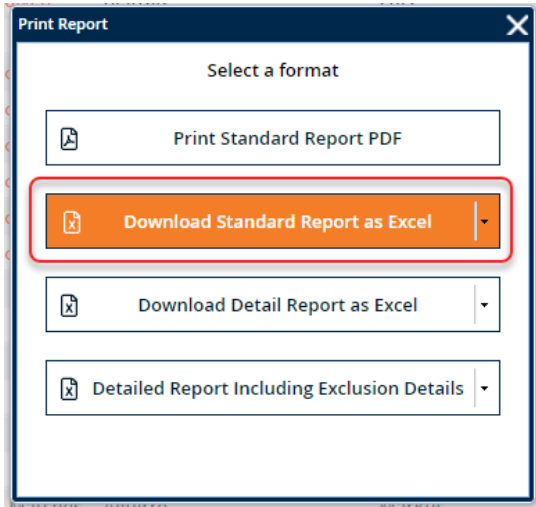


71. This will take you to the following page. Click on the **Export Report** button at the top right side of the page.

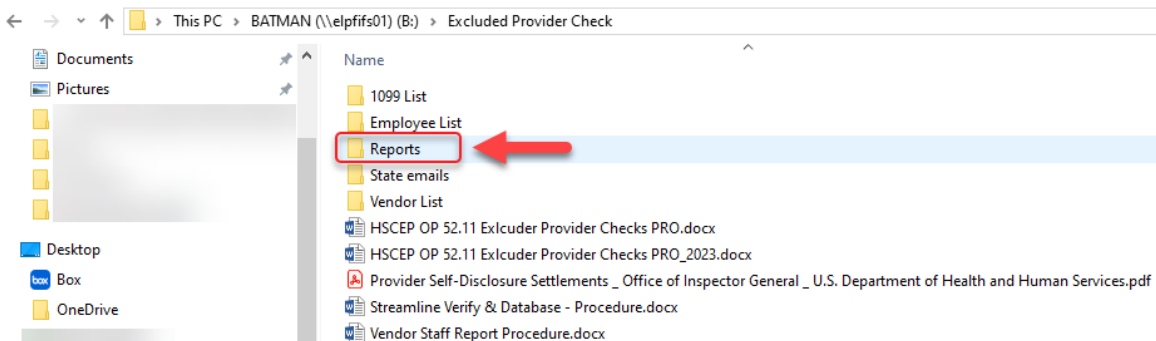


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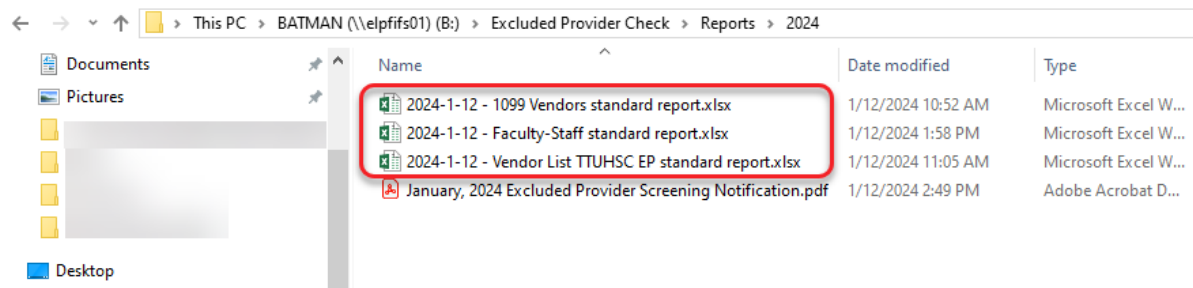
72. When you click on **Export Report**, you will see the following pop-up. Click on the **Download Standard Report as Excel** button.



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:



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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