

Medicaid Monthly Compliance Exclusions and Sanctions Provider Checklist Tip Sheet

How to Access the Template:

Go to the Department of Education [School Based Medicaid page](#) by clicking the link:

1. Scroll down the page to “Guiding Practices”
2. Select the “**Medicaid Compliance Exclusions and Sanctions Provider Checklist Template**”
3. Follow the instructions on the first page of the sheet to identify your providers
4. Complete the steps below for checking the Federal List and Iowa HHS List

Federal List Instruction:

The federal [List of Excluded Individuals and Entities \(LEIE\)](#) link will bring up the Office of Inspector General (OIG) Health and Human Services Exclusions site:

1. If your entity only has 30 or 40 providers use the “search exclusions database” function on that page and scroll down to “Search for Multiple Individual”
2. Enter the first and last name of the first 5 names on your template list and click “search”
3. What you will see is a results page showing those names and a statement showing the date checked and hopefully telling you none were found
4. Go back to your template and next to the provider(s) information, your name, enter the date you checked, then N if not found or Y if found
5. Repeat this process until all the providers are checked
6. If you have more than 40 providers you might use the full database
7. On the page on the far right in the turquoise section, select LEIE Downloadable Databases and click
8. This is a large excel spreadsheet
9. Use the function “data sort” and sort the sheet by the state column
10. Then look for the IA for Iowa first row
11. From the first row for Iowa, move down the list and look for the matching name of the provider
12. If you get a match, check the individuals date of birth
13. Go back to your template and next to the provider(s) information, your name, enter the date you checked, then N if not found or Y if found. 20
14. When done with the OIG checks, then click on the [Iowa HHS Excluded Individuals and Entities List](#) on your sheet

Iowa Health and Human Services (HHS) Medicaid Sanction List Instruction:

The [Iowa HHS Excluded Individuals and Entities page](#) is linked in the sheet, titled, “Iowa Medicaid Sanction List.”

1. Scroll down and select “Iowa HHS Excluded Individuals and Entities”
2. When the Iowa HHS Medicaid sheet opens you need to begin again at the top of your sheet
3. Again for each provider identified on your sheet, check the sanctions list
4. Enter the result in the template as you did for the OIG checks (if different) and place the date of Iowa Medicaid Sanctions check and who completed this check
5. Repeat this monthly and keep a copy of your proof that the check was completed each month in your audit file

Best Practice Tips:

1. **This check is required to be completed.** Build this check into your monthly business responsibilities.
2. **If you find a match to the federal exclusions or Iowa sanctions list:** Notify Iowa HHS Program Integrity immediately so they may complete a cross-check to verify it is the same individual. Do not claim reimbursement for services from this provider until the cross-check has been completed and it has been verified that this individual is not the same as the person on the exclusions or sanctions lists.

Exclusions and Sanctions Iowa HHS contact:

imepi@hhs.iowa.gov

Monday - Friday 8:00 AM - 4:30 PM CST

1-877-446-3787 (Toll Free)

3. **If the provider is licensed or certified with another state or has an out of state address:** Check against the other state. The entity claiming reimbursement is responsible to check monthly.
4. **Identifying who will complete the check:** The “who” is locally determined. Any personnel in an entity who has access to the systems, sheet and instructional tips can complete the check. An entity may use a third party or independent service to complete the monthly check. It is recommended that the service is included as an action in the contractual agreement.
5. **If you miss a month, can you go back in time on the Federal and State systems to check providers:** No.

If you have additional technical assistance questions, please reach out to the [Department of Education](#).

Updated: 2025