December 2023 Revised Exclusions and Suspensions Checks Report Steps

1. In search engine like google type "Iowa Department of Education + Medicaid"
2. First result will be School Based Medicaid Claiming, select that
3. The DE website will open to the School Based Medicaid page
4. Scroll down the page to "Guiding Practices"
5. Select the 2nd item "Compliance: School-based Provider Search Template"
6. When open click on Allow Editing"; then save the document to your computer with a district specific name such as "Creston Compliance: School-based Provider Search Template"
7. In the first blank row below Martha Jenkins, enter the last name in column D and first name in column E. These names would be of those individuals who provide services you bill (paraprofessional, special ed teacher who supervises the behavior paraprofessional, nurse who supervise the health paraprofessional, specialized transportation drivers and escorts).
   TIP: Enter in order of last name
8. Scroll down and select

   https://exclusions.oig.hhs.gov/
9. This will bring up the Office of Inspector General Health and Human Services Exclusions site
10. If you only have 30 or 40 such staff use the Search Exclusions Database on that page and scroll down to Search for Multiple Individuals.
11. Then enter first and last name of the first 5 names on your template list and click on Search
12. 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.
13. Go back to your template and enter the date you checked, then N if not found, and the first initial and last name of the checker for each of those names.
14. Then repeat for the next 5 names and continue and repeat until all names checked.
15. If you have more than 40 you might use the full database. On the page on the far right in the turquoise section, select LEIE Downloadable Databases and click on that.
16. This is a large excel spreadsheet. Use Data Sort and sort the sheet by the State column.
17. Then look for the first row for IA for Iowa.
18. Then moving down the list look for the matching name. If you get a match note the dob.
19. Go back to your template and enter the date you checked, then N if not found, and the first initial and last name of the checker for each of those names.
20. When done with the OIG checks, then from the template scroll down and select
    https://hhs.iowa.gov/programs/welcome-iowa-medicaid/provider-services/excluded-individuals-and-entities

21. This will bring up the Iowa Health and Human Services Excluded Individuals and Entities page
22. Scroll down and select "Iowa Medicaid Sanctions List"
23. When open you need to set the list to the top row using the scroll bar on the right
24. Then for each name on your list check the Sanctions List
25. Enter the result in the template as you did for the OIG checks: date of check, N for hopefully not found, and first letter and last name of the checker
26. Go back to the template and go to row titled "National Provider Identifier (NPI)".
27. Click on

    https://npiregistry.cms.hhs.gov/
28. When it opens enter the Organization Name, or enter the city and state and select Search.

29. Enter the result for your agency in column A for all of your staff.
30. Go back to the row with the first staff name and fill in columns B (last 4 digits of the SSN) and C (date of birth).
31. You may need to ask HR for the last 4 digits of the Social Security Number and the date of birth.
32. Repeat each month
33. Submit report to Jim Donoghue every quarter. If questions call Jim 515-281-8505