
CHAPTER 7: COMMUNITY CHOICES WAIVER

APPENDIX G – DATABASE CHECKS

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DATABASE CHECKS

Providers must screen potential and active employees using the following databases:

1. **Louisiana State Adverse Actions List; and**
2. **Office of Inspector General (OIG) List of Excluded Individuals.**

Potential employees must be screened for any exclusions **AND** adverse actions **upon hire**.

All employees must be screened **MONTHLY** using the adverse actions database **AND** the exclusion database.

Providers **MUST** retain the database checks' print outs/documents as documentation that these checks were completed upon hire and monthly thereafter.

Louisiana State Adverse Actions List Search Database

The provider will:

1. Go to <https://adverseactions.ldh.la.gov/selsearch>
2. Check for potential employees/employees:
 - a. Type in the potential employee/employee's SSN, name and/or any other names that the individual typically goes by (if applicable); and
 - b. Click on the search button to bring up existing records.

Office of Inspector General (OIG) List of Excluded Individuals Database

The provider will:

1. Go to <https://exclusions.oig.hhs.gov/>
2. Check for potential employees/employees:
 - a. Type in the potential employee/employee's name and/or any other names that the individual typically goes by (if applicable);
 - b. Click on the search button to bring up existing records;
 - c. If a record with the potential employee/employee's name is found, click verify; and

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- d. Enter the SSN to verify the match.

What to do with the results of these checks?

For both of the databases stated above, if no results are found, this individual is not currently excluded and may begin/continue employment with your agency.

Regardless of the database results, the provider MUST keep documentation as proof that these searches were conducted.

If the potential employee/employee's name appears on one of the databases listed above, you **CANNOT**:

1. Hire that individual as an employee; and/or
2. Allow the employee to continue working for your agency.