


LDH Exclusion Screening & Disclosure Policy

	Louisiana Department of Health (LDH)	
	Policy Number	132.1
	Content	Policy on the Employment of Excluded Persons
	Effective Date	March 2, 2020
	Inquiries to	Office of the Secretary Compliance Officer P.O. Box 629 Baton Rouge, LA 70821 (225)219-3454 FAX (225)342-2065

LDH is committed to fostering, cultivating, and preserving a culture of equity, diversity, and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent our employees invest in their work represents a significant part of not only our culture, but our Department’s reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

It shall be the policy of the Louisiana Department of Health (LDH) to conduct pre-employment screenings of all applicants selected for hire against the Office of Inspector General (OIG) Exclusions Database and the Louisiana Adverse Actions List, and to conduct monthly screenings of all current employees against the OIG Exclusions Database and the Louisiana Adverse Actions List. Additionally, it shall be the policy of LDH that all LDH employees and other covered persons are required to immediately disclose if they have become excluded from Louisiana Medicaid, by the OIG, or from any Federal health care program.

II. APPLICABILITY

This policy applies to all LDH employees and other covered persons.

III. DEFINITIONS

Exclusion: the temporary or permanent barring of a person or entity from participation in Medicare, Medicaid, or other Federally funded health care programs; services furnished or ordered by the person or entity are not paid for under the program.

Covered Person: all employees of LDH and all contractors, subcontractors, agents, and other persons who furnish patient care items or services or who perform billing or coding functions on behalf of LDH, excluding vendors whose sole connection with LDH is selling or otherwise providing medical supplies or equipment to LDH.

IV. POLICY PROVISIONS

- A. Prior to extending an offer of employment, the hiring manager, or their designee, shall verify the individual does not appear on the OIG Exclusions Database or the Louisiana State Adverse Actions List. A printout from the database showing there was no record found for the employee will be included in the packet forwarded to Human Resources for preparation of a Conditional Offer of Employment.
- B. Each month, the Compliance Officer or their designee will obtain a list of all current LDH employees from Human Resources and conduct a screening against the OIG Exclusions Database and the Louisiana State Adverse Action List. If a record is found for any current employee in the OIG Exclusions Database or the Louisiana State Adverse Action List, the Compliance Officer will forward all related information on the employee and the exclusion to Human Resources and Legal for further action, including termination of the employee, if appropriate. Additionally, the Compliance Officer or their designee will determine the amount of funds from any Federal health care program used to fund the employee's salary and benefits during the exclusionary period. The Compliance Officer will notify OIG of the employment of the excluded person. The Compliance Officer will also notify the LDH Division of Fiscal Management in accordance with the Overpayments Policy to ensure any monies due to the Federal health care program are refunded.
- C. If an LDH employee or other covered person becomes excluded during the course of their employment, that individual is responsible for informing the Compliance Officer in the Office of the Secretary immediately upon receipt of notice of exclusion.

V. RESPONSIBILITIES

Hiring managers are responsible for ensuring individuals to be hired are screened in the OIG Exclusions Database and the Louisiana State Adverse Actions List prior to forwarding to Human Resources for hiring. Facilities may choose to have the OIG Exclusions Database and Louisiana State Adverse Actions List checks done by Human Resources rather than the hiring managers. Facilities may also have requirements in addition to the OIG Exclusion Database and Louisiana Adverse Action List checks. The Compliance Officer is responsible for conducting monthly screenings of all LDH employees, reporting identified excluded employees to Human Resources and Legal for further action, notifying OIG of the employment of an excluded individual, and notifying the Division of Fiscal Management of Overpayments to be refunded.

Contractors are responsible for reporting to the LDH Compliance Officer in the Office of the Secretary if they have been excluded.

VI. VIOLATIONS

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

VII. REVISION HISTORY

Date	Revision
March 2, 2020	Policy created
July 10, 2024	Policy updated
July 31, 2024	Policy reviewed