


# LDH Exclusion Screening & Disclosure Policy

---

	<b>Louisiana Department of Health (LDH)</b>	
	<b>Policy Number</b>	132.1
	<b>Content</b>	Policy on the Employment of Excluded Persons
	<b>Effective Date</b>	March 2, 2020
	<b>Inquiries to</b>	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 that 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/override/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 & the Louisiana Adverse Actions List, and to conduct monthly screenings of all current employees against the OIG Exclusions Database. 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 other entity from participation in the Medicare or State health care program; services furnished or ordered by that person are not paid for under either program

**Covered Person:** (1) all employees of LDH; and (2) 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 that 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. If a record is found for any current employee in the OIG Exclusions database, the Compliance Officer or their designee will conduct a verification using the employee's social security number. If the exclusion is confirmed, 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 that were 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 that 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 that 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 checks done by Human Resources rather than the hiring managers. Facilities may also have additional requirements in addition to the OIG Exclusion database 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. DISCIPLINARY ACTIONS**

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment.

## **VII. REVISION HISTORY**

<b>Date</b>	<b>Revision</b>
March 2, 2020	Policy created