Department of Intellectual and Developmental Disabilities, Providers and LEIE

LEIE Reporting Portal Implementation

October 8, 9 and 10 LEIE Provider Webinars

Presentation Notes

- You should be able to hear the presenter through your speakers or headphones. If not, please trying rebooting first.
- Questions should be entered in the Chat Box on the left of the screen and will be addressed at the end.
- This presentation will be posted on the DIDD Website
- There is a Frequently Asked Questions (FAQ's) document on the website. It **will** be updated with information from this implementation.
- The LEIE Portal Training Document will also be posted on the DIDD Website. It will cover more items than this presentation.
- The DIDD OIG Information website is:

    http://state.tn.us/didd/provider_agencies/OIG/index.shtml

- DO NOT ATTEMPT TO REGISTER UNTIL AFTER THE LAST PRESENTATION at 5:00 PM CDT, FRIDAY, 10/10/2014

Goals of the Day

- Brief Review of the Office of Inspector General (OIG) Requirements

- DIDD Requirements to report results

- Old spreadsheet solution review

- New LEIE Website Portal
  - How to register
  - How to Enter a Monthly Report
    - No Exclusions
    - Exclusions
  - How to Review what has been Entered
  - How to Edit an entry

- Lost Password and Change Password Functionality (if there is time)

What is the List of Excluded Individuals and Entities?

"OIG's List of Excluded Individuals/Entities (LEIE) provides information to the health care industry, patients and the public regarding individuals and entities currently excluded from participation in Medicare, Medicaid and all other Federal health care programs. Individuals and entities who have been reinstated are removed from the LEIE."

http://oig.hhs.gov/exclusions/index.asp

What are the current requirements for providers concerning LEIE?

Existing Requirement for providers to check their employees and subcontractors.

Provider Agreement in A.5. State and Federal Compliance (d) Provider Screening (ii):

"The Provider and its subcontractors shall collect the disclosure of health care-related criminal conviction information as required by 42 CFR § 455.106 and establish policies and procedures to ensure that applicable criminal convictions are reported timely to DIDD. The Provider shall screen its employees and subcontractors initially and on an ongoing monthly basis to determine whether any of them has been terminated, debarred or excluded from participation in Medicare, Medicaid, SCHIP, or any Federal health care programs (as defined in Section 1128B (f) of the Social Security Act) and not employ or contract with an individual or entity that has been excluded. The provider shall immediately report to DIDD and the Program Integrity Unit of TennCare any exclusion information that the provider discovers."

What are the current requirements for providers concerning LEIE?

Existing Requirement for providers to check their employees and subcontractors.

Provider Manual in section 5.2.g.3 states,

"The provider must screen its employees and subcontractors initially and on an ongoing monthly basis to determine whether any of them has been terminated, debarred or excluded from participation in the Medicare, Medicaid, SCHIP, or any federal health care program (as defined in Section 1128B (f) of the Social Security Act). And not employ or contract with an individual or entity that has been excluded."

What are the current requirements for providers concerning LEIE?

In the <u>Provider Manual</u> in section: 10.13.a. Employee Records. The following documentation must be maintained in the personnel records for each individual employed:

"5. Results obtained from checking the DOH's Tennessee Elderly and Vulnerable Abuse Registry, the Tennessee Felony Offender Information List (FOIL), the Sexual Offender Registry, and the Office of Inspector General's List of Excluded Individuals/Entities."

IMPORTANT: Proof of performing this check every month must be maintained for every person and entity checked.

This proof <u>does not</u> need to be sent to DIDD but must be available for review if a regulatory authority asks for it.

Who has to be checked?

Providers are hereby directed to screen their employees and contractors in accordance with the instructions found on the OIG website cited above. Contractors that must be screened are those paid by the provider using Medicaid funds. *Services purchased by, or for, persons supported using their personal funds are excluded from this requirement.*

- Provider employees prior to hiring and then monthly
- Subcontractors prior to contract execution and then monthly
  - Company and employees

Reporting Requirements Started May 2014

Results, <u>even if there were no matches</u>, were to be reported to DIDD by the 15th (or first business day after) of each month using an Excel Spreadsheet template supplied by DIDD

Reporting Tool (spreadsheet) Deficiencies

- Large – sometimes difficult to email

- Data Integrity – despite the implementation of certain field level restrictions and rules the template allowed for non-conforming data

But now we have a new Web Portal!

What does this mean for you?

No More Spreadsheets!

Let's be clear

- You still must run **all** of your employees, contractors and contractor employees through the OIG verification process <u>each month</u>

- You must keep record that you ran each of these checks and what the result of the check was in case some regulatory authority asks to see the history.

  The only thing that is changing is how you report the results to us. So let's get started…..

LEIE Reporting Portal

https://diddapps.tn.gov/LEIEAPP/

Do not access this website prior to 5:00 PM CDT on Friday, 10/10/2014. **All data will be cleared prior to that time**.

LEIE REPORT   DIDD   10/6/2014 2:23:21 PM [Log In]

Home

WELCOME TO LEIE REPORTING PORTAL

The Leie Exclusion file is updated on or about the 7th of each month on the OIG website.

It is in your best interest to make sure you are using the most uptodate data.

- Some of what you are about to see will be slightly different than the final Production website and training materials that will be posted on the DIDD web page after the last presentation on Friday.

General Flow

1. Register – up to two people per agency
   - There is a Forgot Password option
2. Perform your OIG checks monthly as always – keep record of all checks and results showing when the check was performed and what database was used
   - Use your own internal system or the OIG website: http://oig.hhs.gov/exclusions/index.asp
3. Go to the new LEIE Portal website once the OIG has updated their database (on or about the 7th of each month) and report your findings.
   - https://diddapps.tn.gov/LEIEAPP/
4. Must be reported by the 15th of each month (or the first business day after)
   - Starting with the November 2014 report, if it is after the 15th it will be accepted but it will be out of compliance.

NOTE: For the month of October 2014 _only_ you have until Friday the 17th to enter data. The system will indicate that you are out of compliance but this will be accounted for.

Registering

- Go to the LEIE Portal Home Page
  - https://diddapps.tn.gov/LEIEAPP/
- Click on Log In on the upper right corner

10/7/2014 6:47:31 AM [Log In]

EIE REPORTING PORTAL

r about the 7th of each month on the OIG website.

sure you are using the most uptodate data.

Registering

- You will get the following screen – Click on Register

Registering

- The following will appear
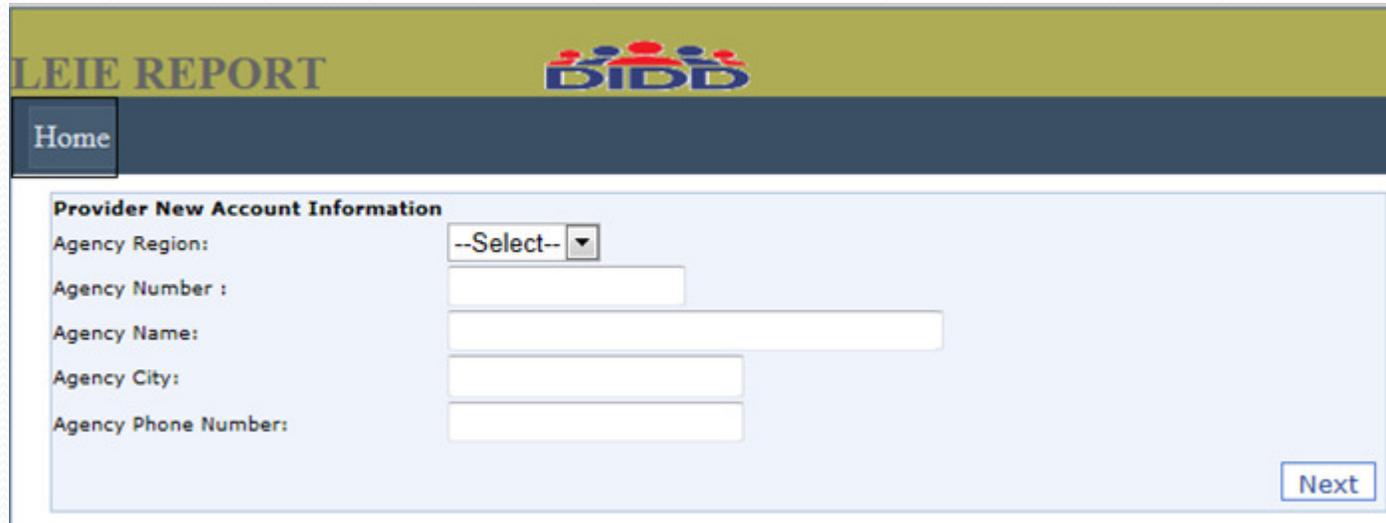
- **Note:** Agency Numbers are always 5 digits. And use 0's (zeros) no the letter O
- **Another Note:** If you operate in more than one region you must create an account for each region using the Provider Number in that region. A report must be entered for each Provider Number each month
- **And Yet Another note:** This screen is going to change. Certain fields will be slightly different but it will be a familiar. It will be asking for your name as well so we know who to contact in case of a question

This is what you will see in Production when we refresh it later today.

Registering

- Enter the data for the fields shown. If you enter the wrong Region-Provider Number combination you get the following message:

Registering

- If you enter the proper Region – Provider Number combination the system will fill in the Provider Name automatically

- Click the Next Button

Registering

- You will get this screen

Registering

- Enter a unique User Name in the User Name field.

- Enter a password in the Password Field. Passwords must be at least 8 characters long and must have Upper Case, Lower Case, Numeric and Special Character (i.e. #@!$%^&*.) - any 3 of the 4

- Re-enter the password in the Confirm Password field.

- Create a Security Question and Answer

- Click Create User button

Sign Up for Your LEIE Account

Password must contain 1 upper case letter, 1 special charactre and 1 numeric value

User Name: Sunrise

Password: ●●●●●●●●●

Confirm Password:

E-mail: oileen.roberts@tn.gov

Confirm E-mail: oileen.roberts@tn.gov
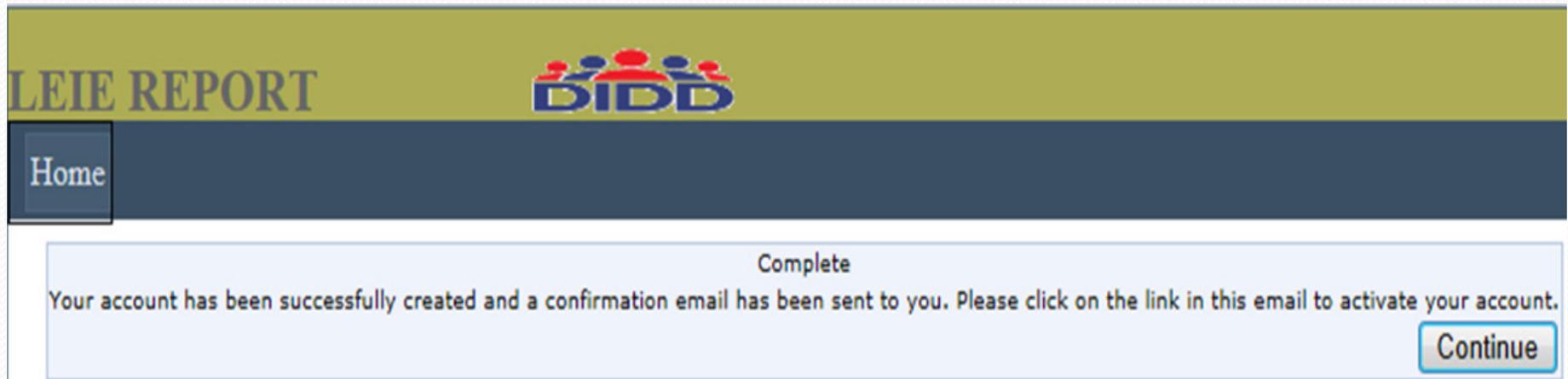
Security Question: What is my Provider Num

Security Answer: 00482

Password length minimum: 8. Non-alphanumeric characters required: 1.

Previous   Create User

Registering

- If successful you will get this screen

- This message is being changed in the future to more accurately represent the action needed.

- The system is going to send a Secure Email
  - It will either send you an email straight to your Email Box if it can negotiate a TLS (Transport Layer Security) connection. Otherwise it will go to Iron Mail. You'll get an email to go to a website to retrieve the secure email. More information can be found in the Provider Information portion of the DIDD website at: http://www.tn.gov/didd/provider_agencies/ProviderOrientationTraining/TrainingMaterial/07/Secure%20E-mail%20User%20Guide.pdf

Registering

- Your email should be something like:

> Hello Sunrise! Welcome aboard !
>
> This email confirms that your account has been created.
>
> Your new account is almost ready, but before you can login, you must first visit:
>
> http://10.119.2.119/LEIEAPP/verification.aspx?ID=254a07ca-41cc-4c86-9eef-fb9787e4eccf
>
> Once you have visited the verification URL you will be redirected to the login page.
>
> If you have any problems or questions, please send an email to DIDDHelpDesk@tn.gov
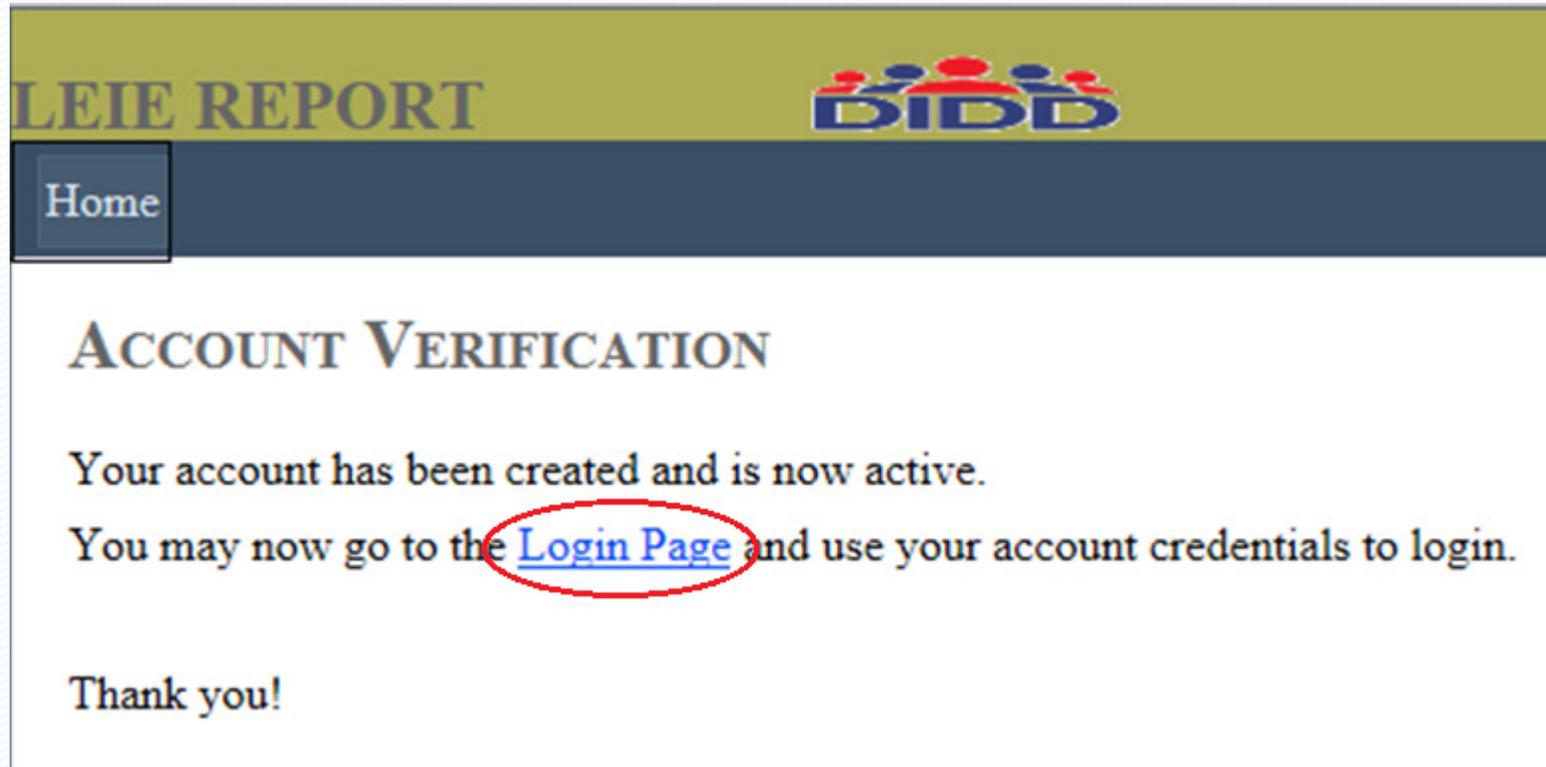>
> Please include LEIE in the subject line.
>
> Thank you!
>
> LEIE Support Team
>
> DIDD

- Click on the link to confirm the account

Registering

- You should get the following screen:

LEIE REPORT — DIDD

Home

ACCOUNT VERIFICATION

Your account has been created and is now active.

You may now go to the (Login Page) and use your account credentials to login.

Thank you!

- Click on Login Page to log in

Registering

- The Log In page will be shown. Enter your new username and password

Register! If you don't have an account yet?

LOGIN

User Name:*

hats

Password:*

••••••••

Log In

☐ Remember me next time.

Lost password?

Registering

- This will be the screen you get:

- Notice that the Agency, Agency Number and Region are displayed in the upper right corner.
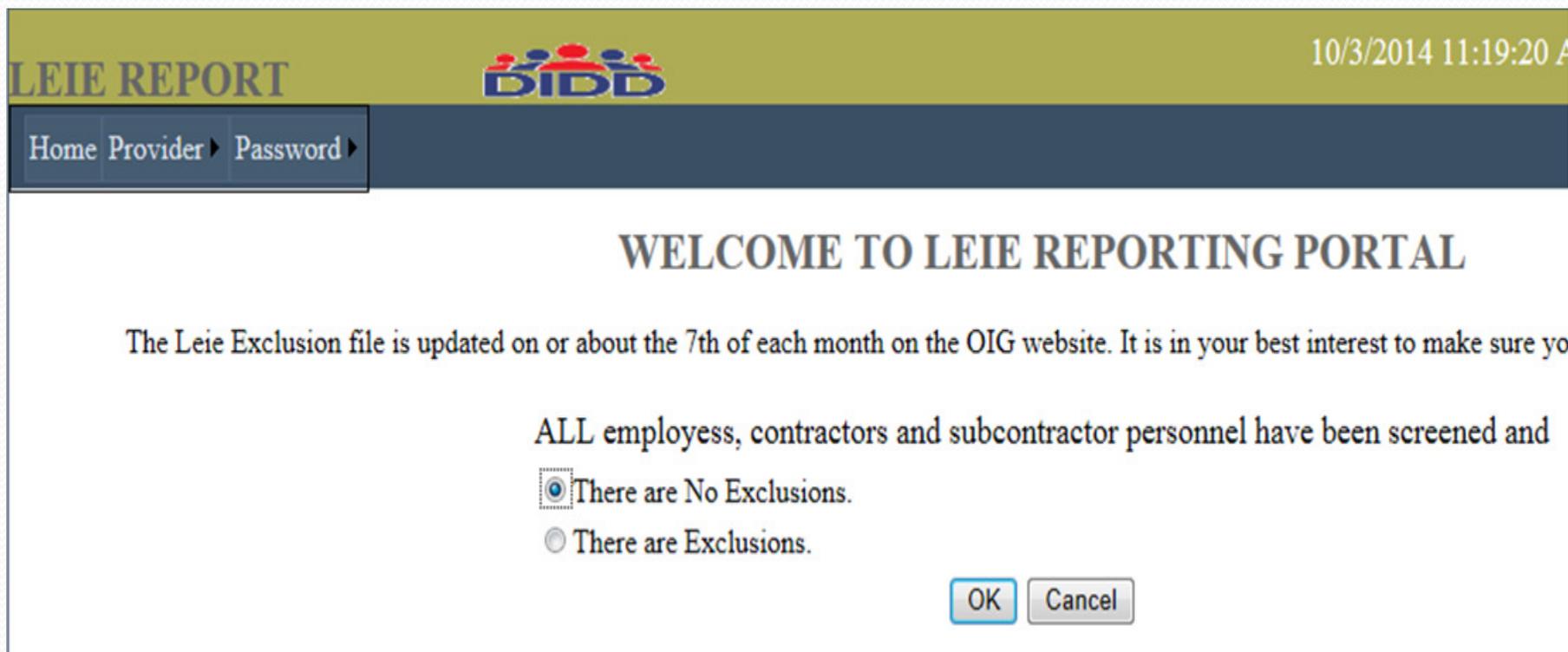
Entering a Report

- Click Provider and then Provider Data

- Important Note: These names will be changing to 'Report Data' and 'Show History'
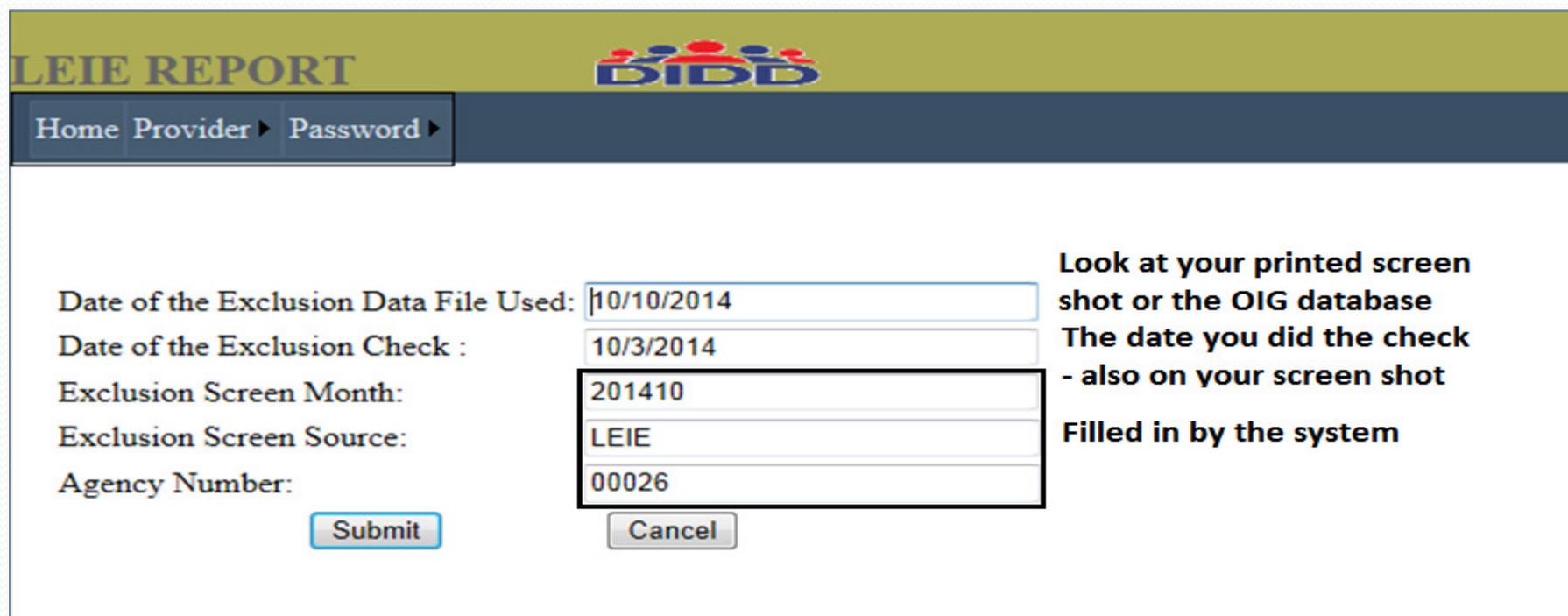
Entering a Report – Proper Time Frame

- If you have no exclusions click the proper radio button

LEIE REPORT

DIDD

10/3/2014 11:19:20 A

Home Provider ▶ Password ▶

WELCOME TO LEIE REPORTING PORTAL

The Leie Exclusion file is updated on or about the 7th of each month on the OIG website. It is in your best interest to make sure yo

ALL employess, contractors and subcontractor personnel have been screened and

⦿ There are No Exclusions.

○ There are Exclusions.

[OK] [Cancel]

Entering a Report – Proper Time Frame

- If you have no exclusions click the proper radio button and fill in the data.

LEIE REPORT   DIDD

Home | Provider ▶ | Password ▶

Date of the Exclusion Data File Used:	10/10/2014	Look at your printed screen shot or the OIG database
Date of the Exclusion Check :	10/3/2014	The date you did the check - also on your screen shot
Exclusion Screen Month:	201410	
Exclusion Screen Source:	LEIE	Filled in by the system
Agency Number:	00026	

Submit   Cancel

- Click the Submit Button

Entering a Report – Proper Time Frame

Where do the dates come from? They come from your OIG search results.

Exclusions Search Results: Individuals

No Results were found for

➢ Lundwall , Steven

⚠ If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation

Search Again

Search conducted 10/7/2014 2:31:45 PM EST on OIG LEIE Exclusions database.
Source data updated on 9/9/2014 9:15:00 AM EST.

Entering a Report – Proper Time Frame

- If you enter the date of an Exclusion file in the future you will get this message.
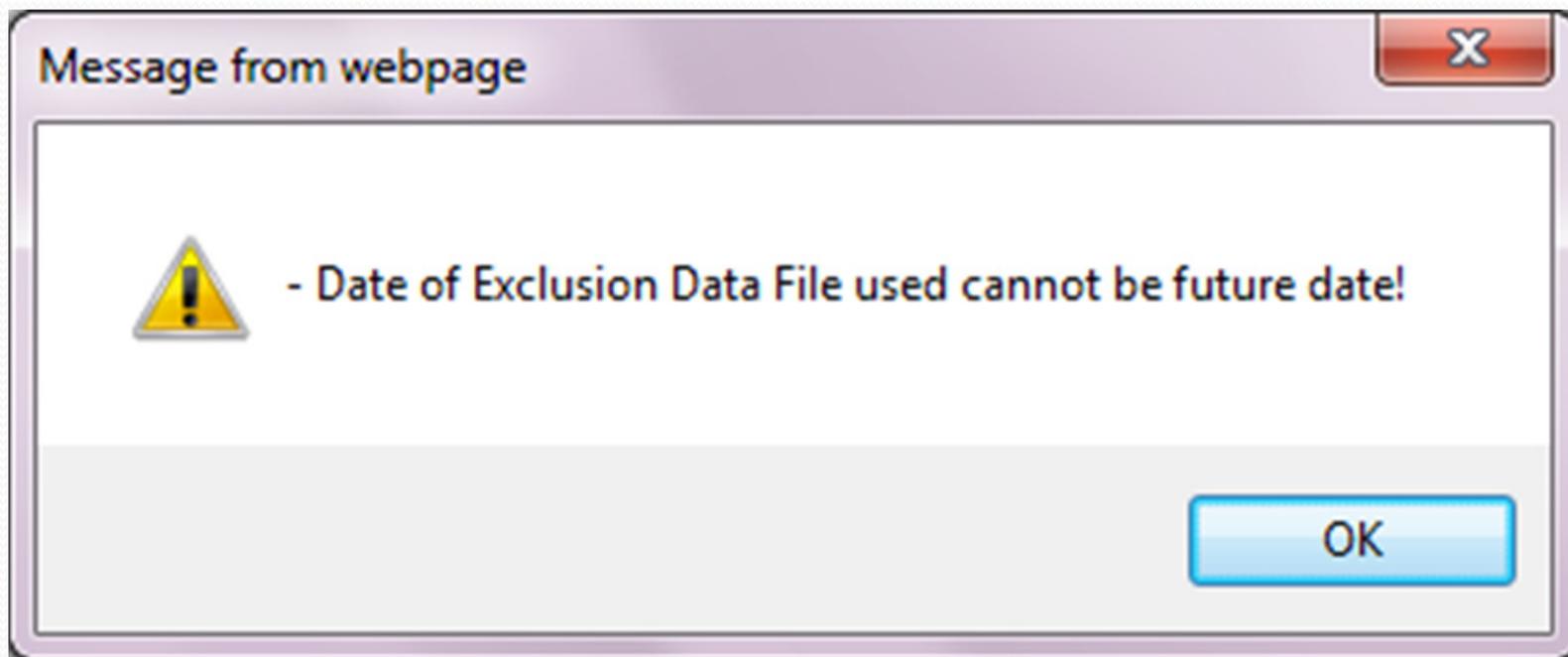
- Click on OK and go back and fix the date.

Entering a Report – Proper Time Frame

- If everything is fine and all dates are in compliance you will get the following:

- Click on Log Out in the upper right corner and you are done!

Entering a Report – Proper Time Frame

- If the date of the Exclusion File is not in compliance - it's too early for example – you may get the following:
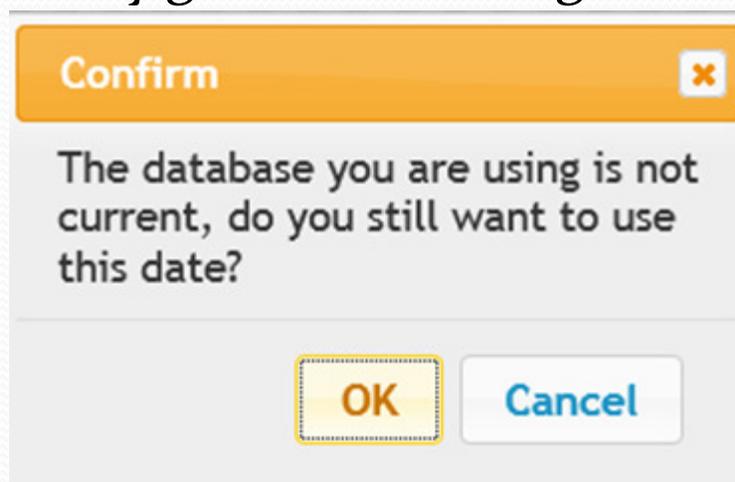
- Click OK to use it but be aware that you will not be in Compliance.
- Click Cancel to go back and edit the Date of the Exclusion File
- Remember, the OIG updates their database on or about the 7th each month. It is in your best interest to do your checks after the update and report them on or before the 15th (or first business day after).

Entering a Report

- So that was how you enter a report where everyone you checked (employees, contractors and contractor employees) all pass the search successfully. One simple form – fill in two fields – and you're done for the month.

- Now let's show you how to fill out a report when there is one or more exclusions………

- Entering an Exclusion:

Exclusions Search Results: Verify

← Return to Search Results| Begin a New Search

First Name	NIC☐
Middle Name	☐
Last Name	☐
DOB	☐7/1981
NPI	Unknown
UPIN	Unknown
General	IND- LIC HC SERV PROV
Specialty	COUNSELOR
Address	☐TA
	MEMPHIS, TN :☐
Excl. Type	1128(b)(4)- LICENSE REVOCATION/SUSPENSION/SURRENDER
Excl. Date	12/20/2012
Waiver	

Verification conducted 10/7/2014 10:04:45 AM EST on OIG LEIE Exclusions database.
Source data updated on 9/9/2014 9:15:00 AM EST.

To verify if you have a match, please enter a Social Security Number (SSN) or Employer Identification Number (EIN) without dashes (123456789).

415-☐ 9| ✕ | Verify ✔

✓ **MATCH**

Name and SSN MATCH

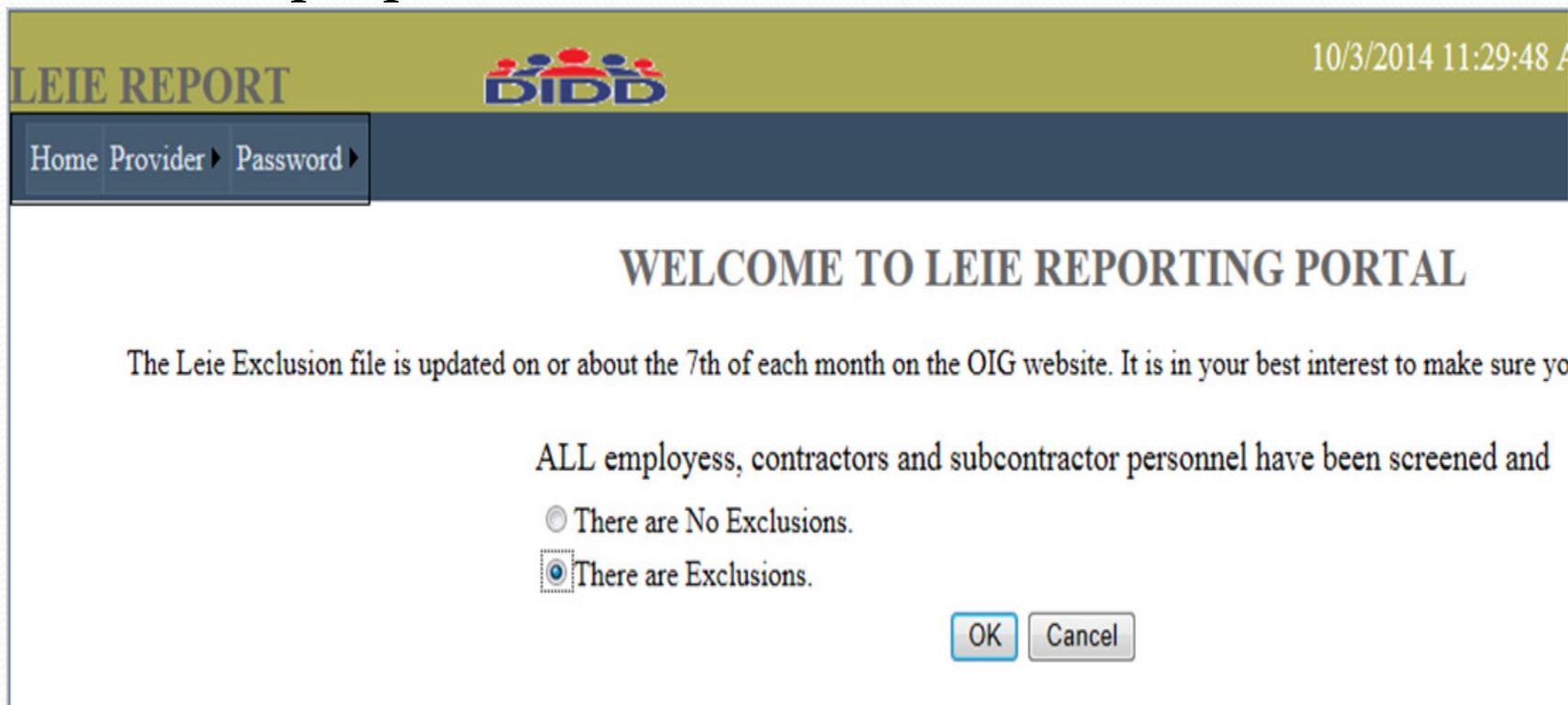# Entering a Report – Proper Time Frame

- Entering an Exclusion: Click Provider and then Provider Data
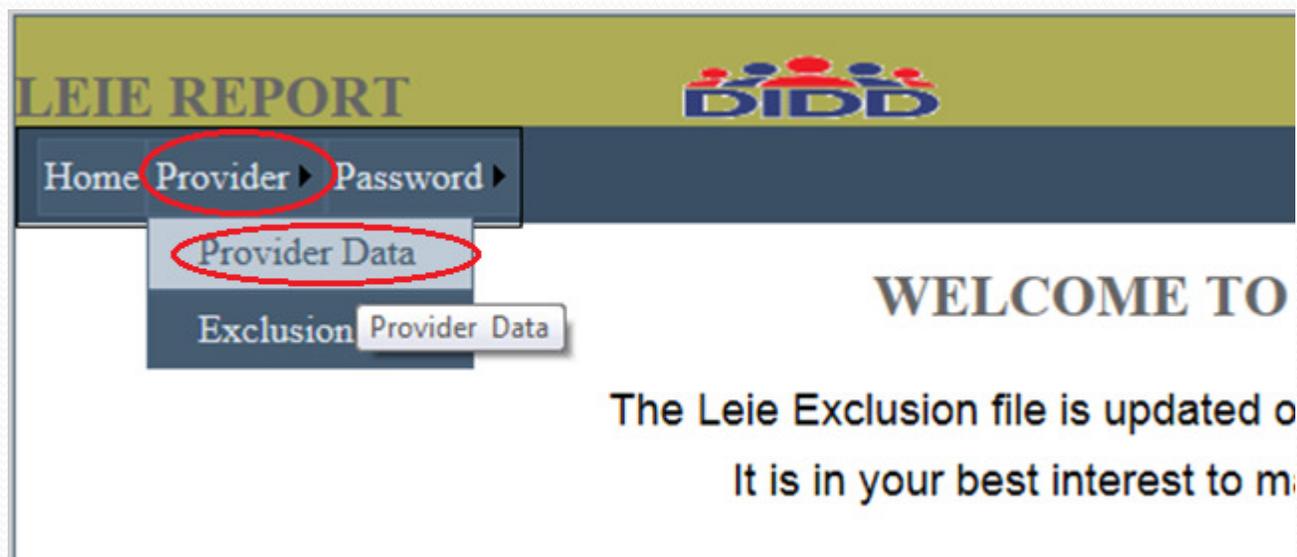
- Important Note: These names will be changing to 'Report Data' and 'Show History'

Entering a Report – Proper Time Frame

- Click the proper Radio Button

- Click OK

Entering a Report – Proper Time Frame

- The following screen will appear.

- Fill this data in exactly as it is shown on the Exclusion Screen!

- **Cut and Paste as much as you can**

October

LEIE REPORT | DIDD

Home | Provider ▸ | Password ▸

Exclusion Screen Month:	201410
Exclusion Screen Source:	LEIE
Provider Number:	00026

Filled in by the system

Date of the Exclusion Data File Used:

Date of the Exclusion Check :

Reason For Exclusion:

Date Of Exclusion:

Par/Non-Par: Select ▾

Individual/Entity: ⦿ Individual ◌ Entity

Result of LEIE Exclusion Check: ◌ Y-Excluded ◌ Not-Excluded ◌ Reinstated

Reinstatement Date:

Individual

National Provider Identifier(NPI):

FirstName:

MiddleName:

LastName:

Date Of Birth:

SSN:

Address

Address1:

Address2:

City:

State: --Select-- ▾

- Once the entire report is filled in click the Submit Button and the following will be returned.

- Notice the message at the bottom.

- It is best for you to keep a copy of this handy along with the Exclusion Results from the OIG website.

Exclusion Screen Month:	201410
Exclusion Screen Source:	LEIE
Provider Number:	00026
Date of the Exclusion Data File Used:	10/3/2014
Date of the Exclusion Check :	10/3/2014
Reason For Exclusion:	123456789
Date Of Exclusion:	10/5/2014
Par/Non-Par:	PAR
Individual/Entity	⦿ Individual ◯ Entity
Result of LEIE Exclusion Check:	⦿ Y-Excluded ◯ Not-Excluded ◯ Reinstated
Reinstatement Date:	

Changing to match the Exclusion Report

Individual

National Provider Identifier(NPI):	
FirstName:	Jelly
MiddleName:	Donut
LastName:	Goodman
Date Of Birth:	3/16/1984
SSN:	321456987

Address

Address1:	1 Crispy Creme Circle
Address2:	
City:	Washboard
State:	Texas
Zip Code:	32145 -

Thank you for your report which was received today 10/3/2014 11:33:42 AM Central Time. Please Print this page for your records

Submit Cancel Clear

October

To Add Another Exclusion

- This process is changing but for now – click Clear.

- You can safely add the next record knowing that the first one has been saved.

- The buttons will be changing to Add Another and Log Out

Exclusion Screen Month:	201410
Exclusion Screen Source:	LEIE
Provider Number:	00026
Date of the Exclusion Data File Used:	10/3/2014
Date of the Exclusion Check :	10/3/2014
Reason For Exclusion:	123456789
Date Of Exclusion:	10/5/2014
Par/Non-Par:	PAR
Individual/Entity	⦿ Individual ◯ Entity
Result of LEIE Exclusion Check:	⦿ Y-Excluded ◯ Not-Excluded ◯ Reinstated
Reinstatement Date:	

Individual

National Provider Identifier(NPI):	
FirstName:	Jelly
MiddleName:	Donut
LastName:	Goodman
Date Of Birth:	3/16/1984
SSN:	321456987

Address

Address1:	1 Crispy Creme Circle
Address2:	
City:	Washboard
State:	Texas
Zip Code:	32145 -

Thank you for your report which was received today 10/3/2014 11:33:42 AM Central Time. Please Print this page for your records

Submit Cancel Clear

October 8

Entering a Report – Incorrect Time Frames

- The system checks for several dates. A proper report (new entry or edit) :
  - Is entered between the 7th and the 15th (or first business day after)
    - This month (October 2014) you have until the 17th
  - The Date of the Exclusion Check must be in the current month
  - The Date of the Data File used must be in the current month and on or after the 7th
  - The Date of the Data File used is on or before the Date of Exclusion Check

- Violation of any of these dates will give you a Warning Message
  - You can still proceed
  - The report will be marked as non-compliant

Reviewing what has been Entered

- If you want to review your history of reports:

- Log in and select Exclusion List (This is changing to Show History)
- Note: The history of everything you have sent in to date will be added one month after you register

Reviewing what has been Entered

- You should see something like this:

Agency	Agency Name	Date Of Exclusion Check	Screen Month	Reason of Exclusion	Individual Information	Entity Name
00026	HATS	10/3/2014	201410	123456789	Jelly Goodman 321456987	
00026	HATS	10/3/2014	201410	321654987		Jelly Donut Den
00026	HATS	10/2/2014	201410	1248 (b)(4)	erxvzdzxvzdgf fgdrt 545454545	
00026	HATS	10/7/2014	201410	gtgrtwrt	Steve Nothing 123456789	

LEIE REPORT   DIDD   10/7/2014 9:39:47 AM : HATS 00026 Mi

Home Provider ▸ Password ▸

These are being combined into one column

- This will have your entire monthly history of reports, both Exclusion and No Exclusion Months.

Editing

- You can see what you reported in past months (previous slide) but you cannot edit past month's reports.

- You can edit your report in the same month as you reported it up through the 15th (or first business day after).

- If it is after the 15th (or first business day after) you can't edit a report. You can delete a No Exclusion report and enter a whole new report but you will be out of compliance . You will not be able to edit or delete a report with Exclusions.

Editing

- Select Provider Data

Editing

- Data entered this month will be displayed. It will either show the exclusions previously entered or a single entry for No Exclusions.

- Note: The first column is being changed. It will either show the name of the individual or entity reported or it will say No Exclusions (for that particular month)
- Note: The Add button currently isn't functional. The method to add will be described later.

Editing

Exclusion Screen Month: 201410

Exclusion Date	ExclusionScreenMonth
Edit Exclu &ID=4	201410
Edit Exclu &ID=2	201410
Edit Exclu &ID=5	201410
Edit Exclu &ID=6	201410

- To edit an entry simply click on it.

ADD

Home Provider ▶ Password ▶

Exclusion Screen Month:	201410
Exclusion Screen Source:	LEIE
Provider Number:	00026
Date of the Exclusion Data File Used:	10/3/2014
Date of the Exclusion Check :	10/3/2014
Reason For Exclusion:	123456789
Date Of Exclusion:	10/5/2014
Par/Non-Par:	PAR ✓
Individual/Entity	◉ Individual ○ Entity
Result of LEIE Exclusion Check:	◉ Y-Excluded ○ Not-Excluded ○ Reinstated
Reinstatement Date:	

Individual

National Provider Identifier(NPI):	
FirstName:	Jelly
MiddleName:	Donut
LastName:	Goodman
Date Of Birth:	3/16/1984
SSN:	321456987

Address

Address1:	1 Crispy Creme Circle
Address2:	
City:	Washboard
State:	Texas ✓
Zip Code:	32145 -

Submit   Cancel   Clear   Delete

The record will reappear ready for you to edit or delete it.

All date rules still apply

Editing – Adding, Editing, Deleting

- For months when you already have an exclusion

Exclusion Screen Month: 201410

Exclusion Date	ExclusionScreenMonth
Edit Exclu &ID=4	201410
Edit Exclu &ID=2	201410
Edit Exclu &ID=5	201410
Edit Exclu &ID=6	201410

ADD

Home Provider ▸ Password ▸

Exclusion Screen Month:	201410
Exclusion Screen Source:	LEIE
Provider Number:	00026
Date of the Exclusion Data File Used:	10/3/2014
Date of the Exclusion Check :	10/3/2014
Reason For Exclusion:	123456789
Date Of Exclusion:	10/5/2014
Par/Non-Par:	PAR
Individual/Entity	● Individual ○ Entity
Result of LEIE Exclusion Check:	● Y-Excluded ○ Not-Excluded ○ Reinstated
Reinstatement Date:	

Individual

National Provider Identifier(NPI):	
FirstName:	Jelly
MiddleName:	Donut
LastName:	Goodman
Date Of Birth:	3/16/1984
SSN:	321456987

Address

Address1:	1 Crispy Creme Circle
Address2:	
City:	Washboard
State:	Texas
Zip Code:	32145 -

Submit   Cancel   Clear   Delete

To Edit or Delete - Click on the record you wish to act on.

To Add: **Temporary Workaround: Click on ANY record.** Click the CLEAR button at the bottom and a new record will appear. The first record is not affected.

All Date rules still apply

Editing – Adding, Editing, Deleting

- For months where you already reported No Exclusions

Exclusion Screen Month: 201410

Exclusion Date	ExclusionScreenMonth
Edit No-Exclu	201410

ADD

LEIE REPORT   DIDD

Home | Provider ▶ | Password ▶

Date of the Exclusion Data File Used: 10/7/2014
Date of the Exclusion Check : 10/7/2014
Exclusion Screen Month: 201410
Exclusion Screen Source: LEIE
Agency Number: 00380

Submit   Cancel   Delete

To Add, Edit or Delete - Click on the record you wish to act on.

To Delete: Click Delete

To Add: Click on Delete and add a new record

To Edit: Make changes and click Submit.

All Date rules still apply

Methods to Perform the Check

- As this is already a requirement this is merely a refresher
  - Search on directly from the website or Build an Application and download the file – What is shown below is when searches are done from the website.
    - Result: No Match
      - Record the search - Print or Screen Shot

Exclusions Search Results: Individuals ❓

No Results were found for

- Lundwall

⚠️ If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation

Search Again

Search conducted 5/8/2014 9:00:34 AM EST on OIG LEIE Exclusions database.
Source data updated on 5/7/2014 9:20:00 AM EST.

Methods to Perform the Check

- Result: Initial Hit

Example: Using the name: Anderson – multiple results

Exclusions Search Results: Individuals

Results were found for

➢ Anderson

⚠ If the name of the individual or entity appears below, click on the underlined last name or entity name to Verify the record. If the name does not appear in the search results below, print this Web page for your documentation.

[Print Search Results]

Last Name	First Name	Middle Name	General	Specialty	Exclusion	Waiver	SSN/EIN
ANDERSON	ALECIA	JO	NURSING PROFESSION	NURSE/NURSES AIDE	1128(a)(2)		Verify
ANDERSON	AMANDA		DME COMPANY	BUSINESS MANAGER	1128Aa		Verify
ANDERSON	AMBER	M	EMPLOYEE - PRIVATE SECTOR BUS	PERSONAL CARE PROVIDER	1128(a)(3)		Verify
ANDERSON	AMY	KATHLEEN	HOME HEALTH AGENCY	EMPLOYEE	1128(b)(1)		Verify
ANDERSON	AMY	RACHELLE	PRIVATE CIT/ENTITY	HEALTH CARE AIDE	1128(a)(2)		Verify

Methods to Perform the Check

- Next Step: <u>Verify</u>
  - Enter SSN or EIN and you'll get one of two results.
  - **No Match – This is not an exclusion.**
    - Record the result of the search - Print or Screen Shot

Verification conducted 5/8/2014 9:09:24 AM EST on OIG LEIE Exclusions database.
Source data updated on 5/7/2014 9:20:00 AM EST.

To verify if you have a match, please enter a Social Security Number (SSN) or Employer Id

123456789   Verify

❌ **NO MATCH**

Name and SSN DO NOT MATCH

You may print this page for documentation purposes.

Methods to Perform the Check

- Next Step: <u>Verify</u>
  - Enter SSN or EIN and you'll get one of two results.
  - **Match – This IS an exclusion and must be reported on the LEIE Reporting Portal!**
    - Record the result of the search - Print or Screen Shot
- If it is a true exclusion – that individual or entity can no longer receive any Medicaid funds directly or indirectly.

Verification conducted 7/1/2013 11:34:33 AM EST on OIG LEIE Exclusions database.
Source data updated on 6/11/2013 11:03:00 AM EST.

To verify if you have a match, please enter a Social Security Number (SSN) or Employer Identifica

Verify ✓

✓ MATCH

Name and SSN MATCH

Regional Office Contacts

- ## West Region Providers:
  - Monda Qualls monda.qualls@tn.gov 731-421-5175

- ## Middle Region Providers:
  - Crissonya Phillips crissonya.phillips@tn.gov 615-231-5092
  - Michael Ledbetter Michael.Ledbetter@tn.gov 615-231-5173

- ## East Region Providers:
  - Janet Kinley janet.kinley@tn.gov 423-787-6495
  - Tammy Green Tammy.R.Green@tn.gov 423-787-6491

Follow Up

- This presentation will be on the DIDD Website
- We will post additional Instructions and Frequently Asked Questions (FAQ's) to the website
- Use the OIG website – Quick Tips Page and the video are good sources of information

- Remember
  - Every provider must send one in by the 15th (or first business day after) of each month
  - Only include No Match or verified Exclusions

Questions

October 8, 9, 10 Provider Webinars

Notes

-
- Please send an email that you participated to one of these three people with your Provider Name and Provider Number.
  - West Region Providers: Monda Qualls monda.qualls@tn.gov 731-421-5175
  - Middle Region Providers:
    - Crissonya Phillips crissonya.phillips@tn.gov 615-231-5092
    - Michael Ledbetter Michael.Ledbetter@tn.gov 615-231-5173
  - East Region Providers:
    - Janet Kinley janet.kinley@tn.gov 423-787-6495
    - Tammy Green Tammy.R.Green@tn.gov 423-787-6491

    DIDD LEIE Portal Information:

    http://tn.gov/didd/provider_agencies/OIG/index.shtml

    OIG Website:

    http://oig.hhs.gov/exclusions/index.asp
- **Every** provider must enter a report by the 15th (or first business day after) of each month whether they have active cost plans or not.
- Do not send in any more spreadsheets to report LEIE information
- All documents/materials will be posted to the website by Friday at 5:00 PM
- The Training document has a complete list of error messages and what they mean
- Each provider can have up to 2 log ins. If you need to **delete a log in** – contact your regional office.
- There is a inactivity time out of 10 minutes.
- You get 5 password attempts and then it will lock you out for 10 minutes
- Your entire history of reports will be available one month after you register

Regional Office Monthly Reports

- 10th and 15th of the month each region will get a report

  Report Example

- Pulls ALL active providers in CS Tracking whether they have a cost plan or not

- The Central Office business areas that need to register and report will be included on the Middle Regional Report

- This is for your information showing who is to report and what their status is.

- If you have access to Crystal Reports you can pull this report at any time.

Central Office Reports

- TennCare Detail and Summary Report
- Historic Compliance and Non-Compliance Reports