**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:
	1. Type in the potential employee/employee’s SSN, name and/or any other names that the individual typically goes by (if applicable); and
	2. 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:
	1. Type in the potential employee/employee’s name and/or any other names that the individual typically goes by (if applicable);
	2. Click on the search button to bring up existing records;
	3. If a record with the potential employee/employee’s name is found, click verify; and
	4. Enter the SSN to verify the match.

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| **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.
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