



Program Integrity Exclusions Search

April 2025

This document is a "how to" guide for searching the required databases for exclusions for **List of Excluded Individuals Entities (LEIE)**. Before going over the steps, please note the requirements of this process.

- Both databases (SAM & LEIE) must be searched monthly, regardless of if you are part of an agency, group, or a single provider. There are separate how-to instructions on our website for SAM search process.
- Anyone who "touches" Medicaid must be searched. In addition to clinical staff, this includes the following:
 - All staff who provide services
 - Administrators
 - Billing
 - Board of Directors
 - Intake personnel or others who may verify eligibility
 - IT
- Save a copy of all searches completed. The format is up to you, but it is recommended you save this information on your computer as a screenshot. Make sure the date search is completed, and name of individual is visible on screenshot. During audits/reviews, these records will be requested.
- If an individual's name shows up on either website, a second level review must be completed by using the individual's Social Security Number or Employee Identification Number. Please complete this second level search through LEIE.

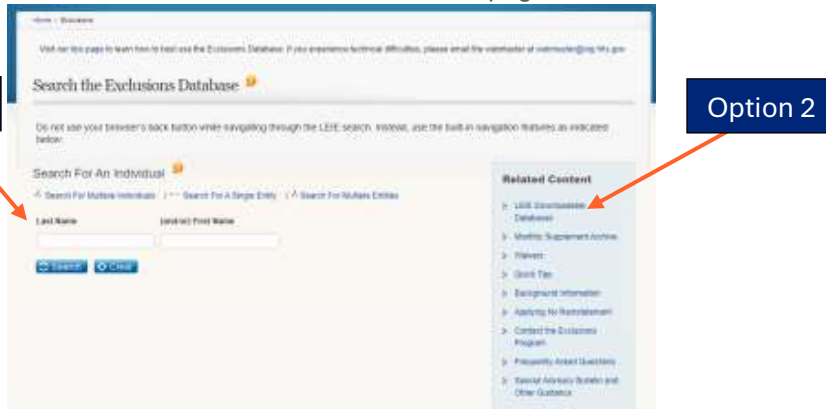
*If a second level search is conducted, and you can verify the excluded individual has the same name but is not the individual associated with your agency, you must continue to complete the second level search monthly to verify the individual remains excluded. If at some point the person associated with your agency is identified as excluded, you must notify Optum immediately.

- Providers are required to send an annual attestation to Optum by August 31st of every year. A copy of the attestation template can be found on the website (Optum Provider Attestation). Please send a copy to slcoquality@optum.com and kortnie_wilson@optum.com.
- Your attestations will be archived.
- If you have any questions or need assistance, please contact the Optum Quality Team or Kortnie Wilson at slcoquality@optum.com, kortnie_wilson@optum.com or call 1.877.370.8953.

*If you are uncertain if someone who is associated with your business processes and service delivery needs to be searched for exclusions, please contact Gina Attallah, Compliance and Quality Assurance Director, for clarification.

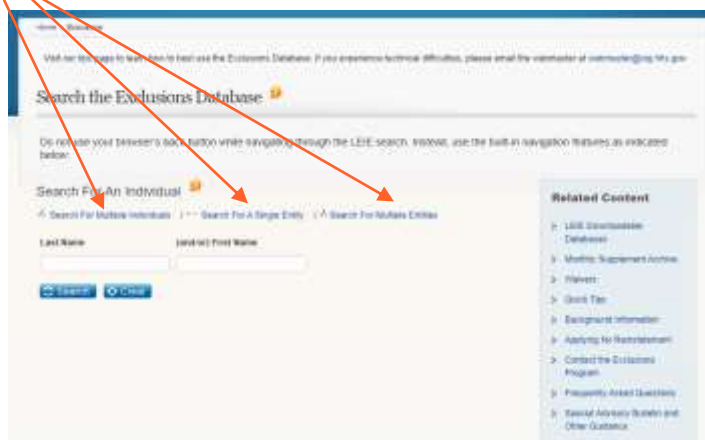
List of Excluded Individuals/Entities (LEIE)

1. Go to: exclusions.oig.hhs.gov/. Once on this page, you can do one of to one of two options below:
 - Online Searchable Database (searching by entering data into a text field):
 - exclusions.oig.hhs.gov/ This will be the main page you are brought to.
 - LEIE Downloadable Databases (searching a CSV file): oig.hhs.gov/exclusions/exclusions_list.asp. There is also a hyperlink option on the left-hand side of the page.



For option 1, follow these instructions.

1. When you choose "Online Searchable Database", you will see a screen where you can perform one of four types of searches:
 - Search for an individual (default): Use this method to check a single individual at a time.
 - Search for multiple individuals: Use this method to check for multiple individuals at once.
 - Search for a single entity: Use this method to check on entity at a time.
 - Search for multiple entities: Use this method to check multiple entities at the same time.



- Choose the option that you prefer, then enter the name(s) you want to search, then hit “search”

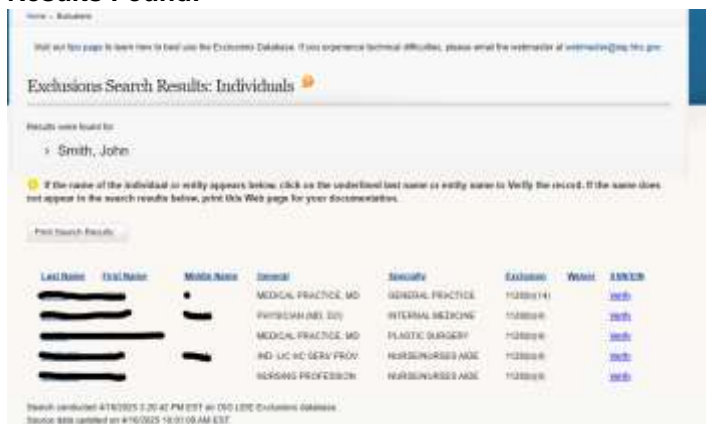


- On the next page you will see your results. It will look 2 different ways:

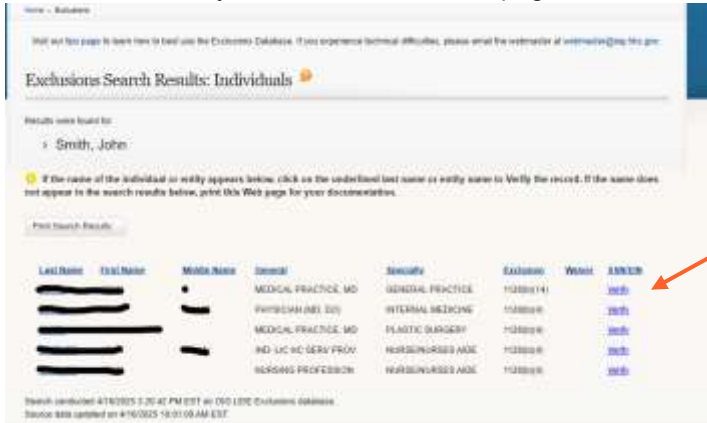
No Results Found:



Results Found:



- If your search yields a match, you will need to do a second level search with their SSN. To do this, click on “verify” on the search results page.



- On the next page it will show the information about the individual. If the information on the screen still matches your individual, go to the bottom of the screen and enter their SSN in the box and then hit “verify”



- Once you hit the “verify” button, it will show you either “match found” or “no match”



For option 2, follow these instructions.

If you choose to use "LEI E Downloadable Databases", the CSV file, please refer to the "Instructions" at the bottom of the page. Use only the **Updated LEIE Database (CSV)** option under the LEIE Database section, not the link called **Exclusions (CSV)**, which is under the Current Monthly Supplements section.

The screenshot shows the "LEIE Downloadable Databases" webpage. On the left is a navigation menu with links: Exclusions Program, Online Searchable Database, **LEIE Downloadable Databases**, Monthly Supplement Downloads, Quick Tips, Waivers, Background Information, Applying for Reinstatement, Contact the Exclusions Program, Frequently Asked Questions, Special Advisory Bulletin and Other Guidance, Exclusion Authorities, and Working with Federal and State Partners. The main content area has a header "LEIE Downloadable Databases" and a light blue box with an information icon and the text "04-10-2023 Last Update". Below this is the "LEIE Database" section with a bullet point: "03-2023 Updated LEIE Database (CSV)". The "Profile Updates" section has a bullet point: "03-2023 Profile Corrections". The "Current Record Layout" section has a bullet point: "Current Database Record Layout". The "Looking for Monthly Supplements?" section has the text "The latest supplement downloads are now located together with the supplement archive." and a link "View Monthly Supplements". At the bottom is the "Instructions" link. On the right is a "Related Information" sidebar with links: "Instructions and information About the LEIE Files.", "File-Type Questions?", and "Frequently Asked Questions concerning the CSV file type.". Two blue arrows are overlaid on the page: one points from the top of the page down to the "03-2023 Updated LEIE Database (CSV)" link, and another points from the "View Monthly Supplements" link down to the "Instructions" link.

****If a match is found and verified, you are required to notify Optum immediately, no later than 30 days after the match was discovered. Failure to complete these searches monthly and notify Optum of any matches can result in recoupment of funds. ****