University of California San Diego  
Procedures for Screening the  
Department of Health and Human Services (DHHS)  
Office of the Inspector General (OIG)  
List of Excluded Individuals and Entities

I. PURPOSE
The purpose of the UCSD Screening of the DHHS/OIG database is to comply with this federal agency’s regulations that does not permit individuals sanctioned by the OIG to work in healthcare related positions. On an annual basis, UCSD shall conduct a cross-reference screening of the DHHS/OIG cumulative List of Excluded Individuals and Entities (LEIE) with current UCSD employees. Additionally, prior to extending an offer of employment for healthcare positions, UCSD departments shall conduct a cross-reference screening of the OIG database with potential new hires, rehires and employee-transfer applicants.

II. ANNUAL SCREENING PROCESS
The Human Resources Department will:
A. Initiate the annual cross-reference screening of the DHHS/OIG List of Excluded Individuals and Entities (LEIE) with current UCSD employees.

B. Produce and evaluate exclusion reports.

C. Communicate the exclusion reports’ outcomes to the Health Sciences Corporate Compliance Officer, and assist in resolving issues identified in the annual screening.

D. Maintain records for each annual screening.

III. NEW HIRES, REHIRES AND EMPLOYEE-TRANSFERS PRE-EMPLOYMENT SCREENING PROCESS
A. UCSD Departments:
   1. Update appropriate healthcare job descriptions to include a special conditions of employment statement to indicate that a cross-reference screening of the DHHS, OIG List of Excluded Individuals and Entities database with the preferred applicant’s name is required for the position.

   2. Communicate the DHHS/OIG Screening requirement in appropriate recruitment and resume supplement materials, and to all applicants selected for an interview.

   3. Conduct a DHHS/OIG screening of the final applicant prior to an offer of employment by cross-referencing the applicant’s name with the OIG website database.
4. Complete the pre-employment process in accordance with established policies and procedures if the preferred applicant is not on the DHHS/OIG List of Excluded Individuals and Entities.

5. Consult with the Human Resources Employment and Staffing Specialist immediately to resolve issues if the preferred applicant is on the DHHS/OIG List of Excluded Individuals and Entities.

Attachment A

UCSD Statement of Assurance Form
For New Hires, Rehires and Employee-Transfers *DHHS/OIG Screenings

The designated UCSD department employee or Human Resources representative shall conduct a cross-reference screening of the DHHS/OIG database with the preferred applicant’s name prior to an offer of employment, and Complete Section B below, as indicated.

Section A: Screening Process of the OIG Website Database for New Hires, Rehires and Employee-Transfers

1. Access the Blink Hiring Toolkit page at
   http://blink-prod.ucsd.edu/Blink/External/Topics/Policy/0,1162,4941,00.html

2. Click on link to Health and Human Services Office of Inspector General website.

3. Enter preferred applicant’s first and last names.

4. Click search.

5. Click the last name field to review detail information, if there appears to be a match.

6. Contact the Human Resources Department, if there appears to be a match.

Section B: For Applicants Not Listed on the DHHS/OIG LEIE

I confirm that I personally checked the DHHS/OIG LEIE website for the above named applicant. To the best of my knowledge, on the date noted below, this applicant is not on the DHHS/OIG LEIE.

Name (please print) ____________________________________________________________

Signature ____________________________________________________________________________

Date ____________________________________________________________________________

*DHHS: Department of Health and Human Services
OIG: Office of the Inspector General

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