



# *e*-SERVICES

## USER GUIDE

**Last Updated: October 31, 2022**

## What are e-Services?

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e-Services are a group of web-based applications created by the Westmoreland Intermediate Unit. They have been designed to provide a range of services to the IU and its member districts.

Currently the e-Services suite includes the following apps:

- **Form Management System (FMS)**
- **Secure Docs**
- **Salary Survey**
- **Retiree Tracker**
- **FraudCheck**

The **FMS** app is used to electronically sign, submit, and manage electronic forms and other documents. All WIU employees as well as some additional outside users have been granted access to this site. However, access to specific forms and other documents may be limited to specific users.

The **Secure Docs** application was created to allow districts to securely access shared documents and is currently being used to share Therapy Billing Details and Early Intervention documents. Most users will not need access to this app and will be denied access by default.

The **Salary Survey** site allows business administrators and other authorized personnel to view, modify, and compare detailed statistics about salaries from each of our districts. Once again, most users will not need access to this app and access will be denied by default.

The **Retiree Tracker** web app was designed to allow the management of retiree insurance costs and payments. The majority of users will not need access to this app and have been denied access by default. Currently retirees do not have access to this system but this may be added in the future.

On August 15, 2011, the PA Department of Public Welfare (DPW) issued a bulletin requiring all Medicaid providers to do monthly exclusion checks against at least three different databases, the DPW's Medichex List, the Office of Inspector General (U.S. Department of Health & Human Services) List of Excluded Individuals and Entities (LEIE), and the Excluded Parties List System (EPLS) which was later replaced by the federal government's System for Award Management (SAM).

To avoid liability and potential penalties, districts must routinely check these databases to ensure that new hires and current employees are not on any of the excluded lists. The **FraudCheck** app was designed to simplify and automate these mandated fraud exclusion checks. Data from all three of the previously mentioned sources is obtained on a nightly basis and is consolidated into one easy-to-search application. To further simplify the process and ensure you are always in compliance with DPW guidelines, you can enter a list of your employees and the e-Services Fraud Check app will alert you to any potential violations as they are discovered.

## How do I access e-Services?

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There are currently two ways to access the e-Services portal:

1. **Enter the e-Services URL.** The e-Services website is located at <https://e-services.wiu7.org/>
2. **From the Resources section on the IU website, select WIU eServices.**



You will be presented with a webpage describing the various services available.

## WIU eServices

[To access please click:](#)



The Westmoreland Intermediate Unit provides web programming and custom application development. We have developed a suite of applications which utilize a unified login system. This approach allows all applications to be conveniently accessed using a Single Sign-on solution.

### **Fraud Check**

On August 15, 2011, the PA Department of Public Welfare issued a bulletin requiring all Medicaid providers to do monthly exclusion checks.

The Fraud Check application is designed to simplify and automate these mandated fraud exclusion checks. Data from three on-line sources is obtained nightly and is consolidated into one easy-to-search database.

### **Online Forms**

The Online Forms application is used to electronically sign, submit, and manage electronic forms and can include other documents.

### **Retire Tracker**

The Retire Tracker application was designed to facilitate management of retiree insurance costs and payments.

### **Salary Survey**

The Salary Survey site allows business administrators and other authorized personnel to view, modify, and compare detailed statistics about salaries from each of our districts.

### **Secure Docs**

The Secure Docs application was created to allow districts to securely access shared documents. Currently, this app is used to share Therapy Billing Details, Early Intervention documents, and a repository of Collective Bargaining Agreements, Contracts, and Compensation Plans.

If you have any interest in any of these services or want a web application created for you, please contact Mr. Eric Vaughan, Technology & Infrastructure Services Director at 724-219-2342 or email him at [evaughan@wiu7.org](mailto:evaughan@wiu7.org). We can also set up a demo login account to allow

To enter, **click the To access please click: link**

## How do I login?

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Accounts within e-Services, are created in two ways. If your school district has been set up to use LDAP, any district employee can login by using their email address and password to connect. You must select your district from the Account Type dropdown for account verification to occur. Otherwise, accounts can be manually created by the WIU technology staff. You will be notified of the account name and password. When logging in, please select e-Services Account from the dropdown.

# Welcome Back! Please Sign In

Please choose the correct  
account type below!

Westmoreland IU

- e-Services Account
- Burrell
- Jeannette
- Monessen
- Westmoreland IU**
- Conneaut
- Girard School District

**WIU e-SERVICES**

## Welcome Back! Please Sign In

Please choose the correct  
account type below!

e-Services Account

Remember me

**Sign in**

[Forgot the Password?](#)

## What do I do if I forgot my username or password?

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If you are an employee, your email address and password are used to log into the e-Services site. If you've forgotten your email password, please contact the Technology Services department and request that your email password be reset.

If you are not an employee or are from a district that is not using LDAP authentication, you can reset your password using the **Forgot the Password** link on the login page. If your district is using LDAP to authenticate, you should contact your district technology staff and have them reset your password.

Please choose the correct account type below!

Remember me

[Forgot the Password?](#)




To reset your password, you will need to provide the email address that was used to register your account. If you submit the information correctly, you will receive an email with link to reset your password.

## Reset Password

(Not For LDAP Accounts)

Please enter the e-mail address you used to register your account.

After you successfully login with your new password, you will be required to change it using the form below.



### Reset Password

New Password

Confirm Password

# FORM MANAGEMENT SYSTEM (FMS)

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To access the FMS site, log into the e-Services application and click on **WIU-FMS**.

WESTMORELAND  
**WIU**  
INTERMEDIATE UNIT

**FMS**  
WIU FORM MANAGEMENT SYSTEM

Home Create Modify Submit Manage Help

## Announcements

**Adobe Sign Service Resolved** Wednesday, March 21st, 2018

The Adobe Sign service experienced periods of instability on March 20, 2018. The instability was caused by errors in the hosting infrastructure platform in the US-East region that Adobe Sign uses. During the incident some users were unable to view agreements on their Manage page or send new agreements out for signature. The Adobe Sign service has now fully recovered and has been fully operational since. Adobes Ops team has been closely monitoring the service and infrastructure platform to ensure that there is no additional impact to users. We apologize for any inconvenience you may have experienced because of this.

**What if someone else should sign?** Tuesday, August 16th, 2016

We will soon be updating each user's supervisor since they often change at the start of each school year. However, if you ever receive a form that someone else should be signing, you can easily update the signer by clicking the "Someone else should sign" option (as shown below). **Please do not forward the email that you receive. The recipient will not be able to sign the form unless you follow these instructions.**

You may or may not see Announcements supplied by your district, listed on this initial page

## How do I create and submit an electronic form?

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To submit a new form, click on the **Submit** button in the top menu bar and then click on the form type you wish to create. This will display a new, blank form and direct you to fill out all required fields. When the form is completed and signed, click the **"Click to e-sign"** button to complete the process. The form will proceed through the acceptance path where addition information and/or signatures, if required, will be applied. When all signers have completed the form, you will receive an email with the completed form as an Adobe Acrobat PDF attachment.

## What do I do if I receive a request to sign a form that should have gone to someone else?

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To request that someone else sign a form that was directed to you, please click on the link that is in the email you received or click on the form in the Track My Forms area of the website. Once viewing the Adobe Sign page, click on the "Somebody else should sign" link near the bottom of the page as shown below.

You need to [sign in 1 location\(s\)](#).

[Click to e-sign](#) OR [I will not e-sign this document](#)  
[Somebody else should sign](#)

## Why do I receive e-mails stating that a form has been cancelled?

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You may receive email messages stating that a form has been cancelled. The reason for the cancellation should be listed in the message. If you see AUTO-CANCEL, there is no need to be alarmed. This is a new feature that is being used to remove invalid, blank, unsigned forms.

Note that most of these forms were created by people clicking on a form to simply see what it looks like. However, this creates a new copy of the form that is waiting to be submitted. If the creator of a form does not fill it out and sign it within 10 days, it will automatically be cancelled. Note that this time limit only applies to the first signer and does not apply to other signers. It is just being used to remove blank forms from the system.

## How do I view a form without creating a new form submission?

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Click the **Submit menu button** to see a list of all the forms that you have been granted access to. In the table of forms, click on one of the links to see a sample of that form. Note that anything that is typed into this sample form will not be saved. This could be helpful if you'd like to print a blank copy of a form for offline use.

## How do I track forms that I've previously signed or see forms that are waiting on my signature?

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Clicking the **Manage button** and then the **Track My Forms** menu button which will allow you to view all forms that you've created as well as any form that you've signed or is awaiting your signature. You can use the Search feature to quickly filter this list based upon your search criteria.

## How can I view the status of forms submitted by employees that I supervise?

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If you are a supervisor, when you click on the Track button you will see a "Track My Forms" section as well as a "Track My Employee's Forms" section. In the latter section you will see a list of all employees that have selected you as their supervisor. To view any form that they've created as well as any form that is waiting on their signature, click on their name.

## How do I change my supervisor?

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If you click on your name after you've logged in, you will be directed to the Account Settings page. There you can change your supervisor in addition to the other settings shown below.



User Settings ✕

**First Name:**

**Last Name:**

**Email:**  \* Idap users have a fixed email

**Department:**

**Supervisor:**

**Position:**

**Location Assigned:**

**Phone1:**

## SECURE DOCS

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To access the Secure Docs site, either click on the app icon listed in My Apps or enter <https://e-services.wiu7.org/docs/> into your web browser.

How do I change the size of icons/text or view details about a file or folder?

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There are four viewing layouts that you can select from. They are defined below.



**Large Icon View** – Files and folders are represented by 64 pixel icons and large font size.



**Medium Icon View** – Files and folders are represented by 32 pixel icons and medium font size.



**Small Icon View** – Files and folders are represented by 24 pixel icons and small font size.



**Details View** – Displays files and folders in a vertical list with additional details such as file size and last modification date/time.

The document folders that display depends on what your account has been granted access to.

# SALARY SURVEY

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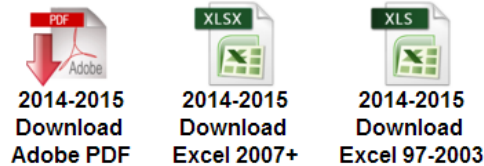
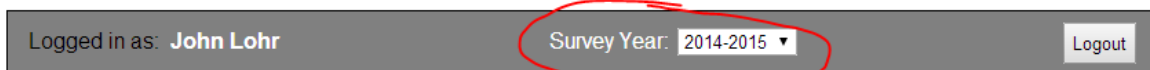
To access the Salary Survey site, either click on the app icon listed in My Apps or type the URL <https://e-services.wiu7.org/salary/> into your web browser.

How do I view past or present surveys?

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By default, when you visit the Salary Survey site, the most recent survey year will be active. To switch to a previous year, use the Survey Year selector at the top of the screen as shown below.

## Salary Survey



## CONTENTS

How do I download/print the entire survey?

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From the Salary Survey home page, click one of the three icons at the top of the page; each contains the same data, just in different formats for your convenience. Please note that it may take a minute or two to create these files.

Why is this year's data the same as last year's?

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To make data entry simpler, the previous year's data will initially be pre-populated as a starting point for the current year's survey. These downloads are to create a document of the previous year's data which can be used to develop the new year information and can be saved locally for other inhouse purposes. There is **NO IMPORT** ability to upload spreadsheet data back into the Survey. The new year's data must be entered manually into each of the 66 survey pages. Remember to click SAVE on each page after entering your data. You must visit each of the 66 pages regardless of any data entry and Save each page to achieve 100% completion shown in the Status area for your district.

## 2022 Survey Completion Status

66/66	100%
64/66	97%
0/66	0%

# RETIREE TRACKER

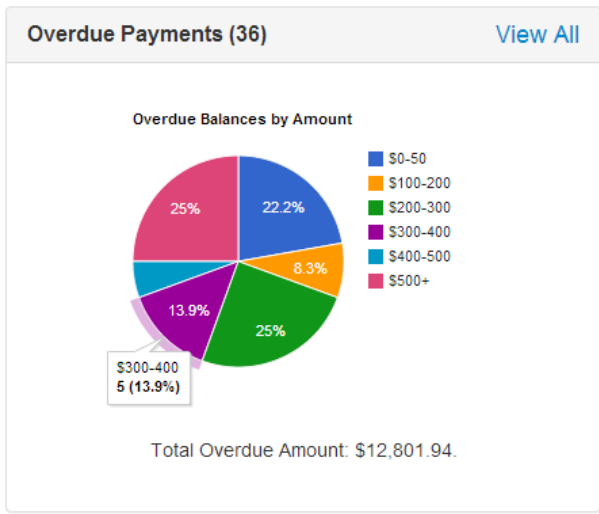
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To access the Retiree Tracker site, click on the app icon listed in My Apps or type the URL <https://e-services.wiu7.org/retiree/> into your web browser.

## How do I view details about data shown in charts?

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You can click on any chart segment to view the details about that segment. For instance, if you click on the \$300-400 slice shown below, you will be shown the 5 overdue balances that make up this segment.



## Retirees

[Add New Retiree](#)

Search:

Retiree Name	Retirement Date	Insurance Plan	Birth Date	Age	Current Balance
Patten, Karen	2011-06-30	Husband/Wife	1951-04-01	63	311.00
Simonsen, Sandra	2005-06-30	Individual	1948-06-30	66	337.58
Patten, Dennis	2011-06-30	Family	1953-06-19	61	352.37
Marshall, Michele	2010-06-30	Husband/Wife	1952-02-06	62	355.12
Marshall, Carl	2007-06-30	Individual	1948-08-02	66	395.98

Showing 1 to 5 of 5 entries (filtered from 126 total entries)

## Insurance Plans

### Insurance Plans

[Add New Plan](#)

Search:

Insurance Plan	Year	Medical Cost	Dental Cost	RX Cost	Vision Cost
Family	2023	\$1,430.00	\$74.58	\$371.00	\$10.72
Husband/Wife	2023	\$1,385.00	\$74.58	\$371.00	\$10.72
Individual	2023	\$514.00	\$31.36	\$136.00	\$3.85
Parent/Child	2023	\$1,202.00	\$74.58	\$371.00	\$10.72
Parent/Children	2023	\$1,255.00	\$74.58	\$371.00	\$10.72
Partial Waiver	2023	\$0.00	\$74.58	\$0.00	\$10.72
Waiver	2023	\$0.00	\$0.00	\$0.00	\$0.00

Add or update the individual plans defined for your district.

## Payments

### WIU Retiree Tracking System

Home

Retirees

Insurance Plans

Payments

Reports

Administration

### Payments

[Add New Payment](#)

Search:

Date	Retiree Name	Amount	Check Num	Notes
2022-10-20		\$392.72	2287	Dec. payment

## Reports

## WIU Retiree Tracking System

Home   Retirees   Insurance Plans   Payments   Reports   Administration

Payment Letters   Address Labels   Fiscal Year Balances   Total Cost Allocation   Employee Contributions

School Year:  
2022 - 2023

Report Format:  
Comma Separated Values

# FRAUDCHECK

To access the FraudCheck site, login to WIU e-Services and click on the app icon shown on the My Apps page. Note, once logged in once, you can access the Fraud Check app directly by entering [https://e-services.wiu7.org/fraud\\_check/](https://e-services.wiu7.org/fraud_check/) into your web browser.

How do I add employees to perform automated checks?

To add employees, click on the Manage Employees link as shown below.

**184,119 offenders in database**

Last Updated: 07/26/2016 10:00 PM · [View Update Log](#)

**Search Fraud Database**

First Name:  Last Name:

Vendor Name:

[Check for Fraud](#)

If matches are found, [click here](#) for verification instructions.

✔ Checked 465 Employees for Possible Matches.

[Manage Employees](#)

To add employees individually, click on **Add New Employee** and complete the information. Click the Create button. All fields other than First and Last Name are optional. Please note that including birth dates and middle names will increase the accuracy of your searches.

## Employee » New

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Employee Name	<input type="text" value="First Name"/>	<input type="text" value="MI"/>	<input type="text" value="Last Name"/>
Address	<input type="text" value="Street Address 1"/>		
	<input type="text" value="Street Address 2"/>		
	<input type="text" value="City"/>	<input type="text" value="State / Provinc"/>	<input type="text" value="Postal / Zip Co"/>
Phone Number	<input type="text" value="Home Phone"/>	<input type="text" value="Mobile Phone"/>	<input type="text" value="Work Phone"/>
Email Address	<input type="text" value="✉ username@domain.com"/>		
Social Security #	<input type="text"/>		
Date of Birth	<input type="text" value="📅 mm/dd/yyyy"/>		
Age	<input type="text" value="0 years, 0 months, 0 da"/>		
Notes	<input type="text" value="Type notes about this employee here..."/>		

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From the Manage Employees page, you can **import a list of employees** using the **Import Wizard**.

The screenshot shows the 'Home » Employees' page. At the top right, it says 'Logged in as: John Lohr' with a 'Logout' button. Below this, there is a message: 'Click the following button to import a list of employees:'. In the center, there is a button labeled 'Import Wizard'. At the bottom right, there is a link labeled 'Add New Employee'.

Click on the Import Wizard button, then select the file you wish to upload and click the Upload button. The imported file needs to be a Comma Separated Values (CSV) file (spreadsheets can be saved in this format in Excel using the Save As... button). The first record in the file also needs to contain the column headers (ie. First Name, Last Name, etc.). At a minimum, the file needs to contain first and last names. All other data is optional, but if you can include middle names and/or dates of birth, search results will be more accurate.

## Select a CSV File to Upload:

Choose File No file chosen

Upload

**Note:** Files must be 10 MB or smaller and should be plaintext with comma separated values. In addition, the first row of the file must contain column headers.

The order of the data is not important. Once you click the **Upload** button, the import wizard will allow you to identify the correct assignment for each column. Using the select boxes, assign the correct field to each column of data. If any of the columns present in your import file do not align to one of the selections, simply choose **Ignore this field**.

## Preview Data:

Please select the correct field type for all data shown. All fields highlighted in red must be corrected before continuing.

1.	2.	3.	4.
First Name	Please select...	Last Name	Dob
First Name	Middle Name	Last Name	DOB
John	Adam	Smith	1/23/1976
Jane		Doe	3/2/1955
Wiley	E	Coyote	9-16-1949

5.	6.	7.
Please select...	Ssn	Please select...
Maiden Name	SSN	Username
	123-45-6789	jsmith
Miller	111-22-3333	jdoe
	123-123-1234	acme_anvils

**Note:** Only the first three rows of data are shown.

 Mark any employees not found in this file as inactive

Submit

## How do I import additional employees?

The system supports importing changes to your employee list in two manners. The first scenario is when you are simply adding or updating existing employees. By default, importing works as a supplemental update and will simply add additional employee records if they do not already exist. Duplicate entries will be ignored.

The second scenario involves removing inactive employees. If the file that you are uploading is an all-inclusive list, choose the **Mark any employee not found in this file as inactive** as shown below.






 Mark any employees not found in this file as inactive

Submit

## How do I remove or edit an employee?

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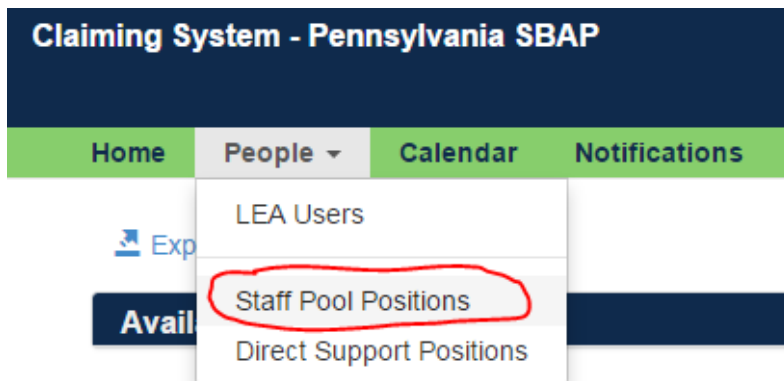
To remove or edit an employee, click on the magnifying glass icon next to the employee as shown below. The screen that follows will allow you to update that employee's information or you can click on the Delete button to remove them. Note that this simply marks the employee as inactive in the database and all records tied to this employee are retained for historical purposes.

	Last Name	First Name	Middle Name
	ABRAHAM	JILL	
	ANDERSON	SANDY	
	ANDERSON	TIFFANY	
	ARRIGO	VALERIE	
	BANNER	VICKY	

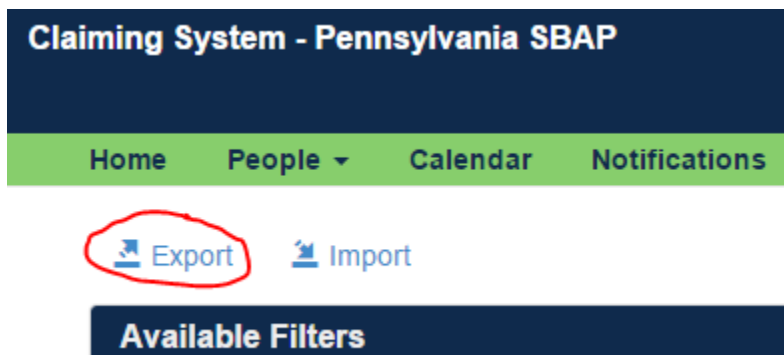
## How do I export an employee list from PCG?

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If you wish to import employees from PCG, you can export a CSV file using their site. To perform an export, log into PCG and select the district you wish to export information from. Next, select Staff Pool Positions from the People menu as shown below.



Finally, click on the Export link and choose a location in which to store the exported file.

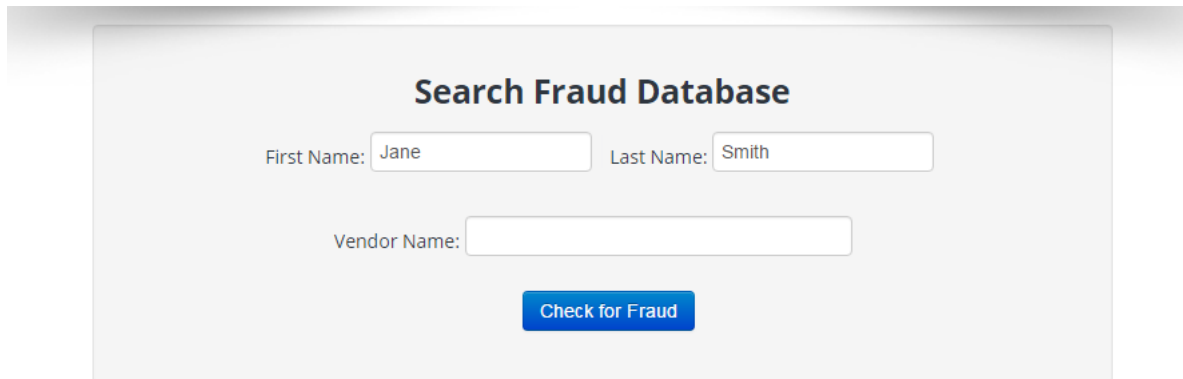




## How do I perform a one-time search?

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To perform an arbitrary search, simply fill in the First Name and/or Last Name input fields on the home page and click the **Check for Fraud** button. The First Name field is optional and will return partial matches as shown below.



**Search Fraud Database**

First Name:  Last Name:

Vendor Name:

[Check for Fraud](#)

### 13 Possible Matches for JANE SMITH :

Last Name	First Name	Mid Name	DOB	Job Function	Location	Exclusion Type	Exclusion Agency	Source	Last Updated
SMITH	JANE	A			MOODUS CT 06469	Z1	HHS	SAM	2016-07-25 06:50:26
SMITH	JANE	A	1967-08-03	IND- LIC HC SERV PRO NURSE/NURSES AIDE	7 TROWBRIDGE ROAD MOODUS CT 06469	1128b4		LEIE	2016-07-12 17:19:01
SMITH	JANELLE	MARIE			ELM CITY NC 27822 N.C.	Z1	HHS	SAM	2016-07-25

## What do I do when a potential match is found?

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When potential matches are found, there may be instances when an individual has the same or similar name as your search criteria, but is actually a different entity. Therefore, it is important that you are able to confirm whether or not a result is indeed the person that you were looking for. This is done differently depending which source database the result was found in. On the following page, you will find the procedure used to verify potential matches returned from each source, as well as information about each agency.

Additionally, often, the date of birth or other information in a result such as middle name, can be used to exclude it as a legitimate match. Once you are certain that a potential match is not who you were searching for, click on the Dismiss button to no longer be notified about that entry.

## LEIE: U.S. Department of Health and Human Services - List of Excluded Individuals / Entities

The List of Excluded Individuals/Entities (LEIE), maintained by the Department of Health and Human Services, Office of Inspector General (DHHS/OIG), is a federal database of all individuals or entities that have been excluded nationwide from participation in any federal health care program. If a health care provider arranges or contracts (by employment or otherwise) with an individual or entity who is excluded by the OIG from program participation for the provision of items or services reimbursable under such a Federal program, the provider may be subject to CMP liability if they render services reimbursed, directly or indirectly, by such a program. CMPs of up to \$10,000 for each item or service furnished by the excluded individual or entity and listed on a claim submitted for Federal program reimbursement, as well as an assessment of up to three times the amount claimed and program exclusion may be imposed. For liability to be imposed, the statute requires that the provider submitting the claims for health care items or services furnished by an excluded individual or entity "knows or should know" that the person was excluded from participation in the Federal health care programs (section 1128A(a)(6) of the Act; 42 CFR 1003.102(a)(2)). Providers and contracting entities have an affirmative duty to check the program exclusion status of individuals and entities prior to entering into employment or contractual relationships, or run the risk of CMP liability if they fail to do so."

### LEIE Verification Procedure:

1. Navigate to <https://exclusions.oig.hhs.gov>.
2. Enter the first and last name of the individual that you would like to verify (shown below).



The screenshot shows the 'Search the Exclusions Database' page. At the top, there is a 'REPORT FRAUD' button and navigation links for Home, FAQs, FOIA, Careers, HEAT, and Contact Us. The main header features the Office of Inspector General logo and the text 'Office of Inspector General, U.S. Department of Health & Human Services'. A search bar is located on the right side of the header. Below the header is a navigation menu with links for About OIG, Reports & Publications, Fraud, Compliance, Recovery Act Oversight, Exclusions, and Newsroom. The main content area has a breadcrumb trail 'Home > Exclusions' and a heading 'Search the Exclusions Database'. Below this is a section titled 'Search For An Individual' with three search options: 'Search For Multiple Individuals', 'Search For A Single Entity', and 'Search For Multiple Entities'. There are two input fields: 'Last Name' with the value 'Smith' and '(and/or) First Name' with the value 'John'. At the bottom of the search section are 'Search' and 'Clear' buttons.


3. Click on the Verify link for the result that you would like to confirm (highlighted below).

Home > Exclusions

## Exclusions Search Results: Individuals

Results were found for

- Smith, John

 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](#)

<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>General</u>	<u>Specialty</u>	<u>Exclusion</u>	<u>Waiver</u>	<u>SSN/EIN</u>
<u>SMITH</u>	JOHN	D	MEDICAL PRACTICE, MD	GENERAL PRACTICE	1128(b)(14)		<a href="#">Verify</a>

4. Enter the Social Security Number (SSN) or Employer Identification Number (EIN) of your employee as instructed and click on the Verify button (shown below).

## Exclusions Search Results: Verify

[Return to Search Results](#) | [Begin a New Search](#)

<b>First Name</b>	JOHN
<b>Middle Name</b>	D
<b>Last Name</b>	SMITH
<b>DOB</b>	06/08/1970
<b>NPI</b>	Unknown
<b>UPIN</b>	Unknown
<b>General</b>	MEDICAL PRACTICE, MD
<b>Specialty</b>	GENERAL PRACTICE
<b>Address</b>	768 S 15TH STREET PHILADELPHIA, PA 19146-0000
<b>Excl. Type</b>	1128(b)(14)- DEFAULT ON HEALTH EDUCATION LOAN OR SCHOLARSHIP OBLIGATION
<b>Excl. Date</b>	04/20/2003
<b>Waiver</b>	

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

[Verify !\[\]\(e03fe9a24fe5105c8f59e912ae7b8724\_img.jpg\)](#)

## DHS: Pennsylvania Department of Human Services - Medichcek (Precluded Providers) List

The Pennsylvania Department of Human Services (Formerly the Department of Welfare) maintains a Medichcek (Precluded Providers) List that identifies providers, individuals, and other entities who are precluded from participation in the Medical Assistance (MA) Program. It is necessary for providers to examine the Medichcek list to assure that an order for a service or a prescription is not initiated by individuals who are no longer permitted to participate in the MA

Program. Under applicable law, the Department and managed care organizations will not pay for any services prescribed, ordered, or rendered by the providers or individuals listed on the Medichex List, including services performed in an inpatient hospital or long-term care setting. See 55 Pa. Code Sections 1101.42(c) and 1101.77(c). In addition, subsequent to the effective date of the termination or preclusion, any entity of which five percent (5%) or more is owned by a sanctioned provider or individual will not be reimbursed for any items or services rendered to MA recipients. It is your responsibility to utilize this on-line searchable listing to screen all employees and contractors (both individuals and entities), at the time of hire or contracting; and, thereafter, on an ongoing monthly basis to determine if they have been excluded from participation in the state and federal health care programs.

#### **DHS Verification Procedure:**

If, after searching The Medichex list, you discover a potential match on an individual or entity, the Bureau of Program Integrity (the Bureau) can be contacted at 717-705-6872 to assist you in validating that match. Please note that the Bureau does not perform routine screenings for providers or contracted agencies hired to perform such screenings.

**In order to validate a potential match, the Bureau requests that you provide the following information via email to [RA-BPI-Preclusions@state.pa.us](mailto:RA-BPI-Preclusions@state.pa.us).**

- The name of the individual or entity
- Date of Birth
- Last four digits of the potential match's social security number
- License number of the potential match (if applicable)
- Occupation of the potential match, for example: MD, RN, Housekeeper, or Speech Therapist

Please allow 10 business days from the Department's receipt of the request to receive a response.

#### **SAM: U.S. Government - System for Award Management**

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. They maintain a list of publicly available data for all active exclusion records entered by the Federal government identifying those parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits.

#### **SAM Verification Procedure:**

For SAM matches, you can do a search by SSN. To do so, click on Search Records and then Advanced Search - Exclusion as shown below.

## Search Records

### Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick Search** if you know an entity's Business Name, DUNS Number or CAGE Code. Use **Advanced Search** to structure your search using multiple categories and criteria.
- Are you a Federal government employee? Create a SAM user account with your government e-mail address and log into SAM before searching to see FOUO information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, small businesses can provide the Small Business Administration (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business Search](#) to conduct further market research.
- Trying to find a contractor participating in the Disaster Response Registry? Use the **Disaster Response Registry Search** to locate contractors willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief services in the event of a national disaster.

#### QUICK SEARCH:

(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

**SEARCH**

[Need Help?](#)

#### ADVANCED SEARCH:

Use specific criteria in multiple categories to structure your search.

**ADVANCED SEARCH - ENTITY**

**ADVANCED SEARCH - EXCLUSION**

**DISASTER RESPONSE REGISTRY SEARCH**

On the subsequent screen, click on SSN/TIN Search and enter the information shown.

### Advanced Search - Exclusion

Structure your search for exclusion records in SAM using one of three approaches. Select a radio button corresponding to the category header that best describes how you want to search. The accordion will expand to show you the search criteria. You can only use one approach at a time.

#### Search Tips:

- If you want to search using a date range, use the Single Search approach.
- If you are trying to search for more than one excluded party at a time, you can search for up to six names using the Multiple Names approach.
- If you choose the SSN/TIN approach, the name and SSN or TIN you enter must match exactly what is contained on an exclusion record for the result to be returned.
- [Search terms are defined in the SAM User Guide Glossary.](#)

Single Search  
 Multiple Names  
 **SSN/TIN Search**

Name

SSN/TIN

Exclusion Status  Selecting "All" displays both Active and Inactive Exclusions.

**SEARCH** **CLEAR** You may only perform a search with the criteria contained in one accordion.

You can also verify a potential match with the excluding agency identified in the record details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. To do so, navigate to <https://www.sam.gov>. Agency points of contact, including name and telephone number, may

be found by navigating to the SAM Help, Agency Exclusion POCs page as shown below.

The screenshot shows the SAM System for Award Management website. At the top left is the SAM logo with the text 'SYSTEM FOR AWARD MANAGEMENT'. To the right are login fields for 'USER NAME' and 'PASSWORD', a 'LOG IN' button, and links for 'Forgot Username?' and 'Forgot Password?'. A 'Create an Account' link is located at the bottom right of the header.

A dark blue navigation bar contains the following menu items: HOME, SEARCH RECORDS, DATA ACCESS, GENERAL INFO, and HELP. The 'HELP' menu item is currently selected.

The main content area is titled 'SAM Agency Information' and 'Agency Exclusion POCs'. Below this title is a text box stating: 'The list below contains a full list of Agency Exclusion POCs.'

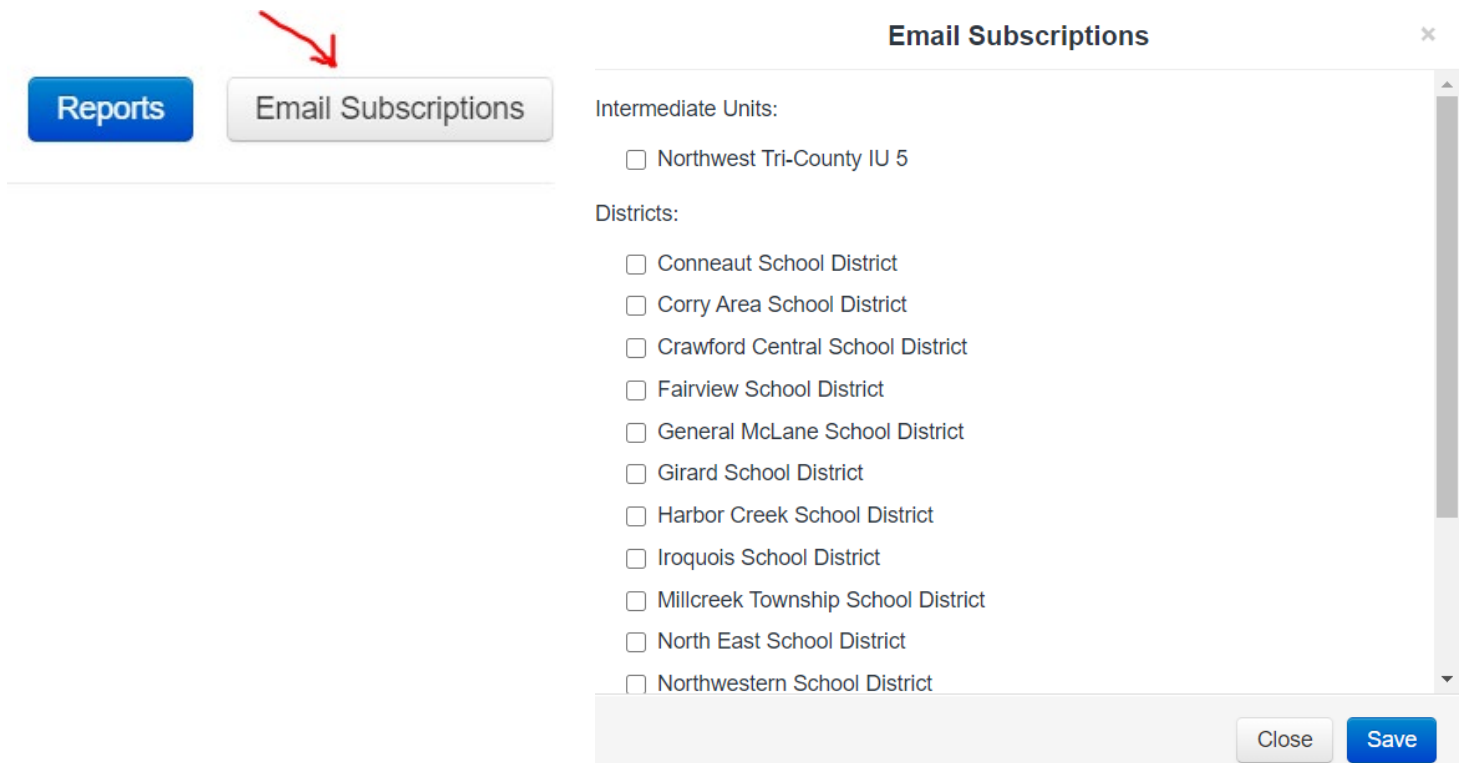
A table lists the Agency Exclusion POCs. The table has five columns: Agency, Name, Email, Phone, and Comm. There are two rows of data, both representing the 'AGENCY FOR INTERNATIONAL DEVELOPMENT' with contact information for Frederick Landry.

Agency	Name	Email	Phone	Comm
AGENCY FOR INTERNATIONAL DEVELOPMENT	Frederick Landry	flandry@usaid.gov	(202)567-4626	
AGENCY FOR INTERNATIONAL DEVELOPMENT	Frederick Landry	flandry@usaid.gov	(202)567-4626	

A left-hand sidebar contains a 'Help' menu with the following items: FAQs, User Guides, Demonstration Videos, Exclusions Information (highlighted in blue), Agency Exclusion POCs (highlighted in yellow), Legacy CT Codes, and Exclusion Types.

## How do I turn on/off email alerts for automated searches?

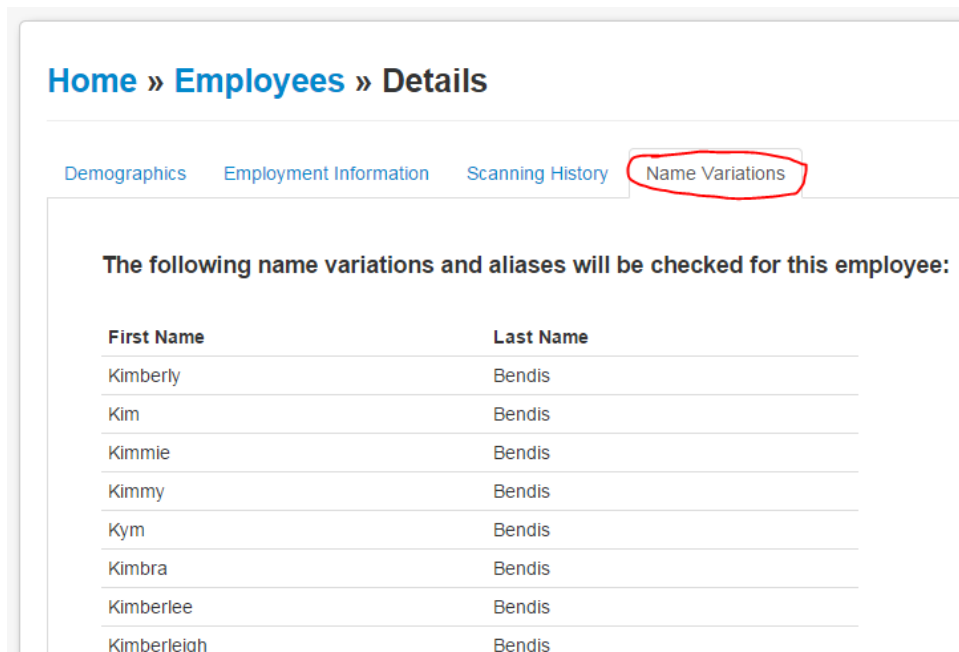
To enable or disable email alerts, click on the Email Subscriptions button in the upper-left corner of the screen.



The screenshot shows a web interface with two buttons: 'Reports' (blue) and 'Email Subscriptions' (grey). A red arrow points to the 'Email Subscriptions' button. To the right is a modal window titled 'Email Subscriptions' with a close button (X) in the top right corner. Inside the modal, there are two sections: 'Intermediate Units:' with one checkbox for 'Northwest Tri-County IU 5', and 'Districts:' with ten checkboxes for various school districts: Conneaut School District, Corry Area School District, Crawford Central School District, Fairview School District, General McLane School District, Girard School District, Harbor Creek School District, Iroquois School District, Millcreek Township School District, North East School District, and Northwestern School District. At the bottom right of the modal are 'Close' and 'Save' buttons.

## Will searches find potential matches for nicknames or aliases?

Yes, searches are performed against related names and aliases. Variations based on maiden names and hyphenated last names are also accounted for. To see all of the name variations searched for each employee, click on the Name Variations tab on the Employee Details page as shown below. You can get to the Employee Details page by clicking on the magnifying glass icon on the Employees page or by clicking the employee name hyperlink on the home page.



The screenshot shows the 'Home » Employees » Details' breadcrumb. Below the breadcrumb are four tabs: 'Demographics', 'Employment Information', 'Scanning History', and 'Name Variations'. The 'Name Variations' tab is highlighted with a red circle. Below the tabs, the text reads: 'The following name variations and aliases will be checked for this employee:'. Below this text is a table with two columns: 'First Name' and 'Last Name'.

First Name	Last Name
Kimberly	Bendis
Kim	Bendis
Kimmie	Bendis
Kimmy	Bendis
Kym	Bendis
Kimbra	Bendis
Kimberlee	Bendis
Kimberleigh	Bendis

## How do I dismiss potential matches so they no longer appear in search results and email alerts?

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When a potential match for an employee is found, a Dismiss button will appear next to each item. Clicking the Dismiss button will prevent this search result from being displayed in future searches. A result should only be dismissed after it has been verified or excluded.

## What reports are included?

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There system can currently generate the following five reports using the Reports hyperlink on the home page:

- **Employee Scan Details** – This report will list the complete automated scan and dismissal history for the selected employee.
- **Employee Scan Summary** – This report lists a summary of all potential matches and whether they were dismissed or not for the selected employee.
- **Vendor Scan Details** – This report will list the complete automated scan and dismissal history for the selected vendor.
- **Vendor Scan Summary** – This report lists a summary of all potential matches and whether they were dismissed or not for the selected vendor.
- **Organization Scan Summary** – This report generates summary for all employees and vendors in your organization.

You can choose the date range to apply to the report or use the defaults. The default date range will include all data available in the system. As the report runs, you will see the percentage complete.

### Home » Reports

Report

Organization Scan Summary ▼

Start Date

03/04/2015

End Date

07/27/2016

✓ Start Report

Report	Report Type	Started	Ended	Status
Report ID: 108	Organization Scan Summary	03:48 PM	Never	35.19%