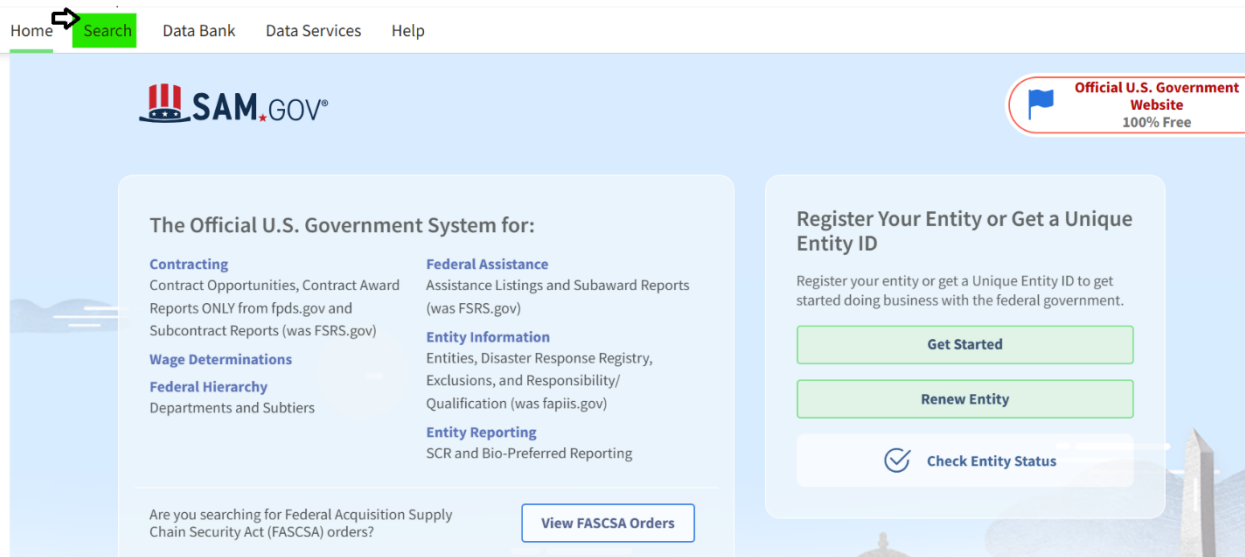


How to do Exclusion Searches

This document details how to complete the three exclusionary searches required by MDHHS and your contract with Riverwood for your staff.

A. System Award Management

1. Go to the website <https://sam.gov>
2. On the home page – select “Search”



3. The Search page will appear. Make sure you select “Simple Search,” “All Words” and “Active Status.”

The image shows the "Keyword Search" page. At the top, there is a heading "Keyword Search" and a link to a "help guide". Below this, there are two tabs: "Simple Search" (highlighted with a green box and an arrow) and "Search Editor". Under the "Simple Search" tab, there are three radio button options: "Any Words", "All Words" (highlighted with a green box and an arrow), and "Exact Phrase". Below these options is a text input field with the placeholder text "e.g. 1606N020Q02". Further down, there is a section titled "Federal Organizations" with a dropdown menu labeled "Enter Code or Name" and a button with three dots. Below this, there is a "Status" section with two radio button options: "Active" (highlighted with a green box and an arrow) and "Inactive".

4. Helpful Hint: You can search for multiple names at one time if you do not clear your search.

The screenshot shows the 'Keyword Search' interface. On the left, under 'Simple Search', there are three radio button options: 'Any Words' (selected), 'All Words', and 'Exact Phrase'. Below these is a search input field containing 'e.g. 1606N020Q02'. A list of search terms is displayed below the input field: 'Riverwood Center', 'John Doe', and 'Jane Smith'. Each term has a small 'x' icon to its right. A large black arrow points to the 'John Doe' entry. On the right, a 'No matches found' message is displayed, stating 'Your search did not return any results.' Below this, a 'Sign In' button is visible. Further down, a question asks 'Would you like to include inactive records in your search results?' with 'Yes' and 'Go Back' buttons.

5. Remember: When printing your searches be sure to turn on your “headers & footers” in your printer properties. That way you are sure to have your search date on each page.

B. Office of Inspector General (OIG)

1. Go to the website <https://exclusions.oig.hhs.gov>
2. The home page allows you to search for an Individual

The screenshot shows the 'Search For An Individual' form. At the top, there is a header with a question mark icon. Below the header, there are three links: 'Search For Multiple Individuals', 'Search For A Single Entity', and 'Search For Multiple Entities'. The form has two input fields: 'Last Name' and '(and/or) First Name'. Below these fields are 'Search' and 'Clear' buttons.

3. You can also search for multiple individuals, a single entity or multiple entities by clicking the words above the search bar and then entering the information in the white search box below.

Search For A Single Entity 

 Search For Multiple Entities |
  Search For An Individual |
  Search For Multiple Individuals

Entity Name

 Search
  Clear

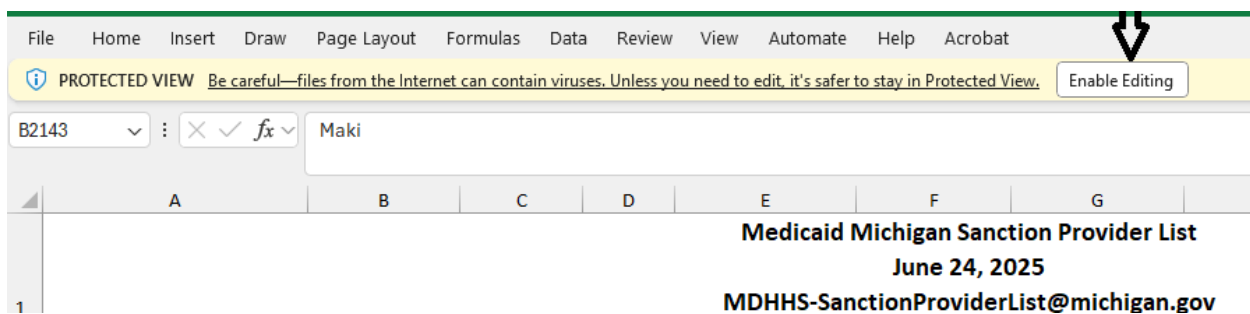
4. Remember: When printing your searches be sure to turn on your “headers & footers” in your printer properties. That way you are sure to have your search date on each page.

C. Michigan Sanctioned Provider

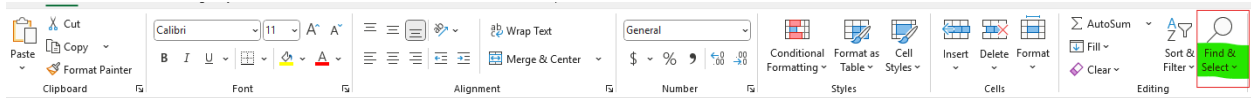
1. Go to the web site: <https://www.michigan.gov/en/mdhhs/doing-business/providers/providers/billingreimbursement/list-of-sanctioned-providers>
2. At the bottom of the home page there are two links. Chose the first link “List of Sanctioned Providers (XLSX)”

List of Sanctioned Providers (XLSX) [List of Sanctioned Providers \(PDF\)](#)

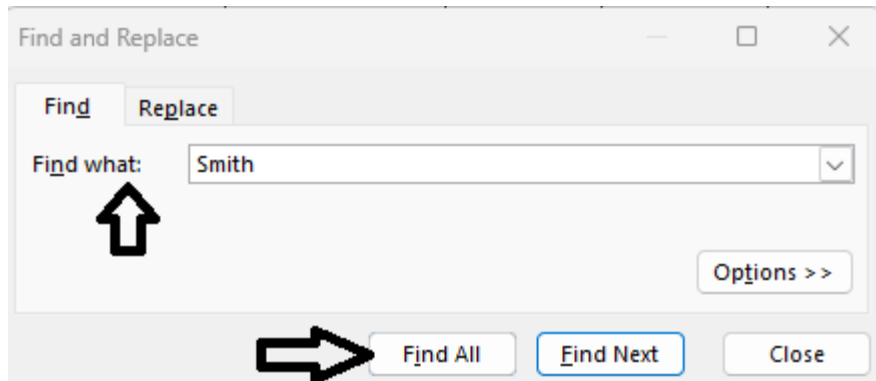
3. Once the spreadsheet loads, click on “Enable Editing” to be able to search.



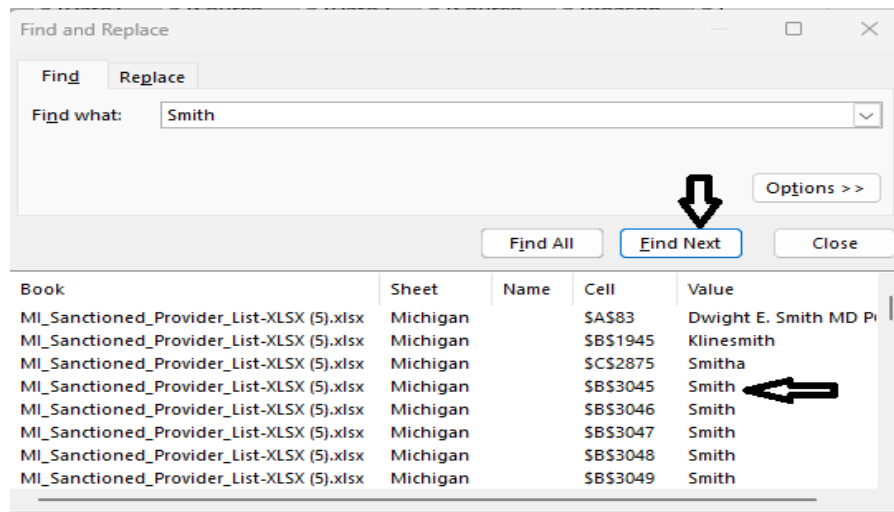
4. Select “Find and Select” on the Excel Toolbar



5. A text box will open. Select “Find”. A new text box will open that will allow you to put in the person’s last name you are searching for. Type in the name and select “Find All”.

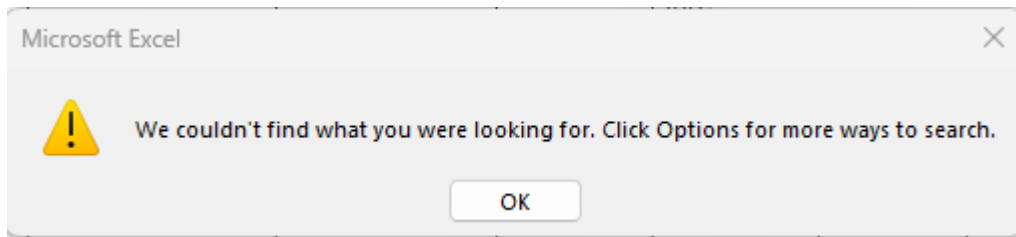


6. If there is a match (or several) the search bar will allow you to click on the name to highlight it and then click “Find Next” to be taken to the spot on the Sanction Provider List where that name appears.



Entity Name	Last Name	First Name	Middle Name	Provider Category	NPI#	City	License#	Sanction Date1	Sanction Source	Sanction Date2	Sanction Source	Reason
	Smith	Alice		Home Help		Detroit		4/16/2018	MDHHS	8/23/2021	MSHHA	
	Smith	Anthony		Home Help		Kalamazoo		8/7/2018	MDHHS			
	Smith	Antonio		Home Help		Detroit		1/7/2016	MDHHS			

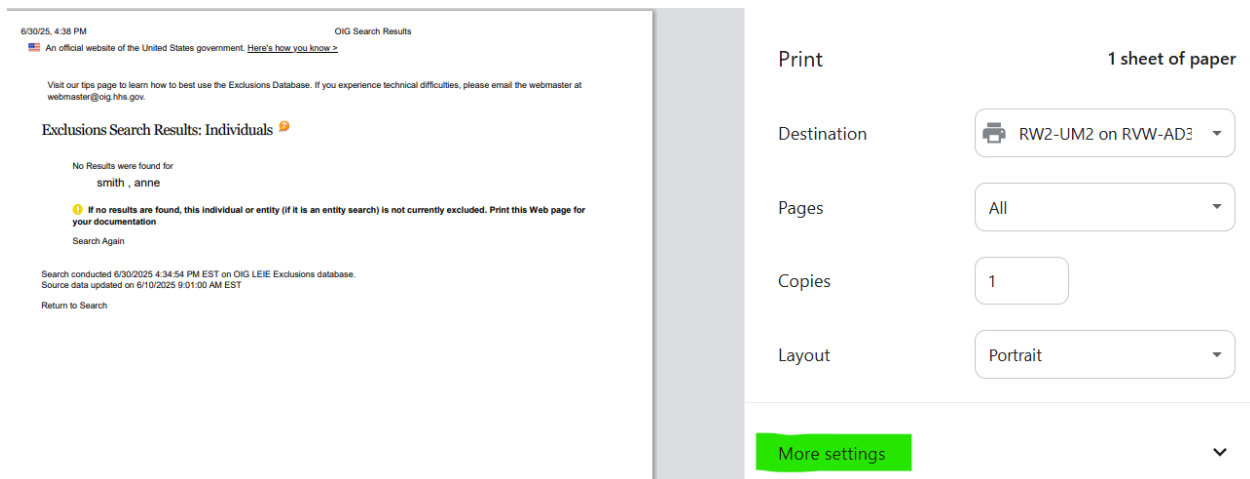
7. If there is no match, an error box will appear. It will say: “We couldn’t find what you were looking for. Click Options for more ways to search.”



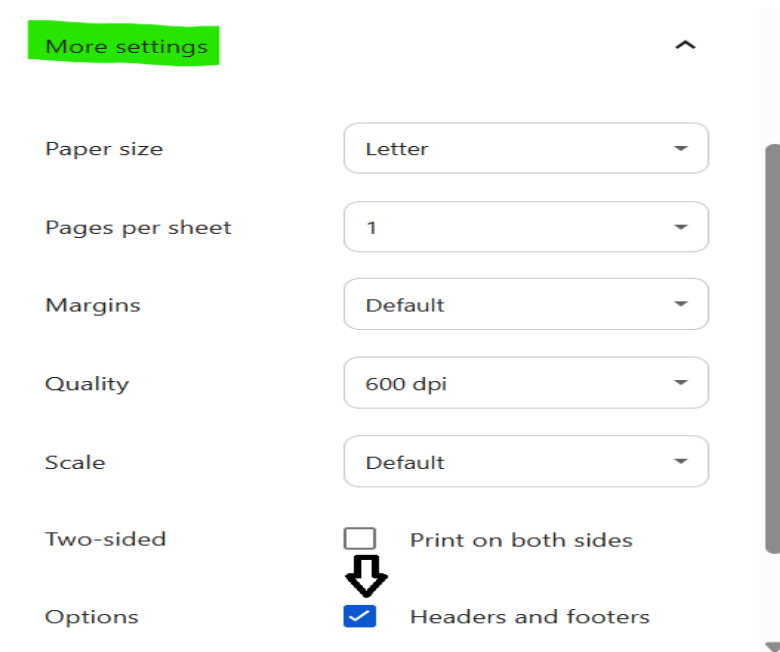
8. In both cases above (6 and 7), take a screen shot of the findings and print or save for your records.
9. Remember: When printing your searches be sure to turn on your “headers and footers” in your printer properties that way you are sure to have your search date on each page.

D. How to turn on headers and footers on your printer settings.

1. Please note that all printers are different this is a sample of where the “headers and footers” may be located.
2. Right click on the page you wish to print. A dialog box will open. Select “print”. A new box should open.



3. Click on the words: “More Settings” and the box should expand. Near the bottom of the box is a box called: “Headers and Footers”. Make sure this box is checked.



The image shows a 'More settings' menu with a green header. It contains several settings, each with a dropdown menu or a checkbox. A black arrow points to the 'Print on both sides' checkbox, which is unchecked. The 'Headers and footers' checkbox is checked.

Setting	Value
Paper size	Letter
Pages per sheet	1
Margins	Default
Quality	600 dpi
Scale	Default
Two-sided	☐ Print on both sides
Options	☒ Headers and footers

4. When the box is checked, the date you ran this report will be stamped on the top or bottom of the page.
5. Remember to keep a copy of your search for future audits!

If you have any questions regarding how to do any of these background checks, please feel free to contact:

Wendy Strunk, Provider Network Specialist at wendy.strunk@riverwoodcenter.org

Sara Schaeffer, MCO Team Supervisor at sxd@riverwoodcenter.org