**OIG/SAM Exclusion Reporting Process**

**As of 04/30/2018**

**Summary**

The OIG (Office of Inspector General) / SAM (System for Award Management) Exclusion Reports are necessary for compliance. The following reports will be created and emailed to the Compliance Officer and Credentialing Manager on a monthly basis.

* OIG and SAM Exclusions – Employees
* OIG and SAM Exclusions - Facilities and Groups
* OIG and SAM Exclusions – Physicians
* OIG and SAM Exclusions - FDRs

**Process**

1. On the 15th of each month at about 5am, the GSA exclusions load will run. This is an SSIS package that was originally created by Dale Kannawurf.   
   If the load is successful, an email with subject “STLBatchESTL GSA\_Exclusions – Success” is sent to the reporting group.   
   If the load fails, a failure email is sent out and someone must contact Dale to figure out the problem.   
   Table loaded = [FACSQLCLU01-P].[ehOIGProd].[dbo].[SAM\_EXCL]
2. On the 15th of each month at about 1pm, the OIG exclusions load will run. This is an SSIS package that was originally created by Dale Kannawurf.  
   If the load is successful, an email with subject “STLBatchESTL OIG – Success” is sent to the reporting group.   
   If the load fails, a failure email is sent out and someone must contact Dale to figure out the problem.   
   Table loaded = [FACSQLCLU01-P].[ehOIGProd].[dbo].[OIG\_EXCLUSION]
3. Someone needs to manually load the Essence Employee file. Melissa Gross set up an automated process to deliver the employee file to my “W:” drive in WorkDay.  
   She will need to alter her process to deliver the file to someone else.   
   Below are the steps to load this file…
4. Create new monthly directory (format CCYYMM) to house monthly files in the following path.
   * [\\essenet.com\data\Public\- Dept Folders\IT\SSRS Reporting\OIG\Monthly Reports](file:///\\essenet.com\data\Public\-%20Dept%20Folders\IT\SSRS%20Reporting\OIG\Monthly%20Reports)
5. Place Employee Listing Excel File into the new directory.
6. Make a copy of the Employee file and name it “Essence1\_HR.xlsx”.   
   Open this file and rearrange columns to be in the following order…  
   Employee First Name  
   Employee Middle Name  
   Employee Last Name  
   Employee Date of Birth  
   Date Hired (blank)  
   Date Rehired (blank)  
   Department (blank)  
   Employee Job Title  
   Employee State  
   Company ID (blank)  
     
   Any additional data columns can be deleted. They are not needed by this process.
7. Copy the template file “OIGEmployeeHeaderRowTemplate\_Essence1.xls” and paste it into the new monthly folder. Rename the template file to “Essence1.xls”. The template is located at [\\essenet.com\data\Public\- Dept Folders\IT\SSRS Reporting\OIG\](file:///\\essenet.com\data\Public\-%20Dept%20Folders\IT\SSRS%20Reporting\OIG\)
8. Copy all data from file “Essence1\_HR.xlsx” (no headers) and paste it into file “Essence1.xls”. Save File.
9. Copy file “Essence1.xls” and paste it to the below path.
   * [\\essenet.com\data\EssenceProcesses\STL\ProcessRepository\OIGEmployee\SourceFiles](file:///\\essenet.com\data\EssenceProcesses\STL\ProcessRepository\OIGEmployee\SourceFiles)
10. Once the file (Essence1.xls) is detected, an SSIS package will load the file into the EMPLOYEE table in the ehOIGProd database.
11. You should receive an email titled “OIGProd OIGEmployee -- Success”.
12. Check that the data loaded ok by looking at table   
    [FACSQLCLU01-P].[ehOIGProd].[dbo].[EMPLOYEE]
13. Create the following 4 reports and export (PDF & XLS) the results to newly created directory in [\\essenet.com\data\Public\- Dept Folders\IT\SSRS Reporting\OIG\Monthly Reports](file:///\\essenet.com\data\Public\-%20Dept%20Folders\IT\SSRS%20Reporting\OIG\Monthly%20Reports)
    * OIG and SAM Exclusions – Employees
      + <http://reporting.essencehealthcare.com/Reports_SSRS2008/Pages/Report.aspx?ItemPath=%2fEssence+Reports%2fQuality+Assurance+Reports%2fOIG+Reports%2fOIG+and+SAM+Exclusions+-+Employees&ViewMode=Detail>

Export as both PDF and XLS.   
PDF Name = “OIG\_and\_SAM\_Exclusions\_-\_Employees.pdf”  
XLS Name = “OIG\_ and\_SAM\_Exclusions\_-\_Employees.xls”

* + OIG and SAM Exclusions - Facilities and Groups
    - <http://reporting.essencehealthcare.com/Reports_SSRS2008/Pages/Report.aspx?ItemPath=%2fEssence+Reports%2fQuality+Assurance+Reports%2fOIG+Reports%2fOIG+and+SAM+Exclusions+-+Facilities+and+Groups&ViewMode=Detail>

Only run this report for the MO Market. Do not include other markets per Erin Venable. Export as both PDF and XLS.  
PDF Name = “OIG\_ and\_SAM\_Exclusions\_-\_Facilities\_and\_Groups\_MO\_only.pdf”   
XLS Name = “OIG\_ and\_SAM\_Exclusions\_-\_Facilities\_and\_Groups\_MO\_only.xls”

* + OIG and SAM Exclusions – Physicians
    - <http://reporting.essencehealthcare.com/Reports_SSRS2008/Pages/Report.aspx?ItemPath=%2fEssence+Reports%2fQuality+Assurance+Reports%2fOIG+Reports%2fOIG+and+SAM+Exclusions+-+Physicians&ViewMode=Detail>

Only run this report for the MO Market. Do not include other markets per Erin Venable. Export as both PDF and XLS.  
PDF Name = “OIG\_ and\_SAM\_Exclusions\_-\_Physicians\_MO\_only.pdf”  
XLS Name = “OIG\_ and\_SAM\_Exclusions\_-\_Physicians\_MO\_only.xls”

* + OIG and SAM Exclusions – FDRs

<http://reporting.essencehealthcare.com/Reports_SSRS2008/Pages/Report.aspx?ItemPath=%2fEssence+Reports%2fQuality+Assurance+Reports%2fOIG+Reports%2fOIG+and+SAM+Exclusions+-+FDRs&ViewMode=Detail>

This report is not divided by markets. There is no market filter.  
PDF Name = “OIG and SAM Exclusions - FDRs.pdf”  
XLS Name = “OIG and SAM Exclusions - FDRs.xls”

1. Email the Employee report to…  
   Erin Venable; Stephanie Pimmel; Lauren Fodde; Britton Whitbeck; Janice Davis; Kathy Hobday; Melissa Gross; Brittany Ashley
2. Email the Physicians report and the Facilities and Groups report to...  
   Erin Venable; Britton Whitbeck; Janice Davis; Kathy Hobday; Elka Enriquez, Emily Gardner
3. Email the FDRs report to…  
   Erin Venable; Britton Whitbeck; Janice Davis; Kathy Hobday