
CHAPTER 30: PERSONAL CARE SERVICES

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DATABASE CHECKS

Providers must screen potential and active employees using the following databases:

1. **Louisiana State Adverse Actions List; and**
2. **Office of Inspector General (OIG) List of Excluded Individuals.**

Potential employees must be screened for any exclusions **AND** adverse actions **upon hire**.

All employees must be screened **MONTHLY** using the above databases.

Providers **MUST** retain the database checks' print outs/documents as documentation that these checks were completed upon hire and monthly thereafter.

CNA Lookup Database

The provider will:

1. Go to <https://tlc.dhh.la.gov/frmsearchweb2.aspx>; and
2. Check for potential employees/employees:
 - a. Type in the potential employee/employee's first name, middle name, social security number (SSN) (if known) and date of birth (DOB); and
 - b. Click on the search button to bring up existing records.

Louisiana State Adverse Actions List Search Database

The provider will:

1. Go to <https://adverseactions.ldh.la.gov/selsearch>; and
2. Check for potential employees/employees:
 - a. Type in the potential employee/employee's SSN, name and/or any other names that the individual typically goes by (if applicable); and
 - b. Click on the search button to bring up existing records.

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Office of Inspector General List of Excluded Individuals Database

The provider will:

1. Go to <https://exclusions.oig.hhs.gov/>; and
2. Check for potential employees/employees:
 - a. Type in the potential employee/employee's name and/or any other names that the individual typically goes by (if applicable);
 - b. Click on the search button to bring up existing records;
 - c. If a record with the potential employee/employee's name is found, click verify; and
 - d. Enter the SSN to verify the match.

What to do with the results of these checks?
<p>For all of the databases stated above, if no results are found, this individual is not currently excluded and may begin/continue employment with your agency.</p> <p>Regardless of the database results, the provider MUST keep documentation as proof that these searches were conducted.</p> <p>If the potential employee/employee's name appears on one of the databases listed above, you CANNOT:</p> <ol style="list-style-type: none">1. Hire that individual as an employee; and/or2. Allow the employee to continue working for your agency.