2014

State of Tennessee

Department of Intellectual and Development Disabilities

LEIE REPORTING PORTAL

The LEIE Reporting Portal will allow DIDD Employees and DIDD Providers to report monthly that they have completed the necessary checks against the List of Excluded Individuals and Entities as published on the Office of Inspector General website located at http://oig.hhs.gov/exclusions/

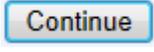THIS PAGE WAS INTENTIONALLY LEFT BLANK
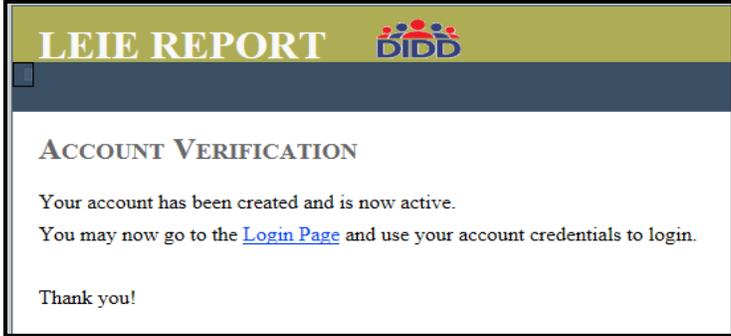
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Creating a Log in ID

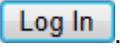| ACTION	RESULTS
PRODUCTION: https://diddapps.tn.gov/LEIEAPP/ Type the appropriate URL in your browser address bar, press Enter key	LEIE Home Page opens, Time and Date are displayed in the upper right hand corner along with a link to Log in: 7/17/2014 12:42:26 PM Log In LEIE REPORT DIDD 10/13/2014 8:31:50 AM [Log In] Home **WELCOME TO LEIE REPORTING PORTAL** The LEIE Exclusion file is updated on or about the 7th of each month on the OIG website. It is in your best interest to make sure you are using the most up to date data.
Click on **Log In** link 8/11/2014 9:15:53 AM Log In	Log in screen is shown so that user can enter User Name and Password. If user does not have an account on the system, user may Register **Register!** If you don't have an account yet? **LOGIN** User Name:* Password:* Log In ☐ Remember me next time. Lost password?
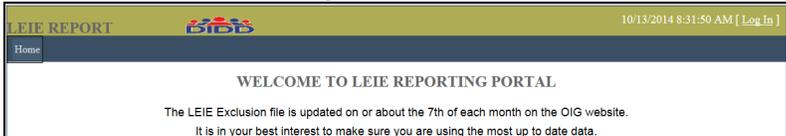
ACTION	RESULTS
Click on link to Register	User is presented with the Provider New Account Information screen where a user can be registered.
Register! If you don't have an account yet?	If a field is left blank you will get an error message.
• Select your region from the drop down field • Enter your Agency Number. The first two digits are zero's, not capital O's. • Your Agency Name will be displayed • Enter your City. • Enter your first and last name	Information entered is displayed in the screen.
Click Next	Screen Refreshes and "Sign Up for Your LEIE Account" Screen is displayed.

ACTION	RESULTS
• Enter a **User Name** of your choice. • Enter a password in the Password Field. Passwords must be at least 8 characters long and must have one number and one special characters in it. (i.e. #@!$%^&*.) • Re-enter the password in the Confirm Password field. • In the first email field enter a valid email. • Confirm the email address in the second email field. This email will be used to finalize your registration. You will need to be able to access your email to complete the registration process. • Enter a Question of your choice in the Security Question Field • Enter the answer to the Security Question in the Security Answer field. **Do not enter the answer to the Security Question in the Security Question field.**	 Information entered is displayed in the screen. Black dots are displayed to mask the password The information entered in the Security Question and Answer will be used to reset your password should you forget it. **IMPORTANT!!! Please write down this information. You will need it to reset a lost/forgotten password.**
Click Create User	You will get the screen below. Complete Your account is almost complete. Please click on CONTINUE to receive an email with the link to finish setting up your account. Continue
Click Continue **It is important to click the Continue button so that an email will be generated to the address you entered when registering.**	This allows the account setup process to start. Click Continue to complete the process. An email will be sent to you.
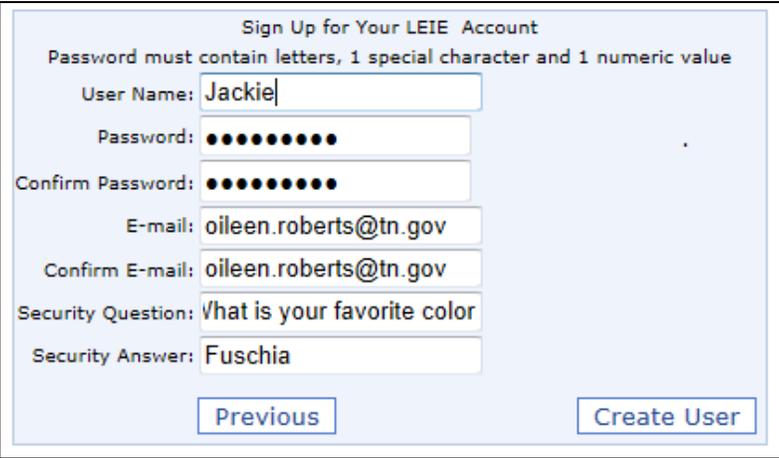
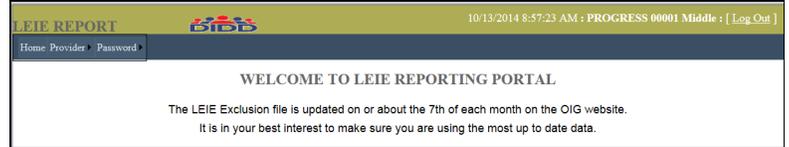| ACTION	RESULTS
Go to the email you entered during registration for your Welcome email. You should see one with the subject: **Your LEIE new membership is almost complete!** Click on the link provided in the email to finish registering your account.	Subject: Your new membership is almost complete! Hello Jackie! Welcome aboard! This email confirms that your account has been created. Your new account is almost ready, but before you can login, you must first visit: https://diddapps.tn.gov/LEIEAPP/verification.aspx?ID=d749c30b-dcf2-47fd-bc7c-244a6cb58343 Once you have visited the verification URL you will be redirected to the login page. If you have any problems or questions, please send an email to DIDDHelpDesk@tn.gov Please include LEIE in the subject line.
Once you have visited the verification URL you will be redirected to the login page.	Thank you! LEIE Support Team DIDD
Click on the Login Page link on the screen	You should get this information on your internet explorer screen Log in screen is shown so that user can enter User Name and Password If you don't complete the above process you will get the following error message when you try to log in. Return to the email and click on the provided link. Then on the Account Verification screen and click on the **Login Page** link.

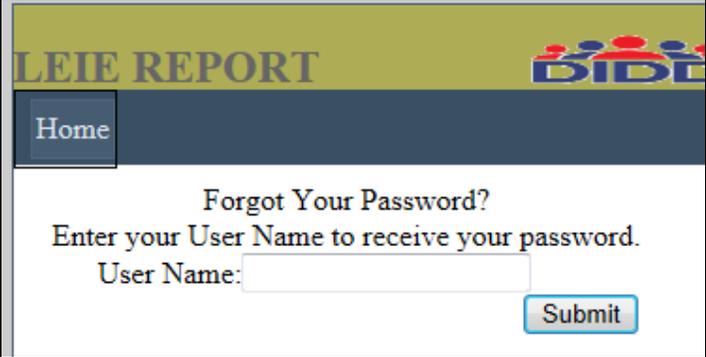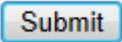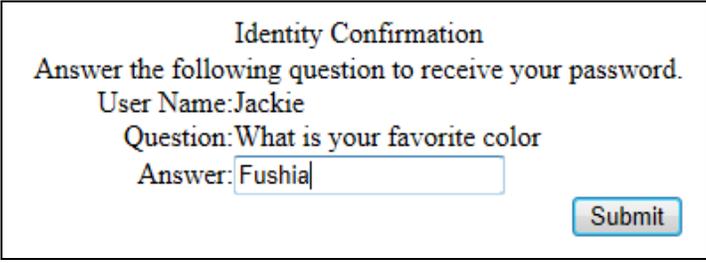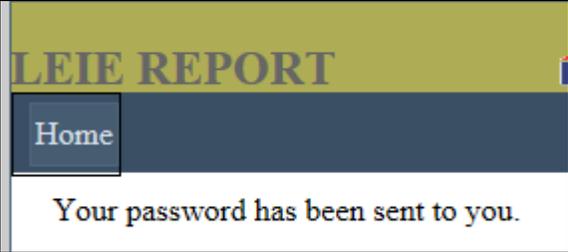| ACTION	RESULTS
Enter your credentials, (User Name and Password,) Click **Log In** .	User is logged into application and should see a screen similar to the one below.

Forgot Password

ACTION	RESULTS
Open internet browser	Browser opens
Type https://diddapps.tn.gov/LEIEAPP/ in your browser address bar, press Enter key	LEIE Home Page opens, Time and Date are displayed in the upper right hand corner along with a link to Log in: 7/17/2014 12:42:26 PM Log In
Click [Lost password?]	You will get this screen **LEIE REPORT** DIDD Home Forgot Your Password? Enter your User Name to receive your password. User Name: [____] Submit
Enter User Name, click [Submit] If you enter an incorrect User Name, you will get this message **We were unable to access your information. Please try again.** If a correct User Name is given, the Screen refreshes and presents Identity Confirmation page.	Your security Question will be presented. **LEIE REPORT** DIDD Home Identity Confirmation Answer the following question to receive your password. User Name: Jackie Question: What is your favorite color Answer: [____] Submit
Enter **Answer** to question. Click [Submit]	Identity Confirmation Answer the following question to receive your password. User Name: Jackie Question: What is your favorite color Answer: Fushia Submit

ACTION	RESULTS
If you entered an incorrect answer you will get a security message: Your answer could not be verified. Please try again. Enter your correct information	If the answer is correct you will get this screen. **LEIE REPORT** Home Your password has been sent to you. Check your email for the password.
Go to the email account used during registration of the account and look for a **[Secure Email]** from the LEIE system The email will contain a temporary password. **NOTE:** The password sent to you will be a long one containing letters numbers and special characters.	Your email will look similar to the following: According to our records, you have requested that your password be sent to you. Your password is &3U^9XlQYP:+|g Please change your password at first login If you have any questions or trouble logging on please email DIDDHelpDesk@tn.gov Please include LEIE in the subject line. Thank you! LEIE Support Team DIDD
Go back to the Login screen for LEIE Provider Portal. Enter your User Name • Enter your User Name • **Copy and pass** the Password that was sent to you to the Password field	**LOGIN** User Name:* Password:* Log In ☐ Remember me next time. Lost password?
Click [Log In]	User is logged into the system. Immediately go to the change Password screen and select a new password.

Change Password

Users can change their password once they are logged into the LEIE Reporting Portal.

ACTION	RESULTS
Hover over Password, then click Change Password	
You should see this screen	
Enter your current password Enter a new password Confirm the new password Click	**Be patient** it may be a few seconds before you see this screen as the system makes the changes. IMPORTANT: Write down your new password!!!
Click	 User is taken to the home screen and can use the Log Out link to exit the system.
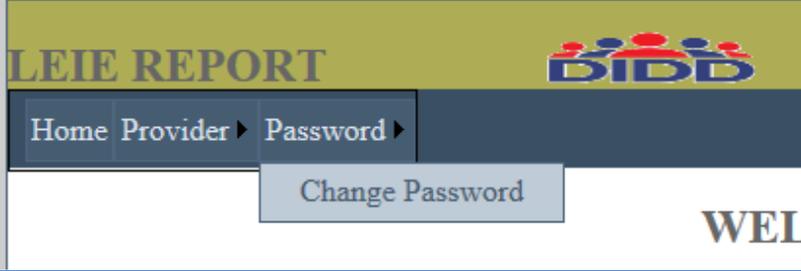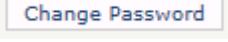
Log in to LEIE Reporting Portal

You must have an ID on the system in order to log in. Follow the steps to create a login ID above then return to this page.

*Indicates a required field.

ACTION	RESULTS
Enter user name in the User Name field	User Name is displayed **LOGIN** User Name:* [ ] Password:* [ ] [Log In] ☐ Remember me next time. Lost password?
Enter password in Password field	**LOGIN** User Name:* dd01016IT Password:* ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●● [Log In] ☐ Remember me next time. Lost password? Black dots are displayed when the password is entered
Click [Log In]	If the User Name and Password do not match the user will see this message on the Login Screen.
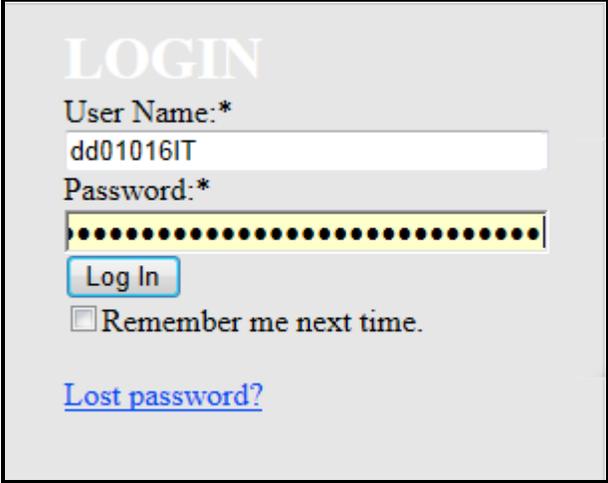
ACTION	RESULTS
	LOGIN User Name and/or Password did not match. If the User Name and Password matches the user will be logged in. On the upper left side of screen a Provider button is displayed. On the upper right side of the screen is displayed the date and time as well as the provider name and provider number and region. Next to this information is the Log Out link. e.g. **10/13/2014 9:28:46 AM DIDD Central Office Employees 00000 Middle: [Log Out]** See screen shot below.

LEIE REPORT DIDD   10/13/2014 9:28:46 AM : **DIDD Central Office Employees 00000 Middle** : [Log Out]

Home Provider ▶ Password ▶
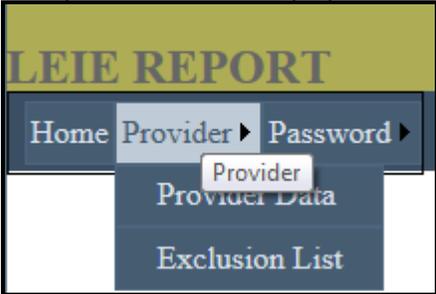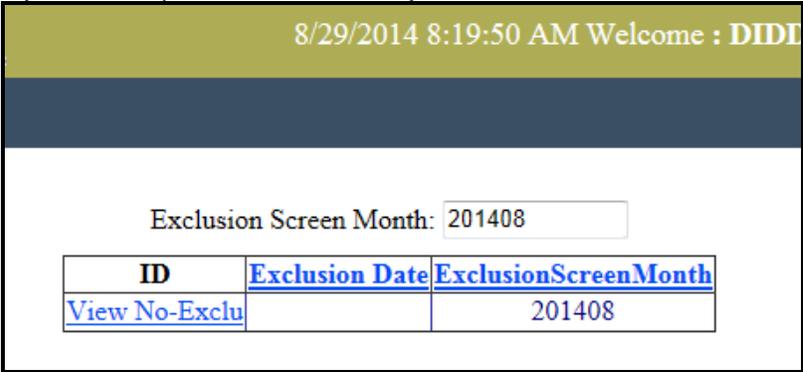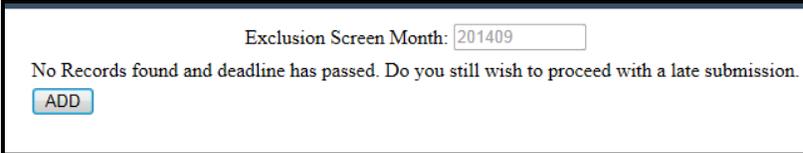
WELCOME TO LEIE REPORTING PORTAL

The LEIE Exclusion file is updated on or about the 7th of each month on the OIG website.
It is in your best interest to make sure you are using the most up to date data.

Monthly Reporting

All providers (you have a contract with DIDD) are required to report monthly whether or not there are exclusions to report.

No Exclusion to Report

ACTION	RESULTS
Log into the portal	See previous sections for instructions.
Hover over the Provider button on the upper left hand side of screen.	A drop down menu is displayed.
Click on on the drop down screen	If you have reported for the month you will see this screen: If you haven't reported for the month and the deadline is past you will see this screen:

ACTION	RESULTS
Click **ADD**	You will get the **Attestation** page: The **Cancel** button will log you out of the system.
To Report **No Exclusions** for the Month: Click the box for ☐ There are No Exclusion	Box has a check mark and the OK button is displayed ALL employees, contractors and subcontractor personnel have been screened and ☑ There are No Exclusion ☐ There are Exclusions. OK Cancel The **OK** button is displayed
Click **OK**	Note that three fields are completed for you based on your registration Log In information, and answer to the question on the Attestation page. LEIE REPORT DIDD Home Provider ▶ Password ▶ Date of the Exclusion Data File Used: _____ Date of the Exclusion Check : _____ Exclusion Screen Month: 201410 Exclusion Screen Source: LEIE Agency Number: 00000 Submit Log Off * Indicates required field
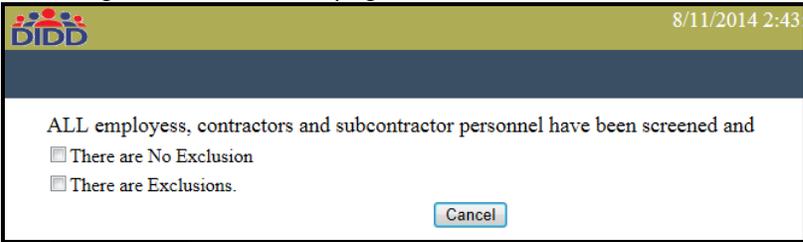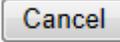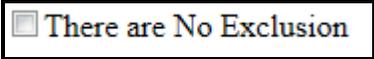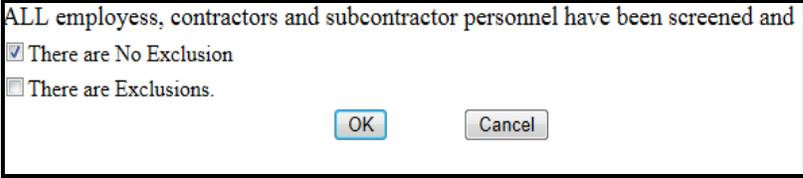
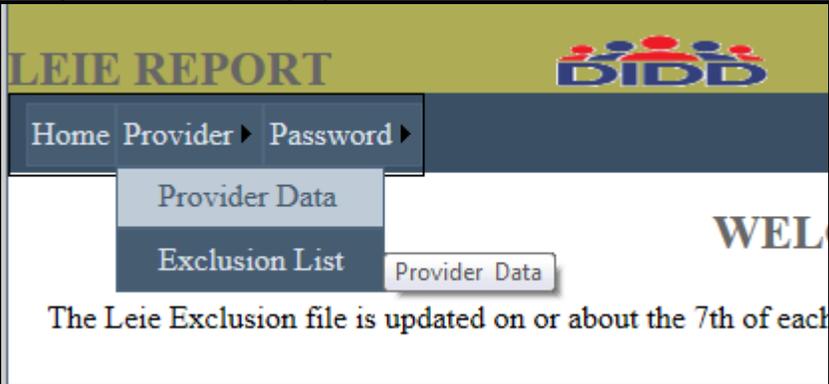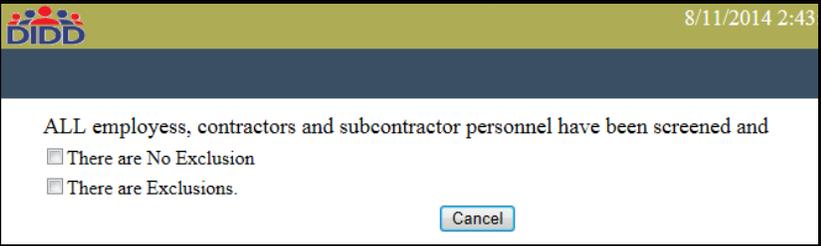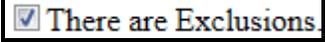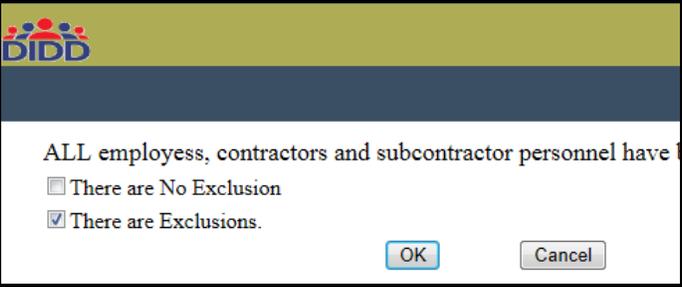| ACTION	RESULTS
Enter a date in the "Date of the Exclusion Data File Used:" This date is found on the OIG Website. Enter two digits for the Month, two digits for the day, and four digits for the year. Enter a date in the "Date of the Exclusion Check:" field. This is the date you completed the verification process.	Date of the Exclusion Data File Used: 10/9/2014 Date of the Exclusion Check : 10/13/2014 Exclusion Screen Month: 201410 Exclusion Screen Source: LEIE Agency Number: 00000 [Submit] [Log Off] *** Indicates required field**
Click [Submit] to save the data. Cancel button should either go away or change to Logoff. Click [Log Off] to exit without saving the data. The user will be logged off the system.	Home Provider Password Date of the Exclusion Data File Used: 10/9/2014 Date of the Exclusion Check : 10/13/2014 Exclusion Screen Month: 201410 Exclusion Screen Source: LEIE Agency Number: 00000 [Submit] [Log Off] Thank you for your report which was received today 10/13/2014 10:53:34 AM Central Time. Please Print this page for your records * Indicates required field
This message indicates that the date you entered in the Date of Exclusion Data File Used field is not for the current month. Click [Yes] to continue with reporting. Click [No] to go back and correct the date.	**Confirm** ✖ The database you are using is not current, do you still want to use this date? [Yes] [No]
Click [Log Off] after submitting the data	The user will be logged off the system.
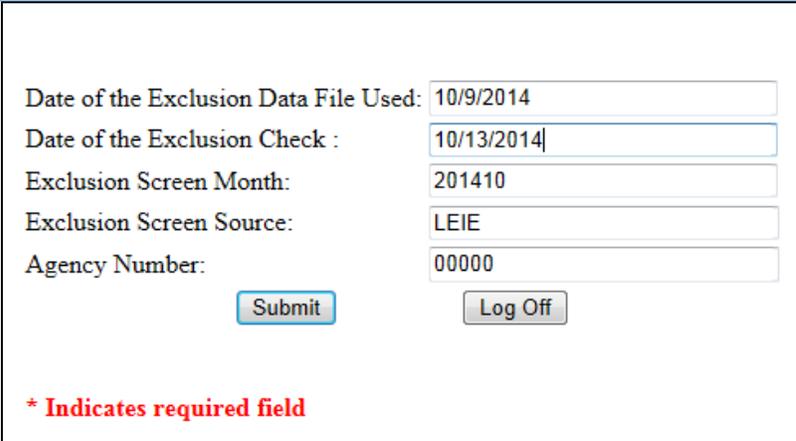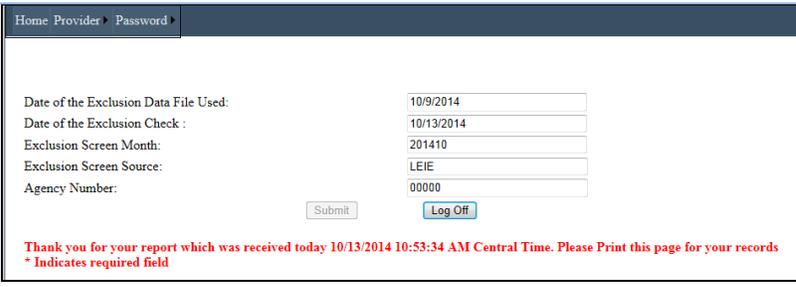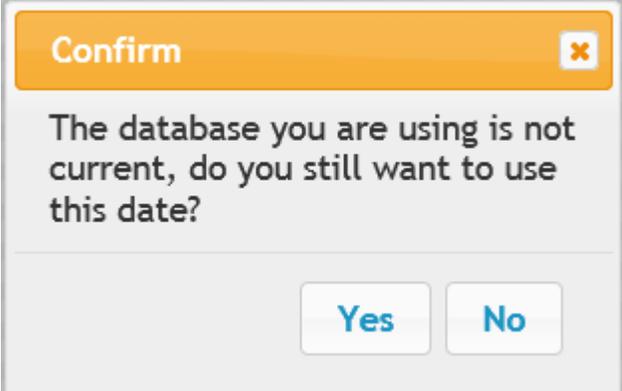
Exclusion to Report

ACTION	RESULTS
Log into the portal	See previous sections for instructions.
Hover over the Provider button on the upper left hand side of screen.	A drop down menu is displayed.
Click **Provider Data** on the drop down screen	You should see a screen with the following information:
Click the box for ☑ There are Exclusions.	 The OK button is displayed
Click OK	A new data entry screen is provided
Enter a date in the "Date of the Exclusion Data File Used:" This date is found on the **OIG Website**. Enter two digits for the Month, two digits for the day, and four digits for the	The first three fields are completed by the system.

ACTION	RESULTS
year. Enter a date in the "Date of the Exclusion Check:" field. This is the date **you completed the verification**. Also enter • Exclusion Type: **Please cut and paste only the code itself from the OIG Exclusion website [i.e. 1248 (b)(14)]** • Exclusion Date • Select Par/Non-Par from Drop Down • Select a Radio button for an Individual or an Entity • Select one radio button for the Result of LEIE Exclusion Check	 The middle of the screen will change depending on if you select Individual or Entity **Note:** if you select Reinstated you will also need to complete the Reinstatement Date field.
For an Individual: Complete these fields if you select **Individual** • National Provider Number (NPI)if known • First Name • Middle Name • Last Name • Date of Birth • Social Security Number	

ACTION	RESULTS
Complete these fields if you select **Entity** • National Provider Identifier (NPI) if known • Entity Name (Name of Contractor/Company) • Employer Identification Number (EIN)	**Entity** National Provider Identifier(NPI): [　　　　] Entity Name: [　　　　] Employer Identification Number: [　　　　]
Complete the **Address** block for either an individual or an entity. This is the address shown on the OIG website for the individual or entity that is excluded. Click [Submit] to save, Click [Log Off] to discard the data and log off. **Nothing will be saved**. Click [Add/Edit] after you click [Submit] to enter another Exclusion.	**Address** Address1: * [　　　　] Address2: [　　　　] City: [　　　　] * State: --Select-- ▼ Zip Code: [　　] - [　　] * Indicates Required Field [Submit] [Log Off] [Add/Edit]

This is a sample blank screen to report Exclusions. Asterisks (*****) indicate required fields

Once the user submits the data the screen refreshes with a message in red to print the screen for your records.

		10/13/2014 10:30:13 AM : DIDD Central Of
LEIE REPORT	DIDD	

Home Provider ▶ Password ▶

Exclusion Screen Month:	201410
Exclusion Screen Source:	LEIE
Provider Number:	00000
Date of the Exclusion Data File Used:	10/9/2014
Date of the Exclusion Check :	10/13/2014
Exclusion Type:	1128(b)(4)
Exclusion Date:	12/20/2012
Par/Non-Par:	PAR
Individual/Entity	◉ Individual ○ Entity
Result of LEIE Exclusion Check:	◉ Y-Excluded ○ Reinstated
Reinstatement Date:	

Individual

National Provider Identifier(NPI):	
FirstName:	Angela
MiddleName:	P
LastName:	Jones
Date of Birth:	4/7/1995
SSN:	321451415

Address

Address1:	96 Buddy Lane
Address2:	
City:	Havana
State:	Florida
Zip Code:	32323 -

Thank you for your report which was received today 10/13/2014 10:30:13 AM Central Time. Please Print this page for your records

* Indicates Required Field

Submit   Log Off   Add/Edit

To add another record, click the Add/Edit button. This will remove the data that was previously submitted so that the user may enter another Exclusion.

Changing What Was Reported

You can only edit data in the month the data was submitted **and** if the current date is less than or equal to the 15th day of the month. For example, if you submitted your report on September 10 and realized that it needed to be changed on September 12, you will be able to make the change. However, if the current date is September 16 you will not be able to change what was submitted.

Editing No Exclusions Reported

1. Log into the LEIE Reporting system with your user ID and password
2. Click on Provider and select Provider Data. If you have already reported no exclusions for the month, you should get this screen.

3. Click Edit No-Exclusion in the left column and you will get the screen with the data you submitted.

You can change only the first two fields on this screen.

4. Click **Submit** to send the corrected information. You will get a message to print the page for your records.

5. The **Log Off** button logs you out the system.

6. The **Delete** button will remove the record completely from the system and allow you to resubmit a new report with the current date.

Editing Exclusions Reported

1. Log into the LEIE Reporting system with your user ID and password
2. Click on Provider and select Provider Data. If you have already reported Exclusions for the month, you should get this screen.

3. Click **Edit Exclu&ID=xx**   link in the left column and you will get the screen with the data you submitted
4. The only fields on the screen presented that you **may not** change are
   a. Exclusion Screen Month;
   b. Exclusion Screen Source;
   c. Provider Number; and
   d. Individual/Entity selection

LEIE REPORT

Home **Provider** ▶ **Password** ▶

Exclusion Screen Month:	201410
Exclusion Screen Source:	LEIE
Provider Number:	00000
Date of the Exclusion Data File Used:	10/9/2014
Date of the Exclusion Check :	10/13/2014
Exclusion Type:	1128(b)(4)
Exclusion Date:	12/20/2012
Par/Non-Par:	PAR

Individual/Entity   ◉ Individual ○ Entity

Result of LEIE Exclusion Check: ◉ Y-Excluded ○ Reinstated

Reinstatement Date: [   ]

Individual

National Provider Identifier(NPI):	
FirstName:	Angela
MiddleName:	P
LastName:	Jones
Date of Birth:	4/7/1995
SSN:	321451415

Address

Address1:	96 Buddy Lane
Address2:	
City:	Havana
State:	Florida
Zip Code:	32323 -

* Indicates Required Field

[Submit] [Log Off] [Add/Edit] [Delete]

5. If the date you are doing the editing is after the 15th of the month, you will not be allowed to save any changes.

6. The **Submit** button will allow you to re-submit your data, but only prior to the monthly cutoff date (15th.)

7. The **Log Off** button will undo any changes and log you out of the system

8. The **Add/Edit** button will remove submitted data from the screen with the exception of
   a. Exclusion Screen Month
   b. Exclusion Screen Source
   c. Provider Number

   The user can then add another record if necessary.

9. **Delete** will erase the data on the screen from the database and return you to this screen to allow you to enter a new record.

   Exclusion Screen Month: 201409

   No Records found and deadline has passed. Do you still wish to proceed with a late submission.

   ADD

Reports

Provider History View

The LEIE Portal will allow Providers to see the information that has been submitted previously to DIDD in summary format.

1. Log into the LEIE Reporting system with your user ID and password
2. Click on Provider and select Exclusion List.

3. You should get a list of items under the following headings if you have reported previously. If nothing is shown, contact DIDDHelpDEsk@tn.gov and request to have previously submitted data added. Include your provider number in the email.

Agency	Agency Name	Date Of Exclusion Check	Screen Month	Reason of Exclusion	Ind/Entity Info
00000	DIDD Central Office Employ	10/13/2014	201410		

If there were No Exclusions reported the last three columns will be blank.

What to do if you are not able to log in

Users who are not able to log in can contact their Regional Office directly or the DIDD Help Desk.

1. Contact Regional Office

Regional Contacts are:

East

- Janet Kinley, Janet.Kinley@tn.gov, 423-787-6495
- Tammy Green, Tammy.R.Green@tn.gov, 423-787-7491

Middle

- Crissonya Phillips, Crissonya.Phillips@tn.gov, 615-231-5092
- Michael Ledbetter, Michael.Ledbetter@tn.gov, 615-231-5173

West

- Monda Qualls, Monda.Qualls@tn.gov, 731-421-5175

2. Email DIDD Help Desk

If the Provider chooses to contact the DIDD Help Desk the following information should be provided on the email.

- LEIE in the subject line
- Include Provider Number, User Name in the body of the email
- Email what the problem is
- Include a telephone number for a call back

Send this information via email to DIDDHelpDesk@tn.gov.

What to do if you need to delete a User Name

Providers may contact their Regional Office directly or the DIDD Help Desk.

1. Contact Regional Office

If the Provider chooses to contact their Regional Office the following information should be provided.

- LEIE in the subject line
- Include Provider Number, User Name in the body of the email
- User ID that must be deleted
- Include a telephone number for a call back

Regional Contacts are:

East

- Janet Kinley, Janet.Kinley@tn.gov, 423-787-6495
- Tammy Green, Tammy.R.Green@tn.gov, 423-787-7491

Middle

- Crissonya Phillips, Crissonya.Phillips@tn.gov, 615-231-5092
- Michael Ledbetter, Michael.Ledbetter@tn.gov, 615-231-5173

West

- Monda Qualls, Monda.Qualls@tn.gov, 731-421-5175

2. Email DIDD Help Desk

If the Provider chooses to contact the DIDD Help Desk directly, the following information must be included in the email.

- LEIE in the subject line
- Include Provider Number in the body of the email
- User ID that must be deleted
- Include a telephone number for a call back

Send this information via email to DIDDHelpDesk@tn.gov.

GLOSSARY

Abbreviations

Abbreviation	Explanation
DIDD	Department of Intellectual and Developmental Disabilities
EIN	Employer Identification Number. Entities will have an EIN. The formation will be 12-3456789.
ID	Identification, this is usually used with the words Log in, as in Log in ID. The ID is created when you first register on the system and is used in conjunction with a password to gain access to the application. For LEIE the ID will be referred to as a User Name.
LEIE	List of Excluded Individuals and Entities
NPI	National Provider Identifier. This is a 10-digit number with no spaces or special characters. An Individual or an Entity may have a National Provider Identifier.
OIG	Office of Inspector General
SSN	Social Security Number. Only Individuals will have a SSN. The format is 123-45-6789. Companies will have an Employer Identification Number (EIN).

Error Messages

Error Message in LEIE Portal	Explanation
Address1 is Required!	There are two lines for address. The first line is required, the second line is optional. Enter an address in the first address field.
Agency already has 2 registered users!	Only two user IDs are allowed on the system for your agency.
Agency Number is required.	Enter your Agency Number
City is Required!	The address is not complete without a City. Enter your city.
Confirm Password is Required	During the registration process you will need to enter a password. Passwords must be 8 or more characters and must contain a special (!@#$%&*) characters and at least one number. You must enter it the second time in the Confirm Password field.
Date of Birth is Required!	Enter the individual's date of birth.
Date of Exclusion is Required!	If reporting an Exclusion please enter the date found on the OIG website for the individual or entity you are reporting on.
Date of Exclusion Check is Required!	This is the date you performed the check.
Date of Exclusion Data File Used is Required!	Enter the updated date of the OIG file. This date can be found on the OIG web site here: http://oig.hhs.gov/exclusions/exclusions_list.asp
EIN is Required!	The Employer Identification Number is required.
Email is Required	The LEIE system uses an email address to assist you with registering and also with recovering or changing your password. Please enter your email address.
Entity Name is Required!	For entities, a company (entity) name is required.
First Name is Required!	For individuals, a first name is required.
Invalid AgencyID and/or Region.	Select the Region from the drop down list and also enter your agency number
Last Name is Required!	For individuals, a last name is required.
Password is required	On the log in screen or when registering for the first time, enter your password before clicking the [Log In] or [Create User] buttons.
Phone Number is Required	Enter your telephone number in the following format: 651-391-9800
Please enter a valid ZipCode!	A zip code must be entered.
Please enter Date of Exclusion in MM/DD/YYYY format!	The date format for Date of exclusion must be entered as MM/DD/YYYY, e.g. 09/09/2014
Please select an option for Exclusions!	You must check a box before you submit your report.

Error Message in LEIE Portal	Explanation
	Click [OK] on the pop up error screen and make a selection on the Attestation page.
Please select Result of LEIE Exclusion Check!	Select one of the three radio buttons: Excluded, Not Excluded, Reinstated. If Reinstated is selected you will also need to enter a reinstatement date in the field below the selected radio button.
Please select State!	Select the state from the drop down field.
Reason for Exclusion is Required!	Information was not included in this field. You can find this information on the OIG web site.
Required Fields	Fields that are required are marked with an (*). You will not be allowed to proceed until these fields are completed.
Security answer is required	The answer to the security question must be entered in this field. Please write down your security question and the answer that you typed. You will need it to recover your password.
Security question is required	A question of your choice must be entered in this field. It cannot be blank.
SSN is Required!	For individuals, please enter the social security number.
Thank you for your report which was received today 9/22/2014 3:06:25 PM Central Time. Please Print this page for your records	Message displayed when a report is submitted to DIDD. Print this page for your records.
The database you are using is not current; do you still want to use this date?	The data entered in the Date of Exclusion Data File Used field is not the most current. Check the date again at the OIG website here http://oig.hhs.gov/exclusions/exclusions_list.asp
User Name Required or User Name is Required	On the log in screen or when registering for the first time, enter your User Name and Password before clicking the [Log In] or [Create User] buttons.
User Name: *	An (*) asterisk beside a field indicate a required field.
We were unable to access your information. Please try again	The User Name you entered cannot be verified, re-enter your User Name.
Your answer could not be verified. Please try again	The answer to the security question could not be verified. Reenter the answer and click [Submit]

OIG Web Site

The online searchable database can be found here: http://exclusions.oig.hhs.gov

The OIG Website Reference information can be found here: http://oig.hhs.gov/faqs/exclusions-faq.asp

The Exclusion List is updated monthly. The date the website is updated, which is the date that should be reported to DIDD each month can be found here: http://oig.hhs.gov/exclusions/exclusions_list.asp

Instructions and information About the LEIE Files.

Below files updated: 09-09-2014

LEIE Database

This screen shows the date for September 15, 2014 reporting. When reporting in September 2014 you would report the **Exclusion Data File Used** date as 09/09/2014.