

# **Tri-Counties Regional Center (TCRC) DS1891 Compliance Website Information and Instructions**

Biennial Requirement to Update  
Form DS1891 – Applicant/Vendor  
Disclosure Statement



**Tri-Counties  
Regional Center**



OIG COMPLIANCE NOW, LLC

# DS1891 Update Process

- Regulations dictate that Service Providers must update their DS1891 forms for all vendor numbers as a requirement for continued vendorization eligibility
- Updates must be completed and submitted within 60 days of the notice from TCRC
- TCRC will be using a web-based portal for Service Providers to update their DS1891 forms
- TCRC will send an enrollment form to Service Providers asking for the name and email address of the person who will be the Portal Administrator



# DS1891 Update Process

- Once you return the enrollment form to TCRC, you will receive a username and password for login to the Portal, along with instructions
- The URL for accessing the portal is [www.sanctionscreeningnow.com](http://www.sanctionscreeningnow.com)
- TCRC will be using a third party administrator, OIG Compliance NOW (OIG/CN), to conduct the Exclusion Checks
- OIG/CN is a licensed investigative company based in upstate NY
- The company specializes in sanction screening to identify “excluded” companies and individuals



# OIG Compliance NOW (OIG/CN)

- All names listed on the DS1891 forms (both individuals and businesses) will be checked by OIG/CN
- OIG/CN will check both the Office of the Inspector General (OIG LEIE) and California Medi-Cal exclusion lists
- Sanction screening checks business names, or first and last names of individuals
- They will then investigate any name matches or “hits” that are discovered
- Common names will “hit”, such as Maria Rodriguez, John Smith, and Pamela Anderson
- An “excluded” party cannot receive Federal/State medical assistance money



# OIG/CN Sanction Screening

- OIG/CN Investigators will work to **clear false name hits**
- If required, OIG/CN will call the Portal Administrator to obtain information needed to clear the name hits
- Please complete as many fields on the DS1891 form as possible, so that OIG/CN can use that information to conduct their investigations

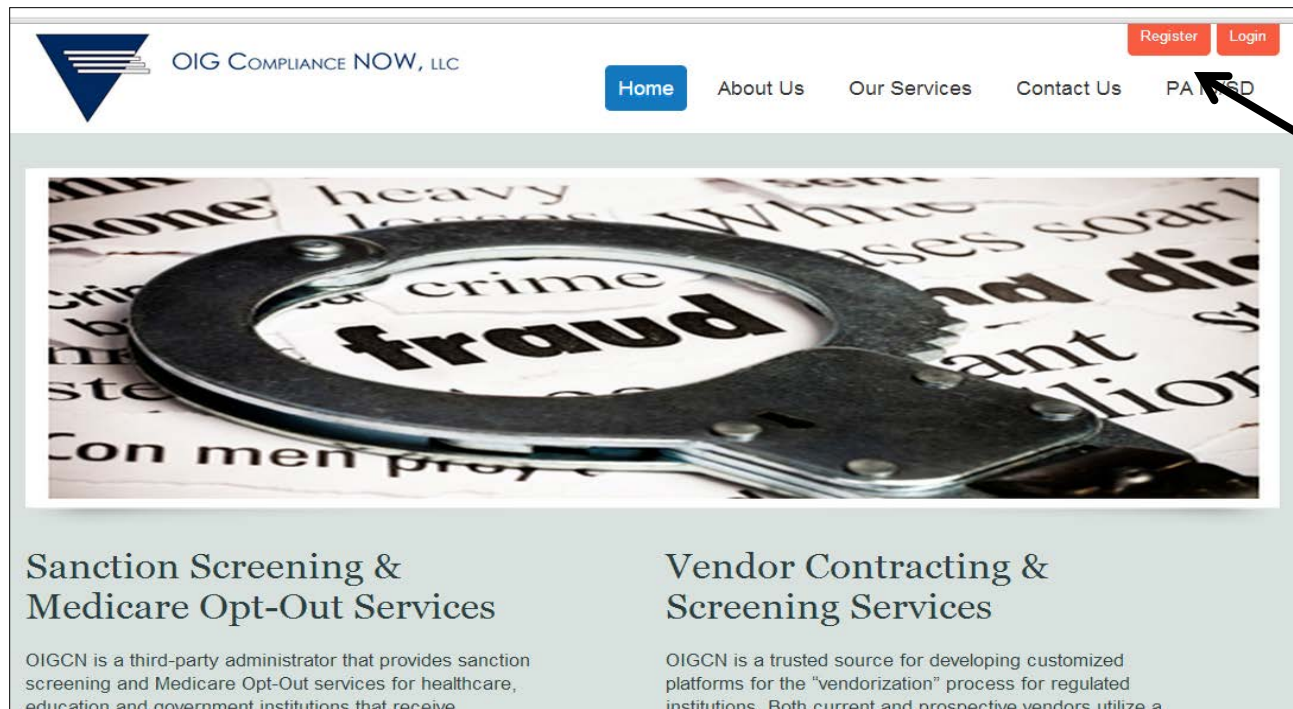


# Portal Screen Shots & Instructions



# Registration

- Go to [www.sanctionscreeningnow.com](http://www.sanctionscreeningnow.com)
- Click on the orange Register button on the home page



# Registration

- For Type of Business, select CA Regional Center Vendor
- Then enter the vendor # that was provided to you by TCRC for registration purposes





<https://www.sanctionscreeningnow.com/OIGComplianceVendor/Registration.aspx/Form>

## Registration

OIG Compliance NOW, LLC.  
49 Court Street  
Binghamton, New York 13901

Phone: (607) 240-2400  
Toll Free: (866) 237-7711  
Fax: (607) 722-1877  
E-mail: [info@oigcompliancenow.com](mailto:info@oigcompliancenow.com)

### Please fill out the form to register with us

We think of our customers as a "Trusted Partnership" sharing common goals like any other partnership. We know you have entrusted us with the responsibility of your confidential information.

\* Indicates the mandatory input fields.

#### Business Information

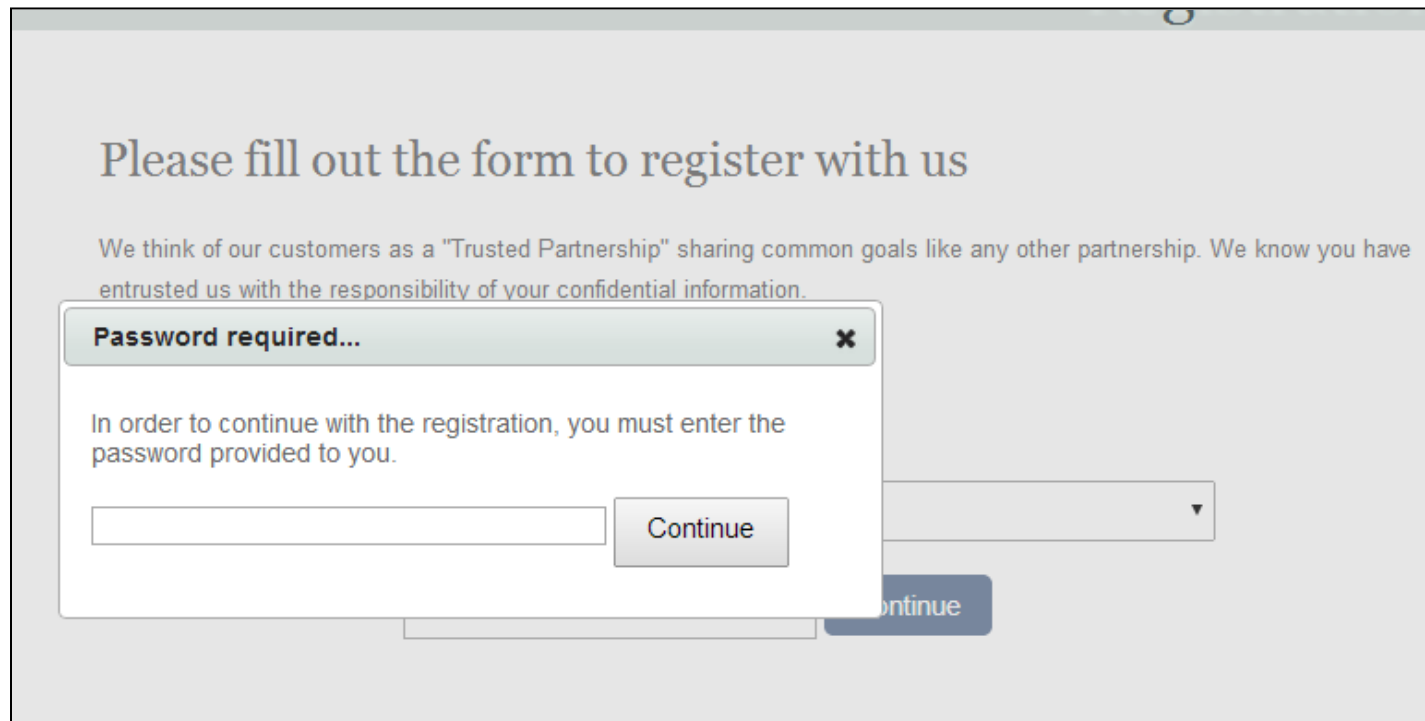
\* Type of Business:

\* Vendor Number



# Registration

- Then enter the password that was provided to you for registration



Please fill out the form to register with us

We think of our customers as a "Trusted Partnership" sharing common goals like any other partnership. We know you have entrusted us with the responsibility of your confidential information.

**Password required...** ✕

In order to continue with the registration, you must enter the password provided to you.

Continue

Continue



# Registration

- If the system does not have your email address on file, it will ask you to enter your email address and to confirm the address

Please fill out the form to register with us

Your e-mail address... ✕

It seems we don't have your e-mail address in the system. Please enter it below to complete your registration. Once completed, you will be redirected to your portal to maintain DS1891 form(s).

E-Mail Address

Confirm E-Mail Address

Continue

up-to-date on the changing compliance. E-mail Address:

goals like any oth

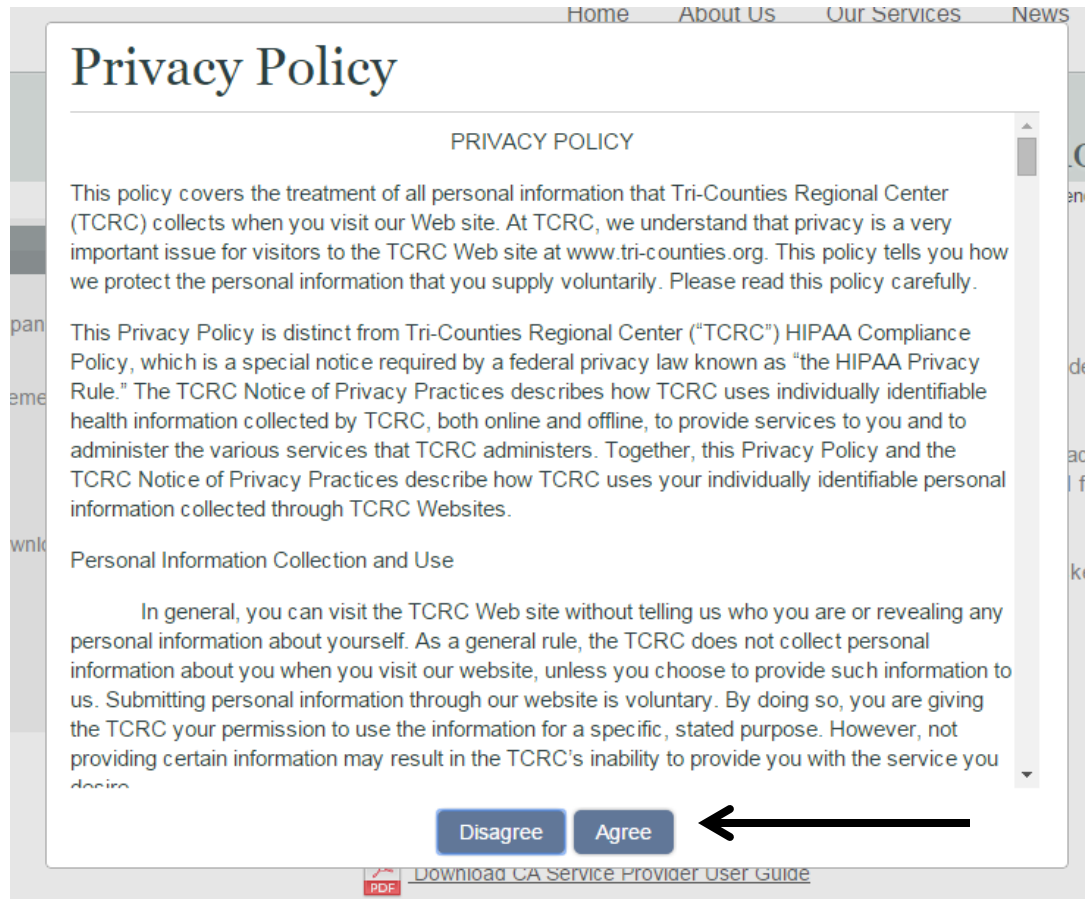
continue

w.com



# Privacy Policy

- You will then be transferred to your portal account
- You must agree with the Regional Center's privacy policy



The screenshot shows a web browser window with a navigation bar at the top containing links for Home, About Us, Our Services, and News. The main content area is titled "Privacy Policy" and contains the following text:

PRIVACY POLICY

This policy covers the treatment of all personal information that Tri-Counties Regional Center (TCRC) collects when you visit our Web site. At TCRC, we understand that privacy is a very important issue for visitors to the TCRC Web site at [www.tri-counties.org](http://www.tri-counties.org). This policy tells you how we protect the personal information that you supply voluntarily. Please read this policy carefully.

This Privacy Policy is distinct from Tri-Counties Regional Center ("TCRC") HIPAA Compliance Policy, which is a special notice required by a federal privacy law known as "the HIPAA Privacy Rule." The TCRC Notice of Privacy Practices describes how TCRC uses individually identifiable health information collected by TCRC, both online and offline, to provide services to you and to administer the various services that TCRC administers. Together, this Privacy Policy and the TCRC Notice of Privacy Practices describe how TCRC uses your individually identifiable personal information collected through TCRC Websites.

#### Personal Information Collection and Use

In general, you can visit the TCRC Web site without telling us who you are or revealing any personal information about yourself. As a general rule, the TCRC does not collect personal information about you when you visit our website, unless you choose to provide such information to us. Submitting personal information through our website is voluntary. By doing so, you are giving the TCRC your permission to use the information for a specific, stated purpose. However, not providing certain information may result in the TCRC's inability to provide you with the service you desire.

At the bottom of the page, there are two buttons: "Disagree" and "Agree". A black arrow points to the "Agree" button. Below the buttons is a link: "Download CA Service Provider User Guide" with a PDF icon.

# Company Profile

- You will then be asked to update your Company Profile page
- Please make the updates and hit “Submit” when completed

## Update Company Profile

Vendor Number: V00009

### Update Company Profile

Use this form to update any of your company information. Use the RESET button below to delete all data. After making changes, please save your information by clicking on the SAVE PROFILE button at the bottom of the form. To change your password, click on the CHANGE PASSWORD button at the bottom of the form.

\* Indicates the mandatory input fields.

#### Business Information

\* Type of Business: CA Regional Center Vendor

\* Business Name:

\* First Name:

\* Last Name:

\* EIN/SSN:

\* CA Regional Center:

# Portal Admin

- To change your password, use the blue button at the bottom of the Company Profile page

**Contact Information**

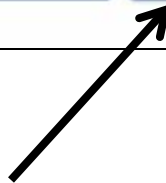
\* First Name:

\* Last Name:

Middle Name:

Title:

\* E-Mail Address:



# Home Page

- On the Home page, you will see links on the left to access all pages
- You can use the icons to download the DS form and FAQ
- You can also download instructions on how to use the portal

The screenshot shows a web interface for a vendor. At the top right, it says "Vendor Home" and "Vendor Number: V00009". On the left, there is a sidebar menu with the following items: "My Home" (highlighted), "Update Company Profile", "User Management", "DS1891", "Search & Download Reports", "FAQ/HELP", and "Logout". The main content area has a heading "Welcome Mary Barnes" and a message: "You have reached the California Regional Center Vendor Home page of your confidential Client Access area." Below this, it says: "Using the links provided on the left, you will be able to manage all aspects of your account, including updating your company information, adding new users, complete/edit your DS1891 form, and downloading & reviewing your reports." Further down, it states: "You can also download the document shown below, which contains Frequently Asked Questions (FAQ) about the Vendor Sanction Screening Program." There are four download links, each with a PDF icon: "Download DS1891 Form/Instructions", "Download DS1891 FAQ", "Download DS1891 FAQ", and "Download CA Service Provider User Guide". A black arrow points to the second "Download DS1891 FAQ" link. At the bottom right, there is a logo for "NOW, LLC".

Vendor Home  
Vendor Number: V00009

My Home





- Update Company Profile
- User Management
- DS1891
- Search & Download Reports
- FAQ/HELP
- Logout

## Welcome Mary Barnes

You have reached the California Regional Center Vendor Home page of your confidential Client Access area.

Using the links provided on the left, you will be able to manage all aspects of your account, including updating your company information, adding new users, complete/edit your DS1891 form, and downloading & reviewing your reports.

You can also download the document shown below, which contains Frequently Asked Questions (FAQ) about the Vendor Sanction Screening Program.

-  [Download DS1891 Form/Instructions](#)
-  [Download DS1891 FAQ](#)
-  [Download DS1891 FAQ](#)
-  [Download CA Service Provider User Guide](#)

NOW, LLC

# User Management

## User Information

Our system allows you to create multiple users and define different access levels for each user. Active Users will appear in the USERS section on the right. Click on the page icon to edit the User, and click on the X icon to delete the User.

To add a new user, complete the form below. Each user will need to have a unique email address and password.

\* First Name:

\* Last Name:

Middle Name:

Title:

\* E-Mail Address:

\* Password:

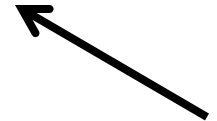
\* Confirm Password:

## Users (1)

Add New

Displaying 1 to 1 of 1 User(s).

Name	Actions
Mary Barnes	 



- You can add more users on the User Management page
- Click on the ADD NEW button at the top of the page
- Fill in the contact fields; each user needs an email address and password
- New users will be added to the Users table above



# DS1891 Form

- On the Home page, there is a link for updating your DS1891 form

## Vendor Home

Vendor Number: V00009

My Home





- Update Company Profile
- User Management
- DS1891
- Search & Download Reports
- FAQ/HELP
- Logout

### Welcome Mary Barnes

You have reached the California Regional Center Vendor Home page of your confidential Client Access area.

Using the links provided on the left, you will be able to manage all aspects of your account, including updating your company information, adding new users, complete/edit your DS1891 form, and downloading & reviewing your reports.

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-  [Download DS1891 FAQ](#)
-  [Download DS1891 FAQ](#)
-  [Download CA Service Provider User Guide](#)



# DS1891 Form

- Select one of the buttons for Reason for Form Completion
- You can see the definitions on the screen by hovering over the two options

## DS1891 CA Vendor Disclosure Form

Vendor Number: V00009

[HOME](#)

### DS1891 CA Vendor Disclosure Form

[View Archived](#) [Save Changes](#)

#### Select Language

ENGLISH  SPANISH

#### Reason for Form Completion

RC Review  Vendor Update

#### 1. Applicant / Vendor Information

A. Name of applicant or vendor, entity, agency, facility, or organization as reported to IRS: \*

Business Name  First Name  Last Name

(or)



# DS1891 Form

- Complete the rest of the form; enter as much information as possible
- When you are finished, you must check the box at the bottom of the form
- You will get an error message if any fields are incomplete or need corrections

## Acknowledgement

Knowingly and willfully failing to fully and accurately disclose the information requested may result in denial of a request to become vendored, or if the service provider already is vendored, a termination of its vendorization.

By electronically signing this disclosure statement, you hereby certify and swear under penalty of perjury that (a) you have knowledge concerning the information above, and (b) the information above is true and accurate. You agree to inform the vendoring Regional Center, in writing, within 30 days of any changes or if additional information becomes available.

Name of Applicant/Vendor or Authorized Representative

Mary Barnes

Title

Admin

Date

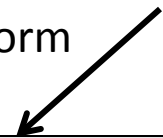
10/19/2014

By checking this box, I certify that I am electronically signing this document. I have reviewed this form and believe all information to be true and accurate.



# DS1891 Form

- All versions of your form will be saved
- To access them, click the View Archived button at the top of the form
- You will see a list showing who made the changes and when
- You can click on the View PDF icon to see a version of each form



Date	User	View PDF
10/19/2014 10:51 AM	Mary Barnes	View
10/19/2014 10:51 AM	Mary Barnes	View
10/19/2014 10:32 AM	Demo User1	View
10/19/2014 10:32 AM	Demo User1	View
10/19/2014 10:30 AM	Demo User1	View
09/22/2014 07:57 AM	Tia Allen	View



# DS1891 Form

- After you complete your form, click the blue button to view and print the completed form.



DS1891 Document Ready

Vendor Number: Y77777

DS1891 Document Ready

Your DS1891 document is ready. Click the button below to view and print it.

[View DS1891 PDF](#)

The image shows a screenshot of a web page with a light green header. The header contains the text 'DS1891 Document Ready' in a large, dark font. Below the header, on the right side, is the text 'Vendor Number: Y77777'. The main content area has a white background and contains the text 'DS1891 Document Ready' in a large, dark font. Below this, there is a line of text: 'Your DS1891 document is ready. Click the button below to view and print it.' At the bottom of this section, there is a blue button with the text 'View DS1891 PDF' in white.

# DS1891 Form

- To see the results of your screening, login and go to the Home page
- Click the Search & Download Reports button to see the page where you can download your screening report

The screenshot displays the 'Vendor Home' interface. At the top right, it says 'Vendor Home' and 'Vendor Number: V00009'. On the left, a 'My Home' sidebar contains links: 'Update Company Profile', 'User Management', 'DS1891', 'Search & Download Reports' (highlighted with an arrow), 'FAQ/HELP', and 'Logout'. The main content area welcomes 'Mary Barnes' and provides instructions on account management and download options. At the bottom right, there is a logo for 'OIG COMPLIANCE NOW, LLC'.

Vendor Home  
Vendor Number: V00009

My Home





- Update Company Profile
- User Management
- DS1891
- Search & Download Reports
- FAQ/HELP
- Logout


Welcome Mary Barnes

You have reached the California Regional Center Vendor Home page of your confidential Client Access area.

Using the links provided on the left, you will be able to manage all aspects of your account, including updating your company information, adding new users, complete/edit your DS1891 form, and downloading & reviewing your reports.

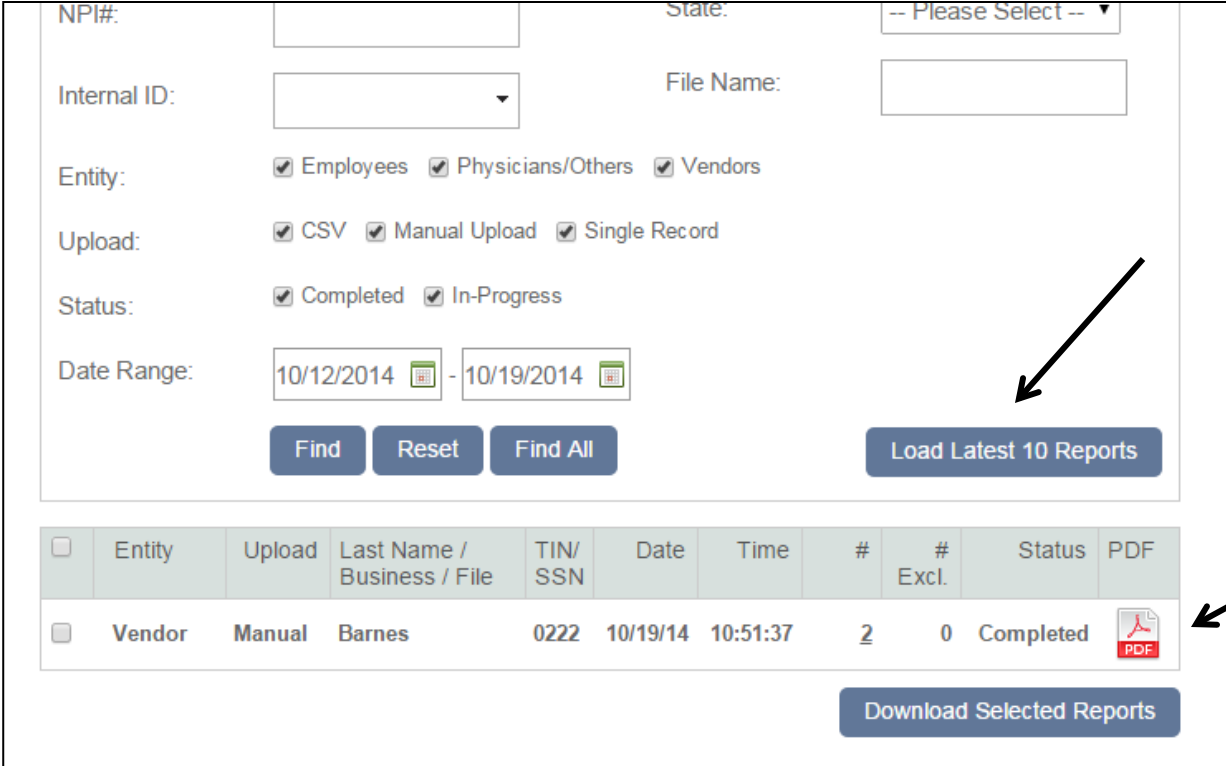
You can also download the document shown below, which contains Frequently Asked Questions (FAQ) about the Vendor Sanction Screening Program.

-  [Download DS1891 Form/Instructions](#)
-  [Download DS1891 FAQ](#)
-  [Download DS1891 FAQ](#)
-  [Download CA Service Provider User Guide](#)


 OIG COMPLIANCE NOW, LLC

# Download Screening Report

- Click the blue button for Load Latest 10 Reports
- You will see one record for your screening report; you will have only one current screening report in the system at a time
- When the Status shows as “Completed”, you will see a PDF icon for your report; click **the PDF icon** to download and view your report



The screenshot shows a web interface for screening reports. It includes search filters for NPI#, Internal ID, State, File Name, Entity (Employees, Physicians/Others, Vendors), Upload (CSV, Manual Upload, Single Record), Status (Completed, In-Progress), and Date Range (10/12/2014 to 10/19/2014). There are buttons for Find, Reset, Find All, and Load Latest 10 Reports. Below the filters is a table with columns: Entity, Upload, Last Name / Business / File, TIN/SSN, Date, Time, #, # Excl., Status, and PDF. A single record is shown for a Vendor named Barnes, with status Completed and a PDF icon. A button for Download Selected Reports is at the bottom.

<input type="checkbox"/>	Entity	Upload	Last Name / Business / File	TIN/SSN	Date	Time	#	# Excl.	Status	PDF
<input type="checkbox"/>	Vendor	Manual	Barnes	0222	10/19/14	10:51:37	2	0	Completed	

# Download Screening Report

- Your report will show ~~that no~~ **whether any** exclusions have been found (see next slide)
- TCRC will have access to your report using the portal; you do not need to send a copy to them
- Staff at OIG/CN will automatically screen the names on your form and contact you if they need any assistance



# Download Screening Report



OIG COMPLIANCE NOW, LLC

Mary Barnes  
Admin

12 Adams Street  
Los Angeles, CA 98542

Vendor#: V00009

## Vendor Screening Summary Report for

Number of Submitted Names: 2  
Number of Excluded Names: 0  
Number of Names not Verified: 0

Report Date: 10/19/2014 10:52:45 AM  
Submission Date: 10/19/2014 10:51:37 AM  
Latest OIG LEIE Update: 10/09/2014

### Excluded Names

No Exclusions Found.



These results were achieved by validating against the OIG LEIE and California Medi-Cal sanction repositories using the following search criteria as available:  
Business Name, Last Name, First Name, TIN /SSN

# Biennial Screenings

- You will receive a communication from TCRC **each time it is necessary** to make updates to your DS1891 form.
- Simply repeat the procedures outlined here for making updates to your form(s).

# \*Super Vendors

\*Vendors with multiple vendor numbers



# Super Vendors

- If you have more than one vendor number, your vendor numbers will be linked together in a single account **based on the Tax ID Number**
- Super Vendors will be able to manage all linked DS forms using a single portal account and email address
- **You will be provided with a password and vendor number combination to access your linked account**
- Complete the Registration process using the **password and vendor number** provided to you by TCRC
- You will see all linked vendor numbers on your Home Page

# More Than One Tax ID Number

- If you have vendor numbers that are associated with different tax IDs, you will be asked to set up an account with a separate email address and password for each vendor number/Tax ID combination.
- TCRC will select a vendor number and password combination that will be used for registration of each account, and will communicate this information to you prior to registration.
- Entering this combination during registration will link the vendor numbers into a single account for each Tax ID.

# Super Vendor Home Page

- You will access information for all your vendor numbers from the Home page
- Click on each Edit DS link to make updates to the DS form for that vendor #; you must update and submit each form separately for screening to occur
- Use the Print DS link to print each form
- Once the report is ready, click the blue View PDF icon to see the report

## Vendor Home

Vendor Number: Y77777

### Search CA Vendors

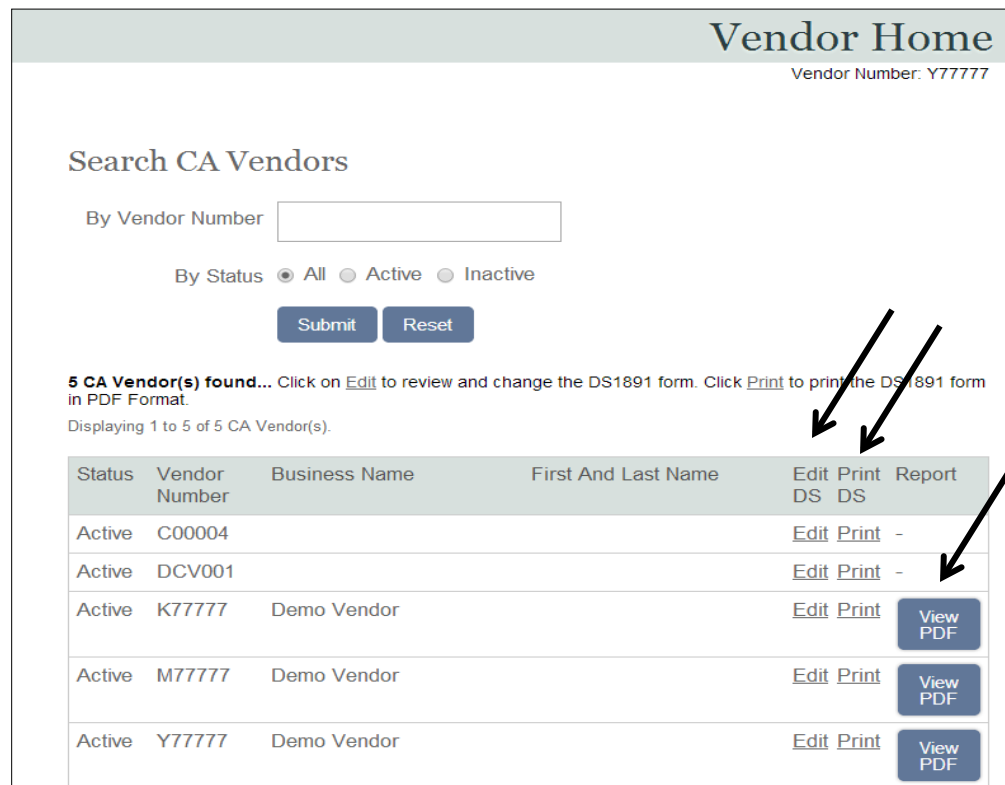
By Vendor Number

By Status  All  Active  Inactive

**5 CA Vendor(s) found...** Click on [Edit](#) to review and change the DS1891 form. Click [Print](#) to print the DS1891 form in PDF Format.

Displaying 1 to 5 of 5 CA Vendor(s).

Status	Vendor Number	Business Name	First And Last Name	Edit DS	Print DS	Report
Active	C00004			<a href="#">Edit</a>	<a href="#">Print</a>	-
Active	DCV001			<a href="#">Edit</a>	<a href="#">Print</a>	-
Active	K77777	Demo Vendor		<a href="#">Edit</a>	<a href="#">Print</a>	<input type="button" value="View PDF"/>
Active	M77777	Demo Vendor		<a href="#">Edit</a>	<a href="#">Print</a>	<input type="button" value="View PDF"/>
Active	Y77777	Demo Vendor		<a href="#">Edit</a>	<a href="#">Print</a>	<input type="button" value="View PDF"/>



# Form Copy Feature

- You can use the COPY button to copy all information to each form
- If you have many forms to complete, it will be easier to complete one form, then copy all fields to the other forms, then make changes as necessary



# Portal Login



OIG COMPLIANCE NOW, LLC



# Portal Login

- When you access your account after Registration, you will use the orange Login button at the top of the portal page

[www.sanctionscreeningnow.com](http://www.sanctionscreeningnow.com)



OIG COMPLIANCE NOW, LLC

Home About Us Our Services Contact Us PA IU/SD

Register Login

heavy White and die ant lior

crime

**fraud**

Sanction Screening & Medicare Opt-Out Services

Vendor Contracting & Screening Services

OIGCN is a third-party administrator that provides sanction screening and Medicare Opt-Out services for healthcare, education and government institutions that receive

OIGCN is a trusted source for developing customized platforms for the "vendorization" process for regulated institutions. Both current and prospective vendors utilize a



OIG COMPLIANCE NOW, LLC

# Login

- Enter your email address and password, then hit Submit
- You can Reset your password using this page, or you can retrieve your forgotten password, by using the blue buttons below

## Client Access Login

### Login

\* Indicates the mandatory input fields.

\* E-Mail Address:

\* Password:

**Keep me signed in** for 1 month unless I sign out.  
(Do not check, if you are on a public computer.)



# Comments

- Direct vendorization questions to TCRC's Resource Development staff.
- Direct portal and screening questions to OIG/CN:
  - Toll free: (866) 237-7711 or (607) 240-2400
  - Ask for Tia Allen or Cathy Wolfanger
  - Email at [info@oigcompliancencow.com](mailto:info@oigcompliancencow.com)



**Tri-Counties  
Regional Center**



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