

LARS Users Guide for Employers (LARS – Louisiana Registration System)

LARS was created to provide CNAs with the ability to access information related to their Nurse Aide Certification. The system allows CNAs to view/update their personal information, review their current certification status, and to track and verify their employment history information. Nurse Aides who are “certified” with the Louisiana Nurse Aide Registry may apply for online access to LARS. The CNA has access to his or her information only.

The LARS system also provides functionality which is important for nursing facilities. LARS allows facilities the ability to view the nurse aides who are listed in the registry as being currently employed or recently terminated by the facility. The system also allows for the required reporting of employment and termination of CNAs. In addition to efficiency, it improves the accuracy of the information in the Nurse Aide Registry system. ***LARS eliminates the paper NAT-7. It DOES NOT eliminate the submission of the NAT-7SA form for agency CNAs.***

To gain access to LARS, appropriate individuals at a facility must request and be granted a LARS user account. The administrative staff at the facility who are responsible for the hiring process and who are involved in creating and approving NAT-7’s will need to request and be granted LARS user accounts. Accounts which are created must be for a specific individual and will not be granted to a generic administrative position. Accounts are requested by submission of the Designated Signature Form to the Registry, available here: <https://ldh.la.gov/index.cfm/faq/category/31>.

NOTE: ALL INDIVIDUALS ENTERING WORK HISTORY MUST HAVE AN ACCOUNT. IT IS **NOT** APPROPRIATE TO SIGN IN UNDER ANOTHER USER’S ACCOUNT!

The information below will walk you through the process required to gain access to LARS and provide information needed to utilize the features within LARS. If you have questions contact the Louisiana Nurse Aide Registry at LA.CNA@la.gov or (225) 342-0138.

HOW TO ESTABLISH A LARS EMPLOYER ACCOUNT

1. Click the link or type URL in your web browser:
<https://lars.dhh.la.gov/app/Views/Public/LogIn.aspx>

2. If this is your first time to use LARS, click “Register” located in the “Sign Up” box.

The screenshot shows the Louisiana Registry System interface. At the top left is the state seal, and at the top right is the Louisiana Department of Health and Hospitals logo. The main heading is "Louisiana Registry System". Below this are two panels: "Login" and "Sign Up". The "Login" panel has fields for "User Name:" and "Password:" with a blue "Login" button below. The "Sign Up" panel has a "Request Access" section with a blue "Register" button highlighted by a red box and a red arrow pointing to it. Below the panels is a "Quick Links:" section with two links: "[LARS User Guide for CNAs](#)" and "[Nurse Aide Training and Certification Quick Reference Guide](#)".

3. Click Employer access...Register

The screenshot shows the "Sign Up" page of the Louisiana Registry System. It features the state seal and the Louisiana Department of Health and Hospitals logo at the top. The heading "Louisiana Registry System" is centered. Below is a "Sign Up" panel with a "Back" link in the top right. The panel contains two rows: "CNA access ..." with a blue "Register" button, and "Employer access ..." with a blue "Register" button highlighted by a red box and a red arrow pointing to it.

4. Enter the CAPTCHA code in box.

5. Enter Employer Registration information including a unique email address and your facility's "Tax ID." Click "Submit." (**Note: All fields are required**).

The screenshot shows the 'Louisiana Registry System' interface. On the left is a 'CAPTCHA Validation' box with the code '6N9OM' and a text input field. On the right is the 'Certified Employer Registration' form with the following fields: Title, Last Name, First Name, Middle Name, Facility Name (dropdown menu), Facility Number, Tax ID, Telephone Number, and Email Address. The 'Email Address' field is highlighted with a red box and a red arrow pointing to it. 'Submit' and 'Back' buttons are located at the top right of the form area.

6. If there were no errors, a confirmation message will be displayed.

The screenshot shows a confirmation message box titled 'Account Registration'. The text inside reads: 'Your request for access has been queued for processing. Pending approval, you will receive an email containing an authentication link to activate your account. Click the link below to return home.' A blue 'Home' button is located at the bottom center of the message box.

- An email similar to the sample message below will be sent to the email account you provided in the online employer registration form. Click the link at the bottom of the email to complete the second phase of the registration process. **(Note: It may take a few minutes to receive the email. Please check your “Inbox” and “Junk Mail” for the message)**

Subject: Louisiana Registry System - web registration
From: "Louisiana Registry Notification" <LARSNotification@la.gov>
Date: Thu, May 12, 2011 8:29 pm
To: testemployer@xyz.com

The request to create a LARS Employer account has been received and processed. To complete your account activation click the link included at the bottom of this email.

This e-mail may contain Protected Health Information, Individually Identifiable Health Information and other information which is protected by law. The information is intended only for the use of the intended recipient. If you are not the intended recipient, you are hereby notified that any review, disclosure/re-disclosure, copying, storing, distributing or the taking of action in reliance on the content of this E-mail and any attachments thereto, is strictly prohibited. If you have received this E-mail in error, please notify the sender immediately and destroy the contents of this E-mail and its attachments by deleting any and all electronic copies and any and all hard copies regardless of where they are maintained or stored.

- Enter your Employer “Tax ID” for validation and click “Submit”.

The screenshot shows the Louisiana Registry System web interface. At the top left is the Louisiana State Seal. In the center is the text "Louisiana Registry System". At the top right is the Louisiana Department of Health and Hospitals logo. Below the header is a form titled "Email Confirmation: Employer". Inside the form, there is a text input field labeled "Enter your TaxID" with a red box around it and a red arrow pointing to it from the left. To the right of the input field is a "Submit" button. Below the input field, it says "This is attempt 1 of 3".

9. After completing the confirmation, a request is sent to the Nurse Aide Registry to approve or deny the creation of your LARS Login account. This process typically takes 1 to 2 business days.



10. Once the Registry accepts the request, a second email (similar to the example below) is sent to the email address entered. Click the link at the bottom of the email to complete the final phase of the registration process.

Subject: Louisiana Registry System - account activation
From: "Louisiana Registry Notification" <LARSNotification@la.gov>
Date: Thu, May 12, 2011 8:40 pm
To: testemplyer@xyz.com

The request to create a LARS Employer account has been received and processed. To complete your account activation click the link included at the bottom of this email.

This e-mail may contain Protected Health Information, Individually Identifiable Health Information and other information which is protected by law. The information is intended only for the use of the intended recipient. If you are not the intended recipient, you are hereby notified that any review, disclosure/re-disclosure, copying, storing, distributing or the taking of action in reliance on the content of this E-mail and any attachments thereto, is strictly prohibited. If you have received this E-mail in error, please notify the sender immediately and destroy the contents of this E-mail and its attachments by deleting any and all electronic copies and any and all hard copies regardless of where they are maintained or stored.

11. Enter Employers "Tax ID" for verification purposes and click "Submit".

Louisiana Registry System

Account Activation: Employer

Enter your TaxID [Submit](#) | [Back](#)

This is attempt 1 of 3

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12. Read the Disclaimer that is displayed. Click "Accept" or "Reject".

Louisiana Registry System

Account Activation: Employer

Disclaimer [Accept](#) | [Reject](#)

The Louisiana Registry System (LARS) is to be used solely for the purpose of reporting employment and termination of CNAs and to allow employers and CNAs to verify the accuracy of their information in the system. The user attests to the fact that the information entered is true, correct, and supportable by documentation that is available upon request by the Department of Health and Hospitals. Unauthorized use of the system or falsification of information entered is punishable by law.

LOUISIANA Department of HEALTH and HOSPITALS

13. Create a password and correct any account information. Click “Submit”

Account Activation: Employer

LogOn Id: testemployer@trisine.com | Submit

Password: [Red box]

Confirm Password: [Red box]

Last Name: Smith

First Name: Kay

Middle Name: C

Date of Birth: MONTH DAY YEAR

Email Address: testemployer@trisine.com

14. Select 3 **unique** security questions from the list and set an appropriate answer for each question. Click “Save”.

Account Activation: Employer

Save

Question: What is your mothers maiden name? Answer: name

Question: What is your high-school mascot? Answer: mascot

Question: What is your favorite movie? Answer: movie

15. Once the questions are saved, your employer account activation is complete. Click “Go.”



16. You will be directed to the LARS homepage:



Creating LARS Accounts for Additional Administrative Staff for a Facility

1. From the LARS homepage, click “Add User.”

The screenshot displays the Louisiana Registry System interface. At the top left is the State of Louisiana seal, and at the top right is the Louisiana Department of Health and Hospitals logo. The main header reads "Louisiana Registry System". Below the header, the user is logged in as "TESTEMPLYER@XYZ.COM". A navigation menu includes "View Employees", "Search Registry", "Add User" (highlighted with a red box and arrow), "View Users", "Facility", and "Card Print". On the left, there is an "Announcements" section with a dropdown menu set to "Unviewed". The main content area is titled "Organization Users: Add" and contains a form with the following fields: "Email Address", "Title", "Last Name", "First Name", and "Middle Name". A "Save" button is located at the top right of the form.

2. Enter authorized personnel information. Click “Save.” **(Note: User accounts will only be approved for personnel submitted on the “Designated Signature Form.” Only personnel with a LARS account and who the Registry has listed as a “Designated Signee” for your facility may access LARS and electronically sign the eNat-7.)**
3. An **email confirmation** with a link to complete the registration process will be sent to email address which was entered for the new user. **(Note: this email address must be unique to this user and must be unique within the LARS system)**
4. THE PROCESS IS 2 STEPS: The new user must click the link at the bottom of the email to complete activation of the account.
5. The user will be required to set a password and security questions for the account. Once the questions are saved the employer account activation is complete and the “Welcome Screen” is displayed.
6. Click “Go” to display the LARS homepage.

LARS How to Guide

View Employees

From the LARS homepage click on “View Employees”. This function will display all CNAs on the Registry with employment history indicating they are currently or recently employed by the facility. From the list of employees displayed you can “Terminate” an employee.

Louisiana Registry System

Louisiana Department of HEALTH and HOSPITALS

logged in as TESTEMPLYER@XYZ.COM

Home | Account | LogOut

[View Employees](#) | [Search Registry](#) | [Add User](#) | [View Users](#) | Facility

Announcements

Unviewed

Aides employed by your organization

Name	CertStatus	CertificationNumber	EmploymentDate	TerminationDate
No items to view				

Search Registry

Search the Registry for a specific CNA to verify certification status. From the employees displayed, you can choose to submit a “New Hire” eNAT-7 request. **(Note: This eNAT-7 function can NOT be used for agency CNAs. Those must be reported on a NAT-7SA form.)**

The screenshot shows the Louisiana Registry System interface. At the top left is the State of Louisiana seal. The title "Louisiana Registry System" is centered. On the top right is the Louisiana Department of Health and Hospitals logo. Below the title, the user is logged in as "TESTEMPLYER@XYZ.COM". A navigation menu includes "View Employees", "Search Registry" (highlighted with a red box and arrow), "Add User", "View Users", "Facility", and "Card Print". On the left is an "Announcements" section with an "Unviewed" dropdown. The main "Search" section contains input fields for "Last Name", "First Name", "Date of Birth" (with MONTH, DAY, and YEAR dropdowns), "Social Security Number", and "Certification Number", followed by a "Search" button.

View Users

View all LARS user accounts associated with your facility. These are accounts which were created using the standard LARS registration process or accounts created by the LARS administrator for your facility. To deactivate accounts or request password resets please contact the Nurse Aide Registry at LA.CNA@la.gov.

The screenshot displays the Louisiana Registry System interface. At the top, the Louisiana State seal is on the left, the title 'Louisiana Registry System' is in the center, and the Louisiana Department of Health and Hospitals logo is on the right. Below the header, the user is logged in as 'TESTEMPLYER@XYZ.COM'. A navigation menu includes 'View Employees', 'Search Registry', 'Add User', 'View Users' (highlighted with a red box and arrow), and 'Facility'. A dropdown menu for 'Facility' is currently set to 'Card Print'. On the left, there is an 'Announcements' section with an 'Unviewed' dropdown. The main content area is titled 'Organization Users' and contains a table with the following data:

Name	Title	EmailAddress
Employer, Employer		training@trisine.com
Test, Employer C	Test Card Print	cardprint@trisine.com
Smith, Kay C	DON	testemployer@trisine.com