



State of Louisiana

Department of Health
Health Standards Section

Memorandum

October 1, 2019

To: All Licensed Therapeutic Group Homes

From: LDH-Health Standard Section

SUBJECT: Criminal Background Checks

Pursuant to Act 243 of the 2019 Regular Legislative Session and Louisiana Revised Statute 40:2008.10, and pursuant to the Emergency Rule published by the Louisiana Department of Health (LDH) on September 20, 2019, Therapeutic Group Homes (TGH) licensed by the LDH are required to obtain a criminal background check from the Louisiana Bureau of Criminal Identification and Information (Bureau) to include a simultaneous request of the Federal Bureau of Investigation for like information from other jurisdictions.

TGH providers shall request a check of the Bureau for any of the following:

- any person who owns, operates, or manages a licensed TGH;
- any person who has applied for a license to operate a TGH;
- any person who is employed by, is contracted by, volunteers at, or interns with a TGH;
- any person who has applied to be employed or contracted by a TGH; and
- any person who has applied to volunteer or intern with a TGH.

This shall not apply to contractors and other individuals providing a service at the TGH who are not employees, volunteers, interns, or contracted members of the state of the TGH, including but not limited to plumbers, landscapers, or visiting resources.

This is a link to the TGH Emergency Rule published on September 20, 2019:
http://ldh.la.gov/assets/medicaid/hss/docs/TGH/TGH_ER_09202019.pdf

Please refer to the **attached** Therapeutic Group Homes – Criminal Background Check Process for instructions and the forms that you will be submitting to the Health Standards Section.

Also **attached** are the two forms, LDH Criminal Background Authorization Form and RAP Disclosure Form that will need to be completed in order to obtain the Criminal Background Check from the Bureau.

Reminder: The TGH shall request information from the DCFS as to whether the individual's name is recorded on the state central registry as a perpetrator for a justified finding of abuse or neglect of a child. The TGH provider shall request a check of the State Central Registry from DCFS Child Welfare for all persons referenced above. The cost of this check is \$25 per person.

Each TGH provider shall register using the following link to the DCFS Child Welfare Child Abuse and Neglect Clearance System (CANS): <https://dcfscans.dcf.la.gov/>. Once the TGH provider has registered and is approved then the TGH will be able to use CANS in order to be able to request a check of the State Central Registry from DCFS Child Welfare for all required persons. **For questions concerning CANS**, please email them to the link provided above or you may call 225-219-3461

Please email questions regarding this memo to Dora.Kane@la.gov .

Thank you.

Attachments: Therapeutic Group Homes – Criminal Background Check Process

LDH Criminal Background Authorization Form

RAP Disclosure Form