



State of Louisiana
Louisiana Department of Health
Health Standards Section

Memorandum

May 13, 2021

To: All Licensed Therapeutic Group Homes

From: LDH-Health Standards Section
Dora Kane, RN, Non-Long Term Care Manager

Subject: Criminal History Background Checks/Privacy Statement-Attestation/FORMS

Pursuant to Louisiana Revised Statute 15:587.1.2 and Louisiana Revised Statute 40:2008.10, the Louisiana Department of Health (LDH) is authorized to request 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 for Therapeutic Group Homes (TGH) licensed by LDH. A criminal background check by the Bureau is required 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.

Effective May 14, 2021, an individual applicant that becomes affiliated with a TGH in any of the positions referenced above, shall initiate the criminal background check process using the information on the LDH, Health Standards Section, Therapeutic Group Home's webpage (ldh.la.gov/index.cfm/page/3814). The TGH Privacy Statement and Attestation are to be completed using the link provided on the TGH website page. Using the same link, the applicant should also print and complete the LDH Criminal Background Authorization Form and the Rap Disclosure Form. These two forms, applicable fees, as well as a current, unexpired, and valid picture ID should be brought by the applicant to be fingerprinted.

Please email any questions you may have regarding this memo to HSSFCBC@la.gov.