



State of Louisiana

Department of Health
Health Standards Section

Memorandum

September 13, 2019

To: All Licensed Therapeutic Group Homes

From: LDH-Health Standard Section

SUBJECT: State Central Registry of child abuse and neglect

Pursuant to Act 243 of the 2019 Regular Legislative Session and Louisiana Revised Statute 40:2008.10, Therapeutic Group Homes (TGH) licensed by the Louisiana Department of Health (LDH) are required to obtain a check of the State Central Registry from the Department of Children and Family Services (DCFS), as part of a criminal background check. LDH will be publishing a rule on this new criminal background check process soon. To aide in this process, LDH recommends that TGH providers begin the necessary procedures to obtain a check of the State Central Registry. Please see below for details regarding the State Central Registry Checks.

TGH providers shall request a check of the State Central Registry from DCFS Child Welfare 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;
- 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 member of the state of the TGH, including but not limited to plumbers, landscapers, or visiting resources.

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 email to the link provided above or you may call 225-219-3461

Also attached for your review and guidance are the following items provided by DCFS:

- Power Point for LDH Licensed Therapeutic Group Home Registration
- Uploaded Document Requirements
- Form B
- Form B Instructions

To assist in the implementation of this new process, LDH will contact each TGH provider to provide a broad overview of the process. This will not include specifics or be a training on the DCFS CANS process.

Another memo regarding the full criminal background check process will be forthcoming from LDH in the near future.

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

Thank you.