



**Nurse Aide Registry**

**Louisiana Registry System  
(LARS)**

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**LARS OVERVIEW**

- What is LARS?
- Why LARS?
- What are the benefits?
- Who can use it?

**LARS OVERVIEW**

**What is LARS?**

Louisiana Registry System (LARS) is a Web-based computer system designed to assist nursing facilities with managing work histories and monitoring the certification status of CNAs.

**LARS OVERVIEW**

**Why LARS?**

- Act 357 in the regular State Legislative Session of 2009 was the initial driving factor for creating LARS
- Designed primarily to assist CNAs working in Nursing Facilities to track work history and certification status (Certified/Certified Registered)
- During the design process, DHH and the Nurse Aide Registry included functionality to support features useful to Nursing Facilities

**LARS OVERVIEW**

**Benefits of LARS**

- Data Accuracy
- Efficiency (time savings)
- Faster NAT-7 turnaround
- Cost Savings (no more postage)

**LARS OVERVIEW**

**Who can use LARS?**

- Employers (Currently Limited to Nursing Facilities)
  - Requires LARS Login account
  - Requires an email address
- Certified Nurse Aides (CNAs)
  - Update personal information
  - View certification status
  - View work history

## LARS REGISTRATION

### Requirements

- The first LARS account created for a facility must be a Designated Signing Authority listed with the Registry
  - <http://new.dh.louisiana.gov/assets/medical/hos/docs/NATS/memoRSTFC091010.doc>
- Unique Email address required for each Login Account
- Facility Tax ID
- Nurse Aide Registry Facility Code (Used on NAT-7)

**State of Louisiana**  
Department of Health and Hospitals

DATE: \_\_\_\_\_

TO: Louisiana Nurse Aide Registry  
5847 Supreme Drive  
State Capitol, LA 70822

FROM: Provider Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

REG Request for Facility Code/Designated Signatures

Completion of this form enables the registry to determine whether the above information previously submitted is correct and to be assigned a facility code. This code is to be used on all correspondence submitted to the registry. Signature(s) below indicate I am agree to submit to all correspondence from the Louisiana Nurse Aide Registry and permission to submit to the Nurse Aide Registry. The NAT-7 form will be completed, and mailed to the registry, on all certified nurse aides when they reach a maximum of eight (8) hours and when they are re-assessed (regardless of the reason for re-assessment).

The NAT-7 form must have the original signature of one (1) individual personnel in order to be processed. This form shall be signed and not used by the designated personnel. These rules are not to have access to the form or to be given a copy, under any circumstances. A total of five (5) individuals may be authorized to sign the form. Please have each individual print and sign their name below.

Facility/Program Name \_\_\_\_\_ Provider # \_\_\_\_\_  
 Provider Type \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_

REG-70: Check a list of the actual dates performed by the certified nurse aides employed by this agency of all care a setting home. If you have any questions, please contact the Louisiana Nurse Aide Registry.

Signature of person completing the form \_\_\_\_\_ Date \_\_\_\_\_

## LARS REGISTRATION

### LARS Website

<https://bhsfweb.dh.louisiana.gov/LARS/Views/Public/Login.aspx>

Also available via link on [www.labenfa.com](http://www.labenfa.com) website

**Louisiana Registry System**

**Login**

User Name:

Password:

Login

**Sign Up**

Request Access

Register

**Quick Links:**  
 LARS User Guide for CMAs  
 Nurse Aide Training and Certification Quick Reference Guide

**Louisiana Registry System**

**Sign Up** Back

CNA access ... Register

Employer access ... Register

**Louisiana Registry System**

CAPTCHA Validation

TYPE the code from the image

**Certified Employer Registration** Submit | Back

Title:

Last Name:

First Name:

Middle Name:

Facility Name:

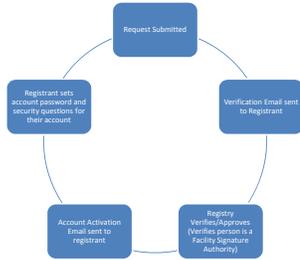
Facility Number:

Tax ID:

Telephone Number:

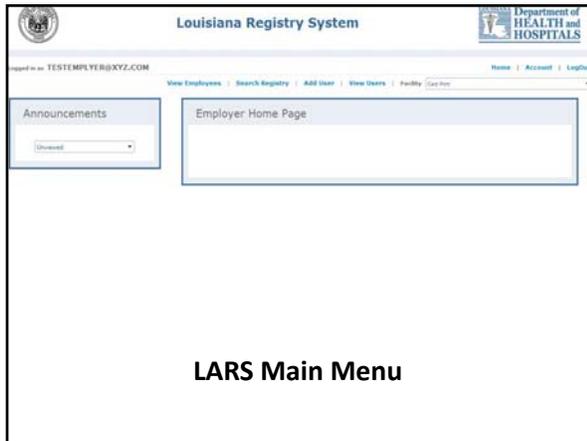
Email Address: [Redacted]

### What Happens to Your Request?



### LARS FEATURES

- Add Additional Accounts for your Facility
- View CNAs currently employed at your facility
- Hire Employees (e-NAT-7 Employment)
- Terminate Employees (e-NAT-7 Termination)
- Manage your account (login, password, email address, security questions)



LARS Main Menu



Add Additional LARS User Accounts For Your Facility



View Current Employees For Your Facility  
Used For eNAT-7 Termination



Search For CNAs  
(Hint: Search using only the Certification Number)



**Used To Submit eNAT-7 Employment Request**

Id#	Cert#	Name	CertStatus
Id#	12345	Jane Doe	Certified
Id#	11111	Betty Smith	Not Certified
Id#	22222	John Doe	Not Certified

## Lagniappe

- Goal to phase out paper NAT-7 by first quarter 2012
- Who to contact with questions or problems
  - Initial contact will always begin with the Nurse Aide Registry at (225) 295-8574.

## Common Questions

- ✓ **What type of computer do I need to access LARS?**
  - PC or MAC capable of running a Web browser with access to the Internet.
  - Web browsers tested include Internet Explorer version 7 and 8, Firefox 3.6, Safari 5.1, Google Chrome 14.0 (Internet Explorer 9 in Compatibility Mode)
- ✓ **Can't locate CNA when performing a search**
  - Try entering **ONLY** the certification number on the search screen.
- ✓ **Can't login to LARS and I think my password is correct**
  - By default your Login Name is your Email address.
- ✓ **I forgot my password**
  - Password resets can be requested via email to [LARS@LABENFA.COM](mailto:LARS@LABENFA.COM)
- ✓ **How long will it take to get my Login Request processed?**
  - Currently the goal is to respond in 1 to 2 business days.
- ✓ **How long to process an eNAT-7?**
  - Currently the goal is to respond in 1 to 2 business days.
- ✓ **How do I know why my eNAT-7 was rejected?**
  - Currently the rejection email only states an eNAT-7 request was rejected. A future enhancement will provide additional information on the rejection.

