

## **LARS Users Guide for Employers (LARS – Louisiana Registration System for CNAs)**

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 the 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 creation of online NAT-7's (eNAT-7) for notification of a new employee being hired or an existing employee being terminated. This online process saves both time and money. It also improves the accuracy of the information in the Nurse Aide Registry system. ***By using the eNAT-7 process within LARS you are no longer required to submit a paper NAT-7 to the Nurse Aide Registry.***

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.

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 (225) 295-8575 or find information on the LABENFA website ([www.labenfa.com](http://www.labenfa.com)).

# How to Establish a LARS Employer Account

1. Enter URL (or Internet address) for LARS in your web browser..  
<https://bhsfweb.dhh.louisiana.gov/LARS/Views/Public/LogIn.aspx>

Or access LARS from the link provided on [www.labenfa.com](http://www.labenfa.com)

**Louisiana Board of Examiners of Nursing Facility Administrators**

5647 Superior Drive  
Baton Rouge, Louisiana 70816-6049

**Administrators**  
Phone (225) 295-8571 (Opt. 1)  
Fax (225) 295-8574

**Nurse Aide Registry**  
Phone (225) 295-8575  
Fax (225) 295-8578

**Direct Service Worker Registry**  
Phone (225) 295-8577  
Fax (225) 295-8578

**Menu**

- [Home Page](#)
- [Nursing Facility Administrators](#)
- [Nurse Aide/Direct Service Worker Registry](#)
- [Louisiana Registry System \(LARS\)](#)
- [LARS User Guide for Employers](#)

**Welcome**

[Nursing Facility Administrators](#)

[Nurse Aide Registry/Direct Service Worker Registry](#)

[Nurse Aide Application for Optional ID Card](#)

[LA DHH - Nurse Aide \(CNA\) Welcome Page \(Regulations, FAQs, Training, Certification & Registration Requirements\)](#)

**Links to Other Sites:**

Louisiana Department of Health & Hospitals  
<http://www.dhh.louisiana.gov>

Louisiana Department of Health & Hospitals Health Standards  
<http://new.dhh.louisiana.gov/index.cfm/page/248/n/24>

National Association of Boards of Examiners of Long Term Care  
<http://nabweb.org>

Louisiana Nursing Home Association  
<http://lnha.org>

Gulf States Association of Homes and Services for the Aging  
[www.gulfstatesahsa.org](http://www.gulfstatesahsa.org)

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 of Louisiana seal. At the top center is the text "Louisiana Registry System". At the top right is the Louisiana Department of Health and Hospitals logo. Below the header are two main sections: "Login" and "Sign Up".

The "Login" section contains two input fields: "User Name:" and "Password:", each followed by a white text box. Below these fields is a blue button labeled "Login".

The "Sign Up" section contains the text "Request Access" and a blue button labeled "Register". The "Register" button is highlighted with a red rounded rectangle, and a red arrow points to it from the left.

Below the "Sign Up" section is a "Quick Links:" section with two links:

- [LARS User Guide for CNAs](#)
- [Nurse Aide Training and Certification Quick Reference Guide](#)

3. Click Employer access..."Register."

 Louisiana Registry System 

**Sign Up** [Back](#)

CNA access ... [Register](#)

Employer access .. [Register](#)

4. Enter the CAPTCHA code in box.
5. Enter Employer Registration information including a unique “email address” and your facilities “Tax ID”. Click “Submit.” **(Note: All fields are required).**

**Louisiana Registry System**

LOUISIANA Department of HEALTH and HOSPITALS

**CAPTCHA Validation**

6N9OM

Type the code from the image

**Certified Employer Registration**

Submit | Back

Title

Last Name

First Name

Middle Name

Facility Name

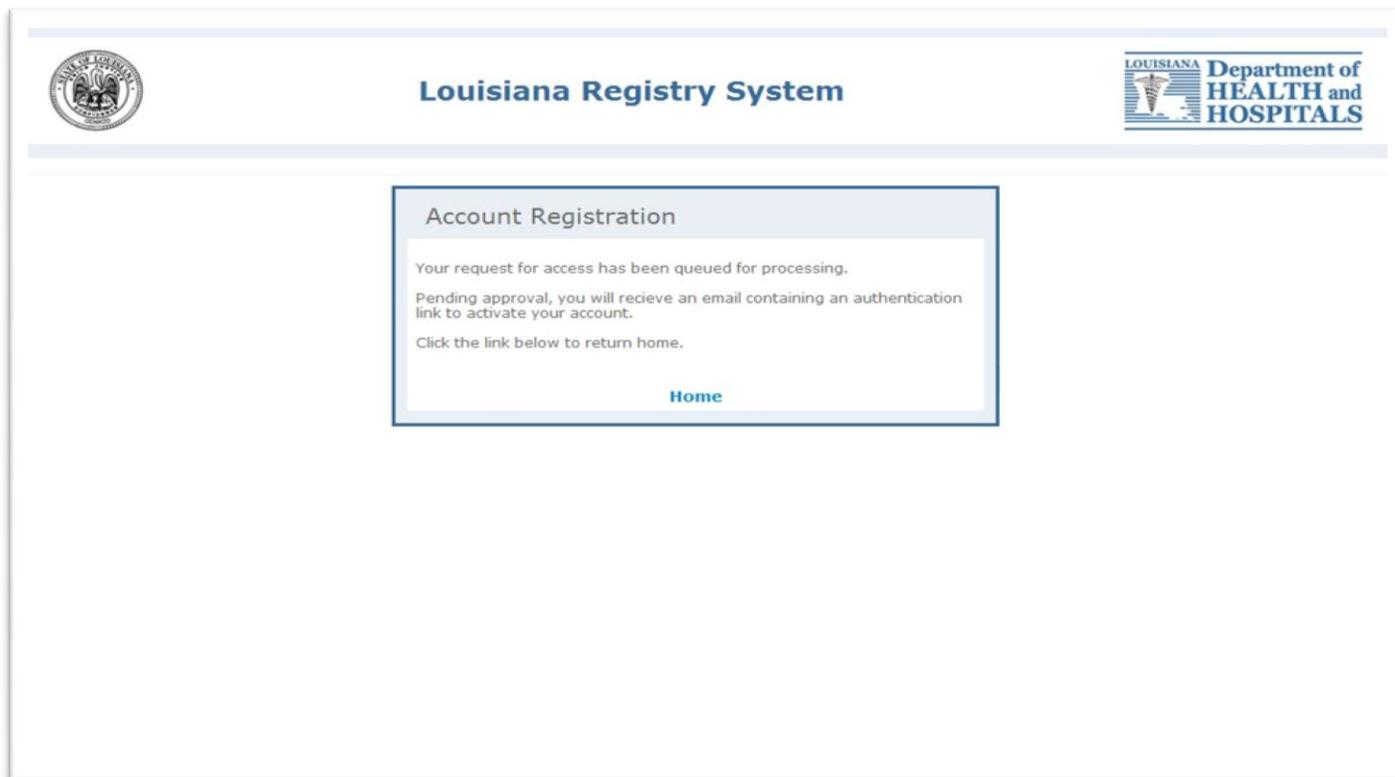
Facility Number

Tax ID

Telephone Number

Email Address

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



7. 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](mailto:LARSNotification@la.gov)>  
Date: Thu, May 12, 2011 8:29 pm  
To: [testemplyer@xyz.com](mailto: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.

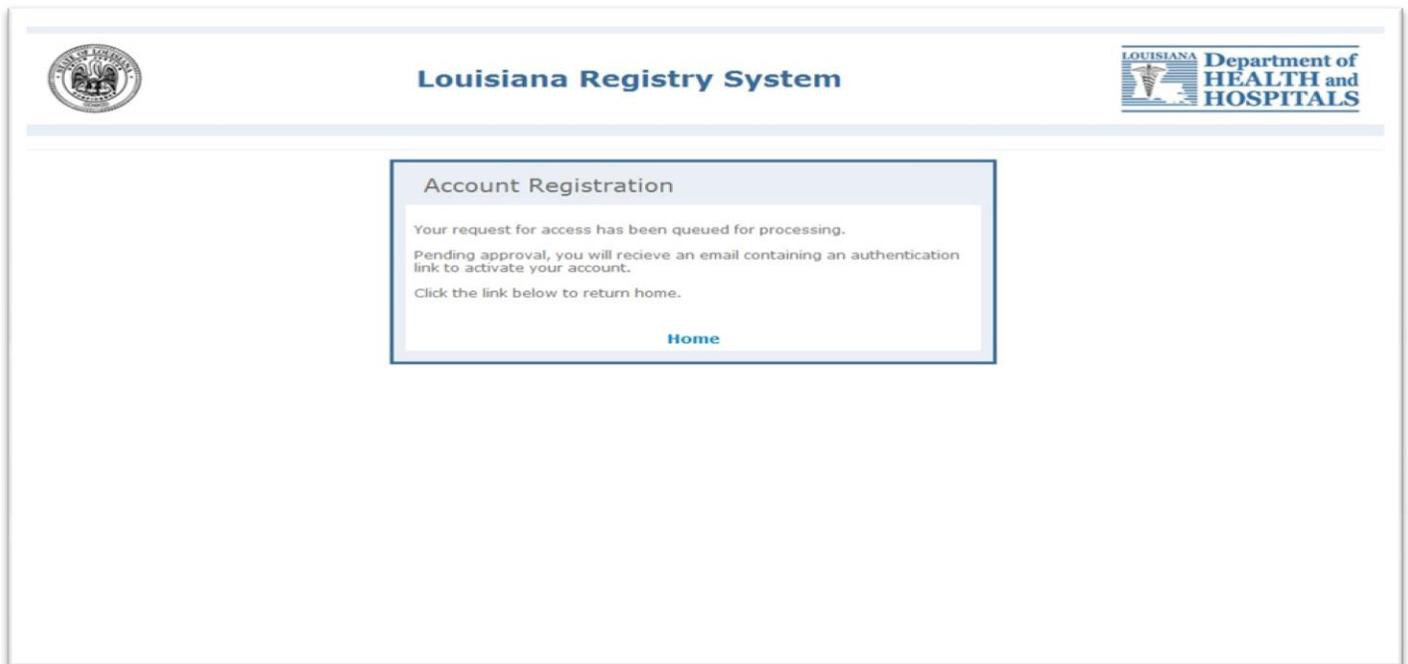
This e-mail may contain Protected Health Information, Individually Identifiable Health Information and other information which is protected by law. The information is intended only for the use of the intended recipient. If you are not the intended recipient, you are hereby notified that any review, disclosure/re-disclosure, 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.

<https://bhsfweb.dhh.louisiana.gov/LARS/Views/Public/Register/EmployerConfirm.aspx?id=ff93ec98765333499a040f329e>

8. Enter your Employer "Tax ID" for validation and click "Submit".

The screenshot shows the 'Louisiana Registry System' interface. At the top left is the Louisiana State seal, and at the top right is the 'Louisiana Department of HEALTH and HOSPITALS' logo. The main content area features a form titled 'Email Confirmation: Employer'. Inside this form, there is a text input field labeled 'Enter your TaxID' with a red arrow pointing to it. 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 day.



10. After 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](mailto:LARSNotification@la.gov)>  
Date: Thu, May 12, 2011 8:40 pm  
To: [testemplyer@xyz.com](mailto: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.

<https://bhsfweb.dhh.louisiana.gov/LARS/Views/Public/Activate/Employer.aspx?id=ff93ec91dbd54sdrhl40f329e>

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

LOUISIANA Department of HEALTH and HOSPITALS

Account Activation: Employer

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

This is attempt 1 of 3

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

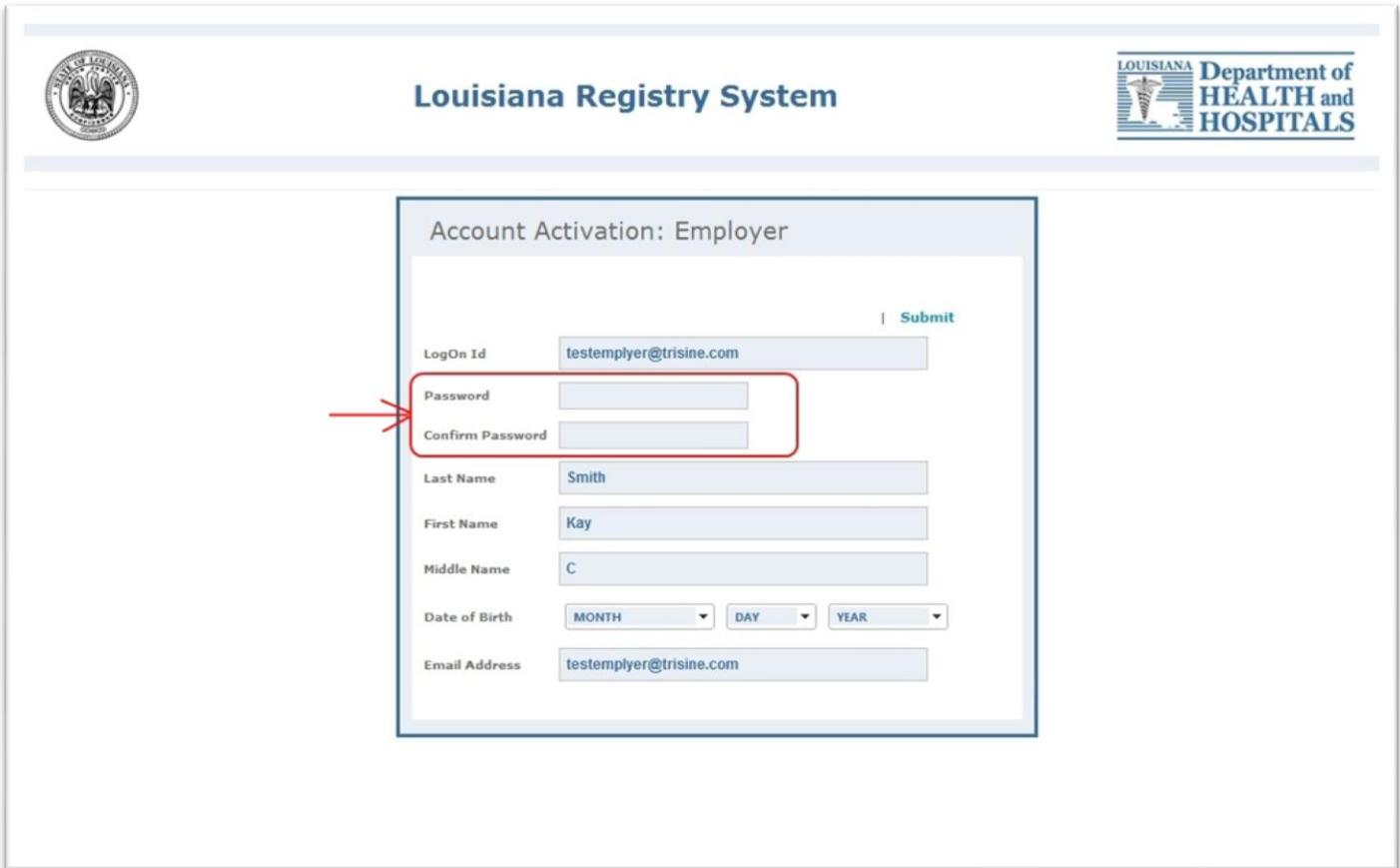
LOUISIANA Department of HEALTH and HOSPITALS

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.

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



**Louisiana Registry System**

Department of HEALTH and HOSPITALS

### Account Activation: Employer

LogOn Id: testemployer@trisine.com | [Submit](#)

Password:

Confirm Password:

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".

LOUISIANA Department of HEALTH and HOSPITALS

### Account Activation: Employer

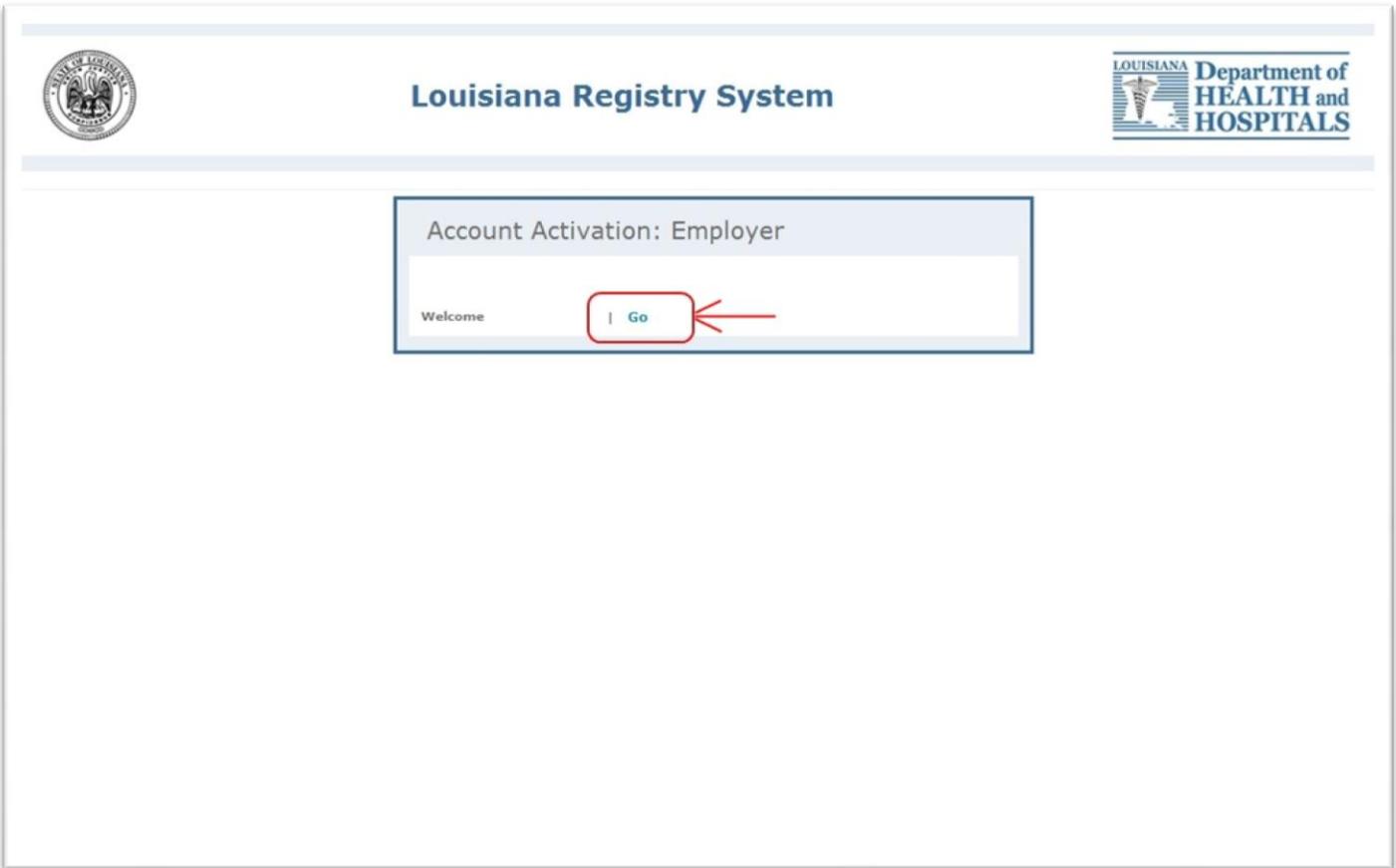
[Save](#)

Question: What is your mothers maiden name?

Question: What is your high-school mascot?

Question: What is your favorite movie?

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



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 at the top. On the top right is the Louisiana Department of Health and Hospitals logo. The main content area is titled "Account Activation: Employer". Below this title, there is a "Welcome" message and a "Go" button. A red box highlights the "Go" button, and a red arrow points to it from the right.

16. You will be directed to the LARS homepage.

 **Louisiana Registry System** 

Logged in as **TESTEMPLYER@XYZ.COM** [Home](#) | [Account](#) | [LogOut](#)

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

### Announcements

Unviewed

### Employer Home Page

## Creating LARS Accounts for Additional Administrative Staff for a Facility

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

The screenshot shows 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 title is "Louisiana Registry System". Below the title, it says "Logged in as TESTEMPLYER@XYZ.COM". A navigation menu includes "View Employees", "Search Registry", "Add User" (highlighted with a red box and an arrow), "View Users", "Facility", and "Card Print". On the right, there are links for "Home", "Account", and "LogOut".

On the left side, there is an "Announcements" section with a dropdown menu showing "Unviewed".

The main content area is titled "Organization Users: Add" and contains a "Save" button and several input fields:

- Email Address
- Title
- Last Name
- First Name
- Middle Name

2. Enter authorized personnel information. Click “Save.” **(Note: You will need to create accounts for personnel listed on the “Designated Signature Form” which your facility has submitted to the Registry. Only personnel with a LARS account and who the Registry has listed as a “Designated Signee” for your facility can be used to 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 new user must access the email sent from LARS and click the link at the bottom of the email to complete the process of activating 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. **(Note: This eNAT-7 function can be used in place of the paper NAT-7 termination request)**

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 heading is "Louisiana Registry System". Below this, the user is logged in as "TESTEMPLYER@XYZ.COM". A navigation menu includes "View Employees", "Search Registry", "Add User", "View Users", "Facility", and "Card Print". The "View Employees" link is highlighted with a red arrow. On the left, there is an "Announcements" section with a dropdown menu showing "Unviewed". On the right, there is a section titled "Aides employed by your organization" containing a table with columns: Name, CertStatus, CertificationNumber, EmploymentDate, and TerminationDate. The table currently shows "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 be used in replace of the paper NAT-7 new hire notification form)**

The screenshot displays the Louisiana Registry System web interface. At the top left is the state seal of Louisiana. The title "Louisiana Registry System" is centered, and the "Louisiana Department of HEALTH and HOSPITALS" logo is on the right. Below the header, the user is logged in as "TESTEMPLOYER@XYZ.COM". A navigation menu includes "View Employees", "Search Registry" (highlighted with a red box and a red arrow), "Add User", "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 "Search" and contains the following fields: "Last Name" (text input), "First Name" (text input), "Date of Birth" (with dropdowns for MONTH, DAY, and YEAR), "Social Security Number" (text input), and "Certification Number" (text input). A "Search" button is located below the Certification Number field.

## 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.



The screenshot displays 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 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", and "View Users" (which is highlighted with a red box and a red arrow). To the right of the navigation menu is a "Facility" dropdown menu currently set to "Card Print".

On the left side, there is an "Announcements" section with a dropdown menu showing "Unviewed".

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	testempler@trisine.com