



COMMISSIONER
Adelaide Horn

February 9, 2009

To: Intermediate Care Facility for Persons with Mental Retardation Providers

Subject: Information Letter No. 09-22
Client Abuse and Neglect Reporting System (CANRS)

The purpose of this letter is to inform non-state operated Intermediate Care Facilities for Persons with Mental Retardation (ICFs/MR) providers of the availability of CANRS. The Texas Department of Aging and Disability Services (DADS) is making CANRS available so that more comprehensive pre-employment screenings of applicants and screenings of current employees can be conducted to determine any confirmed allegations of abuse, neglect or exploitation against the person while employed at State Schools, State Hospitals, and State Centers in Texas.

The provider or designee for each component must enter the social security number of the applicant/employee into the CANRS screen. A message appears (a) at the bottom of the screen stating that there are no records found or (b) a screen appears showing the person's history of confirmed allegations of abuse, neglect, or exploitation while employed at state facilities.

CANRS Access Request Form IS010, a security agreement for users, must be completed prior to accessing the CANRS database; leave the section for "HHSAC Employee ID" blank. This form is available at: http://hhscx.hhsc.state.tx.us/eit/security/is_forms/is010.pdf. Each provider completes a form for each component and may designate one employee per form/component. When completing the form be sure to select the following functions in the section titled "Authorized Functions": C-1, 1 and 6. Send completed forms to: Fax 512-438-4302 or mail to:

Pam Carley
Texas Department of Aging and Disability Services
MC: E249
P.O. Box 149030
Austin, Texas 78714-9030

If you have questions about this letter, please contact Pam Carley at 512-438-4694 or via email at pamela.carley@dads.state.tx.us.

Sincerely,

[signature on file]

Tommy Ford, Director
Institutional Services Section
Provider Services