



COMMISSIONER
Adelaide Horn

November 18, 2008

To: Home and Community-based Services (HCS) Providers and
Texas Home Living (TxHmL) providers

Subject: Information Letter No. 08-167
Client Abuse and Neglect Reporting System (CANRS)

The purpose of this letter is to inform HCS and TxHmL providers of the availability of CANRS. The Texas Department of Aging and Disability Services (DADS) is making CANRS available to HCS and TxHmL providers to allow providers to conduct pre-employment screenings of employees in order to find confirmed allegations of abuse, neglect and exploitation while employed at State Schools, State Hospitals, and State Centers. Providers will be able to enter the social security number of a potential employee into the CANRS screen. A message will appear at the bottom of the screen stating that there is no record found or a screen will appear that shows an employee's history of abuse, neglect, or exploitation.

In order to use this database, each provider must first complete the CANRS Access Request Form IS010. This is a security agreement required for users of this database and can be found at: http://hscx.hsc.state.tx.us/eit/security/is_forms/is010.pdf.

Each provider should designate one employee to complete this form. When completing the form this employee should select the following functions in the section titled "Authorized Functions": C-1, 1 and 6. Once the form is complete please return to:

Pam Carley
MC: E249
P.O. Box 149030-78714
Austin, Texas 78751

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]

Michelle Dionne-Vahalik
Director
Community Services

MDV:ss