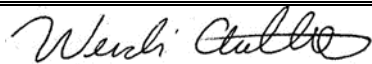


NH Department of Health & Human Services (DHHS)
Division of Long Term Supports and Services
Bureau of Elderly and Adult Services (BEAS)

105 Pleasant St.
Concord, NH 03301

STATE OF NEW HAMPSHIRE BEAS GENERAL MEMORANDUM (GM)	
DATE:	3/30/2023
TO:	BEAS Staff, DLTSS Division Director, BEAS Providers, CFI Case Managers, Nursing Facility Providers, Hospitals, Area Agencies, BDS Staff, Bureau of Family Centered Supports Staff, Bureau of Mental Health Services, Glencliff Home, NH Hospital, CMHC's, APS Nationwide Agency Listing, Christine Alexander
FROM:	Wendi Aultman, Bureau Chief, Elderly & Adult Services
SIGNATURE:	
SUBJECT:	BEAS State Registry Update
GM NUMBER:	23-14
EFFECTIVE DATE:	03/27/2023
REGULATORY GUIDANCE:	This memo is a communication tool circulated for informational purposes only. The goal is to provide information and guidance to the individuals to whom it is addressed. The contents of this memo and the information conveyed are subject to change. This communication is not intended to take the place of or alter written law, regulations or rule.

MEMORANDUM SUMMARY
<p>The purpose of this memorandum is to:</p> <ul style="list-style-type: none"> • Inform stakeholders of the changes and updates to the BEAS State Registry submission and review process.

Effective July 1, 2007, the New Hampshire Statute RSA 161-F:49 requires that all employers of programs that are licensed, certified, or funded by the NH Department of Health and Human Services to provide services, submit the name of prospective employees, contractors, consultants or volunteers who may have client contact for review against the registry of founded reports of abuse, neglect, and exploitation of vulnerable adults.

Effective March 27, 2023, this submission is completed via the BEAS online DocuSign Registry consent form by all parties involved.

The employer will initiate the form online by entering the prospective employee's, consultant's, contractor's or volunteer's email address. They will receive an email to complete their portion of the registry form and then the

form will automatically be sent back to BEAS for review. Once BEAS has completed their review, both the employer and prospective employee, consultant, contractor or volunteer will receive a copy of the results.

The DocuSign form, detailed instructions for the employer and detailed instructions for the prospective employee, consultant, contractor or volunteer can be found at <https://www.dhhs.nh.gov/programs-services/adult-aging-care/elderly-adult-services-state-registry>

Any individual with a barrier to completing the registry review via DocuSign can receive technical assistance from the BEAS State Registry Team. Please contact the team via phone at (800) 852-3345 ext. 8154 or (603) 271-8154, or send a request via email to BEASStateRegistry@dhhs.nh.gov

Any questions about the State Registry or this new process should also be directed to the BEAS State Registry Team by telephone (800) 852-3345, extension 8154 or (603) 271-8154, or via e-mail at BEASStateRegistry@dhhs.nh.gov.