



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*Aging and Long-Term Support Administration*  
*PO Box 45600, Olympia, WA 98504-5600*

October 8, 2015

**AL TSA: ALF #2015-020**  
**NEW BACKGROUND CHECK RESULTS LETTERS**

Dear Assisted Living Facility Administrator:

Background check result letters have historically been confusing for staff, providers, agencies, stakeholders, and residents. The Background Check Advisory Group (representatives from across divisions and administrations of DSHS), along with residents and provider legal advocates and other legal advisors developed new background check result letters which are clear, simple, and easy to understand.

Effective October 13, 2015, you will begin receiving new result letters from the Background Check Central Unit (BCCU) for all new Background Check Authorization submissions. The new letters are titled *Notification of Background Check Results*. There is no change in policy around background checks except as they relate to the *Notification of Additional Information Needed* letter.

If you receive a Notification of Additional Information letter, immediately implement the following policy changes:

**For the Initial name and date of birth check:** The background check is not complete and the applicant/employee is not qualified to work unsupervised until s/he gives BCCU additional information and you receive a non-disqualifying result from BCCU.

**Fingerprint check:** If you receive a non-disqualifying result from the name and date of birth check and the applicant/employee has been provisionally hired, then s/he may continue to work for up to 120 days while s/he provider additional information to BCCU. If a non-disqualifying result is not received from BCCU by the 120th day, the applicant/employee is not allowed to continue to work in the facility.

Should you have questions about these letters, please contact the BCCU by email at [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov) or by calling (360) 902-0299.

Sincerely,

Candace Goehring, Director  
Residential Care Services

*"Transforming Lives"*

Enclosure

<b>Current Letter Language</b>	<b>New Letter Language</b>	<b>Intent of the Letter</b>
<p><b>No Record</b> or criminal convictions, pending charges or negative actions</p>	<p><b>NO RECORD</b></p>	<p>This means the applicant has no record</p>
<p><b>AB Letter</b>  A. A criminal conviction or pending criminal charge OR  B. A negative action</p>	<p><b>REVIEW REQUIRED</b></p>	<p>This means the applicant has a record but that the information reported is NOT automatically disqualifying</p>
<p><b>ABC Letter</b>  A. A criminal conviction or pending charge that is on the Department Secretary's List of Crimes and Negative Actions; OR  B. A negative action that is on the Department Secretary's List of Crimes and Negative Actions; OR  C. Has an unknown conviction, pending charge or other action that requires more information from the Applicant.</p>	<p>This will now be two separate letters:</p> <p><b>DISQUALIFY</b></p> <p><b>ADDITIONAL INFORMATION NEEDED</b></p>	<p>This means that the applicant has an automatically disqualifying conviction, pending charge, or negative action</p> <p>This means more information is required for BCCU to make a decision.</p>