



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

October 11, 2019

AL TSA: CCRSS #2019-007
AUTHORIZED USE OF THE BACKGROUND CHECK SYSTEM (BCS)

Dear Certified Community Residential Services and Supports Provider:

In June of 2018, the Background Check Central Unit (BCCU) implemented an on-line Background Check System (BCS) for providers to submit and receive background checks. Each authorized entity (service provider/licensee) must register a Primary Account Administrator (PAA) who will manage the user roles on the account. As a provider, you have permission from the department to submit and receive background checks through BCCU for those people required to have a background check under chapter 388-101 and 388-101D WAC.

As a reminder:

- The use of BCS by Certified Community Residential Services and Supports providers is limited to completing the background check requirements of chapter 388-101 and 388-101D. See WAC 388-101 and 388-101D for details on who must have a background check.
- Any other use is prohibited. Examples of unauthorized use of the BCS include:
 - Using the account to run a check on a friend or family member.
 - Giving login info to a third party to conduct checks on their behalf.
 - Using the account to run a background check on a business associate or for employment not related to the CCRSS application, certification, or renewals.
- As noted in the terms of use for accessing the BCS:
 - Unauthorized use of the BCS may result in enforcement.
 - Unauthorized use of the BCS may violate state and federal law and could result in civil or criminal liability.

Thank you for your continued commitment to resident health and safety.

If you have any questions, please contact Antonietta Lettieri-Parkin, Policy Program Manager, at (509) 227-2474 or Antonietta.lettieri-parkin@dshs.wa.gov.

Sincerely,

Candace Goehring, Director
Residential Care Services

DSHS: "Transforming Lives"