



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

Aging and Long-Term Support Administration
PO Box 45600, Olympia, Washington 98504-5600

January 17, 2020

Amended February 28, 2020

ALTSA: ESF #2020-001
BACKGROUND CHECK COPIES FROM BCCU

Dear Enhanced Services Facility Provider:

UPDATE: This letter is amended for consistency with the rules currently in effect.

In accordance with chapter 388-107 Washington Administrative Code (WAC), all long-term care workers hired on or after January 7, 2012 require national fingerprint based background checks. Applicants/provider staff can request a copy of their national fingerprint background check from BCCU if they had one completed after January 7, 2012. Certain settings can share background check information under certain conditions; ESF statutes do not allow for background check information sharing.

Applicants (employees) can request a copy of their background check information from BCCU utilizing DSHS form 27-110. When an applicant requests a copy of their previously completed Washington name and date of birth background check or their national fingerprint background check from BCCU, BCCU places a stamp on the background check that states "Not An Original Copy." This practice is related to BCCU's compliance with federal standards and are legitimate copies of previously completed background checks. BCCU will also send a date stamped copy of the applicant's request form (DSHS 27-110) with the accompanying background check information.

Although the applicant can request a copy of their background check from BCCU and bring it to the provider, the provider may only use the background check as informational. Because the statutes do not allow ESF providers to share background check information the provider may not use the information shared by the employee to meet regulatory requirements for completion of a background check. Before the ESF employs directly or by contract, an administrator, staff person or caregiver, or accepts any volunteer or student, the home must require the person to complete a new DSHS background authorization form and submit it to the department's background check central unit.

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

If you have any questions, please contact Antonietta Lettieri-Parkin, Policy Program Manager, at (509) 363-3549 or antonietta.lettieri-parkin@dshs.wa.gov.

Sincerely,

A handwritten signature in black ink that reads "Candace Goehring".

Candace Goehring, Director
Residential Care Services

DSHS: "Transforming Lives"