



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

July 7, 2017

**ALTSA: ALF #2017-010**  
**ALTSA: ICF/IID #2017-008**  
**BACKGROUND CHECK SYSTEM PROJECT**

Dear Assisted Living Facility Administrator:  
Dear ICF/IID (licensed as ALF) Administrator:

The Washington State Department of Social and Health Services (DSHS), Background Check Central Unit (BCCU), processes over 330,000 background checks annually. BCCU staff currently conduct background checks using a system that requires data entry, manual input of analysis, and the printing and mailing or faxing of results back to the requesting entity. The system is dated and no longer meets the business needs of today.

We are excited to announce that BCCU will be getting a new system in Spring 2018 which will automate much of the process and streamline all background check procedures. The new system will provide the Department and its customers with an easy-to-use automated on-line (web-based) system for submitting background check requests, and receiving results.

The new Background Check System (BCS) will provide BCCU staff with the capability to quickly and efficiently process background checks required of prospective employees, facility licensees, contractors, and others having unsupervised contact with vulnerable individuals as defined by federal and Washington State law.

The new BCS system will allow authorized program staff and licensed providers to efficiently submit background checks to BCCU and to receive background check results using a secure internet connection. Over 75% of these checks will be returned in one business day or less.

To prepare for the new background check system, the Department will be sending out further communication and instructions on how to "pre-register" for the new system. Here are some ways to stay informed about the project;

- To receive up-to-date information about the BCS project, visit the project website at <https://www.dshs.wa.gov/fsa/background-check-central-unit/background-check-system-project>
- Join BCCU Listserv: <https://www.dshs.wa.gov/fsa/background-check-central-unit/bccu-listserv>

For any questions, comments, and concerns regarding the new Background Check System, please email: [BCSProjectInformation@dshs.wa.gov](mailto:BCSProjectInformation@dshs.wa.gov)

Sincerely,

  
Candace Goehring, Director  
Residential Care Services

"Transforming Lives"