



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

October 12, 2018

ALTSA: ALF #2018-023
ALTSA: ICF/IID #2018-014

BACKGROUND CHECK CITATIONS AND PROCESSING DELAYS

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

Residential Care Services (RCS) understands how the Background Check processing delays are impacting your ability to provide services to vulnerable populations and comply with background rules and regulations.

The department recently released information encouraging you to request priority processing from the Background Check Central Unit (BCCU) when experiencing a staffing crisis (inability to hire new staff critical to the operation of the ALF/ICF/IID) or if a current background check will be expiring imminently and the new background check has been requested but not received.

We recognize that providers have had little control over the timeliness of the response to their background check requests since the implementation of the new system on 6/26/18. Therefore, we would like to announce the following updates from RCS:

RCS will suspend background check citations under the following circumstances:

Providers who have submitted a background check renewal on themselves or one of their employees **prior to the expiration** of the previous background check will not be issued a background check citation, if:

- The background check has expired; and
- A new background check result letter was not received.

Providers will need to have supporting documentation that the background check was submitted to the Background Check System (BCS) prior to the background check renewal expiration.

Reminders:

Please plan ahead and allow plenty of time for processing renewals. Do not wait until just before the expiration of a current background check before submitting a renewal request.

To receive information regarding BCS and background check process updates, please join the [BCCU Listserv](#) or [visit the BCCU website](#).

Thank you for your continued patience.

Sincerely,

Candace Goehring, Director
Residential Care Services

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