**STATE OF WASHINGTON**



**DEPARTMENT OF SOCIAL AND HEALTH SERVICES**

***Aging and Long-Term Support Administration***

***PO Box 45600, Olympia, Washington 98504-5600***

December 20, 2024

**AMENDED FEBRUARY 6, 2025**

**ALTSA:** **AFH #2024-052**

**ALF #2024-044**

**ESF #2024-041**

**NH #2024-061**

**CCRSS #2024-037**

**ICF/IID #2024-028**

**CHARACTER, COMPETENCY, AND SUITABLITY REVIEWS**

Dear Administrator or Provider:

The Department of Social and Health Services (DSHS) is providing guidance for when a Character, Competency, and Suitability (CCS) Assessment is required following a Background Check Inquiry and/or a Fingerprint Check.

When a new staff person is hired by a Long-term Care (LTC) provider, a Washington State Name and Date of Birth (WNDOB) Background Inquiry (BGI) is required. For facilities and/or homes who are required to complete a National Fingerprint Background (FP) check on newly hired staff person such as, an administrator, resident manager, or caregiver, the provider or administrator may hire the staff person provisionally while waiting for the results of the FP check provided that:

* The BGI does not reflect any criminal conviction(s) or pending charge(s) that would be disqualifying per [Chapter 388-113 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-113); or
* The BGI reflects no record; or
* The BGI reflects criminal conviction(s) or pending charge(s) that are not considered disqualifying per [Chapter 388-113 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-113); and
  + The provider completes a CCS Assessment to determine if access to minors or vulnerable adults is appropriate.

This Dear Provider Letter is intended to clarify when a CCS assessment is required. When a BGI reflects a criminal conviction(s) or pending charge(s), not considered disqualifying and the newly hired staff person does not require a FP check the provider or administrator may hire the individual and complete a CCS assessment.

For those facilities and homes with newly hired staff that require a FP check a provider may employ the individual for up to 120 days pending the results of the FP. The provider must complete a CCS assessment based on the BGI prior to the staff person working unsupervised with minors or vulnerable adults while awaiting the FP results.

Once FP results are received for a staff person, such as an administrator or caregiver, an additional CCS assessment is only required when the FP results indicate additional, non-disqualifying criminal conviction(s) or pending charge(s) that were not reflected in the WNDOB.

Related References:

[Chapter 388-113 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-113)

[388-76-10125 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-76-10125)

[388-76-10166 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-76-10166)

[388-76-10181 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-76-10181)

[388-78A-24701 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-78A-24701)

[388-78A-3170 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-78A-3170)

[388-78A-2468 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-78A-2468)

[388-97-1790 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-97-1790)

[388-107-1300 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-107-1300)

[388-107-1432 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-107-1432)

[388-101-3080 WAC](https://app.leg.wa.gov/WAC/default.aspx?cite=388-101-3080)

Related Attachments:



Thank you for your continued commitment to resident health and safety. If you have any questions, please contact [rcspolicy@dshs.wa.gov](mailto:rcspolicy@dshs.wa.gov).

Sincerely,



Amy Abbott, Director

Residential Care Services

DSHS: *“Partnering with People”*