



THE BCCU BUZZ

BCS quarterly news & updates

July 2023

The Background Check Central Unit (BCCU)

Office hours 8 a.m.- 4:30 p.m., Monday through Friday (except holidays)

- **Email** – bccuinquiry@dshs.wa.gov
Please allow 1-2 business days for a response.
- **Phone** – 360-902-0299
Phone support is available 9-11 a.m. Monday through Friday (there are exceptions depending on availability)
- **Website & Newsletter Archive** –
<https://www.dshs.wa.gov/ffa/background-check-central-unit>
Our website contains a lot of helpful information for customers including [FAQs](#) and [Turnaround Times](#).



Happy summer days! Welcome to July's newsletter.

To receive the newsletter, please join our Listserv. Information on our Listserv and how to join can be found [here](#).

HAPPY BIRTHDAY BCS!



Last month marked five years since BCS went live. As we celebrate this milestone, we would like to thank you for your continued partnership. We appreciate all of you and the work you do.

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Background Check System

Understanding Background Check Statuses

▼Status ⓘ	↕Date Created	↕Check Type
Pending	06/08/2023	NDOB
Pending	05/10/2023	FP
Pending	11/23/2022	FP
Pending	06/09/2023	FP

Pending

BCCU has received the inquiry and it is pending in the BCCU queue to be processed, or the inquiry is actively being processed/researched by BCCU.

▲Status ⓘ	↕Date Created	↕Check Type
Pending FP Results	05/25/2023	FP
Pending FP Results	05/17/2023	FP
Pending FP Results	03/10/2023	FP
Pending FP Results	04/01/2023	FP

Pending FP Results

Applicant has been fingerprinted. BCCU is waiting on WSP or the FBI to process fingerprints and provide a result.

▲Status ⓘ	↕Date Created	↕Check Type
Interim FP Finished	06/09/2023	FP
Interim FP Finished	06/09/2023	FP
Interim FP Finished	06/09/2023	FP
Interim FP Finished	06/09/2023	FP

Interim FP Finished

An Interim Name and Date of Birth result has been issued. Entity is required to make a fingerprint check continue/withdraw decision in order to proceed with the request.



Hover your mouse over the (?) in the status column in BCS to see a list of definitions.

↕Last Name	↕First Name	↕Date of Birth	↕Inquiry ID	↕Status ⓘ	↕Date Created	↕Check Type	↕User Name	Archive
								<input type="checkbox"/>



What is the Turnaround Time?

The turnaround time of a background check depends on:

- ❖ The volume of checks received.
- ❖ The amount of research required for that inquiry.
- ❖ The number of staff available to process.

If the applicant has an out of state crime, BCCU requests a review to determine if the out of state crime is equivalent to a Washington State crime and verifies if that crime is on the [Disqualifying List of Crimes and Negative Actions](#). The amount of research involved, number of equivalencies, and staff available will determine how quickly an equivalency can be completed.

For background checks in **"Pending FP Results"** status, BCCU is waiting on WSP or the FBI to process the fingerprints and provide a result. BCCU does not have control over these turnaround times. Their turnaround times vary due to the volume of fingerprints being processed. Please do not submit multiple background checks as this will not speed up this process.

Please refer to our [Turnaround Times](#) link in BCS to get an estimate of when you will receive background check results for anything in **"Pending"** status. Turnaround times are updated daily.

Search Applications

First Name Applicant First Name	<input checked="" type="checkbox"/> Not Submitted	<input checked="" type="checkbox"/> In Progress	<input type="checkbox"/> Archived
Last Name Applicant Last Name	<input checked="" type="checkbox"/> Finished	<input checked="" type="checkbox"/> Needs Action	<input checked="" type="checkbox"/> Expired
Inquiry ID Inquiry Id	Date Created From MM/DD/YYYY	Date Created To MM/DD/YYYY	

Show My Inquiries

[Estimated Turnaround Times](#)



On average, more than 80% of background checks go through the Background Check System Quick Return process with little or no BCCU staff intervention giving requesting entities background check results same day. The other 20% of background checks require a manual review by BCCU staff.



Policy Questions

If you have questions regarding what type of background check to submit, what your renewal schedule is, how to do a Character, Competency, or Suitability Review, or what documentation your licensor requires you to keep on file, then you'll need to reach out to your Program Policy Contact. BCCU runs background checks for all of DSHS and doesn't know all of the program policies and procedures. Your Program Policy Contact will have the information that you need.

If you do not know who your Program Policy Contact is, then please contact us at bccuinquiry@dshs.wa.gov and we will be happy to locate their contact information for you.

BCS News

that you don't want to miss!



Fingerprint Sharing

Some accounts were included in groups that were allowed to use previous fingerprint results if they were conducted for the same reason/purpose and were within the last three (3) years. Moving forward, BCS will no longer present this option as this will no longer be permitted. Please reach out to your Program Policy Contact with any questions.



NEW FEATURES

[Additional fingerprint scheduling information is now available in BCS.](#)

1. **Canceled** fingerprint appointments. When an appointment is canceled, BCS will now display this information.

Results

Interim FP [No Record](#)

Interim FP Decision

The decision was made to continue with the fingerprint check.
Print the Fingerprint Appointment Form Packet and give it in its entirety to the applicant.

[Print Appointment Form Packet](#)

It is your responsibility to provide a copy of the Fingerprint Appointment form and the Fingerprint-Based Background Check Notice to the applicant. You are required by federal law to provide the Fingerprint-Based Background Check Notice which includes the FBI Privacy Statement.

Fingerprint Scheduling

Date	Time	Status	Notes
6/30/2023	15:00 pm	Appt. Scheduled	OCA: 6232859 Appointment 2540 Cascades Pass Blvd (Olding Rd), Bremerton WA
6/30/2023	15:00 pm	Appt. Cancelled	OCA: 6232859 Appointment Cancelled 2540 Cascades Pass Blvd (Olding Rd), Bremerton WA

2. **No show** fingerprint appointments. No show status will appear for individuals who did not show up to their appointment or any applicants who may have shown for the appointment but did not have the proper ID or the ID does not match the applicant information.

Results

Interim FP [No Record](#)

Interim FP Decision

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It is your responsibility to provide a copy of the Fingerprint Appointment form and the Fingerprint-Based Background Check Notice to the applicant. You are required by federal law to provide the Fingerprint-Based Background Check Notice which includes the FBI Privacy Statement.

Fingerprint Scheduling

Date	Time	Status	Notes
6/28/2023	9:00 am	Appt. Scheduled	OCA: 6232908 Appointment 530 SW Everett Mall Way Ste 105, Everett WA
6/27/2023	13:00 pm	Appt. Scheduled	OCA: 6232908 Appointment 1014 Kresky Ave Ste 2, Centralia WA
6/27/2023	13:00 pm	Appt. No Show	OCA: 6232908 Appointment No Show 1014 Kresky Ave Ste 2, Centralia WA

[Fingerprint Reject](#)

3. All cancelations, no shows and scheduled appointments moving forward will also include the fingerprint site address details.

- ❖ In addition, customers will no longer have to wait to schedule an appointment once the entity elects to proceed with the fingerprint. Customers should be able to schedule as soon as the continue decision is made in BCS. Our [BCS Entity User Guide](#) has been updated with these changes.



Did you Know?

Private Home Care Agencies only allow for one fingerprint background check per employee, per account number. Any subsequent checks that are submitted will not be processed by BCCU and will show up as "withdrawn" on the entity side.





Internal Primary Account Administrators - Exciting News!

Exciting news for all our **DSHS** internal Primary Account Administrators! You are now able to manage your own users. Need to add or delete a user? Need to update a user's information or add a new role. Now you can!

You no longer need to send these requests to BCCU. For instructions, please refer to our updated Entity Admin User Guide.

[Entity Admin User
Guide](#)



Changing a Primary Account Administrator

External contracted/authorized service providers who submit background checks to BCCU are required to complete the DSHS Background Check System (BCS) Access Request form to request access for any (new) Primary Account Administrators (PAA). PAAs are encouraged to assign a new PAA in BCS before leaving their position. [BCS Access Request Form](#)



BCCU Employee Spotlight

Name: Theresa Pillar

Position: Administrative Assistant

Length of Employment: 8 months

Favorite Part of Job: I enjoy onboarding the most because I get to meet new team members in person and help them get set up for their work at the BCCU. New team members are always so excited about their new job, and it is nice to be part of that.

Hobbies: I have so many hobbies. To name a few: I spend a lot of time with my rat terrier/boxer mix, Santa. I love to read science fiction, swim, write, and hang out with family and friends. I also pound on the piano and sing around the house.





Important DEI (Diversity, Equity, and Inclusion) Calendar Dates

August 2023

August Observances:

- National Civility Month

August 7 – Purple Heart Day

August 9 – International Day of the World's Indigenous People

August 13 – Left-Handers Day

August 15 – Feast of the Assumption: This Roman Catholic feast day marks the entry of the mother Mary into Heaven (body and soul)

August 19 – World Humanitarian Day

August 21 – Senior Citizens Day

August 22 – American Business Women's Day

August 26 – Women's Equality Day: This day marks the anniversary of women gaining the right to vote in the year 1920

August 31 – Ganesh Chaturthi: This Hindu festival celebrates Lord Ganesha's birth