



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

September 29, 2015

AL TSA: AFH #2015-022  
CHARACTER, COMPETENCY, AND SUITABILITY (CCS) DETERMINATION FORM

Dear Adult Family Home Provider and Interested Parties:

**A letter sent to you dated July 23, 2015 (AL TSA AFH #2015-016) on the above listed topic inadvertently listed incorrect WAC references. This supersedes the previously issued letter and contains the correct WACs pertaining to background checks results for adult family homes, which are Chapter 388-76-10166 and Chapter 388-76-10181.**

This is to provide notification that a new tool is now available for you to record character, competency, and suitability (CCS) reviews related to background checks with non-disqualifying information that appear on the results in accordance with Chapter 388-76-10166 and 388-76-10181 WAC. A link to the CCS Determination Form (DSHS 15-456) is available on the AL TSA website at <https://www.dshs.wa.gov/altsa/residential-care-services/residential-care-services>. The CCS form includes instructions to assist you in completing each section of the form. Documentation received from the applicant/employee, the Background Check Central Unit (BCCU), the Department of Health source information at the following website <https://fortress.wa.gov/doh/providercredentialsearch/SearchCriteria.aspx>, the signed disclosure statement from the applicant, plus any other additional resources can be attached to this form.

It is at the provider's discretion whether or not to use this specific form for documenting CCS. If the provider chooses to use another form to document CCS, then he/she must ensure the document includes the required information as outlined in WACs 388-76-10166 and 388-76-10181.

A CCS determination is required whenever an individual has the following that appear on a background check result that is non-disqualifying: convictions(s), pending charge(s), and/or negative action(s). In addition, a CCS may be completed when there are concerns about an individual related to the health and safety or other risk to the resident. A CCS determination cannot be used when the applicant/employee has automatically disqualifying convictions, pending charges or negative actions.

If you have any questions, please contact Sherise Baltazar, AFH Policy Program Manager, at (360) 725-3204 or by email [sherise.baltazar@dshs.wa.gov](mailto:sherise.baltazar@dshs.wa.gov).

Sincerely,

Candace Goehring, Director  
Residential Care Services

"Transforming Lives"