



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

May 11, 2018

ALTSA: ALF #2018-011  
ALTSA: ICF/IID \$2018-004  
**BACKGROUND CHECK SYSTEM PROJECT**

Dear Assisted Living Facility Administrator:

Dear ICF/IID (licensed as ALF) Superintendent/Administrator:

We are excited to announce the new online Background Check System (BCS) is scheduled to go live on **June 26, 2018**.

**Action Needed:**

- Pre-Register **by June 1<sup>st</sup>** at <https://www.dshs.wa.gov/fsa/bcs-pregistration>
- Be aware the old background check process will be ending on June 21, 2018, and no background checks will be performed by DSHS between June 21 and June 25, 2018.
- Avoid delays by submitting your background checks for all upcoming June and July hires and renewals prior to June 15, 2018.

**Information:**

- The new BCS 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 system will be quicker, more efficient, and more accessible.
- The new system will allow authorized program staff and licensed providers to submit background checks to BCCU, track the progress of the check, and receive the results. Over 75% of these checks will be returned in one business day or less.

**How to prepare:**

- Providers can preregister for the new BCS on-line system in order to submit, receive and check the status of background checks **no later than June 1<sup>st</sup>**, by going to the following link:

<https://www.dshs.wa.gov/fsa/bcs-pre-registration>

- Providers must identify one individual who will serve as the Primary Account Administrator. The Primary Account Administrator will be able to assign additional system users after BCS goes live on June 26, 2018.
- Providers who fail to preregister by June 1 may register once the new system is active on June 26. You will not be able to conduct a background check until you register. Failure to conduct a background check as required under [Chapter 388-78A WAC](#) may result in a citation. Pre-registration is strongly recommended.
- Providers must use their Secure Access Washington (SAW) account to access the new BCS on-line system. If you already have a SAW account to access other Washington State government systems, you may add BCS as service to your existing account when BCS goes live. Additional information about creating a new account or updating your current SAW account to use BCS will be provided in a later update.

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**Blackout Period:**

- In order to perform the system upgrade, there will be a short period to time where DSHS will be unable to process background checks. No background checks will be performed on or between Thursday, June 21 and Monday, June 25.
- In preparation for this, DSHS is requesting that providers submit background checks ahead of time. Any background checks expiring in June and early July 2018 may be submitted early.
- To avoid delays, please make your early submissions by June 15.
- Any hand delivered requests or mailed Background Checks requests received after noon or mailed requests received after close of business on June 21, will be sent back to the requesting entity.

**Further Information:**

- User manuals and reference materials will be available on the BCS website in May.
- Training webinars are scheduled for the times below. Additional information on accessing the webinars will be provided in a later update.
  - June 5, 9 am to noon
  - June 13, 1 to 4 pm
  - June 19, 9 am to noon
- Visit the Background Check System (BCS) website for system updates.  
<https://www.dshs.wa.gov/fsa/background-check-central-unit/background-check-system-project>.
- Join the Background Check Central Unit [BCCU Listserv](#) list serve for regular updates on background check turnaround times, form changes, fingerprint site updates, etc.

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

DSHS: *"Transforming Lives"*