

Coming in October 2015

You will start to see new notification letters in October 2015 as well as a new review process for Department of Health Actions. These changes are to better clarify the results reported by background check data sources and the actions that are required by the entity requesting the background check.

Revised Templates of Background Check Result Notification

You will be seeing a new format of result notifications coming in October 2015. The templates for the result notifications have been re-written to more clearly identify the information that the Background Check Central Unit (BCCU) is reporting. You will also see additional information, such as the DSHS oversight program the background check was run under and information on what actions the requestor must take.

Descriptions of Notification Types (please note that this is not a complete list of notification letters that BCCU uses):

- (1) A “**No Record**” notification - means none of the background check data sources reported criminal or negative action records that disqualify the applicant from having unsupervised access to children or vulnerable adults and there are no background check records to be reviewed.
- (2) A “**Review Required**” notification - means one or more of the background check data sources reported criminal or negative action records that are not listed on the oversight program’s list of disqualifying crimes and negative actions. The authorized entity must determine whether or not the applicant can work in a position that may have unsupervised access to children or vulnerable adults by: (a) completing a character, competence, and suitability determination; and (b) documenting the decision as required by the DSHS oversight program.
- (3) A “**Disqualify**” notification - means one or more of the background check data sources reported criminal or negative action records that are on the oversight program’s list of disqualifying crimes and negative actions and the applicant is disqualified from having unsupervised access to children and vulnerable

New Additional Information Needed Notification

Requestors that currently receive a no record, record, **and disqualify** result notification will be receiving a new notification called the Additional Information Needed Notification. You will receive this letter if there is an unclear crime or negative action that was reported by any of the sources that BCCU researches. BCCU will no longer send an ABC (Secretary’s List Letter) for unknown crimes and negative actions. The letter will inform the facility requesting the background check that the applicant needs to contact BCCU to provide additional information and that the background check will be pending until the

information is provided. Entities should not disqualify applicants based solely on the receipt of the Additional Information Needed Notification.

Your DSHS oversight program may have special requirements related to applicants who receive an additional information needed request. Examples may include:

- The time limit that the applicant must provide the additional information;
- If the applicant will be allowed to have unsupervised access pending the final notification;
- And how the entity requesting the background check will notify the applicant that additional information is needed.

If you have questions about what you are required to do, contact the DSHS oversight program listed on the background check result notification.

New DOH Review Process

All background checks conducted through Background Check Central Unit (BCCU) include a search of Department of Health's enforcement data.

The Department of Social and Health Services is implementing a process to review Department of Health (DOH) enforcement actions to determine if they are disqualifying prior to issuing a background check result letter. This means when a DOH enforcement action is reported for the applicant, BCCU will no longer automatically issue an ABC (Secretary's List) letter that requires the background check requester research the DOH action and determine if it is disqualifying.

The new result letter text will tell you if the DOH action is a record that is not automatically disqualifying or a disqualifying action that prohibits the applicant from having unsupervised access to vulnerable adults and children. You can see the new DOH record and disqualify text below.

Based on concerns from applicants, providers, and DSHS programs, the Department's Background Check Advisory Group voted to adopt a department-wide disqualifying criteria for determining if an applicant is disqualified from having unsupervised access to vulnerable adults and children.* The criteria for DOH disqualifying actions is listed on the BCCU web page in the frequently asked questions at https://www.dshs.wa.gov/fsa/faq?field_fsa_topics_value=bc.

** Certain DSHS programs may have different disqualification criteria due to the nature of the background check and the need to comply with federal law. If you are unsure if the new DOH process applies to you, contact the DSHS oversight program listed on the new background check result notification.*

Here's what you'll see on the result letter:

When the DOH review determined the DOH enforcement action is disqualifying, you'll see:

DOH has reported information about the applicant that disqualifies him/her from having unsupervised access to children and vulnerable adults. You may view the DOH information by going to their website at <https://fortress.wa.gov/doh/providercredentialsearch> and choosing Health Care Provider. If the applicant has questions about the information reported by DOH or thinks the information is wrong, the applicant should call DOH at (360) 236-4700.

When the DOH review determined the DOH enforcement action is not disqualifying, you'll see:

DOH has reported information about the applicant that does not automatically disqualify him/her from having unsupervised access to children and vulnerable adults. You must follow your DSHS oversight program's rules for completing a character, competence, and suitability review if one is required. To view the DOH information, go to the DOH website at <https://fortress.wa.gov/doh/providercredentialsearch> and choose Health Care Provider. If the

applicant has questions about the information reported by DOH or thinks the information is wrong, the applicant should call DOH at (360) 236-4700.