## Background Check Administrative Review

**for use by Administrative Review Unit**

<table>
<thead>
<tr>
<th>LAST NAME OF APPLICANT</th>
<th>FIRST NAME OF APPLICANT</th>
<th>DATE OF REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASE OR PROVIDER NAME</th>
<th>CASE OR PROVIDER NUMBER</th>
<th>APPLICANT OCA NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is there a child currently placed in this home in out-of-home care?  
☐ Yes  ☐ No; if yes, placement date: __________________________

**REASON FOR APPLICATION**

**ADMINISTRATIVE REVIEW SPECIALIST’S NAME**

**REQUESTING REGION AND PROGRAM (E.G., R2S / DCFS)**

**TELEPHONE NUMBER**

**ADMINISTRATIVE REVIEW SUPERVISOR’S NAME**

**TELEPHONE NUMBER**

---

### Section 1. Crime and/or Negative Action Review and Approval Type

**Administrator or Deputy Administrator Review (Category 2)**

☐ Five year disqualifying crime and **more than five years** since date of the conviction.

☐ FBI crimes not listed in other sources (must not be disseminated per RCW 43.43.837(3)):

☐ Washington State Patrol, Administrative Office of the Courts, Department of Corrections, or self-disclosure:

☐ Negative Actions:

  ☐ Founded finding of abuse, neglect, exploitation, or abandonment of a vulnerable adult, juvenile or child;

     Intake number: __________; Date of finding: __________

  ☐ Court finding of child abuse or neglect (e.g., established “b” dependency);

     Case number: __________; Date of finding: __________

☐ Other Types of Negative Actions:

  ☐ Termination, revocation, suspension, or denial of a license, certification, and/or State or Federal contract

  ☐ Relinquishment of a license, certification, or contract in lieu of an agency negative action

  ☐ Revocation, suspension, denial or restriction placed on a professional license

  ☐ Department of Health disciplining authority findings

  ☐ Source Doc / Applicant web / Self-Disclosure

**Area Administrator Review (Category 3)**

☐ FBI crimes not listed in other sources (must not be disseminated per RCW 43.43.837(3)): [ ]

---

**BACKGROUND CHECK ADMINISTRATIVE REVIEW**

**DSHS 15-367 (REV. 04/2018)**

Page 1
<table>
<thead>
<tr>
<th><strong>Supervisor Review (Category 4 or Withdraw with no child in home)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Any other serious crime involving a person that is not a permanent disqualifying, five year disqualifying, or crime listed above.</td>
</tr>
<tr>
<td>- FBI crimes not listed in other sources (must not be disseminated per RCW 43.43.837(3)):</td>
</tr>
<tr>
<td>- Washington State Patrol, Administrative Office of the Courts, Department of Corrections, or self-disclosure:</td>
</tr>
</tbody>
</table>

**Section 2. Crime or Negative Action History Information**

COLLATERAL CONTACTS: NAMES, RELATIONSHIP, DATES OF CONTACT

DOCUMENTS / RECORDS / DATABASES REVIEWED

CHILDREN’S ADMINISTRATION OR OTHER CHILD WELFARE RECORD INFORMATION REVIEWED

**Section 3. Evaluation**

SUMMARY OF INFORMATION GATHERED, ASSESSMENT OF HISTORY AND BEHAVIOR SINCE CONVICTION/NEGATIVE ACTION, AND HOW THE INFORMATION RELATES TO CHILD SAFETY, PERMANENCE, AND WELL-BEING

□ Washington State Patrol, Administrative Office of the Courts, Department of Corrections, or self-disclosure:
Section 4. Recommendation

Section 5. Reviewer’s Decision and Signature

SUPERVISOR’S NAME (CATEGORY 4 OR WITHDRAW)  

☐ Authorized ☐ Child Specific  
☐ Not authorized

SUPERVISOR’S SIGNATURE  DATE

COMMENTS

AREA ADMINISTRATOR’S NAME (CATEGORY 3)  

☐ Authorized ☐ Child Specific  
☐ Not authorized

AREA ADMINISTRATOR’S SIGNATURE  DATE

COMMENTS

ADMINISTRATOR / DEPUTY ADMINISTRATOR’S NAME (CATEGORY 2)  

☐ Authorized ☐ Child Specific  
☐ Not authorized

ADMINISTRATOR / DEPUTY ADMINISTRATOR’S SIGNATURE  DATE

COMMENTS

Character, Competence and Suitability Assessment – A character, competence and suitability assessment is required:

1. When assessing out-of-home caregivers under RCW 43.43, RCW 74.15.030, WAC 388-06 and PL 109-248.
   When CA staff assesses the character, competence and suitability of a person providing care to a child under CA’s care and custody, CA staff may consider factors that include but are not limited to the following:
   • Vulnerability of child(ren) to whom the person is requesting unsupervised access.
   • What relationship, if any, the person requesting unsupervised access has to the child.
   • In order to aid reunification, consider the proximity of the person who is requesting unsupervised access to the child’s family, school and community.
   • The person’s ability to meet the physical, emotional and mental health needs of the child.
   • The person’s ability to meet the racial, ethnic, cultural, and religious needs of child.
   • The specific experiences and/or training the person has that prepares him or her to provide for or support any special needs of the child.
   • The degree to which the person is willing to initiate and participate in medical or therapeutic treatment of the child.
   • In order to maintain sibling connections, consider the person’s ability to provide care to this child and his or her siblings.
   • Child welfare history and Division of Licensed Resources history of the person, if any.

2. DSHS may find a person with convictions able to have unsupervised access to children or individuals with a developmental disability only in the following two situations (see WAC 388-06-0190):
   (a) If the conviction for any crime listed in WAC 388-06-0180 occurred more than five years ago; or
   (b) If the conviction was for a crime other than those listed in WAC 388-06-0170 or WAC 388-06-0180.
   In both of these situations, DSHS must review an applicant’s background to determine their character, suitability, and competence to have unsupervised access to children or individuals with a developmental disability. In this review, DSHS must consider the following factors:
(a) The amount of time that has passed since convicted;
(b) The seriousness of the crime that led to the conviction;
(c) The number and types of other convictions;
(d) The age at the time of conviction;
(e) Documentation indicating successful completion of all court-ordered programs and restitution;
(f) Behavior since the conviction; and
(g) The vulnerability of those that would be under the applicant’s care.