# Background Check System (BCS) User Guide:

## ALTSA/DDA Lookup Tool

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### About This Manual

Welcome to the Background Check System (BCS) User Manual. This manual is intended to serve as a guide as you perform search functions in the ALTSA/DDA Lookup tool in BCS.

Please note the BCS system (and therefore this manual) is subject to alteration. Modifications/updates to the manual may result from changes in State or Federal policies and procedures, BCS system upgrades, or other factors.

BCS was developed for use by the Department of Social and Health Services (DSHS), Background Check Central Unit (BCCU). Use of BCS and this manual is restricted to authorized end users of BCS. BCCU can be contacted at **BCCUinquiry@dshs.wa.gov**.

### Overview

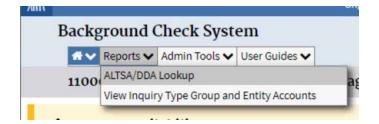
The ALTSA/DDA Lookup tool was created for the Aging and Long-Term Support Administration and the Developmental Disabilities Administration (DDA) to have access to the background checks when they share contracts for Individual Providers (IPs). The ALTSA/DDA Look-up tool helps toto reduce duplicate background checks for an individual. Contracting staff may search the ALTSA/DDA Lookup for shared background checks if the background check was within the last four (4) years. This tool is only available to users assigned to entities within Inquiry Type Groups (ITGs) participating in the contract sharing.

#### View ALTSA/DDA Lookup for Shared Background Checks

This report includes background check results for checks submitted by HCS, AAA, HCRR, and DDA for the last four (4) years. Search results include alias names that have been provide.

To access the ALTSA/DDA Lookup tool:

- 1. Select Reports.
- 2. Select from the dropdown menu ALTSA/DDA Lookup.



#### 3. You should see the following:

ALTSA/DDA Lookup for Shared Background Che	cks	
Last Name	Date Of Birth MM/DD/YYYY	Required
This report includes background check results for checks submitted by HG alias names.	Clear Clear Clear	

To Search:

- 1. Enter any combination of Last Name, First Name, and/or Middle Name to narrow results.
- 2. Enter a **Date Of Birth** (Required)
- 3. Click **Search** to display results.
  - Last Name, First Name, Middle Name
  - Date of Birth
  - Requesting Entity
  - Account of Requesting Entity
  - Worker
  - o **Phone** Number for the entity
  - **Type** of Background Check
  - Result Date
  - o Inquiry ID
  - o Result

ALTSA/E	DA Look	up for Sha	ared Back	ground Checks							
Last Name					D	ate Of Birth				Required	
Digger					1	0/21/2000					
First Name											
Dargo											
Middle Name	2										
										Clear	Search
This report in	ncludes backg	round check res	ults for check	cs submitted by HCS, AAA, H	ICRR, and	DDA from the last four	years. Search re	sults in	clude alias nar	nes.	
Last Name	First Name	Middle Name	DOB	Requesting Entity	Account	Worker	Phone	Туре	Result Date	Inquiry ID	Result
DIGGER	DARGO		10/21/2000	OLYMPIC AAA / RAYMOND	10222	Glascock, Richelle L	(360) 942-2177	FP	06/04/2018	4856184	No Record

To View Results:

1. Click the hyperlink attached to the **Result** letter to view background check results.

Entity Requesting Background Check: HCRR HCS TEST Aging & Long-Term Support Administration > Home & Community Services > Home Care Referral Registry, Home and Community Services, Provider Entity Account Number 11001618 License -20050103 Application Information Applicant Name TEST TEST Applicant DOB 1/11/1990 Applicant DOB 1/11/1990 Background Check Information Inquiry ID 5419115 Status Interim FP Finished Applicant Type Other (Default) Applicant Details: Review Application Form Background Check Type Fingerprint Results Interim FP No Record After reviewing the Interim Fingerprint result, do you want to continue with the fingerprint check. No, I do not want to continue with fingerprinting.	ntity Information					
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continue with the fingerprint check? Ves, continue with the fingerprint check.	r reviewing the Interim Eingerprint r	esult do vou want to				
Yes, continue with the fingerprint check.		esurg uo you want to				
No, I do not want to continue with fingerprinting.		ck.				
-	No, I do not want to continue with fing	gerprinting.				
Save		Save				

#### Archive

Go Back

- 2. You will be directed to the Background Check Summary page.
- 3. Scroll to the **Results** section.
- 4. Click on hyperlink to view and open the result letter into a PDF document.

**NOTE:** No Record Background Check Results prior to BCS go live (June 25, 2018) are <u>not</u> available in the ALTSA/DDA Look-up Tool and will not be displayed in BCS and the ALTSA/DDA Look-up Tool.

## ITGs participating in ALTSA/DDA Lookup Tool:

Administration	Division	Inquiry Type Name
ALTSA	HCS	Home & Community Services Offices
ALTSA	HCS	Non-Governmental Area Agency on Aging
ALTSA	HCS	Home Care Referral Registry, Developmental Disabilities, Area Agencies on Aging
ALTSA	HCS	Home Care Referral Registry, Developmental Disabilities, Provider
ALTSA	HCS	Home Care Referral Registry, Home and Community Services, Area Agencies on Aging
ALTSA	HCS	Home Care Referral Registry, Home and Community Services, Provider
ALTSA	HCS	Nurse Delegation, Provider
ALTSA	HCS	Specialized Equipment and Supplies
ALTSA	HCS	Area Agencies on Aging
ALTSA	HCS	Managed Care, Developmental Disabilities
ALTSA	HCS	Managed Care, Home and Community Services
ALTSA	HCS	New Freedom
ALTSA	HCS	Veterans Directed Home Services
DDA	DD	Individual Providers
DDA	DD	State Employee SOLA
DDA	DD	State Employee - Internal DDA