

## Background Check System (BCS) User Guide:

### AL TSA/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 AL TSA/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](mailto:BCCUinquiry@dshs.wa.gov).

## *Overview*

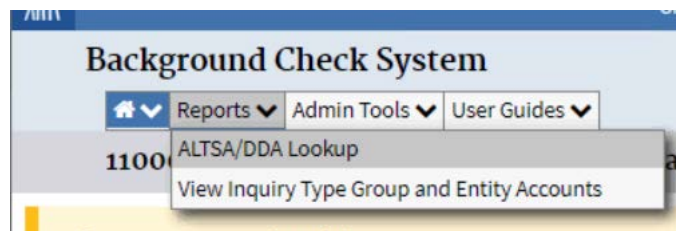
The AL TSA/DDA Lookup tool was created for the Aging and Long-Term Support Administration and the Developmental Disabilities Administration (DDA) to have access to the background checks when they share contracts for Individual Providers (IPs). The AL TSA/DDA Look-up tool helps to reduce duplicate background checks for an individual. Contracting staff may search the AL TSA/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 AL TSA/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 AL TSA/DDA Lookup tool:

1. Select **Reports**.
2. Select from the dropdown menu **AL TSA/DDA Lookup**.



3. You should see the following:

**AL TSA/DDA Lookup for Shared Background Checks**

**Last Name**  **Date Of Birth**  *Required*  
MM/DD/YYYY

**First Name**

**Middle Name**

This report includes background check results for checks submitted by HCS, AAA, HCRR, and DDA from the last four years. Search results include alias names.

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**
  - **Phone** Number for the entity
  - **Type** of Background Check
  - **Result Date**
  - **Inquiry ID**
  - **Result**

**AL TSA/DDA Lookup for Shared Background Checks**

**Last Name**  **Date Of Birth**  *Required*

**First Name**

**Middle Name**

This report includes background check results for checks submitted by HCS, AAA, HCRR, and DDA from the last four years. Search results include alias names.

Last Name	First Name	Middle Name	DOB	Requesting Entity	Account	Worker	Phone	Type	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	<a href="#">No Record</a>

To View Results:

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

**Entity Information**

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 Phone** (360) 902-0299

**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](#)

**Interim FP Decision**

After reviewing the Interim Fingerprint result, do you want to continue with the fingerprint check?

Yes, continue with the fingerprint check.  
 No, I do not want to continue with fingerprinting.

[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 not available in the ALTA/DDA Look-up Tool and will not be displayed in BCS and the ALTA/DDA Look-up Tool.

*ITGs participating in AL TSA/DDA Lookup Tool:*

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