

**Background Check System (BCS) User Guide:**

**Department of Health (DOH) Long-Term Care Lookup Tool**

**About This Manual ..... 2**

**Overview ..... 2**

### About This Manual

Welcome to the Background Check System (BCS) User Manual. This user guide will show you how to use the Department of Health (DOH) Long-Term Care (LTC) 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 DSHS Background Check Central Unit (BCCU). Use of BCS and this manual is restricted to authorized end users of BCS system. BCCU can be contacted at [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov).

### Overview

The DOH LTC Lookup tool returns results of “Eligible” or “Ineligible” for background checks that were conducted for the purpose of an applicant providing long-term care. The background check was requested by an authorized long-term care entity, which is designated in the Inquiry Type Group (ITG) settings. The DOH LTC Lookup tool is only available to authorized DOH employees.

Authorized DOH User:

1. You have been given permissions in BCS.
  - a. Please refer to your program contact or BCCU for information on how to become a registered BCS user and user of DOH LTC Lookup tool.
2. Utilize Google Chrome for optimal performance when using BCS.
3. Access BCS using this link: <https://bcs.dshs.wa.gov/>.

Search for a background check:

1. **Enter a LTC Inquiry ID #** for a finished fingerprint-based background check.
2. Click **Search**.
3. Results in the DOH LTC Tool will show as “Eligible” or “Ineligible.” If the result letter is Review Required or No Record the results will show as “Eligible.” If the result letter is disqualify, the results will show as “Ineligible.”

Enter a LTC Inquiry ID#

6630039

Clear

Search

#### Application Summary

Applicant:	Jim Allen Shorts	DOB:	05/18/1970
SSN:		Submit Date:	07/08/2024
Inquiry ID#:	6630039		
Background Check Type:	Fingerprint		

#### Background Check Results

Result Date:	Eligible
07/09/2024	

If you search for an inquiry and no results are returned, you may receive an error message to inform you of the status of the Inquiry ID # entered such as:

1. Inquiry ID entered is not for a long-term care fingerprint check.
2. Fingerprint check is not finished – applicant has not been printed.
3. Fingerprint check is not finished.
4. Applicant’s fingerprints were rejected – applicant must be reprinted.
5. Inquiry ID does not exist. Enter a valid long-term care fingerprint Inquiry ID.

For questions or assistance with an Inquiry ID #, please contact BCCU via email at [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov).