Prior to performing services described in a DVR Contract, the Contractor must obtain a criminal background check through the online DSHS Background Check System for all personnel, interns, or volunteers who may have Unsupervised Access to DVR Customers. DVR will pay for background checks for the Contractor’s personnel, intern, or volunteers only if they will serve DVR Customers as described in their Contract, and may have Unsupervised Access to those individuals.

BCCU runs background checks for DSHS programs and authorized service providers who serve vulnerable adults, juveniles, and children.  At this time, BCCU does not conduct background checks for entities that are not licensed or contracted through DSHS.

DSHS background checks shall be conducted:

* Anytime a new employee, intern, or volunteer is hired that may have Unsupervised Access to DVR Customers; or
* Every two (2) years on existing personnel, interns, or volunteers having Unsupervised Access to DVR Customers; or
* When the Contractor or DVR has reason to believe an employee, intern, or volunteer has committed an offense that may affect the status of his or her Unsupervised Access to DVR Customers.

## The Contractor shall designate an employee contact and back-up contact who are authorized to process confidential background checks and accept results of background checks on its personnel, interns, or volunteers utilizing the online DSHS Background Check System. The Contractor shall complete the Background Check Contractor Designated Contacts form, [DSHS 17-266 (01/2019)](file:///C%3A%5CUsers%5Ceddyrk%5CAppData%5CRoaming%5CMicrosoft%5CWord%5CBC%20Designees%20Form.doc), DSHS BCS Access Request form, [DSHS 17-253 (07/2018)](file:///C%3A%5CUsers%5Ceddyrk%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CZO7UC4F3%5CBCS%20Access%20Form.docx), and submit the forms to the DVR Contracts e-mail. Once an Account Number has been obtained for the Contractor, its designees will receive an e-mail with instructions on how to access their BCCU account.

## The Contractor shall submit DVR Background Check Reporting form, [DSHS 17-264 (01/2019)](file:///C%3A%5CUsers%5Ceddyrk%5CAppData%5CRoaming%5CMicrosoft%5CWord%5CBC%20Reporting%20Form.doc), to DVR each time a background check is conducted on an employee, intern, or volunteer.

DVR may, at its discretion, request a background check on any director, board member, or other personnel.

## When an employee, intern, or volunteer’s DSHS background check results indicate they have **No Record**, the Contractor may allow Unsupervised Access to DVR Customers.

##  When an employee, intern, or volunteer’s DSHS background check results indicate they have a **Record**, the Contractor must complete a Character, Competence, and Suitability (CCS) form, [DSHS 17-263 (01/2019)](file:///C%3A%5CUsers%5Ceddyrk%5CAppData%5CRoaming%5CMicrosoft%5CWord%5CCCS%20Form.doc), to determine and document whether the employee, intern, or volunteer will be allowed to have Unsupervised Access to DVR Customer due to mitigating circumstances. The completed CCS shall be kept on file with the employee, intern, or volunteer’s DSHS background check results. At any time DVR may ask to view the CCS or request a copy of the CCS form.

## When an employee, intern, or volunteer of the Contractor receives a background check result that identifies that person as D**isqualified** as a result of crimes, convictions, or actions that are on the [DSHS Secretary’s list of Crimes and Negative Actions](file:///C%3A%5CUsers%5Ceddyrk%5CDesktop%5CDSHS%20Secretary%27s%20List%20of%20Crimes%20and%20Negative%20Actions.pdf), the Contractor shall ensure that the employee, intern, or volunteer does not have Unsupervised Access to DVR Customers.

If your entity does not currently use BCCU to run your background checks, but believe they should; please contact the DVR Contracts Unit.