

CCRSS PROVIDER NAME	CERTIFICATION NUMBER
RCS CONTRACTED EVALUATOR / STAFF NAME	CERTIFICATION DATE



AGING AND LONG-TERM SUPPORT ADMINISTRATION (AL TSA)
 RESIDENTIAL CARE SERVICES
 CERTIFIED COMMUNITY RESIDENTIAL SERVICES AND SUPPORTS (CCRSS)

CCRSS Background Check Record Review

Instructions: Sample should include staff who have been hired since last certification.

- Document the “completed on” date of Washington State name and date of birth check and Final Fingerprint check.
- Document the Background Check Result Type (No Record, Review Required, Disqualify, or Additional Information).
- Record the date of the Character, Competence and Suitability review. Put N/A, if not applicable.
- Document (yes or no) if provider obtained copy of FBI Record of Arrests and Prosecutions, if applicable.

	Staff 1	Staff 2	Staff 3	Staff 4	Staff 5	Staff 6	Staff 7
NAME							
DATE OF HIRE							
Washington State name and date of birth Background Check “Completed On” date:							
Washington State name and date of birth Background Check Result type (No Record, Review Required, Disqualify, Additional Information needed):							
Character, Competence and Suitability review date following WNDOB:							
Final Fingerprint Check “Completed On” date:							
Fingerprint Result Type (No Record, Review Required, Disqualify, Additional Information Needed.): If not required, put N/A.							
FBI Record of Arrests and Prosecutions (RAP), in employee file?							

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	Staff 8	Staff 9	Staff 10	Staff 11	Staff 12	Staff 13	Staff 14
Character, Competence and Suitability Review Date following FP:							
Washington State name and date of birth Background Check "Completed On" date:							
Washington State name and date of birth Background Check result type (No Record, Review Required, Disqualify, Additional Information							
Character, Competence and Suitability review date following WNDQB:							
Final Fingerprint Check "Completed On" date:							
Fingerprint Result Type (No Record, Review Required, Disqualify, Additional Information Needed): If not required, put N/A.							
FBI Record of Arrests and Prosecutions (RAP), in employee file?							
Character, Competence and Suitability Review Date following FP:							

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RESIDENTIAL CARE SERVICES

Background Check Record Review

Note: This section should be used to document any additional information or data that does not fit in the designated space.