



AGING AND LONG-TERM SUPPORT ADMINISTRATION (AL TSA)
Staff Qualification and Background Review

For use during Recertification Surveys of Nursing Homes

FACILITY NAME	
SURVEYOR'S NAME	
LICENSE NUMBER	DATE

Item to Review	Please see the following page for instructions.				
	Staff 1	Staff 2	Staff 3	Staff 4	Staff 5 (re-check)
Staff name					
Title or Position					
Date of Hire					
License or certification type and expiration date	Type: Date:	Type: Date:	Type: Date:	Type: Date:	Type: Date:
Reference checks	Number of checks: <input type="checkbox"/> None done / attempted	Number of checks: <input type="checkbox"/> None done / attempted	Number of checks: <input type="checkbox"/> None done / attempted	Number of checks: <input type="checkbox"/> None done / attempted	Number of checks: <input type="checkbox"/> None done / attempted
Background Inquiry (BGI) completed date					
BGI Result No Record (NR), Review Required (RR), or Disqualify (DQ)	CHOOSE ONE <input type="checkbox"/> NR <input type="checkbox"/> RR <input type="checkbox"/> DQ	CHOOSE ONE <input type="checkbox"/> NR <input type="checkbox"/> RR <input type="checkbox"/> DQ	CHOOSE ONE <input type="checkbox"/> NR <input type="checkbox"/> RR <input type="checkbox"/> DQ	CHOOSE ONE <input type="checkbox"/> NR <input type="checkbox"/> RR <input type="checkbox"/> DQ	CHOOSE ONE <input type="checkbox"/> NR <input type="checkbox"/> RR <input type="checkbox"/> DQ
BGI re-check date					
BGI re-check result					
CCS review	CCS Date: <input type="checkbox"/> N/A, no CCS req.	CCS Date: <input type="checkbox"/> N/A, no CCS req.	CCS Date: <input type="checkbox"/> N/A, no CCS req.	CCS Date: <input type="checkbox"/> N/A, no CCS req.	CCS Date: <input type="checkbox"/> N/A, no CCS req.
OBRA Registry checked (for NA-Cs only)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A, not a NA-C	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A, not a NA-C	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A, not a NA-C	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A, not a NA-C	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A, not a NA-C



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Item	Instructions	
Staff Name, Position / Title and Date of Hire	Sample should include four current staff (w ho may have unsupervised access to any resident) hired since last annual survey and one staff employed by the facility for at least tw o years. Expand the employment timeframe if needed to review at least five staff. Expand sample as needed. If there is a NAC Medication Assistant, substitute in the sample for new or recheck review or add to the sample.	
License or Certification expiration date	Ensure the facility has verified staff has a current license that corresponds w ith their job responsibilities and has screened the license for action taken against the license for abuse, neglect, or exploitation.	
Reference Checks	Ensure the facility has attempted to obtain information from previous and/or current employers to screen for abuse, neglect and exploitation.	
Item	Instructions	Reference
Background Inquiry (BGI) completed date	Verify the facility completed a BGI for new employees prior to permitting that person to have unsupervised access to any resident. Document the date the BGI w as completed.	WAC 388-97-1800 The nursing home must: <ul style="list-style-type: none"> • Have a valid criminal history background check for any individual employed, directly or by contract, or any individual accepted as a volunteer or student w ho may have unsupervised access to any resident; and • Repeat the check every tw o years.
BGI Result: <ul style="list-style-type: none"> • No Record • Review Required • Disqualified 	Document the result of the BGI. "No Record" means the BGI review found no criminal history. "Review Required" indicates findings on the BGI, but the findings are not necessarily disqualifying. A CCS is required in these instances. "Disqualified" means the person is disqualified from nursing home employment due to a conviction or pending charge under Chapter 388-113 WAC.	WAC 388-97-1820 The nursing home must not employ directly or by contract, or accept as a volunteer or student, any individual: <ul style="list-style-type: none"> • Who has a criminal conviction or pending charge for a crime, w hich is automatically disqualifying under chapter 388-113 WAC, or w ho has one or more of the following disqualifying negative actions: • Is on a registry based upon a final finding of abuse, neglect, or financial exploitation of a vulnerable adult, unless the finding w as made by adult protective services prior to October 2003; • Has a founded finding of abuse or neglect of a child that w as made against the person, unless the finding w as made by child protective services prior to October 1, 1998;
BGI re-check date	For the staff person selected w ho has been employed at the facility for at least tw o years, ensure a BGI is done every tw o years.	NOTE: There is additional information about other situations that disqualify a person from nursing home employment in WAC 388-97-1820.
BGI re-check result	For the staff person selected w ho has been employed at the facility for at least tw o years, record the result of the inquiry.	388-97-1790 If any background check results show that an employee or prospective employee has a conviction or pending charge for a crime that is not automatically disqualifying under chapter 388-113 WAC, then the nursing home must: <ul style="list-style-type: none"> • Determine w hether the person has the character, competence and suitability to work w ith vulnerable adults in long-term care; and • Document in w riting the basis for making the decision, and make it available to the department upon request.
Character, Competency and Suitability (CCS) review	If the BGI yielded a "Review Required" result, ensure that a CCS review w as completed. If no CCS is required, document N/A.	
OBRA Registry checked	For NA-Cs only: Ensure the facility has verified the NA-C is on the OBRA registry and has no disqualifying findings.	