



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FIELD OPERATIONS DIVISION – CHILDREN’S ADMINISTRATION
1115 Washington St. SE OB2 • PO Box 45710 • Olympia WA 98504-5710
(360) 902-7967 • TDD (360) 902-7906 • FAX (360) 902-7588

January 28, 2010

TO: All Children’s Administration Staff
FROM: Sharon Gilbert, Interim Director, Field Operations
SUBJECT: BACKGROUND CHECK PROCESS

I am writing to clarify an expectation regarding our procedures for conducting background checks for unlicensed caregivers, foster parents, adoptive parents, volunteers, contractors and employees.

Effective immediately, you must not use an applicant’s childhood **victim** history as a basis for disqualification for unsupervised access to children. If the applicant’s history when they were a minor indicates that they may pose a risk to children, before taking any action you must staff the information with your area administrator, who will staff the information with the regional administrator or appointing authority.

It is also critical that you provide proper notice to the applicant whose history disqualifies them from unsupervised access to children. Applicants should be advised how to obtain a copy of their records and, if applicable, their rights to an administrative hearing.

We are working on developing clear policy and best practice regarding background checks. If you have any questions, please contact Toni Sebastian at 206.341.7378 or Nicole Muller at 360.902.0217.



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Children's Administration, Division of Licensed Resources
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(360) 902-0288 • FAX (360) 902-7588

December 3, 2009

TO: All DLR staff

FROM: Darcey Hancock, DLR Administrator *DH*

SUBJECT: Background Check Process

I am writing to clarify and remind you of the procedures for conducting background checks. Effective immediately, **you must not use an applicant's childhood FamLink, child welfare, or dependency records as a basis for disqualification for unsupervised access.**

If the applicant's history as a minor indicates that an applicant may pose a risk to children, **before taking any action you must staff the issue with your Area Administrator, who will then staff with the DLR Administrator.**

It is also critical that you provide proper notice to individuals who are disqualified from providing care. Effective immediately, whenever an applicant does not pass a background check, DLR staff will send the applicant a formal disqualification letter as specified in WAC 399-06-0230. This formal disqualification letter will include information about the applicant's rights to an administrative hearing as defined in WAC 399-06-0240.

If you need additional information to clear private agency employees or private agency foster home applicants, you must make that request of the individual in writing. Do not interview private agency applicants directly regarding information in their background checks. If you have a release from the individual allowing us to share information with the private agency, the private agency may interview the individual to gather additional information.

DLR management will be working to develop clearer policy regarding the use of background checks to determine character and suitability in the near future.

Thank you.

cc: Denise Revels Robinson, Assistant Secretary
Michael Tyers, Interim Director, Field Operations



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DEPARTMENT OF SOCIAL AND HEALTH SERVICES

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October 30, 2007

TO: DLR Licensors, Supervisors, and Administrators

FROM: Pleas Green, Administrator
Division of Licensed Resources

RE: Dependency File Review

Licensing staff may review dependency files as part of "clearing" licensing applicants. The process for such reviews is

- CAMIS search or other source indicates a dependency file connected to the applicant exists.
- Licensors may contact the applicant by phone or letter informing the applicant that their dependency file information is being reviewed for licensing. Consent is already authorized on the Background Authorization form ("I hereby authorize DSHS to obtain background information including but not limited to convictions, licensing, adult and child protective services, and professional licensing records, from any law enforcement, any state and federal agency, including other states and the FBI").
- Licensors review the file.
- Licensors instruct the applicant on how to obtain a copy of their dependency file information through a Disclosure Request (CA Operations Manual 137100).
- Licensors complete the DLR "Review of Dependency Files" form.
- Licensors insert the completed form in the applicant's licensing file.

The Review of Dependency Files form will be issued a forms number. The form is attached.

CA has changed the Multi-Disciplinary Termination of Treatment Staffing form (for youth exiting services) to indicate that the youth has been presented with information regarding how to access their CA file. This, along with our licensing form, will ensure that alumni have full access to information being reviewed for licensing purposes.

Thank you to the Dependency File Workgroup: Lissa Osborne (GSAN – Greater Seattle Alumni Network), Owen Bunstine (GSAN), Joe Rissone (DLR), Shannon Freeman (DLR), Suzy Vigasaa (DLR), Paul Smith (DLR HQ), Michael Luque (CA HQ), Deanna Bedell (CA HQ), and Randy Roberts (DLR HQ).