



STATE OF WASHINGTON

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).