



TECHNICAL ASSISTANCE MEMO #28

DATE: SEPTEMBER 25, 2019 **REVISION:** JUNE 23, 2020
TO: WORKFORCE SOUTHWEST WASHINGTON – PROGRAM TEAM
EDUCATIONAL SERVICE DISTRICT 112 – SUMMERWORKS PROVIDER
EQUUS WORKFORCE SERVICES – SUMMERWORKS PROVIDER
FROM: AMY GIMLIN, CHIEF OPERATING OFFICER
RE: PRE-ETS SUMMERWORKS BACKGROUND CHECK PROCESS

Per contract with DVR, prior to performing Pre-ETS under this contract, we 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 Students**. DVR will pay for background checks for the Contractor's personnel, interns, or volunteers only if they will serve Students and may have Unsupervised Access to these individuals.

Amy Gimlin is the WSW primary contact for all background checks. When a background check is necessary, Provider will either follow the online procedures or paper copy procedures.

Online:

1. Provider will provide individual with the link to complete the authorization online <https://fortress.wa.gov/dshs/bcs/>
2. Provider will send the confirmation code the system generates, the individual's date of birth, and reason for background check to Amy for processing.

Paper Copy:

1. If unable to complete online a paper copy can be provided.
2. Individual will complete the paper copy and the Provider will encrypt and send the signed background check form and reason for the background check via email to Amy.

Amy will provide the results back to the Provider to send to the individual.

DSHS background checks shall be conducted:

1. Anytime a new employee, intern, or volunteer is hired that may have Unsupervised Access to Students; and
2. Every two (2) years on existing personnel, interns, or volunteers having Unsupervised Access to Students; or
3. 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 Students.

Results

1. When an employee, intern, or volunteer of the Contractor receives a background check result of **“NO RECORD”**, the Contractor may allow Unsupervised Access to Students.
2. When an employee, intern, or volunteer of the Contractor receives a background check result of **“REVIEW REQUIRED”**, the Contractor must complete the *Character, Competence, and Suitability Assessment (CCSA) form, DSHS 17-263 (01/2019)*, to determine and document whether the employee, intern, or volunteer will be allowed to have Unsupervised Access to Students due to mitigating circumstances. The completed CCSA 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 CCSA or request a copy of the CCSA form.
3. When an employee, intern, or volunteer of the Contractor receives a background check result of **“DISQUALIFY”** as a result of crimes, convictions, or actions that are on the DSHS Disqualifying List of Crimes and Negative Actions, the Contractor shall ensure that the employee, intern, or volunteer **does not** have Unsupervised Access to Students. The list can be found at the following website address in the section for programs administered by DSHS, including DSHS state employees in covered positions with access to vulnerable people:
<https://www.dshs.wa.gov/sesa/background-check-central-unit/disqualifying-list-crimes-and-negative-actions>.

WSW will submit the *DVR Background Check Reporting form* to DVR each time a background check is conducted on an employee, intern, or volunteer.

Records Retention

All background check and related documents shall be retained by the Contractor for a period of **six (6) years** from the expiration of the contract with these additional considerations:

1. Results of the online DSHS Background Check System for individuals who were hired by the Contractor or existing employees, interns or volunteers, including RAP sheets or supplemental information provided by the applicant must be stored together in a secure location separated from personnel files and other less confidential documents. Documents include the person’s name, date of birth, aliases, driver’s license, and social security number, and confidential background information.
2. Results of the online DSHS Background Check System for individuals who were not hired by the Contractor, or existing employees, interns, or volunteers of the Contractor who are denied Unsupervised Access to Students, because of a disqualifying record, including RAP sheets or supplemental information provided by the applicant must be stored together in a secure location. Documents include the person’s name, date of birth, aliases, driver’s license number, and social security number, and confidential background information.