



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
Aging and Long-Term Support Administration
PO Box 45600, Olympia, Washington 98504-5600

December 20, 2024

AL TSA: AFH #2024-052
AL TSA: ALF #2024-044
AL TSA: ESF #2024-041
AL TSA: NH #2024-061
AL TSA: CCRSS #2024-037
AL TSA: ICF/IID #2024-028

Character, Competency, and Suitability Reviews

Dear Administrator/Provider:

The Department of Social and Health Services (Department) is providing guidance for when a Character, Competency, and Suitability (CCS) Assessment is required following a Background Inquiry and/or a Fingerprint Check.

When a new staff is hired for employment by a Long-term Care (LTC) provider, a Washington State Name and Date of Birth (WNDOB) Background Inquiry (BGI) is required. Once completed, the provider may hire provisionally while a Nationwide Fingerprint (FP) Check is being completed provided that:

- The BGI does not reflect any criminal convictions or pending charges that would be disqualifying per [Chapter 388-113 WAC](#); or
- The BGI reflects no record; or
- The BGI reflects criminal convictions or pending charges that are not considered disqualifying per [Chapter 388-113 WAC](#); and
 - The provider completes a CCS Review to determine if access to minors or vulnerable adults is appropriate.

This Dear Provider Letter is intended to clarify that, when a BGI reflects criminal convictions or pending charges that are not considered disqualifying, a provider may hire an employee on a provisional basis for up to 120 days pending a FP Check. However, a CCS review must be completed prior to working unsupervised with minors or vulnerable adults.

Once the FP check results are received, an additional CCS review is required only when the FP results indicate additional, non-disqualifying criminal convictions or pending charges that were not reflected in the BGI.

Related References:

[Chapter 388-113 WAC](#)
[388-76-10125 WAC](#)
[388-76-10166 WAC](#)
[388-76-10181 WAC](#)
[388-78A-24701 WAC](#)
[388-78A-3170 WAC](#)
[388-78A-2468 WAC](#)
[388-97-1790 WAC](#)
[388-107-1300 WAC](#)

[388-107-1432 WAC](#)
[388-101-3080 WAC](#)

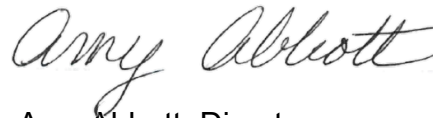
Related attachments:



CCS Decision
Tree.pdf

Thank you for your continued commitment to resident health and safety.
If you have any questions, please contact rcspolicy@dshs.wa.gov.

Sincerely,

A handwritten signature in black ink that reads "Amy Abbott". The signature is written in a cursive, flowing style.

Amy Abbott, Director
Residential Care Services

DSHS: "Partnering with People"