Washington State Department of Social and Health Services





## **THE BCCU BUZZ** BCS quarterly news & updates

#### July 2024

Transforming Lives

### The Background Check Central Unit (BCCU)

Office hours 8 a.m.- 4:30 p.m., Monday through Friday (except holidays)

- **Email** <u>bccuinquiry@dshs.wa.gov</u> Please allow 1-2 business days for a response.
- Phone 360-902-0299
  Phone support is available 9-11 a.m. Monday through Friday (there are exceptions depending on availability)
- Website & Newsletter Archive https://www.dshs.wa.gov/ffa/background-checkcentral-unit Our website contains a lot of helpful information for customers including <u>FAQs</u> and <u>Turnaround Times.</u>

#### INSIDE THIS ISSUE

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Celebrate summer! Welcome to July's edition of The BCCU Buzz.

To receive the newsletter, please join our Listserv. Information on our Listserv and how to join can be found <u>here.</u>

> Attention: BCS will be down for a server operating system upgrade.

Saturday August 24, 2024 8am-6pm



# **Do You Have Questions?**



We have answers (well, most of the time). Our <u>FAQs</u> have been updated and have the answers to the most common questions our users and applicants ask about background checks.

Background Check Central Unit



# WAYS TO REACH US

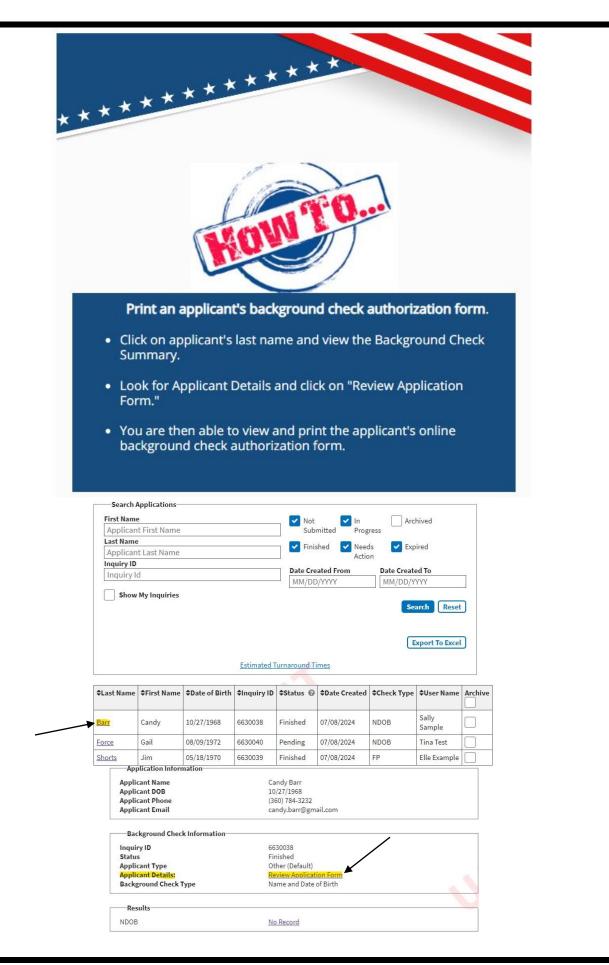
BCCU Staff are currently working remotely and are not available in-person. Please advise applicants that their best course of action if they need assistance is to call or email us.

> Email: <u>bccuinquiry@dshs.wa.gov</u> Phone: 360-902-0299 (9-11am)

### **New BCS Feature**

BCS users are now able to see who made the fingerprint continue or withdraw decision and when that decision was made.

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Time to Check

**BCS** Notification Settings

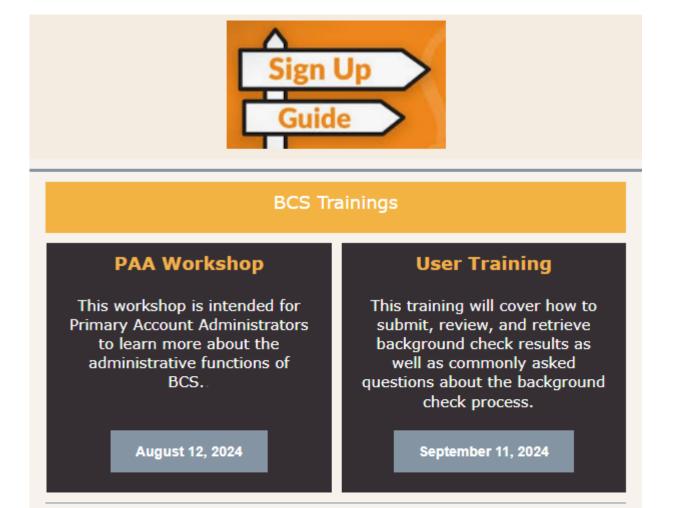
Select Profile to review your User Account Information and your Notification Settings. Email Notifications will be sent to the email address on your profile. Please note that background check results will not be included in the email notification.

#### -Notification Settings-

Do NOT send me email notifications.

Send email alerts for ALL inquiries in my account(s) ready for review.

Send ONLY email alerts for the inquiries I have submitted in my account(s).



Sign Up Here

## **Fingerprinting Price Increase**



DSHS has completed a thorough analysis, and with the approval from our stakeholders, a fee increase for fingerprinting will take effect on August 1, 2024. The fee will increase from \$10.75 to \$11.68 per applicant. The terms and conditions of the IDEMIA and DSHS contract will remain unchanged. This change will *not* impact applicants or entities of DSHS.



#### **Result Notifications**

### No Record

None of the background check data sources reported criminal or negative action records that disqualify the applicant from having unsupervised access to children or vulnerable adults and there are no background check records to be reviewed.

### **Review Required**

One or more of the background check data sources reported criminal or negative action records that are not listed on the oversight program's list of disqualifying crimes and negative actions. The authorized entity must determine whether or not the applicant can work in a position that may have unsupervised access to children or vulnerable adults by: (a) completing a Character, Competence, and Suitability (CC&S) review; and (b) documenting and retaining the decision as required by the DSHS oversight program. BCCU does not accept or retain any CC&S review documentation.

### Disqualify

One or more of the background check data sources reported criminal or negative action records that are on the oversight program's list of disqualifying crimes and negative actions and the applicant is disqualified from having unsupervised access to vulnerable adults, juveniles, and children.

#### Additional Information Needed

You will receive this letter if there is an unclear crime or negative action that was reported by any of the sources that BCCU researches. BCCU will no longer send a Disqualify notification for unknown crimes and negative actions. Entities should not disqualify applicants based solely on the receipt of the Additional Information Needed Notification.



### BCCU is asking for additional information. What information is needed?

BCCU may ask applicants for more information before completing a background check. If we cannot accurately determine a result (no record, record, or disqualify) from the criminal history information that is provided to us, the background check will stay in incomplete status until more information is provided.

This information is frequently used to clarify or to provide context to the crime. Although each additional information request is different, some of the common requests are:

- For Theft, Larceny, Shoplifting, & Embezzlement charges: What property/services/items were stolen? What was the dollar value of the goods stolen?
- For Assault, Domestic Violence, & Battery charges: Who was the victim(s)? What injuries did the victim sustain? What weapon(s), if any, were used?
- For Burglary, Residential Burglary, & Robbery charges: What type of structure was burglarized? Were any weapons used? Did any assaults occur during the crime or while leaving the crime?
- For Drug related charges: Explanation of circumstances including actions that led to the arrest, the nature of the substance, the purpose of the possession (personal use, sales, delivery, cultivation, manufacture).

Our <u>YouTube tutorial</u> can walk applicants through completing an Additional Information request.



## **Employee Spotlight**

Name: Anu Kuntulu Position: Quality Assurance Analyst Length of Employment: 2 1/2 years

Favorite Part of Job: The great part of my job is my performance which includes professionalism, great teamwork, team building, coordination, work ethics, etc. I like to focus on the positives of my job role.
 Hobbies: Listening to music, painting, singing, dancing, and gardening



#### **Important August Diversity, Equity, and Inclusion Dates:**

#### Month-long observances:

National Civility Month

#### Important DE&I calendar dates:

- ✓ August 7 Purple Heart Day
- August 9 International Day of the World's Indigenous People
- August 13 Left-Handers Day
- 🗸 August 17 Marcus Garvey Day (Jamaican)
- 🧹 August 19 World Humanitarian Day
- August 21 Senior Citizens Day
- 🗸 August 26 Women's Equality Day
- 🗸 August 26 Krishna Janmashtami (Hindu)