



# THE BCCU BUZZ

## BCS quarterly news & updates

July 2024

### The Background Check Central Unit (BCCU)

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

- **Email** – [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov)  
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-check-central-unit>  
Our website contains a lot of helpful information for customers including [FAQs](#) and [Turnaround Times](#).



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 [here](#).

### INSIDE THIS ISSUE

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- 4 Upcoming Trainings
- 5 Result Notifications

*Attention:*

A graphic with the text "MARK YOUR CALENDAR!" in white on a colorful, multi-colored background.

BCS will be down for a server operating system upgrade.

Saturday  
August 24, 2024  
8am-6pm

# Welcome

# To Our New Site

[SEE THE RESULT](#)

The screenshot displays the website's navigation structure. At the top, there is a dark blue header with the text "Washington State Department of Social and Health Services" and a search bar. Below this is a teal navigation bar with "Facilities, Finance and Analytics Administration". The main content area features a sidebar on the left with a "FFA" menu containing items like "Background Checks", "Applicants", "BCS Entity Users", "About Us", "Turnaround Times", "Contact BCCU", "Policy Questions", "Disqualifying List of Crimes & Negative Actions", "Research and Data Analysis", "Capital Programs", "Department Budget", "Procurements and Contracting", "Office of Fraud and Accountability", "Duty Station Report", "Finance Services", "Maintenance and Operations Division", and "Office of Financial Recovery". The main content area is titled "Background Check Central Unit" and contains two columns of icons and links. The left column is for "Applicants" and includes "Background Check Authorization Form", "Record Requests and Applicant Affidavit", "Applicant Resources", "Getting Fingerprinted", and "Frequently Asked Questions". The right column is for "BCS Entity Users" and includes "BCS Login and Guides", "Subscribe to Listserv", "Priority Requests", "BCS Access Request Form", and "Frequently Asked Questions". At the bottom of the main content area, there are three more icons: "About Us", "Turnaround Times", and "Contact BCCU".

**Simplified Site Structure**  
**Streamlined Navigation**  
**Enhanced Content**

# Do You Have Questions?



We have answers (well, most of the time).

Our [FAQs](#) have been updated and have the answers to the most common questions our users and applicants ask about background checks.

## Background Check Central Unit



Applicants



Background Check Authorization Form



Record Requests and Applicant Affidavit



Applicant Resources



Getting Fingerprinted



**Frequently Asked Questions**



BCS Entity Users



BCS Login and Guides



Subscribe to Listserv



Priority Requests



BCS Access Request Form



**Frequently Asked Questions**

## 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:** [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov)

**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.

**Results**

Interim FP [No Record](#)

**Interim FP Decision**

Sally Sample (sally.sample@gmail.com) chose to continue with the fingerprint check on July 9, 2024 at 12:49pm.

Final FP [No Record](#)



There is a report feature in BCS that allows you to export your working grid information to excel. This allows you to manipulate and sort the background check data in a report for easier viewing.

**Search Applications**

**First Name**

**Last Name**

**Inquiry ID**

**Show My Inquiries**

Not Submitted   
  In Progress   
  Archived  
 Finished   
  Needs Action   
  Expired

**Date Created From**    
 **Date Created To**

  

[Estimated Turnaround Times](#)

Last Name	First Name	Date Of Birth	Inquiry Id	Status	Date Created	Check Type	User Name	Archived
Barr	Candy	10/27/1968	6630038	Finished	7/8/2024	NDOB	Sally Sample	FALSE
Force	Gail	8/9/1972	6630040	Pending	7/8/2024	NDOB	Tina Test	FALSE
Shorts	Jim	5/18/1970	6630039	Finished	7/8/2024	FP	Elle Example	FALSE



**Print an applicant's background check authorization form.**

- Click on applicant's last name and view the Background Check Summary.
- Look for Applicant Details and click on "Review Application Form."
- You are then able to view and print the applicant's online background check authorization form.

**Search Applications**

Not Submitted   
  In Progress   
  Archived  
 Finished   
  Needs Action   
  Expired

First Name:  Applicant First Name  
 Last Name:  Applicant Last Name  
 Inquiry ID:  Inquiry Id  
 Show My Inquiries

Date Created From:  MM/DD/YYYY   
 Date Created To:  MM/DD/YYYY

  

[Estimated Turnaround Times](#)

Last Name	First Name	Date of Birth	Inquiry ID	Status	Date Created	Check Type	User Name	Archive
<a href="#">Barr</a>	Candy	10/27/1968	6630038	Finished	07/08/2024	NDOB	Sally Sample	<input type="checkbox"/>
<a href="#">Force</a>	Gail	08/09/1972	6630040	Pending	07/08/2024	NDOB	Tina Test	<input type="checkbox"/>
<a href="#">Shorts</a>	Jim	05/18/1970	6630039	Finished	07/08/2024	FP	Elle Example	<input type="checkbox"/>

**Application Information**

Applicant Name: Candy Barr  
 Applicant DOB: 10/27/1968  
 Applicant Phone: (360) 784-3232  
 Applicant Email: candy.barr@gmail.com

**Background Check Information**

Inquiry ID: 6630038  
 Status: Finished  
 Applicant Type: Other (Default)  
**Applicant Details:** [Review Application Form](#)  
 Background Check Type: Name and Date of Birth

**Results**

NDOB: [No Record](#)



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).



## BCS Trainings

### PAA Workshop

This workshop is intended for Primary Account Administrators to learn more about the administrative functions of BCS.

August 12, 2024

### User Training

This training will cover how to submit, review, and retrieve background check results as well as commonly asked questions about the background check process.

September 11, 2024

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.

A graphic consisting of four stacked wooden blocks. The top block is yellow and contains the word 'WHAT'. The second block is orange and contains 'DOES'. The third block is light blue and contains 'IT'. The bottom block is dark blue and contains 'MEAN?'. The blocks are set against a purple background with a blue shadow at the base.

# WHAT DOES IT MEAN?

## 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.

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### 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.

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### 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.

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### 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 [YouTube tutorial](#) 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)