

TITLE:	BACKGROUND CHECKS	POLICY 28.03
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Authority: [WAC 388.78A.2461, Background checks](#)
[WAC 388.78A.24641, Washington state name and date](#)
[RCW 74.39A.056, Background checks long-term care workers](#)
[RCW 74.39A.051, Quality improvement principles](#)
[RCW 43.20A.710, Investigation of conviction record](#)
[RCW 43.43.830, Background check, access to vulnerable persons](#)
[RCW 43.43.842, Vulnerable adults](#)

PURPOSE:

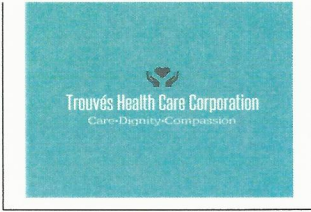
This policy provides the guidelines for state required background checks for employees that will work with residents.

SCOPE:

All Trouves Health Care employees, volunteers, students and contractors who have unsupervised access to residents.

POLICY:

- A. Trouves Health Care complies with state law and completes background checks and national fingerprint background check on all employees.
- B. Unless the individual is eligible for an exception under WAC 388-113-0040, if the results of the Washington state name and date of birth background check indicate the person has a disqualifying criminal conviction or a pending charge for a disqualifying crime under chapter 388-113 WAC, or a disqualifying negative action under WAC 388-78A-2470, then the assisted living facility must:
 - 1. Not employ, directly or by contract, a caregiver, administrator, or staff person; and
 - 2. Not allow a volunteer or student to have unsupervised access to residents.
- C. Administrators and all caregivers who are not disqualified by the Washington state name and date of birth background check, must complete a national fingerprint background check and follow department procedures.
 - 1. After receiving the results of the national fingerprint background check the assisted living facility must not employ, directly or by contract, an administrator or caregiver who has a disqualifying criminal conviction or



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pending charge for a disqualifying crime under chapter 388-113 WAC, or that is disqualifying under WAC 388-78A-2470.

- 2. The assisted living facility may accept a copy of the national fingerprint background check results letter and any additional information from the department's background check central unit from an individual who previously completed a national fingerprint check through the department's background check central unit, provided the national fingerprint background check was completed after January 7, 2012.

- D. Washington state name and date background checks are completed every two years. Trouves ensures that new background check authorizations are submitted every two years for all administrators, caregivers, staff persons, volunteers, students and contractors.

- E. In accordance with RCW 43.43.832, a health care facility may share Washington state background check results with other health care facilities under certain circumstances. National fingerprint checks cannot be shared. See WAC 388.78A.2467.

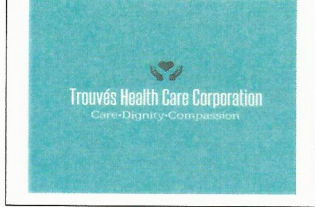
- F. Trouves may offer conditional hire, pending results from the background checks.

- G. Trouves requires that each employs, volunteer, student or contractor prior to starting their duties, make disclosures of any crimes or findings consistent with RCW 43.43.834(2). The disclosure must be in writing and signed by the person under penalty of perjury.

PROCEDURE:

- A. Before hiring, Trouves requires the employees, volunteers, students and contractors to:
 - 1. Complete a DSHS background authorization form; and
 - 2. Submit the information to the department's background check central unit.

- B. After receiving the results of the Washington state name and date of birth background check, the assisted living facility must:



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1. Inform the person of the results of the background check;
2. Inform the person that they may request a copy of the results of the background check. If requested, a copy of the background check results must be provided within ten days of the request; and
3. Notify the department and other appropriate licensing or certification agency of any person resigning or terminated as a result of having a disqualifying criminal conviction or pending charge for a disqualifying crime under chapter [388-113 WAC](#), or a negative action that is disqualifying under [WAC 388-78A-2470](#).
4. After receiving the result letter for the national fingerprint background check, the assisted living facility must inform the person:
5. Of the national fingerprint background check result letter;
6. That they may request a copy of the national fingerprint check result letter; and
7. That any additional information requested can only be obtained from the department's background check central unit.

C. Disqualifying information is reviewed per RCW 43.43.830 to determine eligibility for an exception under WAC 388.113.0040. Trouves Director makes the final decision regarding exceptions in compliance with RCW and WAC.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None