

## Background Check Administrative Review

LAST NAME OF APPLICANT	FIRST NAME OF APPLICANT	DATE OF REQUEST
CASE OR PROVIDER NAME	CASE OR PROVIDER NUMBER	APPLICANT OCA NUMBER

**ROLE / RELATIONSHIP**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Adoptive Parent / Person in Adoptive Home | <input type="checkbox"/> Babysitter           | <input type="checkbox"/> Foster Parent / Person in Foster Home |
| <input type="checkbox"/> Potential CA Employee                     | <input type="checkbox"/> Private Agency Staff | <input type="checkbox"/> Relative                              |
| <input type="checkbox"/> Safety Plan Participant                   | <input type="checkbox"/> Suitable Person      | <input type="checkbox"/> Transporter                           |
| <input type="checkbox"/> Visitation Supervisor / Visitor           | <input type="checkbox"/> Volunteer            |  |

CA SOCIAL SERVICE SPECIALIST / LICENSOR'S NAME	REGION AND PROGRAM (E.G., 4N2 DCFS)	TELEPHONE NUMBER
SUPERVISOR NAME		TELEPHONE NUMBER

### Section 1. Crime and/or Negative Action Review and Approval Type

#### Administrator or Deputy Administrator Review

- Category 2: Five year disqualifying crime and **more than five years** since date of the conviction.
- FBI crimes not listed in other sources (must not be disseminated per RCW 43.43.837(3)):
- Washington State Patrol, Administrative Office of the Courts, Department of Corrections, or self-disclosure:
- Negative Actions:
- Founded finding of abuse, neglect, exploitation, or abandonment of a vulnerable adult, juvenile or child;  
Intake number:
- Court finding of child abuse or neglect (e.g., established "b" dependency); Case number:
- Other Types of Negative Actions:
- Termination, revocation, suspension, or denial of a license, certification, and/or State or Federal contract
- Relinquishment of a license, certification, or contract in lieu of an agency negative action
- Revocation, suspension, denial or restriction placed on a professional license
- Department of Health disciplining authority findings

#### Area Administrator Review

- FBI crimes not listed in other sources (must not be disseminated per RCW 43.43.837(3)):
- Washington State Patrol, Administrative Office of the Courts, Department of Corrections, or self-disclosure:
- Any other serious crime involving a person that is not a permanent disqualifying, five year disqualifying, or crime listed above.
- FBI crimes not listed in other sources (must not be disseminated per RCW 43.43.837(3)):
- Washington State Patrol, Administrative Office of the Courts, Department of Corrections, or self-disclosure:

**Section 2. Crime or Negative Action History Information**

COLLATERAL CONTACTS

DOCUMENTS REVIEWED

CHILDREN'S ADMINISTRATION OR OTHER CHILD WELFARE RECORD INFORMATION REVIEWED

**Section 3. Evaluation**

EVALUATION DESCRIPTION OF CHILD'S AGE, SPECIAL NEEDS, BEHAVIOR, VULNERABILITY, ETC., AND HOW THE INDIVIDUAL UNDER REVIEW CAN ADDRESS THESE

**Section 4. Reviewer's Decision and Signature**

AREA ADMINISTRATOR'S NAME

Authorized  Child Specific  Not authorized

AREA ADMINISTRATOR'S SIGNATURE

DATE

ADMINISTRATOR / DEPUTY ADMINISTRATOR'S NAME

Authorized  Child Specific  Not authorized

ADMINISTRATOR / DEPUTY ADMINISTRATOR'S SIGNATURE

DATE

**Character, Competence and Suitability Assessment** – A character, competence and suitability assessment is required:

1. When assessing out-of-home caregivers under RCW 43.43, RCW 74.15.030, WAC 388-06 and PL 109-248. When CA staff assesses the character, competence and suitability of a person providing care to a child under CA's care and custody, CA staff may consider factors that include but are not limited to the following:
  - Vulnerability of child(ren) to whom the person is requesting unsupervised access.
  - What relationship, if any, the person requesting unsupervised access has to the child.
  - In order to aid reunification, consider the proximity of the person who is requesting unsupervised access to the child's family, school and community.
  - The person's ability to meet the physical, emotional and mental health needs of the child.
  - The person's ability to meet the racial, ethnic, cultural, and religious needs of child.
  - The specific experiences and/or training the person has that prepares him or her to provide for or support any special needs of the child.
  - The degree to which the person is willing to initiate and participate in medical or therapeutic treatment of the child.
  - In order to maintain sibling connections, consider the person's ability to provide care to this child and his or her siblings.
  - Child welfare history and Division of Licensed Resources history of the person, if any.
  
2. DSHS may find a person with convictions able to have unsupervised access to children or individuals with a developmental disability only in the following two situations (see WAC 388-06-0190):
  - (a) If the conviction for any crime listed in WAC 388-06-0180 occurred more than five years ago; or
  - (b) If the conviction was for a crime other than those listed in WAC 388-06-0170 or WAC 388-06-0180.

In both of these situations, DSHS must review an applicant's background to determine his or her character, suitability, and competence to have unsupervised access to children or individuals with a developmental disability. In this review, DSHS must consider the following factors:

- (a) The amount of time that has passed since convicted;
- (b) The seriousness of the crime that led to the conviction;
- (c) The number and types of other convictions;
- (d) The amount of time that has passed since the conviction;
- (e) The age at the time of conviction;
- (f) Documentation indicating successful completion of all court-ordered programs and restitution;
- (g) Behavior since the conviction; and
- (h) The vulnerability of those that would be under the applicant's care.