



## Policy and Procedure # 610

# Background Checks and Criminal History Investigations

Approval: \_\_\_\_\_ Effective Date: 5/9/24

### POLICY:

To comply with Developmental Disabilities Administration Policy 5.01 and WAC 388, as well as to protect EFI clients from individuals who have been convicted of crimes against persons or any other crimes specified by DSHS, background investigations will be required of all applicants, employees and volunteers who may have unsupervised access to individuals with developmental disabilities. All new living skills instructors must have finger-print based background checks prior to being hired. Background checks must be renewed at least every 3 years or as required by program rule or contract.

REFERENCE:           WAC 388-892-0300  
                          WAC 388-101-3250  
                          WAC 388-825-640  
                          WAC 388-113  
                          RCW 43.43.830 - 43.43.845

### PROCEDURE:

1. EFI will complete the background check process on all applicants considered for employment, volunteer or subcontractor services. Only applicants with DSHS cleared background checks shall be hired, retained or allowed unsupervised access to our clients.
  - A. All prospective employees, volunteers, Board members and routine or frequent contractors will be required to complete and submit at the time of application a DSHS background check authorization form.
  - B. All new long-term care workers must have fingerprint-based background checks.
  - C. Applicants requiring a fingerprint check may be hired for a one hundred twenty day provisional period as allowed under law when:
    - (a) The applicant or service provider is not disqualified based on the initial result of the background check from DSHS; and
    - (b) A fingerprint-based background check is pending.
      - a. Applicant must provide a copy of the confirmation receipt to the service provider upon completion.
  - D. Applicants applying to the vocational department or a position that supports the vocational department (administrative) are required to be checked for exclusions from federally funded health care programs. The Office of Inspector General maintains a list of all currently excluded individuals and entities called the List of Excluded Individuals/Entities (LEIE).



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2. After hire, DSHS background checks must be renewed every 3 years for Residential Service employees and every 2 years for Employment Day Service employees, or as required by program rule or contract.
3. DSHS must automatically disqualify an applicant if their background check reveals crimes and negative actions on the list of disqualifying crimes and negative actions, WAC 388-113.
4. EFI will notify applicants and employees of the results as required by regulatory statutes.
5. Disclosure statements and background check results will be:
  - A. Secured as confidential by human resources department.
  - B. Used only in consideration of access to EFI clients.
  - C. Maintained or archived as required by state and federal laws and statutes.