



CONTRACT AMENDMENT Job Services

DSHS CONTRACT NUMBER:
1665-71172

Amendment No. 02

This Contract Amendment is between the State of Washington Department of Social and Health Services (DSHS) and the Contractor identified below.

Program Contract Number
[Click here to enter text.](#)
Contractor Contract Number

CONTRACTOR NAME Harborview Medical Center		CONTRACTOR doing business as (DBA) Harborview Mental Health and Addiction Services	
CONTRACTOR ADDRESS 401 Broadway St Seattle, WA 98504-		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI) 578-037-394	DSHS INDEX NUMBER 1145
CONTRACTOR CONTACT Sunny Lovin	CONTRACTOR TELEPHONE (206) 744-9664	CONTRACTOR FAX (206) 744-9854	CONTRACTOR E-MAIL ADDRESS slovin@uw.edu
DSHS ADMINISTRATION Executive Administration		DSHS DIVISION Division of Vocational Rehabilitation	DSHS CONTRACT CODE 8503LS-65
DSHS CONTACT NAME AND TITLE Russell Wrigg Contract Specialist		DSHS CONTACT ADDRESS PO Box 45340 Olympia, WA 98504-5340	
DSHS CONTACT TELEPHONE (360)725-3604	DSHS CONTACT FAX (360)407-3933		DSHS CONTACT E-MAIL ADDRESS wriggre@dshs.wa.gov
IS THE CONTRACTOR A SUBRECIPIENT FOR PURPOSES OF THIS CONTRACT? No		CFDA NUMBERS	
AMENDMENT START DATE 07/01/2019	CONTRACT END DATE 06/30/2020		
PRIOR MAXIMUM CONTRACT AMOUNT \$0.00	AMOUNT OF INCREASE OR DECREASE \$0.00	TOTAL MAXIMUM CONTRACT AMOUNT \$0.00	
REASON FOR AMENDMENT: CHANGE OR CORRECT PERIOD OF PERFORMANCE			
ATTACHMENTS. When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract Amendment by reference: <input type="checkbox"/> Additional Exhibits (specify):			
This Contract Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Contract. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Contract remain in full force and effect. The parties signing below warrant that they have read and understand this Contract Amendment, and have authority to enter into this Contract Amendment.			
CONTRACTOR SIGNATURE 		PRINTED NAME AND TITLE Paul Hayes, Executive Director	DATE SIGNED July 24, 2019
DSHS SIGNATURE 		PRINTED NAME AND TITLE Brenda Bales, Manager	DATE SIGNED 7/24/19

This Contract between the State of Washington Department of Social and Health Services (DSHS) and the Contractor is hereby amended as follows:

1. **Term.** The term of this Contract is extended one year, from July 01, 2019 to the new end date of June 30, 2020.
2. Special Terms and Conditions, Section 13. Background Checks is amended as follows:

Background Checks.

- a. Prior to performing services under this contract, the Contractor must obtain a criminal background check through the online DSHS Background Check System for all employees, interns, or volunteers who may have Unsupervised Access to DVR Customers. DVR will pay for background checks for the Contractor's personnel, interns, or volunteers only if they will serve DVR Customers and may have Unsupervised Access to the individual.
- b. DVR may, at its discretion, request a background check on any director, board member, or other personnel.
- c. The Contractor shall designate an employee contact and back-up contact who are authorized to process confidential background checks and accept results of background checks on its employees, interns, or volunteers utilizing the online DSHS Background Check System. The Contractor shall submit – Background Check Contractor Designated Contacts form, DSHS 17-266 (01/2019), and follow written instructions to be provided by DVR for required access and use of the system to obtain background checks on their employees, interns, or volunteers who may have Unsupervised Access to DVR Customers.
- d. When an employee, intern, or volunteers DSHS background check results indicate they have **No Record**, the Contractor may allow Unsupervised Access to DVR Customers.
- e. When an employees, interns, or volunteers DSHS background check results indicate they have a **Record**, the Contractor must complete - Character, Competence, and Suitability Assessment (CCSA) form, DSHS 17-263 (01/2019), to determine and document whether the employee, intern, or volunteer will be allowed to have Unsupervised Access to DVR Customers due to mitigating circumstances.

The completed CCSA shall be kept on file with the employee, intern, or volunteers DSHS background check results. At any time DVR may ask to view the CCSA or request a copy of the CCSA form.

- f. When an employee, intern, or volunteer of the Contractor receives a background check result that is **Disqualifying** as a result of crimes, convictions, or actions that are on the DSHS Disqualifying List of Crimes and Negative Actions, the Contractor shall ensure that the employee, intern, or volunteer does not have Unsupervised Access to DVR Customers. The list can be found at the following website address in the section for programs administered by DSHS, including DSHS state employees in covered positions with access to vulnerable people:
<https://www.dshs.wa.gov/sesa/background-check-central-unit/disqualifying-list-crimes-and-negative-actions>.

g. The Contractor shall submit – DVR Background Check Reporting form, DSHS 17-264 (01/2019), to DVR each time a background check is conducted on an employee, intern, or volunteer.

h. DSHS background checks shall be conducted:

- (1) Anytime a new employee, intern, or volunteer is hired that may have Unsupervised Access to DVR Customers;
- (2) Every two (2) years on existing employee, intern, or volunteer having Unsupervised Access to DVR Customers; or
- (3) When the Contractor or DVR has reason to believe an employee, intern, or volunteer has committed an offense that may affect the status of his or her Unsupervised Access to DVR Customers.

i. Retention schedule for background checks

- (1) Background check results for job applicants hired by the Contractor or existing employees, interns or volunteers who are granted Unsupervised Access to DVR Customers:

Results of the online DSHS Background Check System for individuals who were hired by the Contractor or existing employees, interns or volunteers, including RAP sheets or supplemental information provided by the applicant must be stored together in a secure location separated from personnel files and other less confidential documents. Documents include the person's name, date of birth, aliases, driver's license, and social security number, and confidential background information.

- (2) Background check results for job applicants **NOT** hired by the Contractor or existing employees, interns, or volunteers of the Contractor who are denied Unsupervised Access to DVR Customers:

Results of the online DSHS Background Check System for individuals who were not hired by the Contractor, or existing employees, interns, or volunteers of the Contractor who are denied Unsupervised Access to DVR Customers, because of a disqualifying record, including RAP sheets or supplemental information provided by the applicant must be stored together in a secure location. Documents include the person's name, date of birth, aliases, driver's license number, and social security number, and confidential background information.

- (3) All background check and related documents shall be retained by the Contractor per DSHS General Terms and Conditions, Section 11, Maintenance of Records.

All other terms and conditions of this Contract remain in full force and effect.