



## Ohio Administrative Code

### Rule 5180:2-33-80 Retained applicant fingerprint database information exchange (Rapback).

Effective: May 1, 2019

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(A) A public children services agency (PCSA), private child placing agency (PCPA) or private noncustodial agency (PNA) shall establish an e-mail account in order to receive electronic notifications regarding the retained applicant database information exchange.

(B) The agency shall submit the e-mail account information to ODJFS according to the following:

(1) Within ten days of receiving its license from ODJFS.

(2) Within twenty-four hours of changing the e-mail account information, if the information changes after submission to ODJFS.

(C) The PCSA, PCPA or a PNA shall enter the following information regarding any adult household member subject to a criminal records check into the statewide automated child welfare information system (SACWIS):

(1) Legal name.

(2) Date of birth.

(3) Authentication number from the Ohio bureau of criminal investigation (BCI).

(D) The information required in paragraph (C) of this rule shall be completed as follows:

(1) Upon the recommendation to certify or approve a foster or adoptive home.

(2) Within ten days after the receipt of a criminal records check from BCI involving a change in occupancy for a new household member.



(E) If the agency receives a notification that an individual in the home of a certified foster caregiver or in the home of a person approved for adoption has been fingerprinted in relation to a crime, the agency shall review the information using the web portal at: <https://www.ohioattorneygeneral.gov>.

(F) The agency shall review any additional information within one business day of receiving it from (BCI).

(G) If a home is certified as a foster home and approved for adoption by two different agencies, each agency shall perform the requirements of this rule.

(H) If the "Rapback" information indicates that a person in the household of a certified foster caregiver or in the home of a person approved for adoption has been arrested, convicted, or plead guilty to any offense, the agency shall take appropriate action within twenty-four hours of receiving the information. Appropriate action at a minimum shall include:

(1) Contact the local law enforcement agency that made the arrest.

(2) Notify, within twenty-four hours, any other agency that holds custody of a child in the home and inform the agency of the information received.

(3) Re-evaluate the household to ensure the home will not jeopardize in any way the health, safety or welfare of the children in the home.

(I) The agency shall complete the JFS 01301 "Retained Applicant Fingerprint Database Post-Notification Report" (12/2008) in SACWIS within ten business days after taking action as described in paragraph (H) of this rule.

(J) The agency shall document all "Rapback" information and results in SACWIS.