

5101:2-33-80

Retained applicant fingerprint database information exchange ("Rapback").

- (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.

Five Year Review (FYR) Dates: 3/27/2024 and 03/27/2029

CERTIFIED ELECTRONICALLY

Certification

03/27/2024

Date

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