

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 ~~from the Ohio department of job and family services (ODJFS)~~ 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 PCPA or a PNA shall enter the following information regarding any adult household member subject to a criminal records check on the JFS 01318 "SACWIS Private Agency Provider Request" (rev. 4/2009):~~

~~(1) Legal name.~~

~~(2) Date of birth.~~

~~(3) Social security number.~~

~~(C)~~ (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) ~~Social security number~~ Authentication number from the Ohio bureau of criminal investigation (BCI).

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

~~(1) If the agency has not completed a JFS 01318 form or entered the required information into SACWIS for a currently certified or approved foster and adoption home, the agency shall complete the information.~~

~~(2)~~ (1) Upon the recommendation to certify or approve a foster or adoptive home.

- ~~(3)~~(2) Within ten days after the receipt of a criminal records check from BCI involving a change in occupancy involving a household member subject to a criminal records check for a new household member.
- ~~(F)~~(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 ~~contact BCH within two business days of receiving the notification to request additional information~~ review the information using the web portal at: <https://www.ohioattorneygeneral.gov>.
- ~~(G)~~(F) The agency shall review any additional information within one business day of receiving it from ~~BCH~~(BCI).
- ~~(H)~~(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.
- ~~(I)~~(H) If the ~~additional~~ "Rapback" information ~~from BCH~~ 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 ~~additional information from BCH~~. 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.
- ~~(J)~~(I) The agency shall complete and submit to ~~ODJFS~~ 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 ~~on the additional information received from BCH~~.
- ~~(K)~~(J) The agency shall document all "Rapback" information and results ~~related to the retained applicant database information exchange in the file of the foster caregiver or the adoptive home~~ in SACWIS.

Effective:

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Certification

Date

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