

**Cuyahoga County  
Department of Health and Human Services  
Division of Children and Family Services  
Policy Statement**

**Policy Chapter:** Substitute Care  
**Policy Number:** 6.02.17  
**Policy Name:** Retained Applicant Fingerprint Database Information Exchange (RAPBACK)

**Original Effective Date:** 10/26/2009  
**Revision Date(s)** 06/01/2017, 03/01/2014  
**Current Revision Date:** 06/01/2017  
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**PURPOSE:** This policy guides CCDCFs when it receives information from the Retained Applicant Fingerprint Database Information Exchange (RAPBACK).

**SCOPE:** This policy applies to all CCDCFs staff.

### **POLICY**

CCDCFs provides a timely review of and response to information received from the Retained Applicant Fingerprint Database Information Exchange (RAPBACK), as part of its child welfare function.

#### **Explanation of RAPBACK:**

State law requires CCDCFs to receive information regarding arrests and convictions of certain persons who had background checks completed as part of the foster, adoptive, or relative home approval process. Notice that a person has been arrested or convicted of a criminal offense will be sent to CCDCFs by Ohio Department of Job and Family Services (ODJFS). Additional information will be obtained by CCDCFs, by contacting the Ohio Bureau of Criminal Identification and Investigation (BCII). The information is utilized to assess or reassess the safety of children.

CCDCFs follows this procedure and utilizes the information received from RAPBACK in its child welfare practice.

### **PROCEDURES**

- A. CCDCFs has an established email account to receive RAPBACK information from ODJFS.

- B. All emails sent to the CCDCFS RAPBACK account are forwarded to the Resources Department's Senior Supervisor and Supervisors.
- C. When information is received from this email account the Senior Supervisor:
  - 1. Cross references the information with Statewide Automated Child Welfare System (SACWIS) and notifies assigned Foster Homes (FH) Supervisor.
  - 2. The Foster Homes Supervisor:
    - a. Completes a SACWIS search to verify CCDCFS involvement and confirms the status of the person identified on the RAPBACK. (e.g., foster parent, adoptive parent, kinship caregiver licensed or approved, child in custody) and notifies Senior Supervisor of status.
  - 3. The Senior Supervisor then accesses the Attorney General's Website login screen via <https://rapback.ohioattorneygeneral.gov/> reviews the entitled rap sheets and selects "affirm" or "disaffirm" entitlement. If affirmed, Rapsheet is downloaded and information is given to the RM's Supervisor.
  - 4. The FH Supervisor documents the steps of the RAPBACK procedure on the JFS 01301 by completing all sections of the form up to "Description of Actions Taken". (The final section is completed by the FH Supervisor)
- D. If the provider is an "ACTIVE" or "ON HOLD" provider, or an active person on the case, continue to (Step F).
- E. If the case is "CLOSED", the FH Supervisor documents all actions taken on the JFS 01301, indicating that there is no current case on this person. The JFS 01301 is forwarded, via email, to the Enforcement Coordinator at ODJFS and the ODJFS Licensing Specialist for Cuyahoga County. This completes the requirements of the RAPBACK for closed cases.
- F. When the Senior Supervisor receives additional information from BCII website, the FH Supervisor, as soon as possible, but no later than one business day after receipt of the information, completes the JFS 01301; and
  - 1. Contacts via fax, or mail a letter to: the local or reporting law enforcement agency listed within the BCII and request additional information as required by Ohio Administrative Code (OAC) section 5101:2-33-80 (H)(1). If and when information is received from local law enforcement, the information will be forwarded to the RM.
  - 2. Reviews provider placements, and notifies any and all other agencies (public or private) who have children currently placed in the home of the information received from Ohio BCII, within twenty-four (24) hours, as required by Ohio Administrative Code section 5101: 2-33-80 (H) (2).

3. If a child is placed in the home, the FH Supervisor must report this information to the HOTLINE, to initiate an assessment of safety of the child(ren) as required by Ohio Administrative Code section 5101: 2-33-80 (H) (3).
  4. If a child is not in the home, the FH Supervisor must email the RM assigned to the foster or adoptive home.
- G. Hotline establishes a priority response to check on the safety of the child, provides an FYI to the appropriate resource manager for the foster or adoptive home and notifies the assigned workers for the child.
  - H. The RM immediately places the home “on hold” to ensure no additional children are placed in the home until the underlying issue has been satisfactorily resolved.
  - I. The placement of the home “on hold” will be considered the action taken in response to the RAPBACK alert.
  - J. The RM assigned to the foster or adoptive home must meet with the foster or adoptive family within three (3) business days following the email notification to discuss any issues.
  - K. The FH Supervisor assigned to the foster or adoptive home is responsible for completing the JFS 01301 “Retained Applicant Fingerprint Database Information Exchange Report,” as soon as possible, but no later than ten (10) days commencing on the date the additional information was received from BCII. The RM sends an email to the responsible parties at ODJFS notifying them the JFS 01301 has been completed in SACWIS.
  - L. All information and results concerning the RAPBACK report are placed in the foster care or adoptive home record.

**SEE ALSO**

Ohio Administrative Code Section 5101:2-33-80