

Ohio

**Department of
Job and Family Services**

John R. Kasich, Governor
Cynthia C. Dungey, Director



RAPBACK 2.0

January 2016

Background

What is RAPBACK?

- Retained Applicant Fingerprint Database Information Exchange (RAPBACK)
- A database maintained by the Attorney General's (AG)'s office that holds our ODJFS Rapback population. (ORC 109.5721)
- ODJFS Rapback population-any foster/adoptive provider member or placement over the age of 18.
- RAPBACK Rule 5101: 2-33-80
- 'Hit' occurs when the fingerprint of a person who is arrested, convicted or pleads guilty to any offense matches a person in the ODJFS RAPBACK population.



RAPBACK

How does someone get enrolled in to our ODJFS population?

- When their Authentication No (TCN) on the BCII report is entered in to SACWIS, it will get verified (not older than a year old or poor quality)
- When they are licensed or approved SACWIS enrolls them in our population

RAPBACK

- Authentication No. (Transaction Control Number) is assigned to a person's fingerprints when they complete a BCII check.
- This TCN is how the person is identified in Rapback 2.0 (combination of numbers/letters) ie. NBT5992XU8734

CRIMINAL HISTORY RECORD CHECK
NO BCI CONVICTIONS ON FILE
AUTHENTICATION NO. XXXXXXXXXX

RAPBACK

Authentication Number (TCN) issues:

- BCII results valid for 1 year from completed date
- If not entered timely in to SACWIS, they will expire and a new BCI will need to be completed
- ‘waived’ should only be used for children who turn 18 in between recert/updates or ‘poor quality fingerprints’
- If you get a ‘request of copy’ validation error-contact Kim Starr or Melissa Cromwell to get original TCN

RAPBACK

- In December 2014, about 16,500 person loaded in to the AG's webportal under their Sub-Agency and their TCN's loaded in to SACWIS
- Some people had missing information in SACWIS so we could not match them or get them enrolled
- Clean up has been occurring since December 2014
- These people have not been a part of RAPBACK since their last BCII.
- Need to be re-fingerprinted

RAPBACK

How to enter a Authentication No. (TCN) in to SACWIS

Person Profile- Background Tab

Profile | Education | Medical | Employment | Military | **Background** | Delinquency | SACWIS History | help

Basic | Demographics | **Address** | Additional | Characteristics | Safety Hazard

Name: [redacted] Person ID: [redacted] DOB: [redacted]

Hazard/Alert Information

Safety Hazard Exists Safety Plan Exists Environmental Hazard Exists Protective Service Alert AWOL
 Pregnant Pregnant/Parenting Minor Pregnant/Parenting Youth in Custody

Person Information

Prefix: [dropdown]
First Name: * Pamela Middle Name: [text]
Last Name: * Pilgrim Suffix: [dropdown] [Populate AKA Name](#)

Gender: [Female] SSN: [text] Retain Add/Edit
DOB: [01/01/1968] Age: [47] Estimated DOB DOB Unknown

Deceased Deceased Date: [text] Age At Time Of Death: [text] Deceased Date Unknown

Driver's License #: [text] Issue State: [dropdown] Expiration: [text]

AKA Names

Prefix	First Name	Middle Name	Last Name	Suffix	AKA Type
Add AKA					

RAPBACK

[help](#)

[Profile](#) | [Education](#) | [Medical](#) | [Employment](#) | [Military](#) | [Background](#) | [Delinquency](#) | [SACWIS History](#)

Authentication Number (TCN)

1301

Criminal History

Name: Pilgrim, Pamela

Person ID: [redacted]

DOB: [redacted]

Authentication Number (TCN) History

Created In Error: Exclude Include

	Authentication No. (TCN)	Date Completed	End Date	Reason Fingerprinted	Enrolled	Status	Agency
view	[redacted]	10/01/2014		Initial Certification	<input type="radio"/>	Verified	Muskingum County Children Services Board

[Add Authentication Number](#)

[Apply](#) [Save](#) [Cancel](#)

RAPBACK

[Profile](#) | [Education](#) | [Medical](#) | [Employment](#) | [Military](#) | [Background](#) | [SACWIS History](#) | [help](#)

Name: [redacted] Person ID: [redacted] DOB: [redacted]

Authentication Number (TCN) Details

Authentication Number (TCN): * [input] **Reason Fingerprinted: *** [input]

Date Completed: * [input] **Status:** Pending

Waived
Waived Reason: [text area]

End Date: [input] **End Reason:** [input]

Return Reason: [input]

Web Service Log History:

Authentication Number (TCN)	Method Invoked	Returned Value	Created By	Created Date
<input type="checkbox"/> Created in Error Created in Error Reason: [text area]				

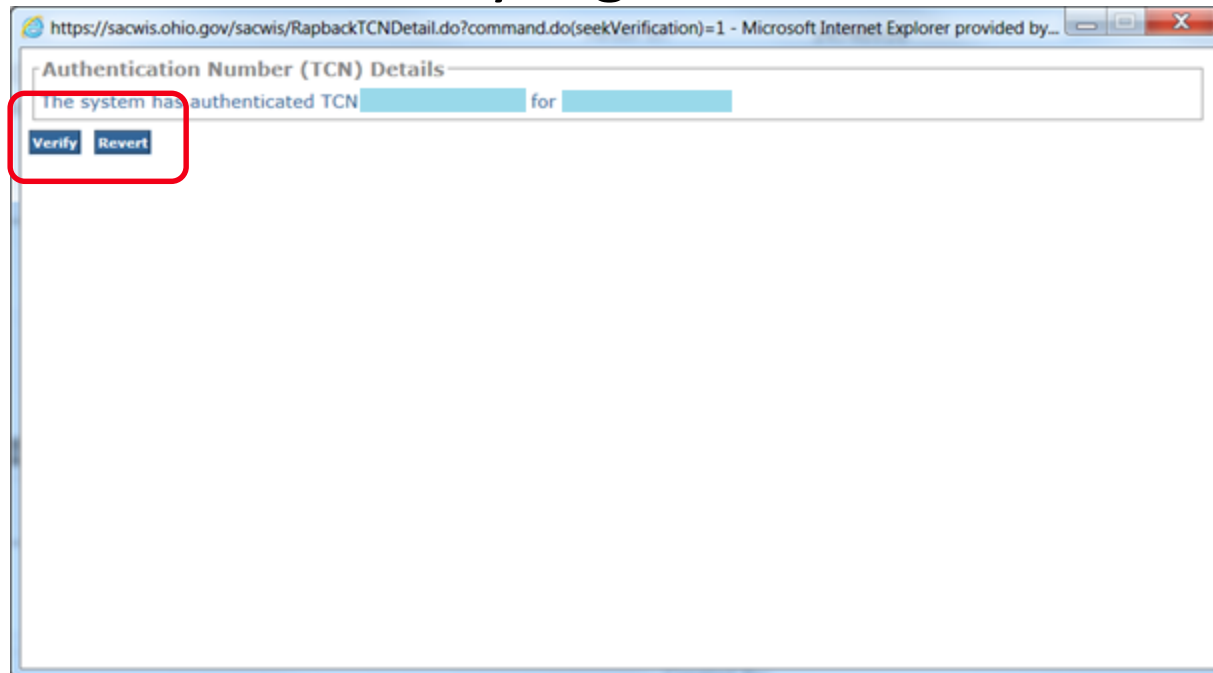
Created Date: [input] **Created By:** [input]

Modified Date: [input] **Modified By:** [input]

Verify **Cancel**

RAPBACK

- When you click 'Verify' you will get a pop-up with the person the AG's office shows is connected to the TCN you entered, make sure it is the same person record you are on, and then 'verify' again.



Authentication Number (TCN)

[Profile](#) | [Education](#) | [Medical](#) | [Employment](#) | [Military](#) | [Background](#) | [SACWIS History](#)

Authentication Number (TCN)

1301

Criminal History

Name: [REDACTED]

Person ID: [REDACTED]

DOB: [REDACTED]

Authentication Number (TCN) History

Created In Error: Exclude Include

	Authentication No. (TCN)	Date Completed	End Date	Reason Fingerprinted	Enrolled	Status	Agency
view	[REDACTED]	12/12/2014		V2 Conversion	<input checked="" type="radio"/>	Verified	The Village Network

[Add Authentication Number](#)

[Apply](#) [Save](#) [Cancel](#)

RAPBACK

- To Enter a 'Waived' Status: click the waived box, enter waived reason and save.

Profile | Education | Medical | Employment | Military | Background | SACWIS History

Name: [REDACTED] Person ID: [REDACTED] DOB: [REDACTED]

Authentication Number (TCN) Details

Authentication Number (TCN): * [WAIVED] Reason Fingerprinted: * [WAIVED]
Date Completed: * [12/23/2015] Status: Waived

Waived
Waived Reason:
Poor Quality Fingerprints

Spell Check Clear 1975

End Date: [REDACTED] End Reason:
Return Reason:

Web Service Log History:

Authentication Number (TCN)	Method Invoked	Returned Value	Created By	Created Date
<input type="checkbox"/> Created in Error Created in Error Reason: [REDACTED]				

Created Date: [REDACTED] Created By: [REDACTED]
Modified Date: [REDACTED] Modified By: [REDACTED]

Save Cancel

RAPBACK

Transfers

- Receiving Agency must get their own BCI check and obtain, review and approve the results prior to accepting the transfer (5101:2-5-31 (H)(1)(f))
- The TCN must be entered in to SACWIS before the transfer recommendation can be routed.

What to do:

- Recommending Agency assigns the Receiving Agency to the Provider Record (if home study live)
- Receiving Agency can review the record in SACWIS and enters the Authentication No. (TCN)

RAPBACK

Transfers continued

- Foster Care Transfers
 - Receiving agency sends signed JFS1334 in to Rita Jackson (ODJFS)
 - Recommending agency routes recommendation for transfer to Rita Jackson
- Adoptive Care Transfers
 - Recommending agency routes recommendation for the transfer to the Receiving agency to be final approved

RAPBACK

Rapback 'Hit':

- Person is arrested, charged, convicted or pleads guilty to a crime and the person is fingerprinted
- Overall Rapback Administrator and any others set up to receive the emails will get the notification (email from the AG's office)

RAPBACK

You got a 'Hit' now what??

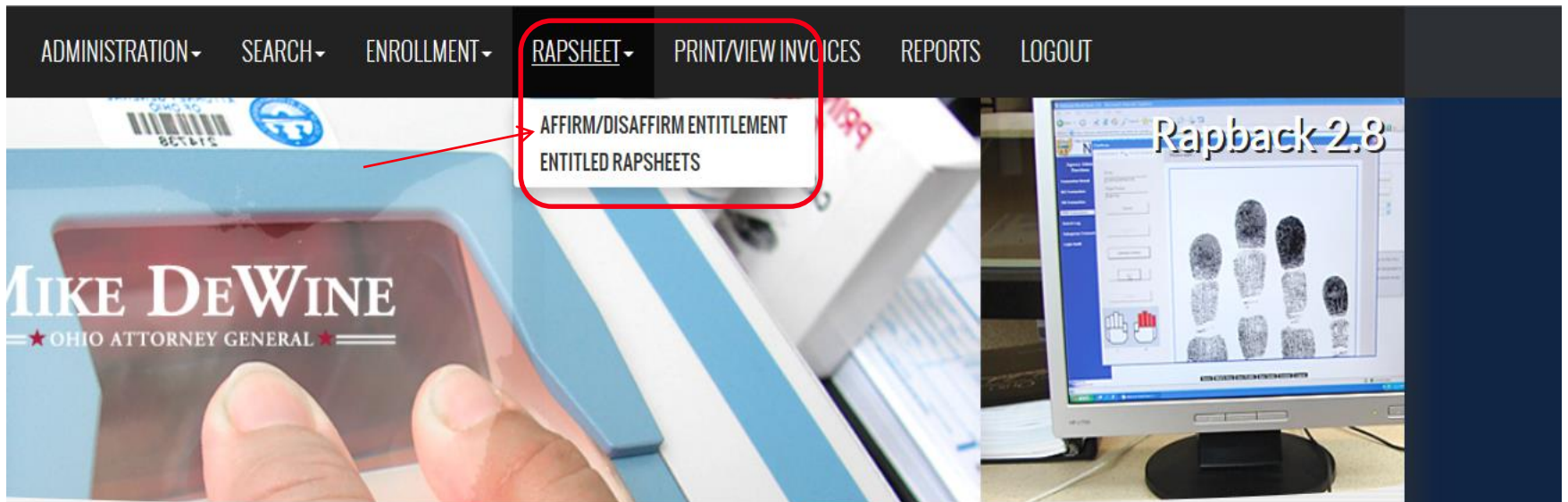
- Log in to the AG's webportal
- Sub-Agency user manual located on login page
- <https://rapback.ohioattorneygeneral.gov/>



About Rapback
How to Begin
What to Expect Next
[Rapback User Manuals](#)
Terms and Conditions of Use

RAPBACK

- Go to Rapsheet tab and Affirm/Disaffirm Entitlement



RAPBACK

A list of all 'hits' on anyone enrolled with your agency will display

- Affirm=yes you still have a right to see their Rapsheet
- Disaffirm=no they are no longer with your agency

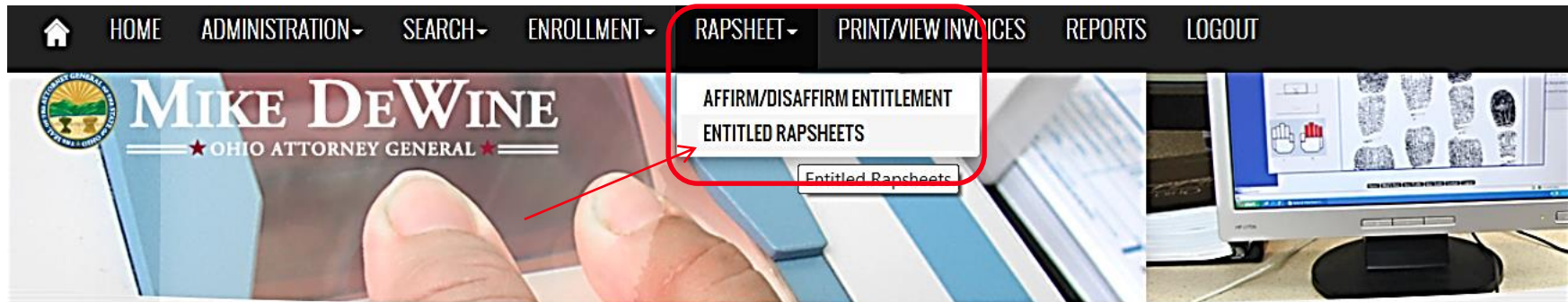
Affirm/Disaffirm Entitlement

Affirm the hit if enrollee is still required to be in Rapback. View the rapsheet from the Entitled Rapsheets page. Disaffirm the hit if the enrollee is no longer required to be in Rapback. Rapsheets are only maintained here for 60 days from date of notification or until affirmed or disaffirmed whichever comes first.

Rapsheet	Authentication No.	Enrollee	Customer No.	Customer Name	Additional Information	Notification Date	Affirm/Disaffirm
[Redacted]							Affirm
							Disaffirm
[Redacted]							Affirm
							Disaffirm

RAPBACK

- Then you go back to the Rapback tab and click on Entitled Rapsheets






kstarr Logout
OHIO DEPT OF JOB & FAMILY SERV
[You have 59:42 left in your session.](#)

Entitled Rapsheets

View or print rapsheets. Rapsheets are only maintained here for 60 days from date of notification.

RAPBACK

- Search available at the top of the page
- Rapsheet will go away after 60 days
- You can download the Rapsheet to your files

Legend
 Download rapsheet
 Rapsheet has been viewed
 Hover over for complete additional information

Rapsheet	Authentication No.	Enrollee	Customer No.	Customer Name	Additional Information	Notification Date
 						
 						
.						

RAPBACK

- To manage your settings, users or to add other's to email list
- Administration tab



kstarr Logout
OHIO DEPT OF JOB & FAMILY SERV
You have 59:49 left in your session.

RAPBACK

- Under Reports you can run reports for your agency

HOME ADMINISTRATION SEARCH ENROLLMENT RAPSHEET PRINT/VIEW INVOICES **REPORTS** LOGOUT

MIKE DEWINE
OHIO ATTORNEY GENERAL

Rapback 2.8

Logout
DEPT OF JOB & FAMILY SERV
ave 59:43 left in your session.

Reports

Select report, enter necessary options, and run report or export

--Select One--
Enrollees Association
Enrollees Disassociation
Hit
Users
Viewed Rapsheets Log

RAPBACK

AG's Webportal cont.

- only 1 Overall Administrator per agency
- If this person leaves your agency they **MUST** change the Administrator for your agency
- Administrator can set up other's to receive the emails and other functions (we recommend at least 2 people get the emails)

RAPBACK

With each affirmed 'Hit' the JFS1301 is **REQUIRED!**

- Rule 5101:2-33-80 states 'The agency shall complete and submit to ODJFS the JFS1301 within 10 business days after taking action on the information received from BCII'
- JFS1301 must be completed in SACWIS (if your agency is Home Study live), or sent to Chris Tesi *
- SACWIS automatically creates a 'draft' 1301 on the person record when a 'hit' is detected
- Will have multiple 1301's if you have received multiple 'hits' regarding the same crime (arrest, convicted, plead guilty, etc)

RAPBACK

- JFS1301 on Person Profile-Background tab – you will have one JFS1301 per ‘Hit’.

Profile | Education | Medical | Employment | Military | Background | Delinquency

Your data has been saved close confirmation

Authentication Number (TCN) **1301** Criminal History

Name: [redacted] Person ID: [redacted] DOB: [redacted]

Retained Applicant Fingerprint Database Post-Notification Report (JFS 01301) Filter Criteria

From Notification Date: [] To Notification Date: []

Agency: [] Action Taken: [] Status: []

Sort Results By: [Begin Date (Descending)]

Historic Hit (Previously Reported): Exclude Include

Created In Error: Exclude Include

[Filter](#) [Clear Form](#)

Retained Applicant Fingerprint Database Post-Notification (1301) Reports History

	Date of Notification	Authentication Number (TCN)	Agency	Action Taken	Final Disposition	Status	
edit report	12/16/2015	[redacted]	Buckeye Ranch, Inc.		No	Draft	delete
view report	08/05/2015	[redacted]	Buckeye Ranch, Inc.	No Action Taken	No	Completed	

[Add JFS 1301](#)

[Apply](#) [Save](#) [Cancel](#)

RAPBACK

- JFS1301 details

Name: Pilgrim, Pamela Person ID: [redacted] DOB: [redacted]

Agency Information
Agency Name: Muskingum County Children Services Board Agency Address: 205 N 7th St Zanesville, OH 43701
Type of Agency: Public Children Services Agency

Foster/Adoptive Home Information

Provider ID	Provider Name	Provider Status	Provider Category	Provider Address	Agency
64852	Pilgrim, Pamela & Pilgrim, Paul	Active	Home	[redacted]	[redacted]

Subject of Notification Information
Social Security Number: [redacted] Offense (OBC Section Code): [redacted]
Authentication No. (TCN): [redacted] Post-Notification Reference Number: [redacted]

Additional Information
Date Initial Notification Received: 11/01/2014
Date Additional Information Requested: 11/02/2014 Date Additional Information Received: 11/02/2014
Date Agency Initiated Action: 11/02/2014
Date Other Custodial Agencies Notified: 11/02/2014

Action Taken:
Action Taken: Voluntary Withdrawal
Description of Action Taken: Provider decided to Voluntarily Withdraw

Created in Error

Foster/Adoptive Applicants notified Agency in a timely manner: No
Final Disposition: Revocation/Denial

Status: Completed
Final Disposition Date: 11/15/2014

Comments

Spell Check Clear [redacted]

RAPBACK

JFS1301 Information:

- For Post-Notification Report Number-just enter 'N/A'-this will not be required in the future
- If status is 'Historical Hit/Previously reported' not all fields required to be completed
- If person is 'disaffirmed'- ODJFS Rapback Administrator will eventually delete the 'draft' 1301's in SACWIS
- Final Disposition of JFS1301 is entered by ODJFS user.

RAPBACK JFS 1301 Details Report

- JFS1301 Details Report found under Administration- Reports-Category-Administration

Report Filter Criteria

Report Category: Administration ▼ Report Type: ▼

[Filter](#)

Reports

Result(s) 1 to 25 of 27 Page 1 of 2

Title	Category	Type	
AWOL Report	Administration	Agency	report
Agency On-Call Employee Report	Administration	Agency	report
Agency Safety Plan Report	Administration	Agency	report
Case Load Summary	Administration	Worker	report
Caseload Data Report	Administration	Supervisor	report
Comprehensive Visitation Report	Administration	Agency	report
Display Ticklers	Administration	Unit	report
Federally Recognized Tribes Report	Administration	Agency	report
NYTD Statistical Report	Administration	Agency	report
Non-ODJFS Providers by Agency Report	Administration	Agency	report
Out Of State Placement Report	Administration	Agency	report
Program Area Monthly Statistical Report - Part A. Intake Statistics	Administration	Agency	report
Program Area Monthly Statistical Report - Part B. Ongoing/Adoption Case Statistics	Administration	Agency	report
Program Area Monthly Statistical Report - Part C. Custody Statistics	Administration	Agency	report
Program Area Monthly Statistical Report - Part D. Placement Statistics	Administration	Agency	report
ProtectOHIO Category Report	Administration	Agency	report
Protective Services Alert Response Statistical Report	Administration	Unit	report
RAPBACK JFS 1301 Details Report	Administration	Agency	report
Restricted Cases By Agency Report	Administration	Agency	report
SACWIS Employee User Group Report	Administration	Agency	report

RAPBACK JFS 1301 Details Report

- Run the report to see all Draft JFS1301's for your agency
- JFS1301 details can be viewed from the report

	A	B	C	D	E	F	G	H	I	J	K	L
1	RAPBACK JFS 1301 Details Report											
2												
3												
4	Notification From/To: 01/01/2014-11/17/2014											
5												
6												
7												
8												
9												
10	Name/Person ID	Notification Date	Requested from BCI	Received from BCI	Agency Initiated	Timely Action Initiated	Timely FP Notification	1301 Status	1301 Completed Date	Action Taken	Final Disposition	Agency
11	Turkey, Thomas / 123456	09/02/2014	09/05/2014	09/05/2014	09/10/2014	N	N	COMPLETED	09/10/2014	Historical Hit (Previously Reported)		All About the Children S
12	Turkey, Tammy/23456	10/01/2014	10/02/2014	10/02/2014	10/02/2014	N	N	COMPLETED	10/05/2014	Voluntary Withdrawal	Revocation Denial	All About the Children S
13	Pilgrim, Paul / 345678	10/15/2014	10/18/2014	10/18/2014	10/18/2014	N	Y	DRAFT				All About the Children S
14	Pilgrim, Pamela / 78910	11/01/2014	11/02/2014	11/02/2014	11/02/2014	N	N	COMPLETED	11/10/2014	Voluntary Withdrawal	Voluntary Withdrawal	All About the Children S

RAPBACK

- REMEMBER: If you see the RED warning on your provider record-someone does not have a verified TCN

The screenshot displays a web application interface with a navigation menu at the top and a main content area. The navigation menu includes tabs for Home, Intake, Case, Provider, Financial, and Administration. The Provider tab is selected, and the Directory sub-tab is active. The main content area shows the Provider Overview for a provider with the category 'Home'. A red warning message is highlighted in a red box, stating: "One or more active Adult Provider member(s) is missing a Verified Authentication Number (TCN)".

Home	Intake	Case	Provider	Financial	Administration	
Workload	Directory	Recruitment	Inquiry	Training	Contracts	Agency Certifications

[help](#)

Provider Overview

Activity Log
Inquiries
Forms/Notices
Skills
Training
Acceptance Criteria
Description of Home
Description of Family
Foster to Adopt (1692) Home Study
Home Study
Approval/Certification
Contracts
Service Credentials
Placements/Services

Provider Overview

Provider Category: Home

Provider ID: [REDACTED]

Provider Name: [REDACTED]

Provider Status: [REDACTED]

Primary Address: [REDACTED]

Primary Contact: [REDACTED]

Tickler Summary

- Adoptive/Foster Care Home Study Due 02/28/2006
- Adoptive/Foster Care Home Study Due 09/03/2011

Provider Actions

[Provider Information](#) **One or more active Adult Provider member(s) is missing a Verified Authentication Number (TCN).**

[Linked 1692 Providers](#)

Foster/Adoptive Spans

[View Approval/Certification History](#)

RAPBACK

Additional Information:

- Spreadsheet will be sent from ODJFS with provider members not currently enrolled in Rapback. **New BCI's will need to be done to get a new TCN**
- Enter any Authentication No. (TCN's) received immediately in to SACWIS, or send to ODJFS to be entered
- Get Providers closed **TIMELY!**

RAPBACK

QUESTIONS??

Please contact

Kimberleah.Starr@jfs.ohio.gov

Melissa.Cromwell@jfs.ohio.gov

Christopher.Tesi@jfs.ohio.gov

or

SACWIS_Help_Desk@jfs.ohio.gov



THANK YOU