

Completing/Maintaining the JFS Form 1301: Retained Applicant Fingerprint Database Post-Notification Base



Knowledge Base Article

Completing/Maintaining the JFS Form 1301: Retained Applicant Fingerprint Database Post-Notification Report

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Completing/Maintaining the JFS Form 1301: Retained Applicant Fingerprint Database Post-Notification Report

Overview

This Knowledge Base Article describes how to complete/maintain form **JFS 1301: Retained Applicant Fingerprint Database Post-Notification Report**. When a person who is enrolled in the **ODJFS RAPBACK** population is arrested, convicted, or pleads guilty to any offense, the Recommending Agency for that person will receive a notification from the **Attorney General's Webportal**. The Recommending Agency will then need to go into the Webportal to get information regarding the 'hit' and take the appropriate actions as outlined in **Rule 5101:2-33-80**.

One of those actions is to complete the JFS 1301 form within 10 days of taking action on the additional information received from BCII.

When a 'hit' is received on a Provider Member/Placement in Ohio SACWIS, the Agency's identified RAPBACK Administrator(s) will receive a **Notification** from the Attorney General's Webportal alerting them to view the **Rapsheet** from within the Webportal. Ohio SACWIS will then also automatically generate a **Draft JFS 1301** for each 'hit'.

Accessing the JFS 1301

To add/edit/view a JFS 1301 on a Person's record, the user must have the **Person Background user group**.

A user will only have access to modify/view a JFS 1301 form for the user's **Recommending Agency**.

To complete the **JFS Form 1301**, complete the following steps.

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Navigating to the Provider Record

1. From the Ohio SACWIS **Home** screen, click the **Provider** tab.
2. Click the **Directory** tab.

The **Provider Profile Search Criteria** screen appears.

3. Enter the appropriate search criteria into the fields as needed OR enter the **Provider ID**, if known.

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Home	Intake	Case	Provider	Financial	Administration			
Workload	Provider Search	Provider Match	Recruitment	Inquiry	Training	Contracts	Agency Certifications	KCCP Pre-Screening Tool

Search For Provider Profile

Provider ID:

OR

Provider Name:

Member Last Name: Member First Name: Member Middle Name:

Provider Category:

Agency Type:

Agency:

Provider Type: Include "Closed" Provider Type Status

Provider Status:

[Address, Contact and Provider Reference Criteria](#)

Name Match Precision
Returns results matching entered names including AKA names/nicknames

+ AKA/Nicknames

Fewer Results More Results

4. Click the **Search** button.

The search results appear in the **Provider Profile Search Results** grid at the bottom of the screen.

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Search Results

Result(s) 1 to 1 of 1 / Page 1 of 1

	Provider Name / ID	Provider Status	Provider Category	Address
view	Test, Provider/ 121212	ACTIVE	HOME	
edit				

[View Provider Type Information](#) ▾

5. Click the **Edit** link in the appropriate row.

The **Provider Overview** screen for the selected provider appears.

Navigating to the JFS 1301 Form

1. On the **Provider Overview** screen, click the **Provider Information** link.

Provider Overview

Activity Log
Inquiries
KPIP History
KCCP Pre-Screening Tool
Forms/Notices
Skills
Training
Acceptance Criteria

PROVIDER NAME / ID:
Test, Provider / 123456

CATEGORY / STATUS:
Home / Active

PRIMARY ADDRESS:
123 Test Rd
Test Oh 12345

PRIMARY CONTACT:
Email:

Provider Actions

[Provider Information](#) | [Linked 1692 Providers](#) | [Associated Providers](#)

The **Provider Information** screen appears displaying the **Basic** tab.

Basic | Address | **Members** | Relationships | Caregivers | Capacity

Provider Name Information

Provider Name	Effective Date	End Date
Test, Provider	05/23/2023	

Provider Type Information

2. Click the **Members** tab.

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The **Members** tab appears.

Basic Address **Members** Relationships Caregivers Capacity

Current Active Members

[View Member History](#)

	Name / ID	Gender	DOB	Age	Role	Effective Date
edit view	Test, Provider / 123456	FEMALE	09/22/1974	49	Applicant 1	05/23/2023

[Add Member](#)

3. Click the **Name** link of the appropriate Member.

The **Person Profile** screen appears displaying the **Basic** tab.

▶ **Person Overview**

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

PERSON NAME / ID:
Test, Provider / 123456

Female Age 49, DOB 09/22/1974

123 Test Rd
Test, Oh 12345

ENVIRONMENTAL HAZARDS:

PROVIDER

AKA Names

RACE: *White*
HISPANIC / LATINO: *No*
HAIR COLOR:
EYE COLOR:

4. Click the **Background** link at the top of the screen.

The **Authentication Number (TCN)** tab appears.

Authentication Number (TCN)

1301

Criminal History

Name: Test, Provider **PROVIDER** Person ID: 123456 DOB: 09/22/1974

Authentication Number (TCN) History

Created In Error: Exclude Include

Authentication No. (TCN)	Date Completed	End Date	Reason Fingerprinted	Enrolled	Status	Agency
view AAA123456	08/17/2023		adoption certification	<input checked="" type="radio"/>	Verified	TEST County Children Services Board

[Add Authentication Number](#)

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

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5. Click the **1301** tab.

The **1301** tab appears.

The screenshot displays the '1301' tab in a web application. At the top, there are three tabs: 'Authentication Number (TCN)', '1301' (highlighted with a red border), and 'Criminal History'. Below the tabs, the user information is shown: Name: Test, Provider (PROVIDER), Person ID: 123456, and DOB: 09/22/1974. The main section is titled 'Retained Applicant Fingerprint Database Post-Notification Report (JFS 01301) Filter Criteria'. It contains several filter fields: 'From Notification Date' and 'To Notification Date' (both with calendar icons), 'Agency' (a dropdown menu), 'Action Taken' (a dropdown menu), and 'Status' (a dropdown menu). Below these are 'Sort Results By' (set to 'Begin Date (Descending)') and two radio button options for 'Historic Hit (Previously Reported)' and 'Created In Error', each with 'Exclude' and 'Include' options. At the bottom left of the filter section, there are 'Filter' and 'Clear Form' buttons. Below the filter section is a table header for 'Retained Applicant Fingerprint Database Post-Notification (1301) Reports History'. The table has six columns: 'Date of Notification', 'Authentication Number (TCN)', 'Agency', 'Action Taken', 'Final Disposition', and 'Status'. At the bottom left of the table area, there is a button labeled 'Add JFS 1301', which is highlighted with a red border.

6. Click the **Add JFS 1301** button.

Note: If there is no verified **Authentication Number (TCN)** on the Person, the **Add 1301** button will be disabled.

The **JFS 1301 details** screen appears.

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Completing the JFS 1301 Form

To complete the JFS 1301 form, enter the details on the **JFS 1301 details** screen:

1. In the **Agency Information** section, select the **Type of Agency** value.
2. Complete the fields in the **Subject of Notification Information** section.
3. Complete the fields in the **Additional Information** section.
4. Complete the fields in the **Action Taken** section.
5. Select the **Foster/Adoptive Applicants notified Agency in a timely manner** value.
6. In the **Status** field, select **Completed**.
7. Click the **Save** button.

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Name: Test, Provider PROVIDER Person ID: 123456 DOB: 09/22/1974

Agency Information	
Agency Name: Test County Children Services Board	Agency Address:
Type of Agency: <input style="width: 100%;" type="text"/>	

Foster/Adoptive Home Information					
Provider ID	Provider Name	Provider Status	Provider Category	Provider Address	Agency
123456	Test, Provider	Active	Home		Test County Children Services Board

Subject of Notification Information	
Social Security Number: <input style="width: 100%;" type="text" value="XXX-XX-XXXX"/>	Offense (ORC Section Code): <input style="width: 100%;" type="text"/>
Authentication No. (TCN): <input style="width: 100%;" type="text"/>	Rapsheet Name (from electronic notification from BCII): <input style="width: 100%;" type="text" value="N/A"/>

Additional Information	
Date Initial Notification Received: <input style="width: 100%;" type="text" value="10/16/2023"/>	Date Additional Information Received: <input style="width: 100%;" type="text"/>
Date Additional Information Requested: <input style="width: 100%;" type="text"/>	Date Other Custodial Agencies Notified: <input style="width: 100%;" type="text"/>
Date Agency Initiated Action: <input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Date Agency Initiated Action is Not Applicable	<input type="checkbox"/> Date Other Custodial Agencies Notified is Not Applicable

Action Taken:
Action Taken: <input style="width: 100%;" type="text"/>
Description of Action Taken: (expand full screen)
<input type="button" value="Spell Check"/> <input type="button" value="Clear"/> <input type="button" value="4000"/>

Created in Error

Foster/Adoptive Applicants notified Agency in a timely manner: <input style="width: 100%;" type="text"/>	Status: <input style="width: 100%;" type="text" value="Draft"/>
Final Disposition: <input style="width: 100%;" type="text"/>	Final Disposition Date: <input style="width: 100%;" type="text"/>

Comments

Created Date: _____ Created By: _____
 Modified Date: _____ Modified By: _____

Note: If a **Final Disposition** is made at the State level, the Final Disposition information will be entered by the State’s RAPBACK Administrator.

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Deleting a JFS 1301 Form

A JFS 1301 Post-Notification Report can be deleted at any time while it is in **Draft** status.

Note: If an agency has already **Completed** a JFS 1301 form on an offense, and the agency receives another 'hit' on the same offense, the agency should **NOT** delete the draft JFS 1301 that was automatically generated for that subsequent 'hit'. Instead, the agency should complete the draft JFS 1301, selecting the value **Historic Hit (Previously Reported)** in the **Action Taken** field.

If you need additional information or assistance, please contact the OFC Automated Systems Help Desk at sacwis_help_desk@childrenandyouth.ohio.gov.