



GEORGIA DEPARTMENT  
OF COMMUNITY HEALTH

# Rap Back Service for Fingerprint Criminal Background Checks and Q & A



## Office of Inspector General Background Investigations Unit

August 19, 2021



# Mission

The mission of the Department of Community Health is to provide access to affordable, quality health care to Georgians through effective planning, purchasing, and oversight.

*We are dedicated to A Healthy Georgia.*

# Agenda

- Background Investigations Unit Overview
- Melanie Simon, Executive Director, Healthcare Facility Regulation Division
- Rap Back Overview
- GCHEXS Employment Verification Overview
- Points of Contact
- Questions



# Background Investigations Unit Overview

The Office of Inspector General Background Investigations Unit performs state and federal criminal history background investigations on behalf of the Department, including the Office of Health Care Facility Regulation and the Office of Human Resources.



# What is Rap Back?

“Record of Arrest and Prosecution Background”

- Rap Back is the retention of applicant or employee fingerprints for an ongoing monitoring or continuous evaluation of the criminal history status so long as the individual remains employed or licensed by the department or provider.



# Rap Back

- A “Rap Back” program will inform a government agency when an individual who has undergone a fingerprint-based background check, and whose civil fingerprints are retained by a criminal history repository after the check, is subsequently arrested or other criminal justice information is received.
- A state Rap Back Program offers ongoing monitoring of direct access employees working with vulnerable populations.



# SB 336 and HB91

- SB 336 is the first ever Georgia Rap Back legislation.
- On April 28, 2019, the Governor signed HB 91 into law which allows the Georgia Bureau of Investigation (GBI) to retain an applicant's fingerprints.



# Rap Back

- Once the Rap Back is implemented certain Georgia state agencies that have oversight of vulnerable populations (e.g., disabled, children and/or the elderly) are authorized through legislation to voluntarily participate in the Rap Back program.
- DCH is the first Department in Georgia to go live with Rap Back.





# When will the Rap Back program be deployed?

- The DCH will implement Rap Back on Monday, August 30, 2021.
- When an applicant or employee is fingerprinted under the Georgia Long Term Care Program authority, the applicant is automatically enrolled into the Rap Back Program.



# Continuous Monitoring

- The individual's civil fingerprints, will be retained and monitored until termination of employment or end of license.
- The provider will be notified by DCH if an adverse action is determined based on the arrest or criminal justice information received through the Rap Back Program.



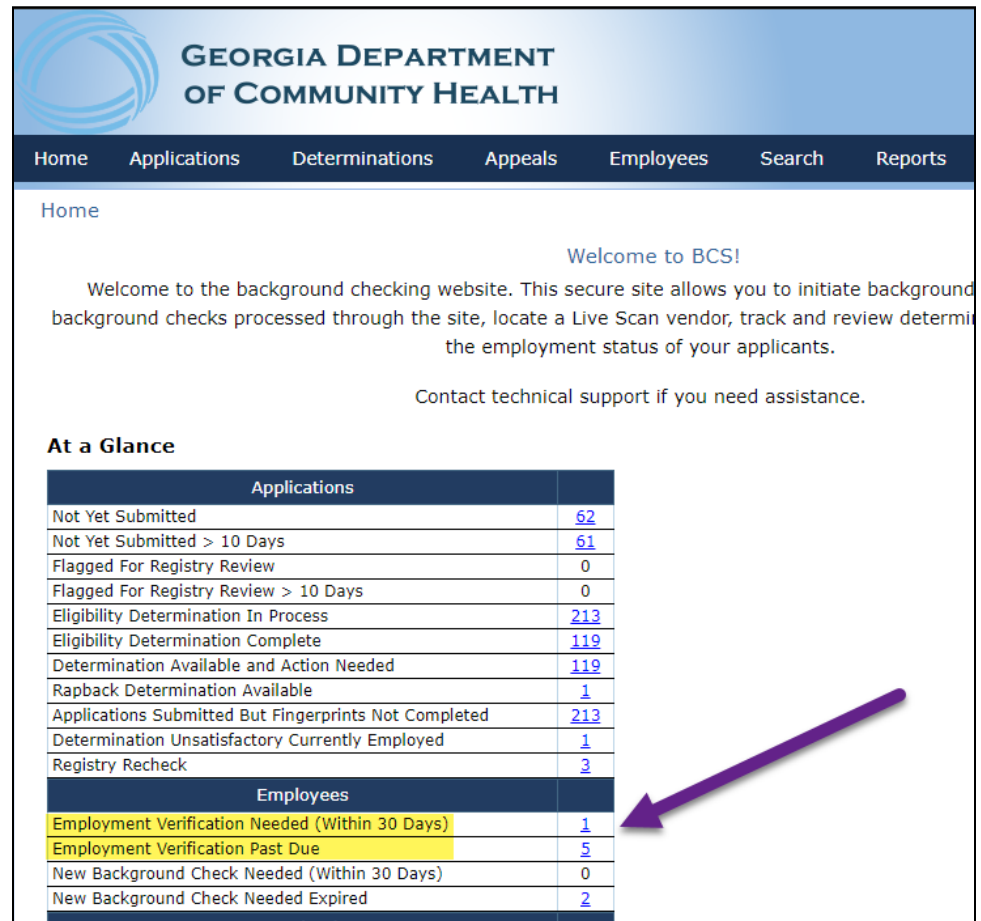
# Provider Responsibility

- Ensure the GCHEXS employee roster is updated/validated.
- Properly separate employees in GCHEXS roster if the employee is terminated, not hired, or resigns. It doesn't matter if there will be a one-day separation.
- Ensure the applicant or employee acknowledge the GBI/FBI Privacy Rights and Caregiver Portal Disclosure.



# Employment Verification

- At a Glance
  - Employment Verification Needed (Within 30 Days)
  - Employment Verification Past Due



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Home Applications Determinations Appeals Employees Search Reports

Home

Welcome to BCS!

Welcome to the background checking website. This secure site allows you to initiate background background checks processed through the site, locate a Live Scan vendor, track and review determin the employment status of your applicants.

Contact technical support if you need assistance.

**At a Glance**

Applications	
Not Yet Submitted	<a href="#">62</a>
Not Yet Submitted > 10 Days	<a href="#">61</a>
Flagged For Registry Review	0
Flagged For Registry Review > 10 Days	0
Eligibility Determination In Process	<a href="#">213</a>
Eligibility Determination Complete	<a href="#">119</a>
Determination Available and Action Needed	<a href="#">119</a>
Rapback Determination Available	<a href="#">1</a>
Applications Submitted But Fingerprints Not Completed	<a href="#">213</a>
Determination Unsatisfactory Currently Employed	<a href="#">1</a>
Registry Recheck	<a href="#">3</a>
Employees	
Employment Verification Needed (Within 30 Days)	<a href="#">1</a>
Employment Verification Past Due	<a href="#">5</a>
New Background Check Needed (Within 30 Days)	0
New Background Check Needed Expired	<a href="#">2</a>



# Employment Verification

The screenshot shows the Georgia Department of Community Health's Employment Verification page. The header includes the department logo and name, along with navigation links for Home, Applications, Determinations, Appeals, Employees, Search, Reports, Reference, and Admin. A secondary navigation bar lists Permanent, Roster, Verification (highlighted), Separated, and New Background Check Needed. The main content area is titled 'Employees: Verification' and contains a 'Filter Options' section with input fields for 'Employment Verification Needed From' (08/10/2021), 'Employment Verification Needed By' (09/10/2021), a 'Provider' dropdown, and a 'Last Name' field. A 'Search' button is located below these fields. A callout box points to the date fields with the text 'Search dates default to next 30 days'. Below the filter options is a 'Results' section with a note: 'If an individual name has changed, update name on Person Summary page.' A table displays one result for 'Test Provider' (Barnett, George, NTP Administrator, hired 09/02/2020, with verification needed by 09/02/2021). A callout box points to the 'Verify' checkbox in the table with the text 'Key Dates!'. Below the table, there is a 'Verify Selected' button, a 'CSV File' button, and a 'Print' button. A callout box points to the 'Verify' checkbox with the text 'Select check box for those you intend to verify employment'.

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Home Applications Determinations Appeals Employees Search Reports Reference Admin

Permanent | Roster | **Verification** | Separated | New Background Check Needed

Employees: Verification

Filter Options

Employment Verification Needed From: 08/10/2021

Employment Verification Needed By: 09/10/2021

Provider: [Dropdown]

Last Name: [Text Field]

Search

Search dates default to next 30 days

Results

If an individual name has changed, update name on Person Summary page.

Provider	Last Name	First Name	Position	Permanent Hire Date	Employment Last Verified	Verification Needed By	Verify	Action
<a href="#">Test Provider</a>	<a href="#">Barnett</a>	George	NTP Administrator	09/02/2020	09/02/2020	09/02/2021	<input type="checkbox"/>	<a href="#">Edit</a>

1 Total Results

Verify Selected


CSV File Print

Select check box for those you intend to verify employment

Key Dates!



# Employment Verification



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[Permanent](#) | [Roster](#) | **[Verification](#)** | [Separated](#) | [New Background Check Needed](#)

### Employees: Verification

**Filter Options**

Employment Verification Needed From:

Employment Verification Needed By:

Provider:

Last Name:

**Results**

If an individual name has changed, update name on Person Summary page.


Provider	Last Name	First Name	Position	Permanent Hire Date	Employment Last Verified	Verification Needed By	Verify	Action
<a href="#">Test Provider</a>	<a href="#">Barnett</a>	George	NTP Administrator	09/02/2020	09/02/2020	09/02/2021	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

1 Total Results

*Click Verify Selected*



# Employment Verification



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[Permanent](#) | [Roster](#) | **[Verification](#)** | [Separated](#) | [New Background Check Needed](#)

Employees: Verification

Filter Options

Employment Verification Needed From:

Employment Verification Needed By:

Provider:

Last Name:

**Dates updated**

Results

If an individual name has changed, update name on Person Summary page.

Provider	Last Name	First Name	Position	Permanent Hire Date	Employment Last Verified	Verification Needed By	Verify	Action
<a href="#">Test Provider</a>	<a href="#">Barnett</a>	George	NTP Administrator	09/02/2020	08/10/2021	09/10/2021	<input type="checkbox"/>	<input type="button" value="Edit"/>

1 Total Results



# Points of Contact

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# QUESTIONS

