



Once enrolled in Rapback, an employee’s fingerprints are automatically compared against incoming arrest and disposition information. Comparisons are initiated in real-time as new arrests and judicial information become available.

Reviewing Hits

1. If there is a match between an enrollee and an event (an arrest or judicial information), also known as a “hit,” an email notification is sent to all email addresses on file. The subject line of the email states “Rapback Activity.” There will not be any information in the email about which enrollee had a match.
2. Log in to Rapback and go to the “Affirm/Disaffirm Enrollment” page.
3. Affirm or Disaffirm the Rap Sheet.
 - a. **Affirm** means you are entitled to view the Rap Sheet, as the employee is still employed by your agency and is required to be in Rapback.
 - b. **Disaffirm** means that you are not entitled to view the Rap Sheet, as the employee is no longer employed by your agency or no longer is required to be enrolled in Rapback. Once disaffirmed, access to the Rap Sheet is revoked. The employee should be unenrolled from Rapback.

Affirm/Disaffirm Entitlement

Rapsheet	Authentication No.	Enrollee	Customer No.	Customer Name	Additional Information	Notification Date	Affirm/Disaffirm
CS00191098IU5601-20140622-14-55.pdf	CS00191098IU5601	BOHANON, RICHARD	TestAgency3	Test Organization 3		6/4/2014 2:10:20 PM	<input type="button" value="Affirm"/> <input type="button" value="Disaffirm"/>
CS00149098ID1634-20150518-14-55.pdf	CS00149098ID1634	VIRUET, REAMA	TestAgency3	Test Organization 3		6/4/2014 2:10:26 PM	<input type="button" value="Affirm"/> <input type="button" value="Disaffirm"/>

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- Go to the "Entitled Rap Sheet" Page to view the Affirmed Rap Sheet. Affirmed Rap Sheets can be viewed for 60 days from the date of the notification.

Entitled Rapsheets

Search for Rapsheet

Authentication Number: <input type="text"/>	Notification Date: <input type="text"/>
- OR -	
Enrollee First Name: <input type="text"/>	Start Date Range: <input type="text"/>
Enrollee Last Name: <input type="text"/>	End Date Range: <input type="text"/>
Customer Name: <input type="text"/>	
Customer Number: <input type="text"/>	
Additional Information: <div style="border: 1px solid gray; height: 30px; width: 100%;"></div>	

Search >
Clear >

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
	CS00191098U5601	BOHANON, RICHARD	TestAgency3	Test Organization 3		6/4/2014 2:10:20 PM
	CS00130098I84845	MCDADE, DARRELL	TestAgency3	Test Organization 3		6/4/2014 2:10:19 PM

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Key Concepts

- Rap Sheets will only be displayed for 60 days from the date of the notification. You must save or print the Rap Sheets – the Office of Provider Standards and Review may ask to see the Rap Sheets.
- You may only Affirm a Rap Sheet when the employee is still employed with your agency. If the employee is no longer employed with your agency, you must Disaffirm enrollment.