Maintaining Youth Medical Information

Ohio RTIS

Knowledge Base Article

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Maintaining Youth Medical Information

Overview

This article describes how to view and record medical information including health care providers, treatment history, medications, immunizations, and pregnancy/parenting information for youth in the Ohio Residential Treatment Information System (Ohio RTIS).

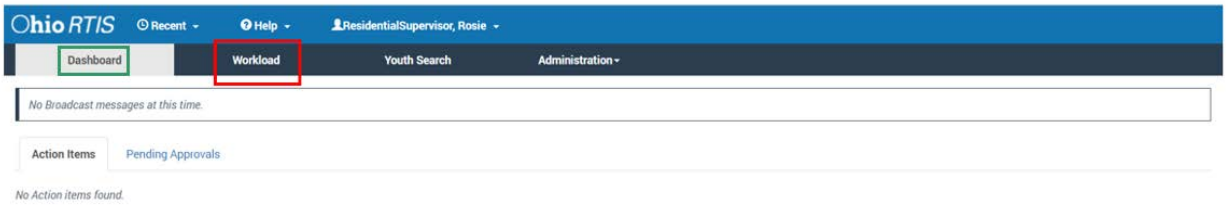
Ohio RTIS is a subsystem of Ohio SACWIS Comprehensive Child Welfare Information System. These systems share the same database, allowing both Ohio RTIS users and the placing agency to have access to current information about youth in their care.

When a Public Children Services Agency (PCSA) or Title IV-E Juvenile Court holds custody and has placed the youth into residential treatment, medical information recorded in the Statewide Child Welfare Information System (SACWIS) displays in Ohio RTIS, and vice versa.

When a youth is in a Direct Placement medical information for the youth will not be shared between Ohio RTIS and SACWIS. Records created in Ohio RTIS would become available in SACWIS if a PCSA or Title IV-E Juvenile Court later obtained custody of the youth.

Navigating to Medical Information

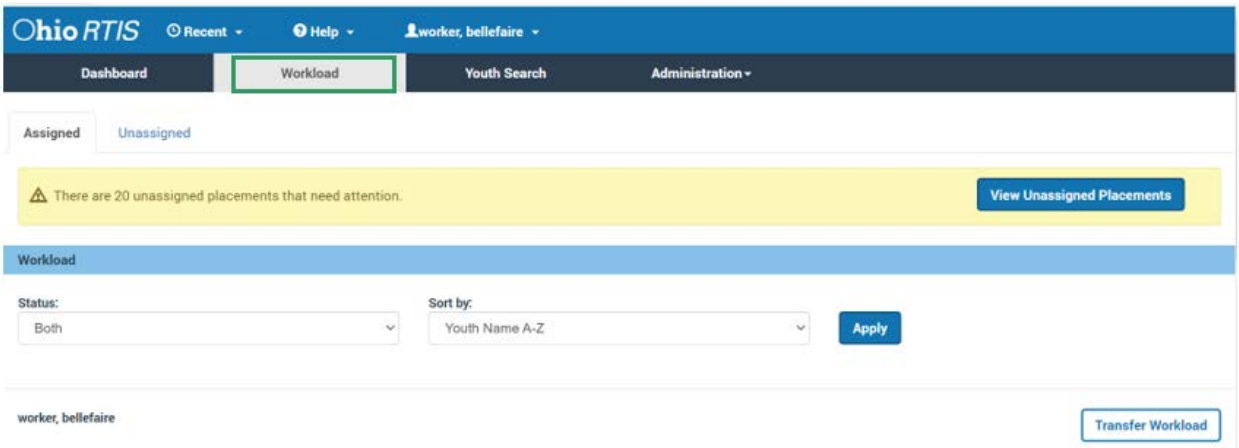
1. From the Ohio RTIS **Dashboard**, click **Workload**.



The **Workload** tab screen appears.

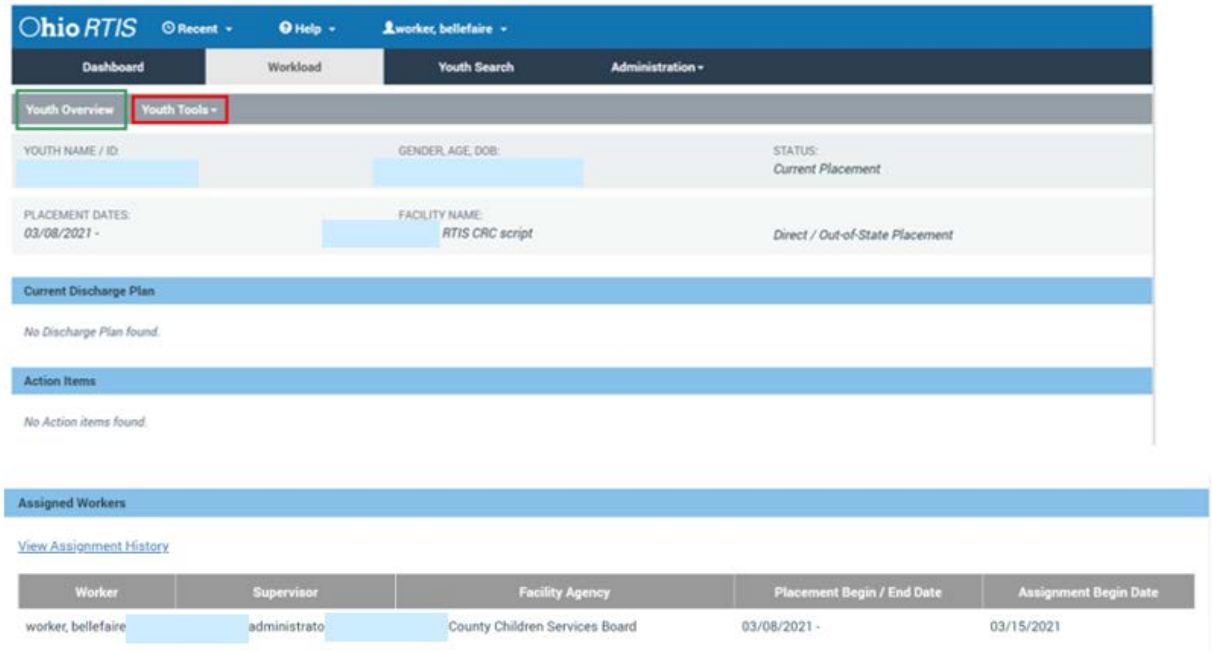
Note: The **Status** field will pre-populate with **Both**, which includes **Current Placements** and **Placement Aftercares**. If you wish to select only one of those options, make a selection from the Status drop-down menu.

2. Click the relevant **Youth Name/ID** hyperlink.



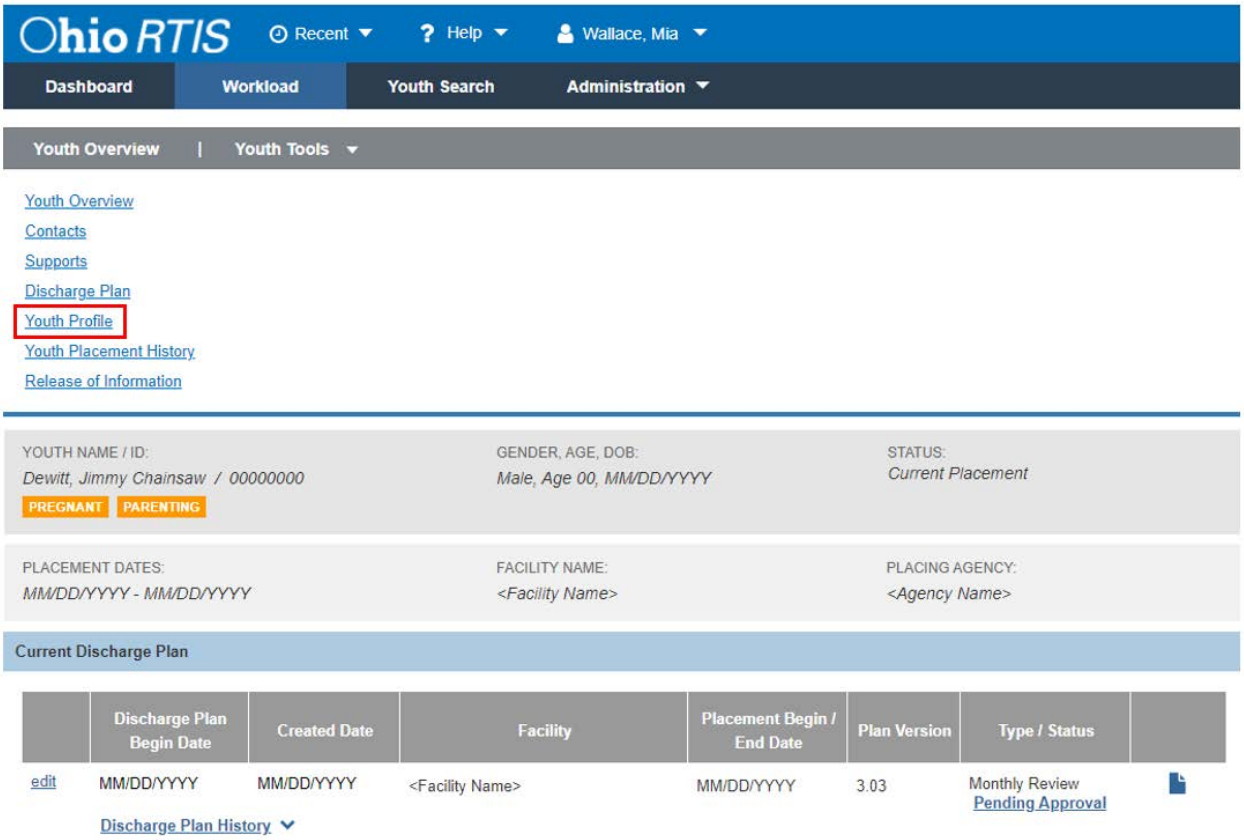
The **Youth Overview** screen appears.

1. Click **Youth Tools.**



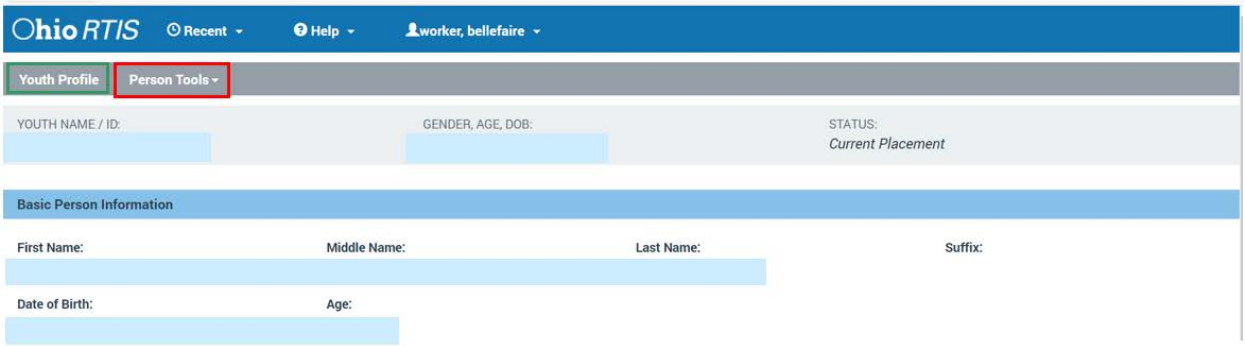
The Youth Tools drawer expands to display a list of options.

2. Click **Youth Profile**.



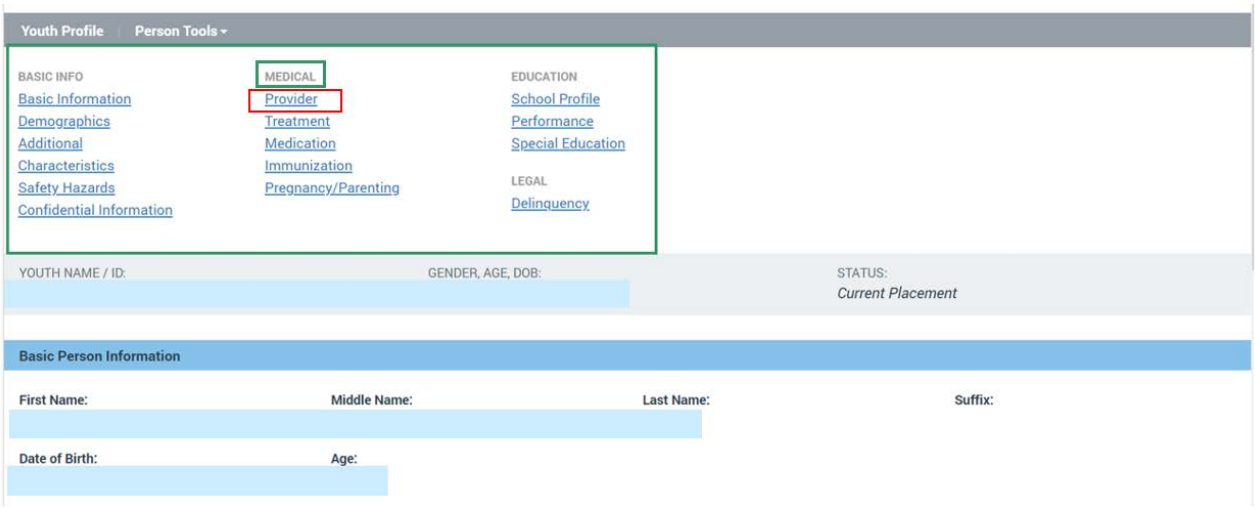
The **Youth Profile** screen appears.

3. Click **Person Tools**.



The screen expands to display a list of options.

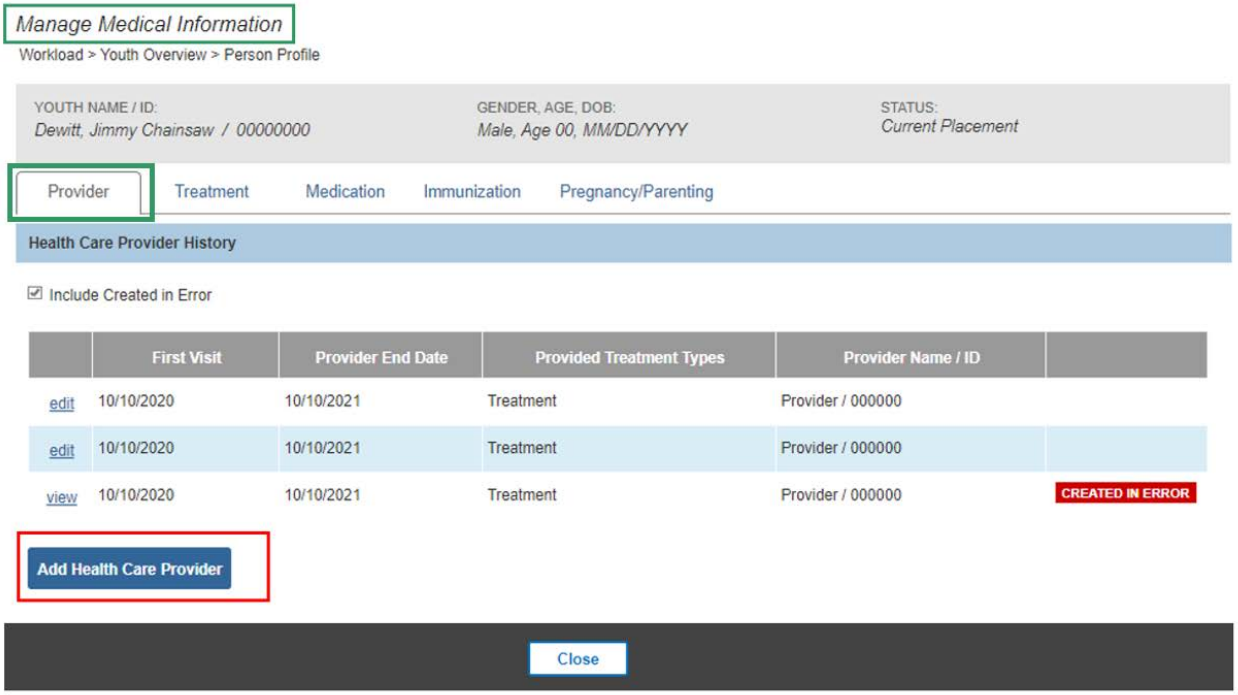
4. Click **Provider**, under the **Medical** section.



The **Manage Medical Information** screen appears, defaulted to the **Provider** tab page, showing the youth's **Health Care Provider History**.

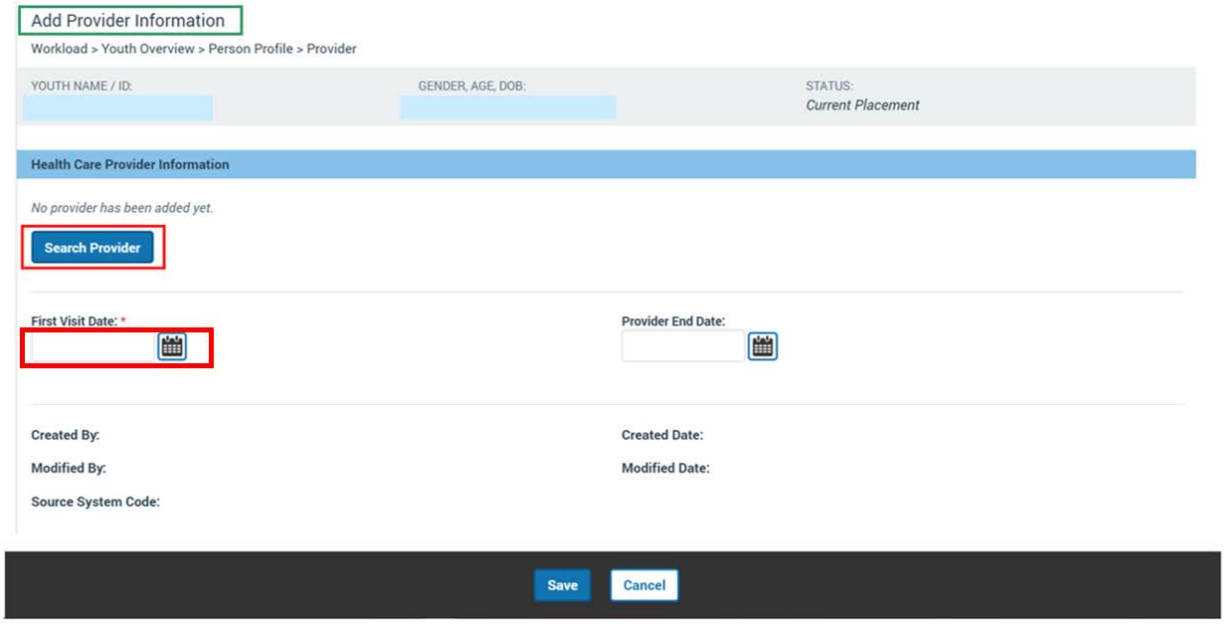
Adding a Health Care Provider

1. Click **Add Health Care Provider**.



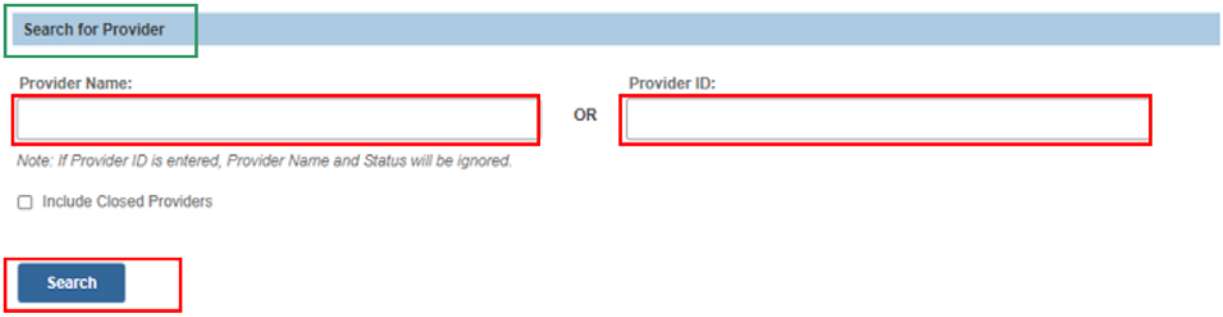
The **Add Provider Information** screen appears.

2. Enter a **First Visit Date**.
3. Click **Search Provider**.



The **Search for Provider** screen appears.

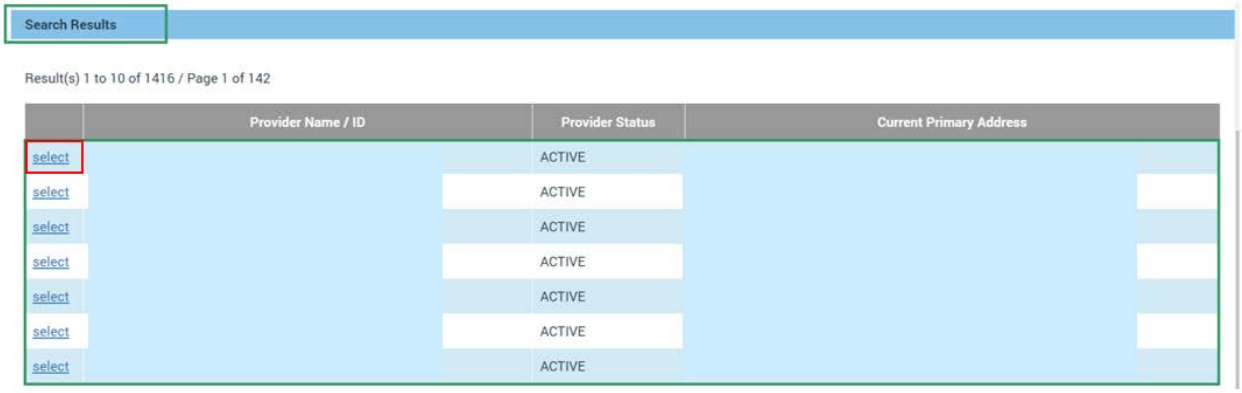
4. Enter **Provider Name** or **Provider ID** (if known)
5. Click **Search**.



The results appear in the **Search Results** grid.

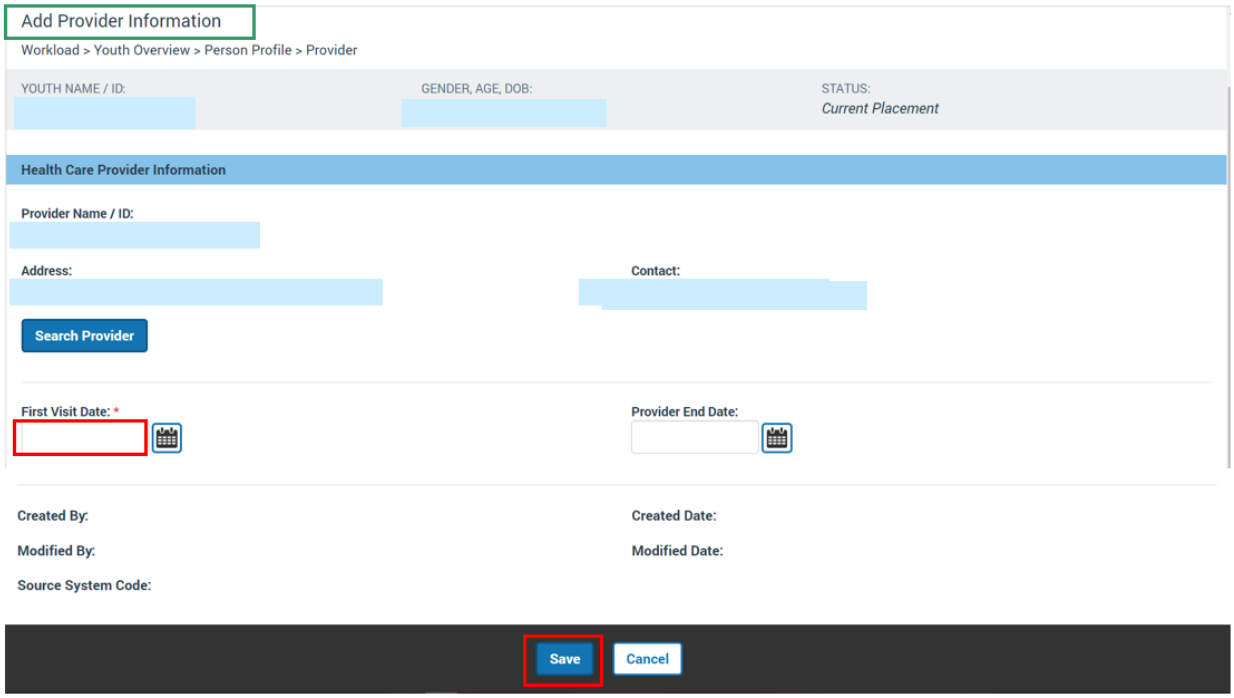
6. In the **Search Results** grid, click **select** beside the desired Provider.

Note: If the Provider is not found in the Search Results, try modifying the search criteria to look for part of the name. The search will return Providers with names that start with or include what is entered in the Provider Name search criteria. If the Provider still is not found, request creation of a new entry for use by the Ohio RTIS system by submitting the **Provider Creation or Merge Request for Ohio RTIS Services** form to the SACWIS Help Desk.



The **Add Provider Information** screen appears, displaying the **Health Care Provider Information.**

7. Enter the **First Visit Date**.
8. Click **Save**.

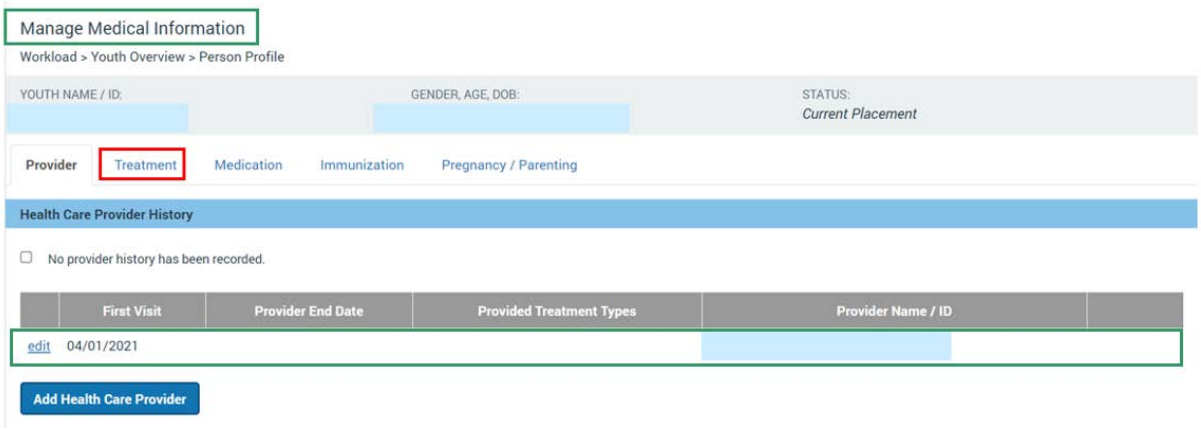


The **Manage Medical Information** screen appears, displaying the added Provider.

Note: When the Health Care Provider is no longer providing care to the youth, edit the record and record the **Provider End Date**.

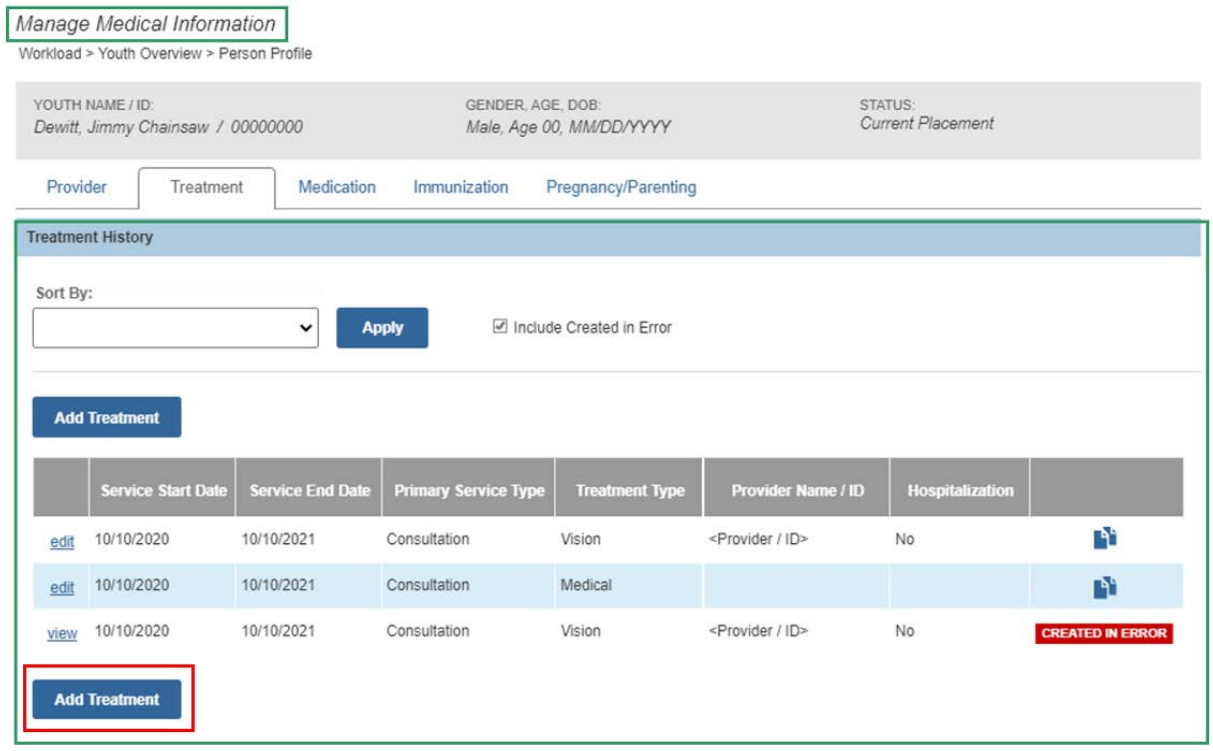
Adding a Treatment Record

1. Click the **Treatment** tab.



The **Treatment** tab screen appears, displaying the youth's treatment in the **Treatment History** grid.

2. Click **Add Treatment**.



The **Add Treatment Details** screen appears.

3. Enter the **Service Start Date**.

   Note: When the Service Start Date is entered, the **Provider Name/ ID** dropdown is populated with all the Health Care Providers that have been recorded for the youth, active as of that Service Start Date.

4. Enter the **Service End Date**.

   Note: The Service End Date is optional, but should be entered if the Treatment spanned multiple days.

5. Make a selection from the **Provider Name/ ID** drop-down menu.

   Note: If the Provider is not available in the drop-down menu, return to the Provider tab to add them or update the date range, as applicable.

6. Make a selection from the **Treatment Type** drop-down menu. Based on the selection, the screen will expand to display applicable fields.
7. Make a selection from the **Primary Service Type** drop-down menu, or if none of the available options is appropriate, enter the type in the **Other** text field.
8. Select a **Secondary Service Type**, if needed.

Adding Diagnosed Characteristics

Important: The information requested in the **Currently Diagnosed Characteristics** grid is dynamic; it will be relevant to the selection you made from the **Treatment Type** drop-down menu. Fields are dynamic for each treatment type.

Diagnosed conditions are documented in the Characteristics area of the youth's Person Profile. These records may also be added from within the Treatment Details.

The grid, **Currently Diagnosed Characteristics**, displays characteristics for the youth that have been previously recorded. If the Treatment being recorded resulted in any new diagnosis for the youth, the corresponding Characteristic should be added by following these steps:

9. On the **Treatment Details** screen, in the **Currently Diagnosed Characteristics** grid, make a selection from the **Characteristic Type** drop-down menu. The type is pre-populated based on the previously selected **Treatment Type**, and may be changed if needed.
10. Click **Add Characteristic**.

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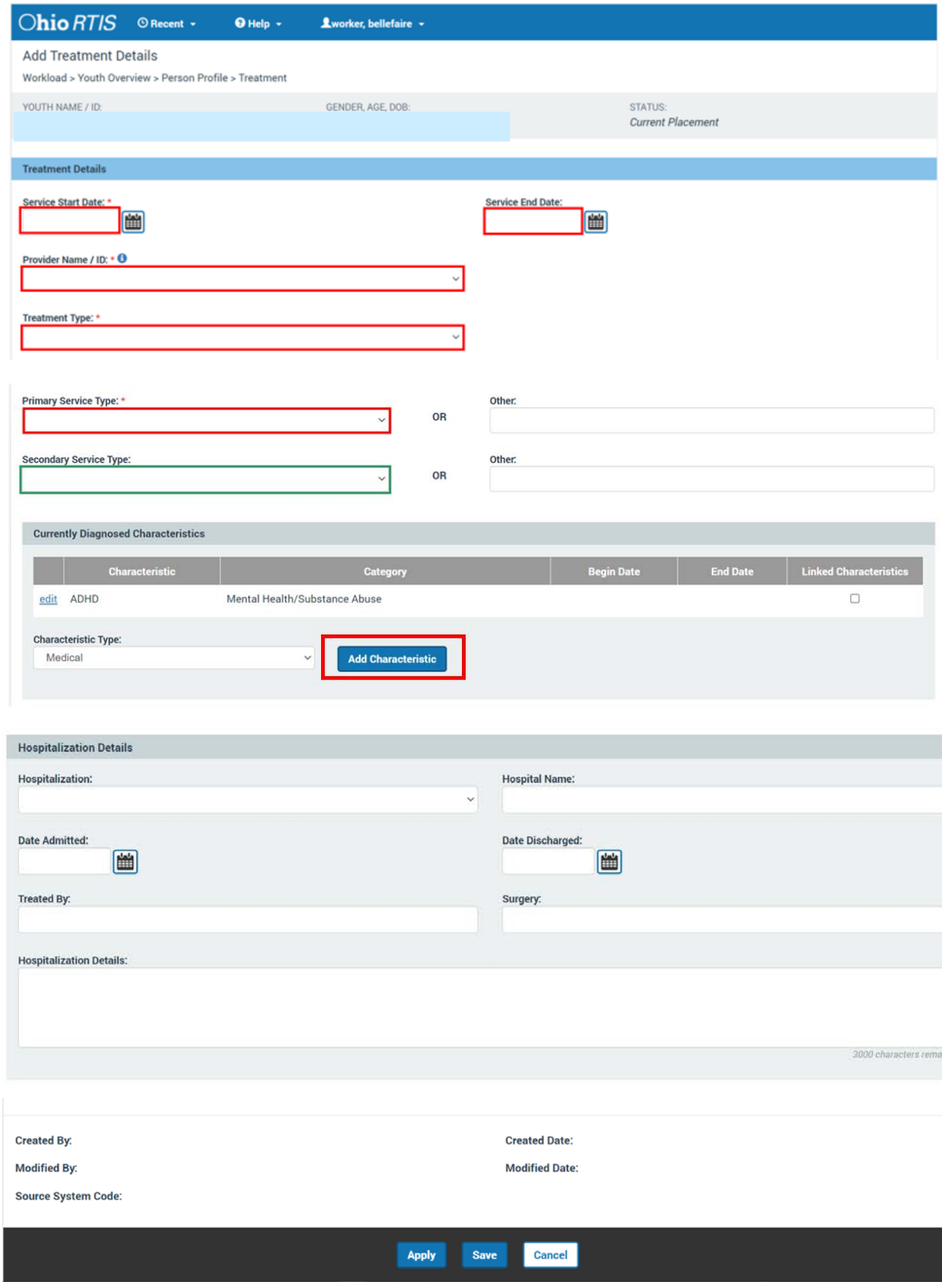
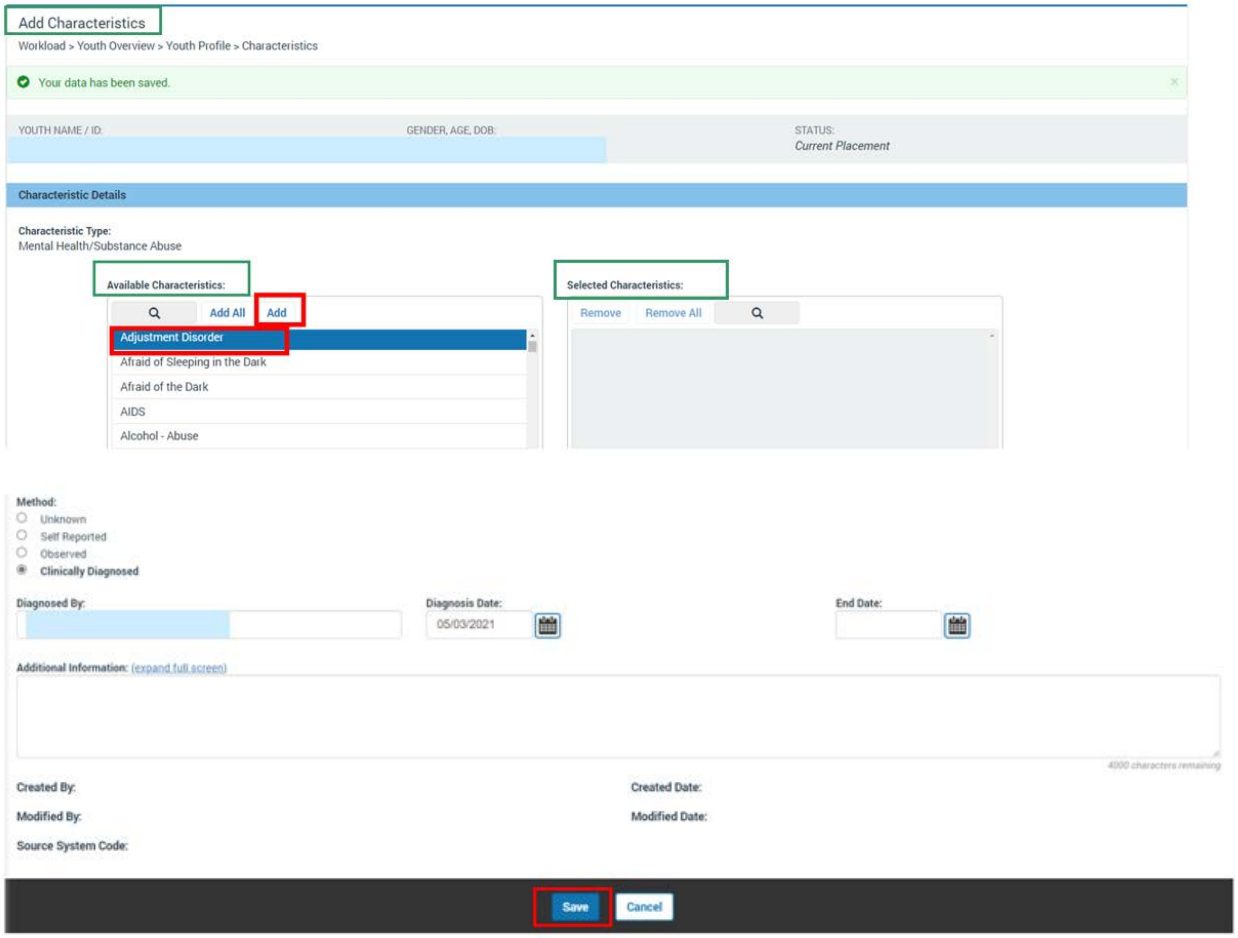


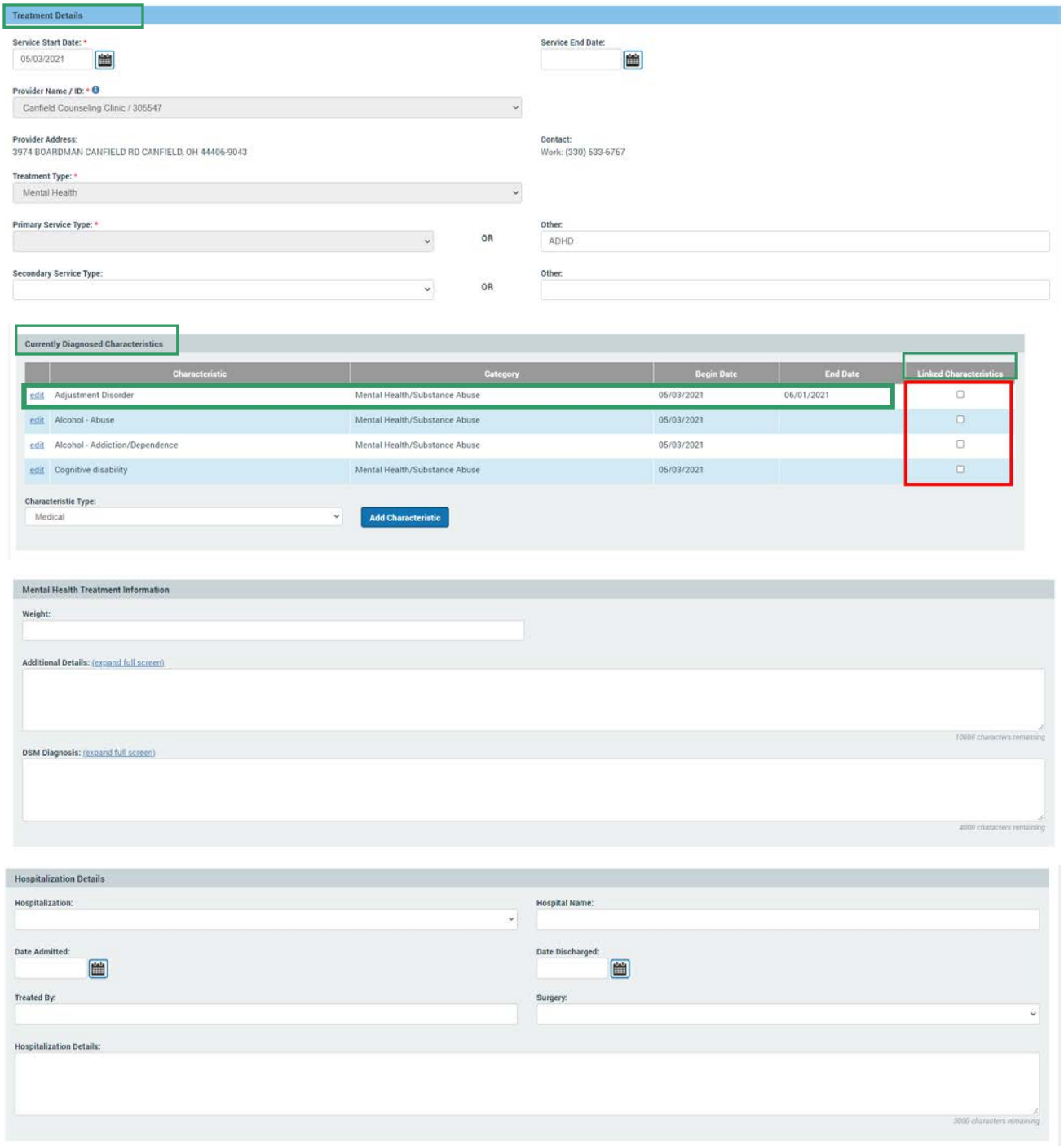
The **Add Characteristics** screen appears.

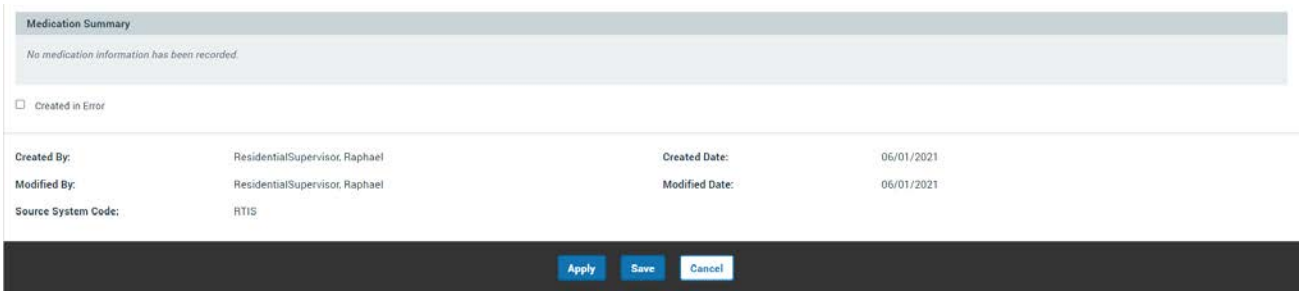
1. Make a selection(s) from the **Available Characteristics** grid (this will activate the Add feature).
2. Select the appropriate radio button from the **Method** list. The selection made from the Method list will determine the type of additional information requested.
3. Click, **Add** (this will move the characteristic to the **Selected Characteristics** grid).
4. Click, **Save**.



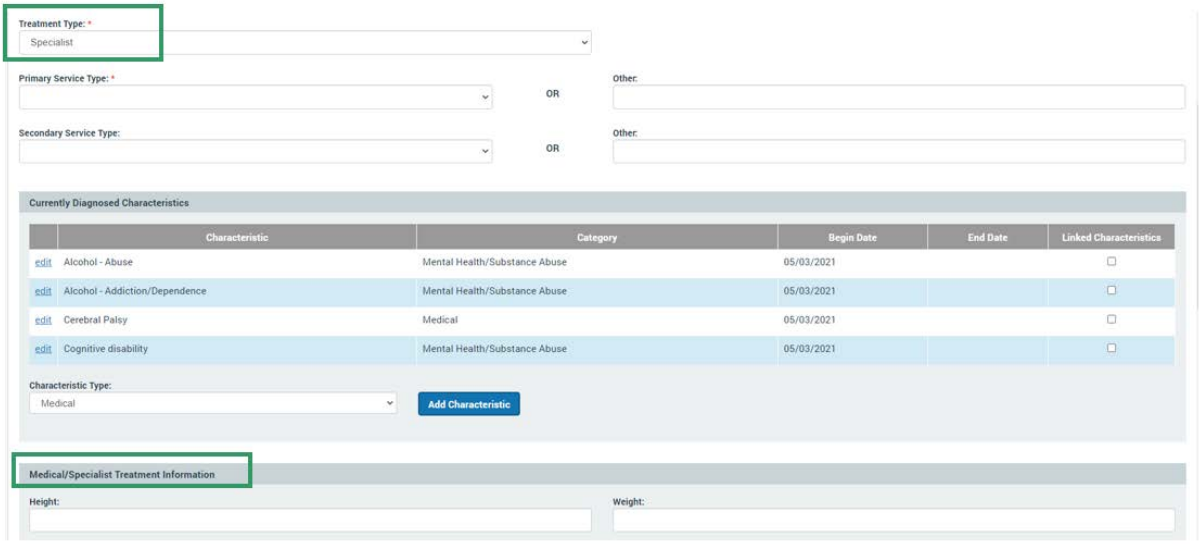
The **Treatment Details** screen appears, displaying the added characteristic in the Currently Diagnosed Characteristics grid.

1. Place a checkmark in the **Linked Characteristics** checkbox for each diagnosis made or confirmed as a result of the Treatment episode being recorded.
2. Complete any available additional information.

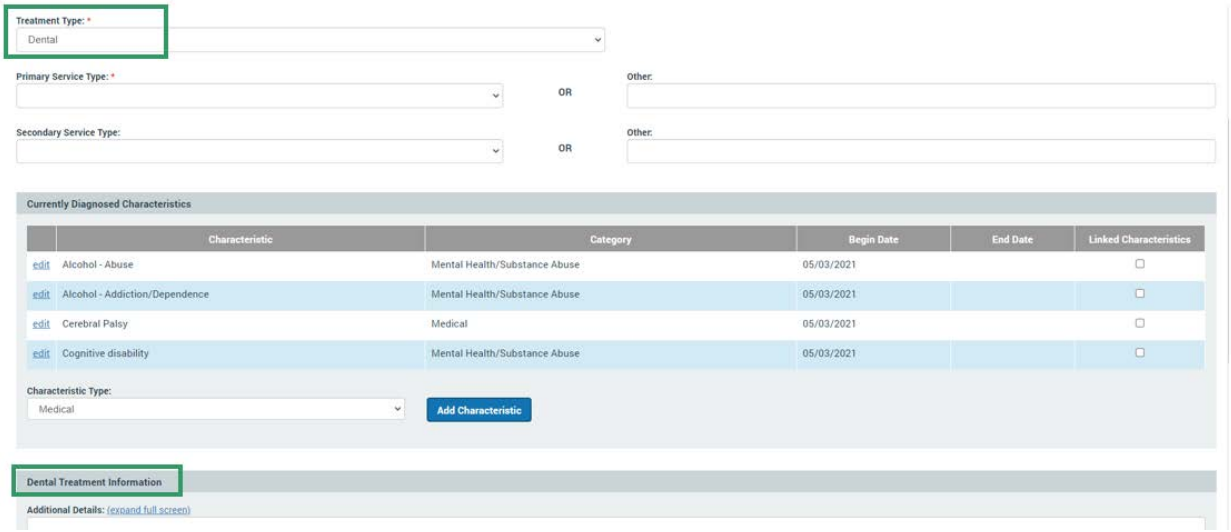




Note: Fields are dynamic for each Treatment Type. The example above requests information based on the Treatment Type selection of Mental Health. If the Treatment Type selected is, Medical or Specialist, you will need to provide Medical/Specialist Treatment Information.

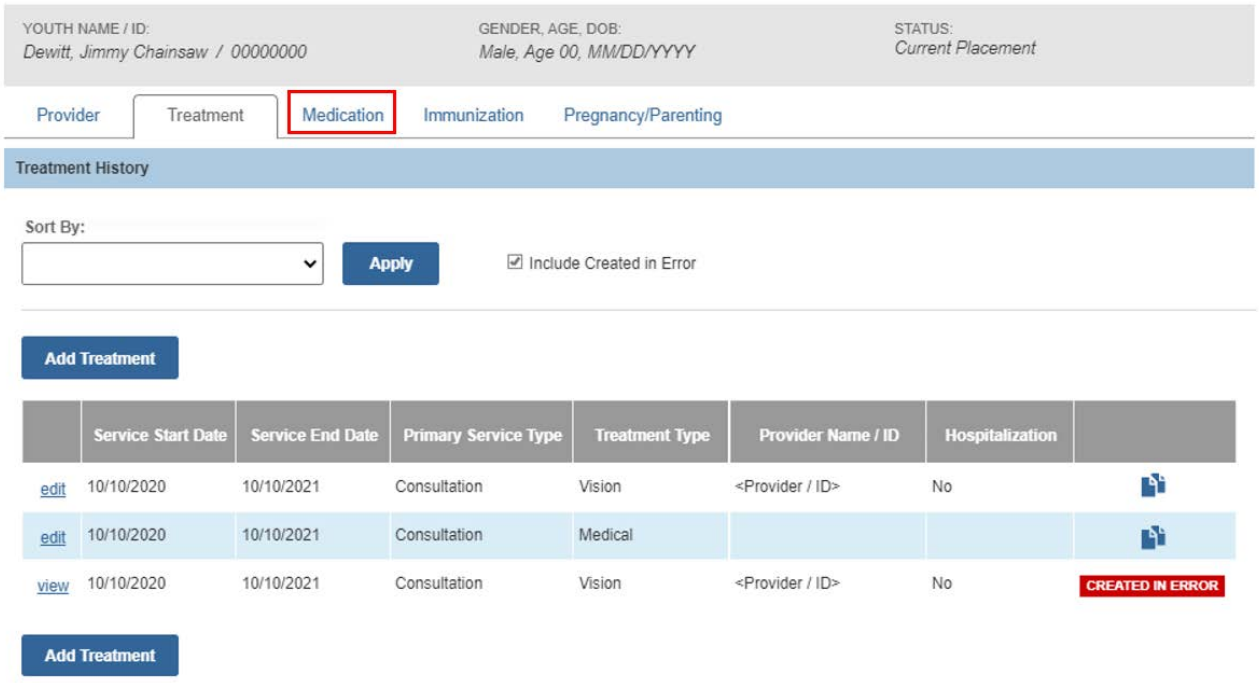


If you select the Treatment Type selection of **Dental**, you will need to provide **Dental Treatment** Information, etc.



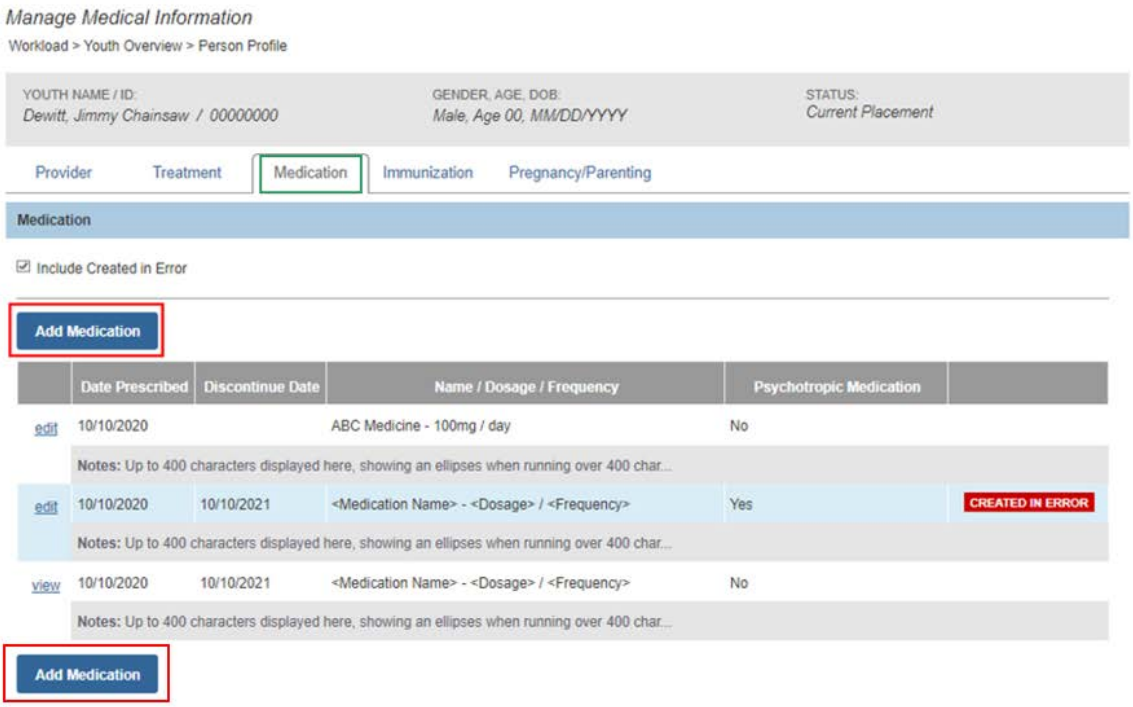
Recording a Medication

1. Click the **Medication** tab.



The **Medication** tab screen appears.

2. Click **Add Medication**.



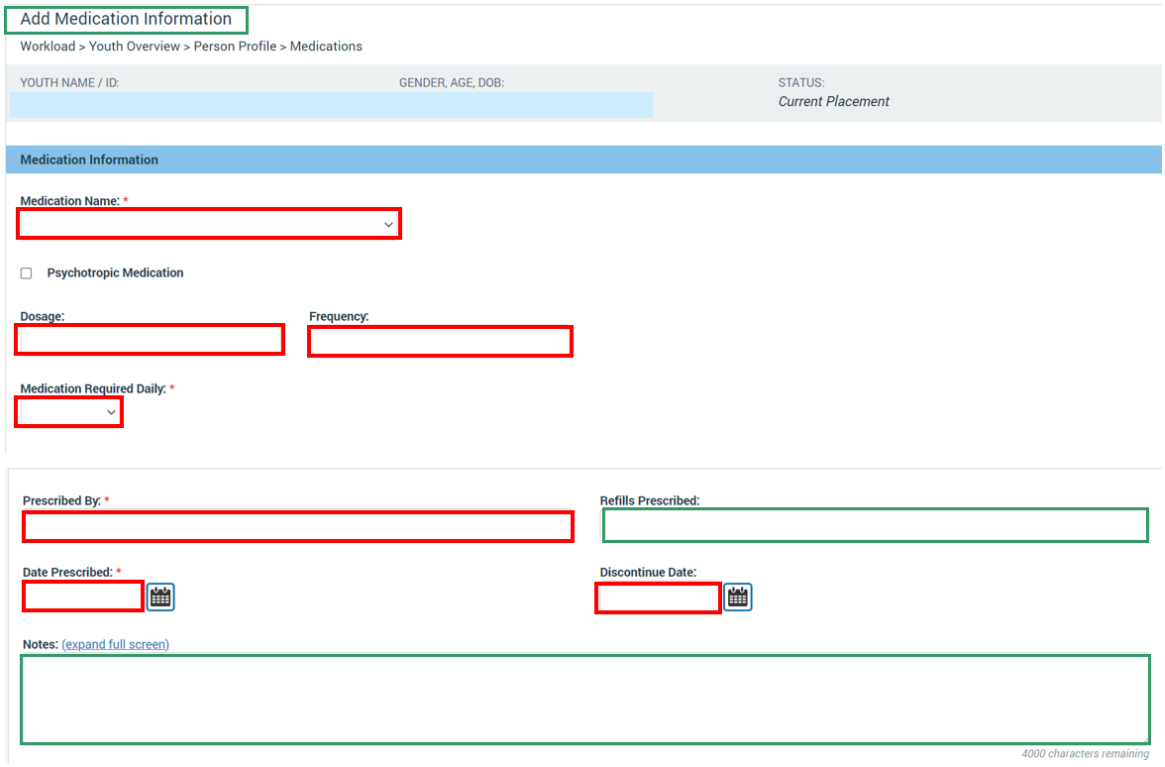
The **Add Medication Information** screen appears.

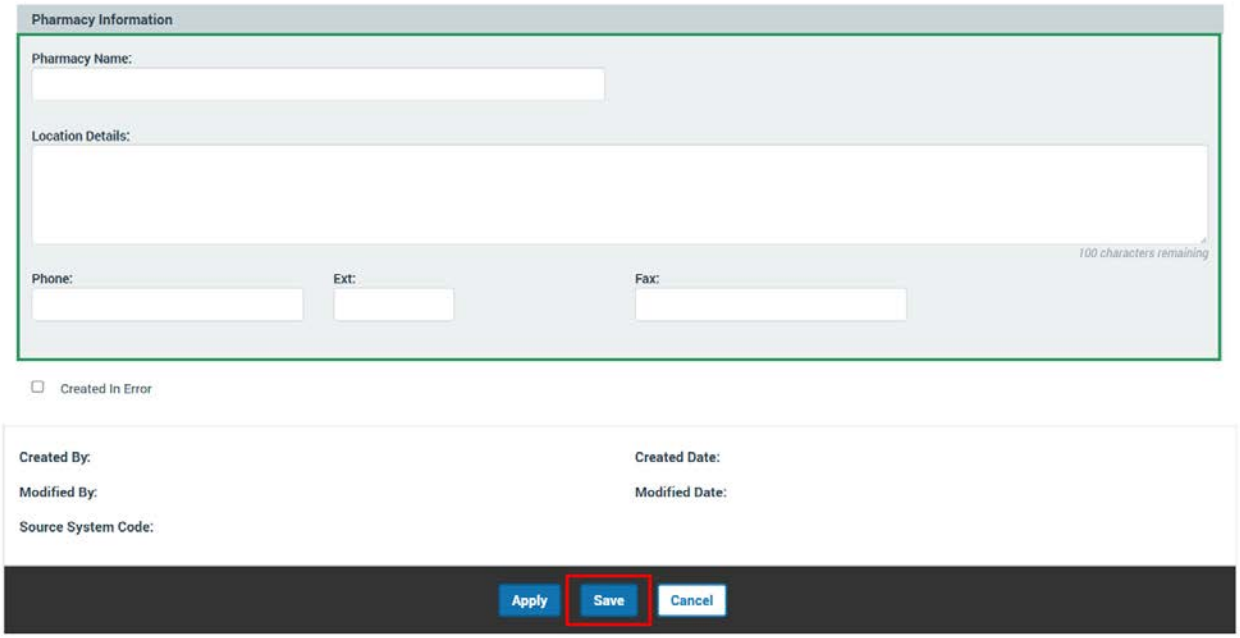
3. Select the **Medication Name** from the dropdown.

   Important: If the selected medication is a **Psychotropic Medication**, the system will automatically check the box.

   Note: If the medication is not listed, select **Other**, then enter the Medication Name in the **Other** text field. Select the **Psychotropic Medication** checkbox, if applicable.

4. Record the **Dosage**.
5. Record the **Frequency**.
6. Make a selection from the **Medication Required Daily** drop-down menu.
7. In the **Prescribed By** field, enter the name of the prescribing medical professional.
8. Enter the **Refills Prescribed**, if applicable.
9. Enter the **Date Prescribed**.
10. Enter the **Discontinue Date**, when applicable.
11. In the **Notes** field, enter any additional information about the medication (optional).
12. Complete the fields in the **Pharmacy Information** section (optional).
13. Click **Save**.

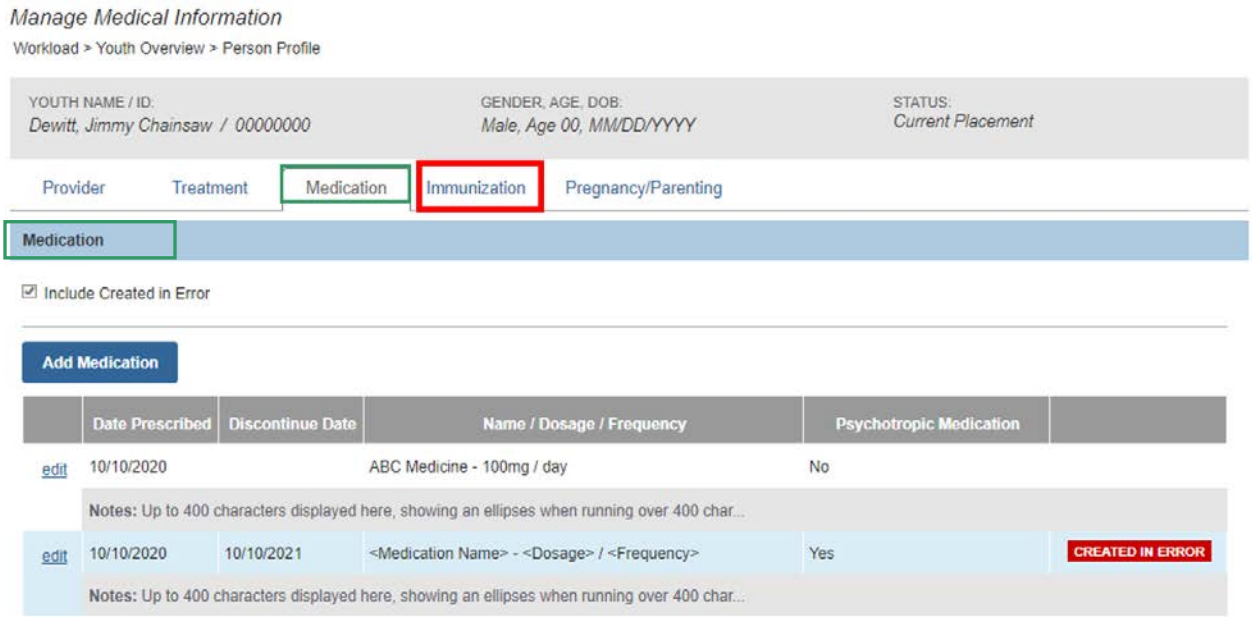




The **Medication** tab screen appears, displaying the newly added record in the Medication grid.

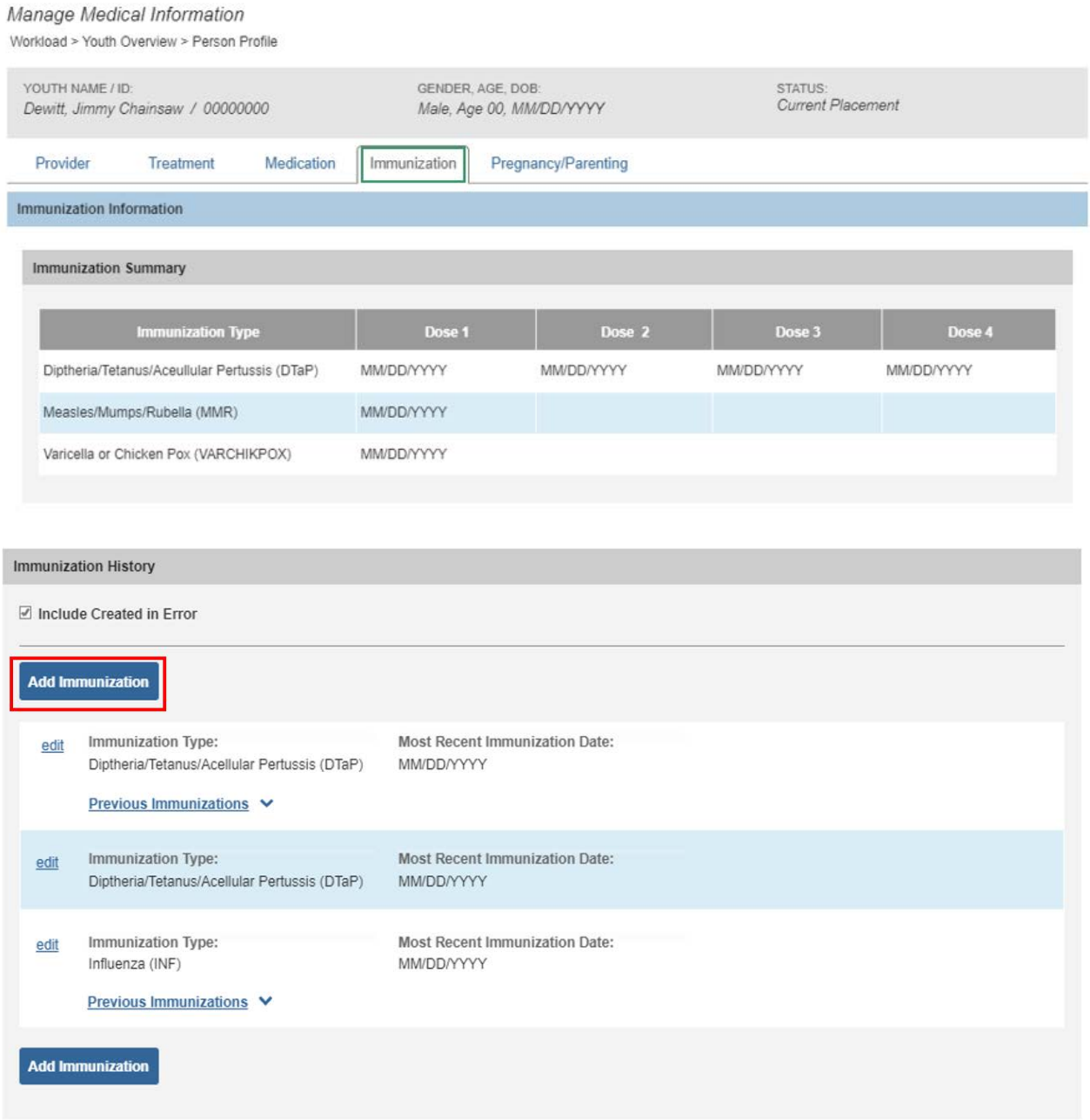
Recording Immunizations

1. Click the **Immunization** tab.



The **Immunization** tab screen appears.

2. Click **Add Immunization**.



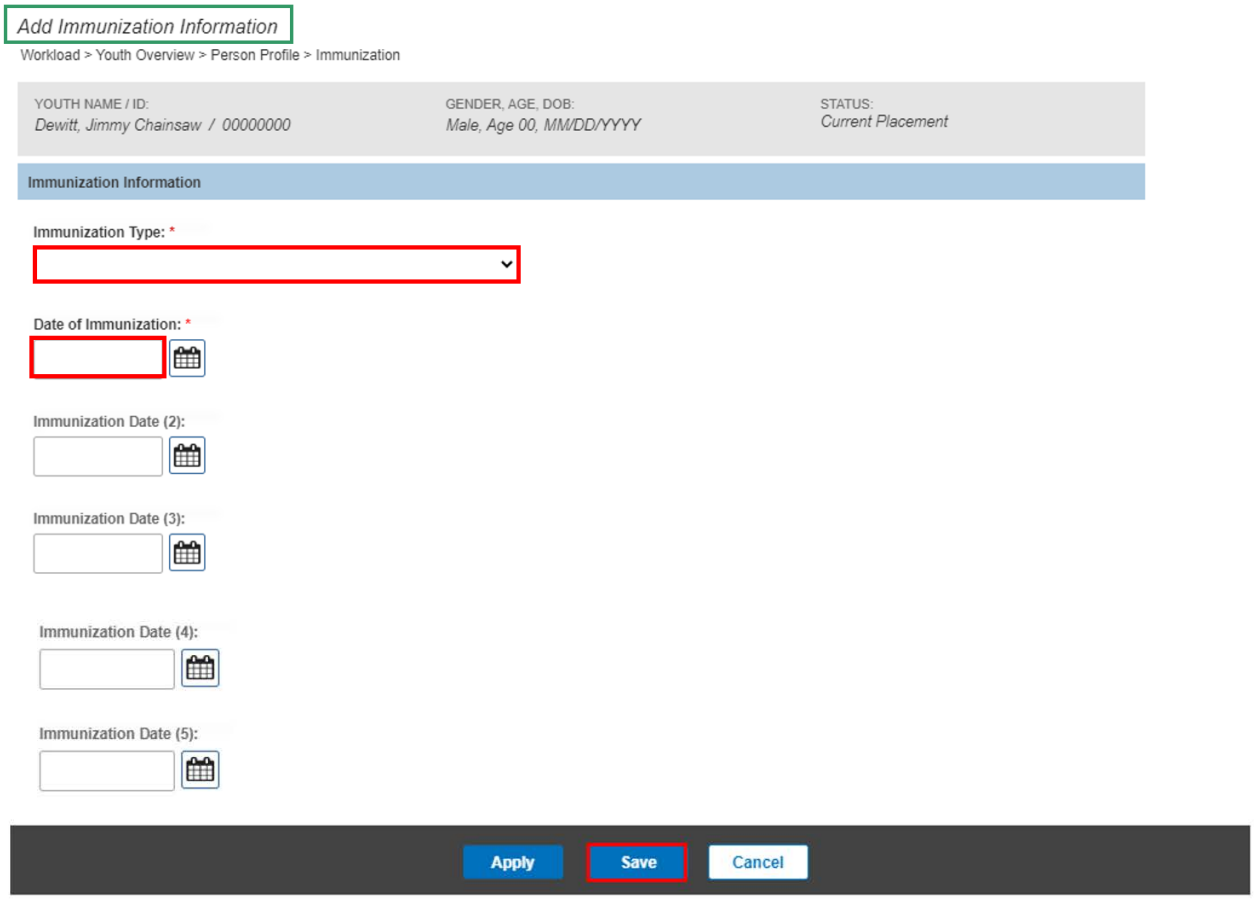
The **Add Immunization Information** screen appears.

3. Select the **Immunization Type** from the dropdown.
4. Enter the **Date of Immunization**.

Note: If you are recording the youth's immunization history, up to five doses of the same immunization may be recorded at once.

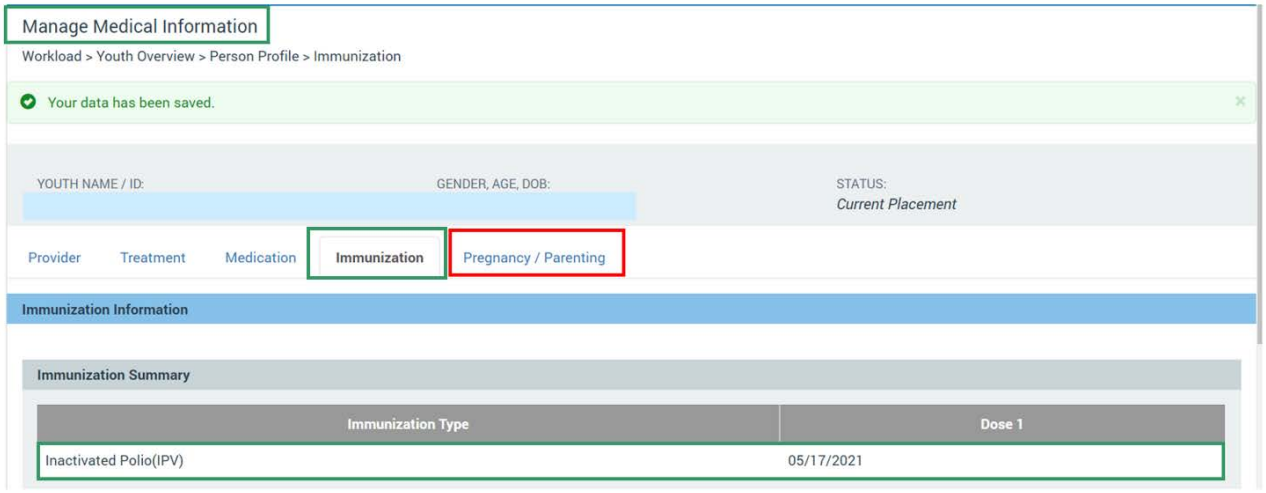
5. Enter additional **Immunization Date(s)**, if applicable.

6. Click **Save**.



The **Immunization** tab screen appears, displaying the added record(s) in the **Immunization Summary** and in the Immunization History list.

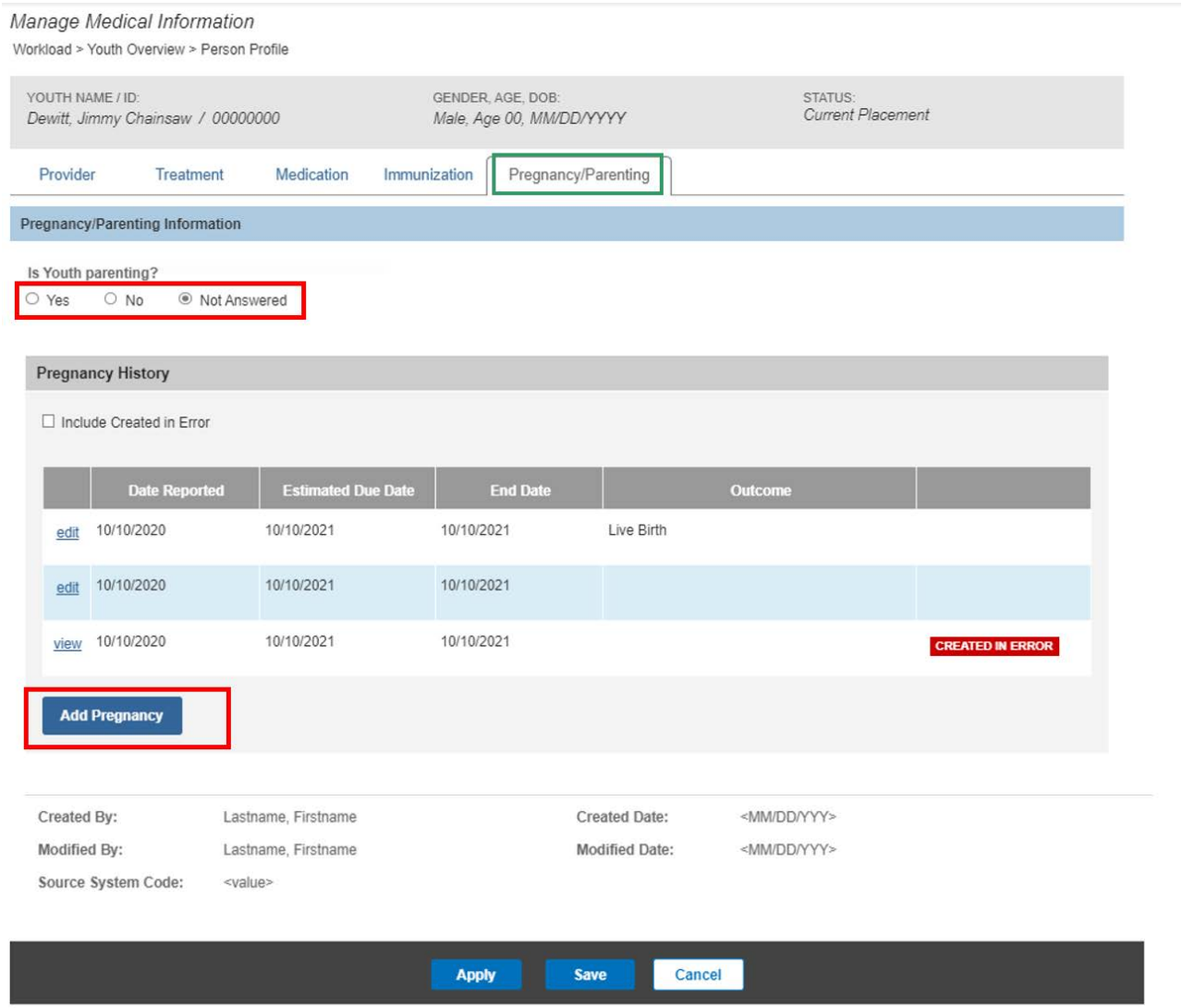
7. Click the **Pregnancy/Parenting** tab.



The **Pregnancy/Parenting** tab screen appears.

Recording Pregnancy/Parenting Information

1. Select a response to the question, **Is Youth parenting?** if known.
2. To record a Pregnancy, click **Add Pregnancy**.



The **Add Pregnancy Details** screen appears.

3. Enter the **Date Reported** (required if the Estimated Due Date is not known).
4. Enter the **Estimated Due Date**, if known.

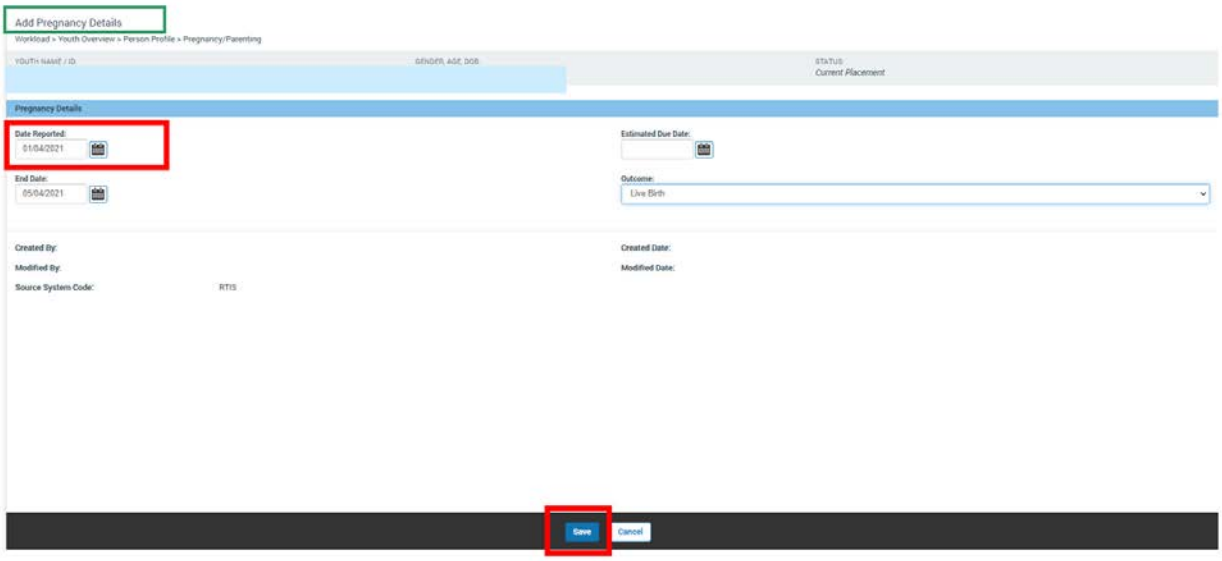
For a historical Pregnancy:

5. Enter the **End Date**
6. Select the **Outcome** from the dropdown.

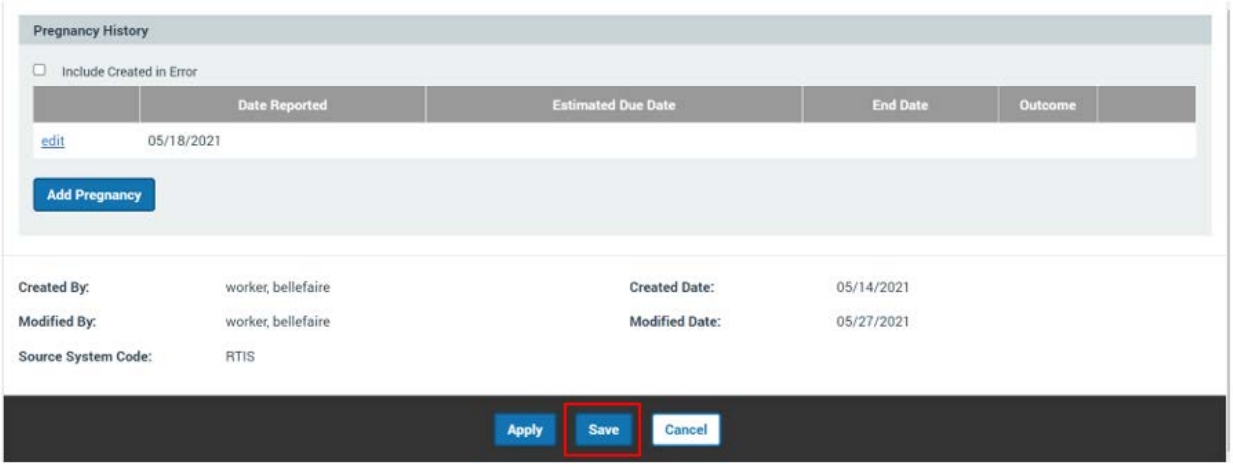
7. Click **Save**.

The **Pregnancy/Parenting Information** grid appears, displaying the record in the Pregnancy History grid.

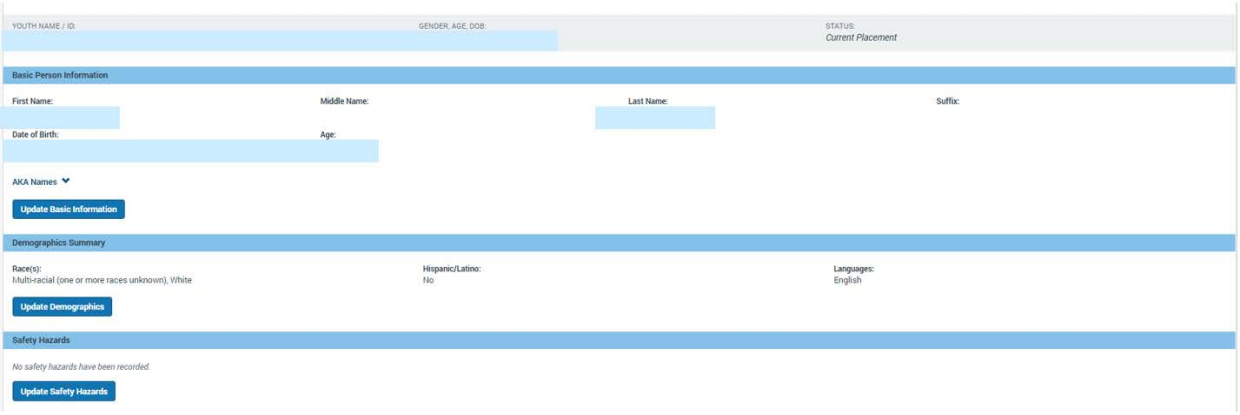
8. Click **Save**.



The **Pregnancy/Parenting Information** screen appears, displaying the added information in the **Pregnancy History** grid.



System returns to the **Youth Profile**.



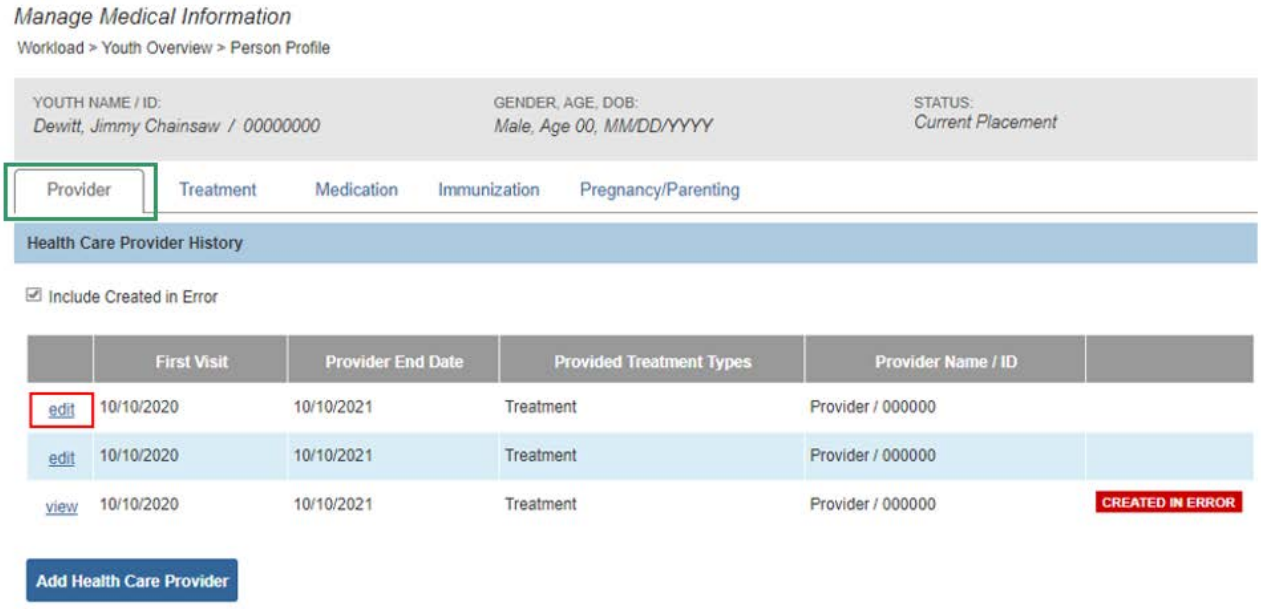
Editing a Medical Record

Note: Provider, Treatment, Medication, Immunization, and Pregnancy records may be edited to update or correct information, or to mark the record as having been created in error.

While the editable fields vary for each type of record, the process is the same. For the following example, a Health Care Provider record will be edited.

To edit an existing record, navigate to the corresponding tab where the record is listed.

1. Click **edit** next to the record you wish to modify.

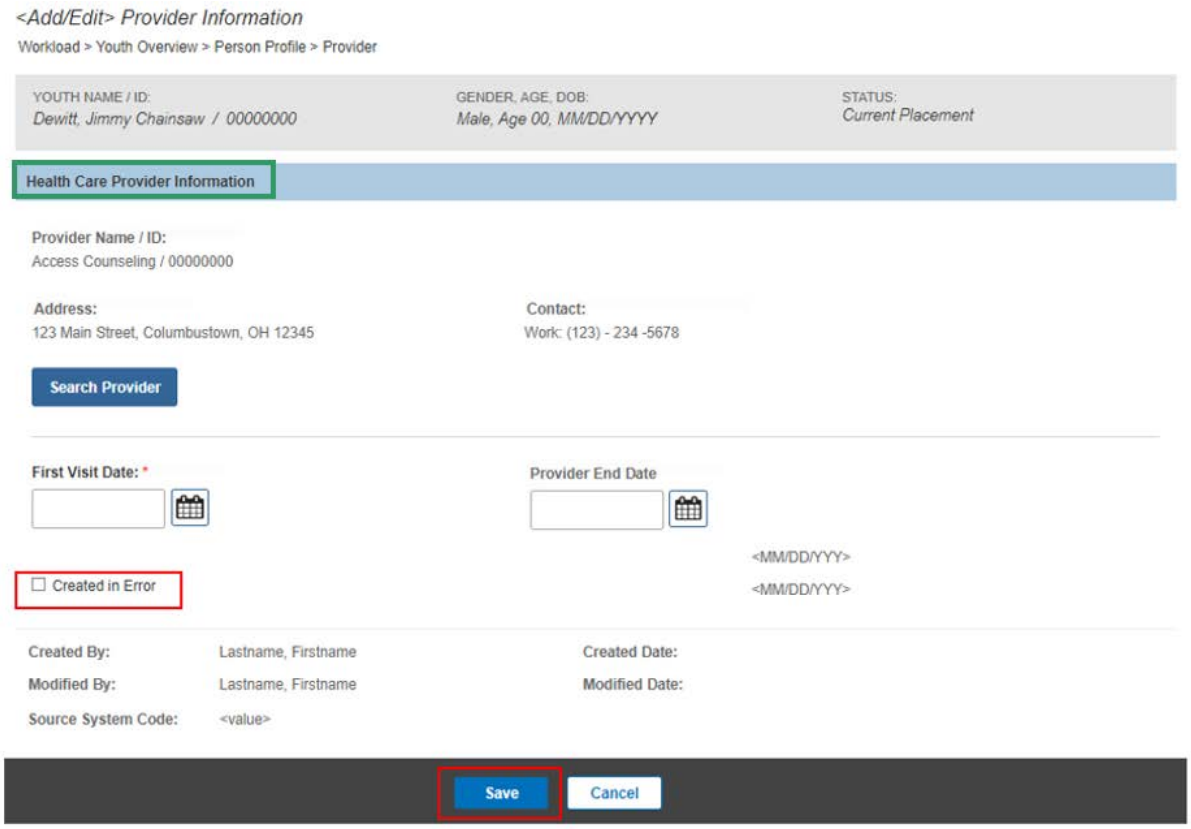


The **Health Care Provider Information** screen appears.

2. Update fields as needed.
3. Click **Save**.

Important: Once saved, Medical records cannot be deleted, but may be marked **Created In Error**. To do this, edit the record and select the Created in Error checkbox, then Save.

The record will show a Created In Error badge in the grid.



If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.