Creating a Review Discharge Plan in Ohio RTIS

Knowledge Base Article

Creating a Review Discharge Plan in Ohio RTIS

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Ohio | Department of Job and Family Services

Creating a Review Discharge Plan in Ohio RTIS

Overview

This article describes how to create a Review Discharge Plan within the Ohio Residential Treatment Information System (RTIS). These records may be created after the Initial Discharge Plan has been approved for the purposes of a Monthly Review, Service Plan Review, Aftercare Updates or Closure.

While there are many data elements contained in the Discharge Plan, it has been designed to allow congregate care facilities the flexibility to enter in information as it best suits their needs, with only a few required fields. Within this article, the data fields which require an entry will be notated. Otherwise, users may leave these areas blank or allow SACWIS-entered data only to display.

Important Tips

1. Reviews of the Discharge Plan should take place every 30 days and/or during every Service Plan review while the youth is in placement. This requirement no longer applies once the youth has left the QRTP facility.

2. The last Discharge Plan Review completed as part of a youth's placement will serve as the Discharge Summary. The same questions are found in all Review types.

3. Do not complete a Closing Discharge Plan until you are certain no further updates are needed on the Discharge Plan. Once approved, a Closing Discharge Summary will prevent any further Discharge Plans from being created for this Placement Episode.

4. Aftercare Updates to the Discharge Plan should only be done if the youth experiences significant changes post-discharge, such as a change in home placement or service providers, and the caregivers require an updated copy of the Discharge Plan. Otherwise, all Aftercare notes should be housed in the Contacts, NOT in an Aftercare Update to the Discharge Plan.

Navigating to the Discharge Plan List Page

1. Navigate to the Youth Overview by choosing the youth from the Assigned or Unassigned Workload screen, or perform a Youth Search for the individual whose Discharge Plan needs to be modified.

2. The most recent Discharge Plan will display the **Current Discharge Plan** grid. Users may choose the review hyperlink from this record to create a new copy for the purposes of review.

3. Alternatively, from the **Youth Tools**, choose **Discharge Plan**. The Discharge Plan List Page appears.

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4. If the Discharge Plan Youth Tool was selected, the Discharge Plan List Page will appear.

5. Click the **review** link to create a new minor version of the existing approved Discharge Plan to create the review Discharge Plan record.

   Note: The copy icon (📄) can be used if the Youth has a new Residential Treatment Episode and requires an Initial Discharge Plan record. The system will create a new major numbered Initial version for use to document the new placement.

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The **Discharge Plan Details** screen appears.

Completing the Review Discharge Plan Overview Tab

1. Choose the **Review Type** from the drop-down.

    Note: If **Closure** is chosen, no other information is required to be entered, and users may go directly to the Approval tab if desired.

2. Enter **Review Details** (not required).

3. Enter the **Discharge Plan Begin Date** or choose the date from the calendar icon (required).

4. Update the **Reason for Admission** in the text field, if applicable.

5. Enter **Summary of Youth's Adjustment and Results of the Placement:** (required).

6. Enter the **Proposed Discharge Date**, if applicable.

7. Enter **Reason for Discharge**, if applicable.

8. Choose the **Discharge Caregiver Type** from the drop-down menu (required). See sub-section below for more details - **Completing Additional Information for Discharge Caregiver Type**.

9. Choose a value from **Youth Released To**, if applicable.

10. Enter any **Additional Discharge Information** in the text field.

11. Click **Apply**.

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Discharge Plan Details

Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID:	GENDER, AGE, DOB:
Dewitt, Jimmy Chainsaw / 00000000	Male, Age 00, MM/DD/YYYY

PLACEMENT DATES:	FACILITY NAME:	PLAN VERSION / STATUS:
MM/DD/YYYY - MM/DD/YYYY	<Facility Name>	1.00 / Approved (MM/DD/YYYY)

Discharge Plan Overview   Placement Services   Education   Aftercare Services   Supports   Approval

Review Details

Review Type:

[▾]

Review Details: (expand full screen)

[   ]

10000 characters remaining

Discharge Summary

Youth being placed from out-of-state:	Caretaker Structure:	Legal Guardian / Custodian:	Legal Guardian / Custodian 2:
Yes	Caretaker	Dewitt, Robert	

Discharge Plan Begin Date:

[   ] 📅

Reason for Admission: (expand full screen)

[   ]

4000 characters remaining

Summary of Youth's Adjustment and Results of the Placement: (expand full screen)

[   ]

4000 characters remaining

Reason for Discharge: (expand full screen)

[   ]

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The **Discharge Plan Details** screen appears.

12. Click the **Placement Services** tab.

Completing Additional Information for Discharge Caregiver Type

Upon selection of Caregiver or Facility, the system will display additional information which requires attention.

Caregiver Selection:

- The system will present the Discharge Caregivers grid.

- This information is derived from the Supports list for the youth. The individual(s) who have been designated as the Discharge Caregiver will appear in the grid. If no Discharge Caregiver is marked in the Supports, the system will display the message, **No Discharge Caregiver has been identified**.

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- If the data in the grid is incorrect, please reference the Knowledge Base Article, [Entering RTIS Youth Supports](#), to enter the correct Discharge Caregiver information to pull into the Discharge Plan.

View 1 - A Support record has been marked as Discharge Caregiver.

View 2 - No Support records have been marked as Discharge Caregiver -

Facility Selection:

The system will present the **Discharge Facility** grid.

1. Click **Link Provider**. The **Search for Provider** screen appears.

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Plan for Youth After Discharge

Proposed Discharge Date:

Discharge Caregiver Type:

<Facility>

Discharge Facility

No provider has been linked.

Link Provider

2. Enter the **Provider Name** or the **Provider ID** (if known) for the facility to which the youth will be discharged.

3. Press, **Search**.

   Note: The screen will expand to display the Search Results grid.

4. Click **select** next to the matching Provider (Facility) name.

Search for Provider

Provider Name: OR   Provider ID:

Note: If Provider ID is entered, Provider Name and Status will be ignored.

☐ Include Closed Providers

Search

Search Results

Result(s) 1 to X of Y / Page 1 of Z

	Provider Name / ID	Provider Status	Current Primary Address
select		Active	123 E Main St, Columbustown, OH 12345
select		Active	123 E Main St, Columbustown, OH 12345

The chosen Provider (Facility) information will display in the grid.

If the incorrect Provider (Facility) was selected, click **Change Provider** to return to the **Search for Provider** screen.

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Completing the Placement Services Tab

Note: If the youth is in PCSA/IV-E Court custody, SACWIS will bring over information from the Youth's Person Profile and will automatically populate some areas of the Placement Services Tab. If the youth is a Direct Placement, RTIS will not display any SACWIS information in the Discharge Plan, even if it exists in the SACWIS database, unless a Release of Information has been entered. Congregate care facilities may choose to enter information in the Treatment, Medications, Diagnosed Conditions and Education tabs, but it is not required.

Reviewing/Entering Treatment Provided During Placement

1. Review any existing treatment records for accuracy. The system will display those treatment records which have been added and/or updated since the most recent Discharge Plan's approval.

2. Click the **Historical Treatments** drawer to view additional records.

3. If a Vision, Medical, Mental Health, Specialist or Dental appointment recently took place and needs to be documented, click the **Update Treatments** button. User is navigated to the **Manage Medical Information>Treatment History** screen, where the appropriate record can be added, as well as any new Providers treating the youth. Please see the Knowledge Base Article, **Managing Youth Medical Information**, for instructions on creating a new **Treatment** record.

4. Enter **Additional Treatment Details or Barriers** in the text field.

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Creating a Review Discharge Plan in Ohio RTIS

| Discharge Plan Overview | Placement Services | Education | Aftercare Services | Supports | Approval |

Treatment Provided During Placement

Displaying Treatment records updated since last Discharge Plan approval on MM/DD/YYYY.

Service Start Date	Service End Date	Primary Service Type	Treatment Type	Provider Name / ID	Hospitalization
10/10/2020	10/10/2021	Consultation	Vision	<Provider / ID>	No
10/10/2020	10/10/2021	Consultation	Medical		
10/10/2020	10/10/2021	Consultation	Vision	<Provider / ID>	No

Historical Treatments ⌄

Update Treatments

Additional Treatment Details or Barriers: (expand full screen)

4000 characters remaining

Reviewing/Entering Medications

1. Review any existing medication records for accuracy. The system will display any current medications the youth is prescribed and those that were discontinued since the last Discharge Plan was approved.

2. Click the **Historical Medications** drawer to view additional records.

3. Click **Update Medications** to enter any new records. User is navigated to the **Manage Medical Information>Medication** screen, where records can be added. Please see the Knowledge Base Article, **Managing Youth Medical Information** for instructions on creating a new **Medication** record.

   Important: If the youth is in PCSA/IV-Court custody, please check with the placing agency prior to creating medication records as they may wish to enter these records after providing authorization for the youth to begin the medication.

Medications

Displaying Medication records updated since last Discharge Plan approval on MM/DD/YYYY.

Date Prescribed	Discontinue Date	Name / Dosage / Frequency	Psychotropic Medication
10/10/2020		ABC Medicine - 100mg / day	No
10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	Yes
10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	No

Historical Medications ⌄

Update Medications

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Reviewing/Entering Diagnosed Conditions

1. Review any existing Diagnoses records for accuracy. The system will display any current Diagnoses which apply to the youth and those that were end-dated since the last Discharge Plan was approved.

2. Click on the **Historical Diagnosed Conditions** drawer to view additional records.

3. Click **Update Diagnosed Conditions** to enter any new records. User is navigated to the **Manage Person Profile>Characteristics screen**, where records can be added. Please see the Knowledge Base Article, **Managing Youth Medical Information**, for instructions on creating a new Diagnosed Condition record.

Entering Non-Clinical Services

Note: Non-Clinical Services refer to those activities a facility engages the youth in which would not fall into the categories listed above of treatment, medication, or diagnoses. These might include services such as Independent Living or Tutoring. Entry of these services is not required.

1. Review any existing **Non-Clinical Services** records for accuracy.

2. Click on the **Ended Services** drawer to view additional historical records.

3. Click **edit** next to any existing services to modify the information contained, or to add Non-Clinical Services, click the **Add Service** button. The **Service Status Details** page appears in both instances.

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Non-Clinical Services

edit | Service Description: | Status: | Provided Date: | ➔ 🗑
Vocational Services | Provided | MM/DD/YYYY

Provider: | Provider Address:
Cuyahoga County Division of Children and Family Services | 123 Main St, Somewheresville, OH 12345-6789

Service Professional(s):

Lastname, Firstname - (123) 456-7890 [INACTIVE]

Lastname, Firstname - (123) 456-7890

Lastname, Firstname - (123) 456-7890

edit | Service Category / Type: | Status: | ➔ 🗑
<Service Category> / <Service Type> | Needed

Ended Services ˅

Add Service

Additional Service Details or Barriers: (expand full screen)

4000 characters remaining

Apply **Save** **Cancel**

4. Choose the **Service Category** that most closely aligns with the non-clinical service being documented (required).

5. Based on the selection in **Service Category**, the applicable values will populate in the **Service Type** drop-down. Choose the **Service Type** that most closely aligns with the non-clinical service being documented (required).

   Note: If a user enters the screen via the edit on an existing service, neither the Service Category nor the Service Type can be changed.

6. Choose a **Status** of the service. These values include **Needed**, **Scheduled**, **Referred** or **Provided** (required).

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Based on the selection in the Status drop-down, additional data elements will appear on the screen:

- **Needed** = The **Additional Information** text box will appear. Any applicable information can be entered about the need for this service.

  Note: At any time after creation of the Service, check the End Service box to indicate it is no longer needed.

- **Referred** = **Referral Date** field appears, along with the ability to link the Provider who the youth has been referred to (required). The **Additional Information** text box will appear. Any applicable information can be entered about the referral made for this service.

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\<Aftercare/Placement\> Status Details

Service Category: Service Type:
\<Service Category\>   \<Service Type\>

Status: * ℹ   Referred Date: *
Referred   [ ] 📅

☐ End Service

Provider Information

No provider has been linked.

Link Provider

Additional Information: (expand full screen)

[text box]

4000 characters remaining

- **Scheduled** = **Appointment Date** and **Time** fields appear, along with the ability to link the Provider with whom the youth has an appointment (required). The **Additional Information** text box will appear. Any applicable information can be entered about the scheduled appointment for this service.

\<Aftercare/Placement\> Status Details

Service Category: Service Type:
\<Service Category\>   \<Service Type\>

Status: * ℹ   Appointment Date: *   Time:
Scheduled   [ ] 📅   [ ]   [▼]
☐ End Service   HH:MM   AM/PM

Provider Information

No provider has been linked.

Link Provider

Additional Information: (expand full screen)

[text box]

4000 characters remaining

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- **Provided** = **Provided Date** field appears, along with the ability to link the Provider with whom the youth has an appointment (required). The **Additional Information** text box will appear. Any applicable information can be entered about the provided service.

7. If the Status of **Referred**, **Scheduled** or **Provided** was selected, a Provider should be linked to the service (required). Click the **Link Provider** button. The **Provider Match** screen appears.

    Note: The system will automatically pull forward the **Service Category** and **Service Type** that was chosen on the **Service Status Details** page, as well as the current date in the **Search Date** field.

\<Aftercare/Placement\> Status Details

Service Category:
\<Service Category\>

Service Type:
\<Service Type\>

Status: * ⓘ
Provided ⌄
☐ End Service

Provided Date: *
[   ] 📅

Provider Information

No provider has been linked.

[**Link Provider**]

Additional Information: (expand full screen)
[   ]
4000 characters remaining

[Apply] [Save] [Cancel]

---

8. Select **Available Counties** values to narrow the search for Providers located only within those areas, if desired. Click on each County name, and then click **Add** to move those values to the **Selected Counties** box (or **Add All** to pull over all counties in the State of Ohio). If a County is chosen in error, select the value to delete and then click **Remove** (or **Remove All** to clear the Selected Counties list).

9. Enter the **Provider ID**, if known. If this value is entered, there is no need to enter **Available Counties** or **Provider Name**, the system will ignore any other search criteria (If **Provider ID** is not entered, type in the **Provider Name**).

10. Choose a **Sort by:** option if desired, to order the results set.

11. Click **Search** to perform the **Search for Provider Match**.

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The **Search Results** grid will appear.

- Click **link** next to the Provider Name / ID that matches the desired service provider. This will return the user to the Service Status Details page with the selected provider's information populated, OR

- Click the **Close** button at any time to return to the **Service Status Details** page with no Provider information selected.

  Note: The resulting list of Provider Names comes from entries made in the SACWIS database which match the Service Category and Service Type selected. The following are some tips for search and selection:

  1. If the desired Provider is not found, modify the search criteria to widen the search or enter a '%' sign at the end of the Provider Name to allow for name variations.

  2. If the Provider still does not display in the search results, the user may request creation of a new entry for use by the RTIS system by submitting a request to the SACWIS Help Desk.

  3. When results appear with both the category of Non-ODJFS and Agency Contract, choose the Agency Contract category Provider ID.

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4. The same Provider listed with the same Provider ID may display multiple times in the result set. This is anticipated given the duplication of services in SACWIS. You may select any of the duplicate Provider/Provider IDs which match your search criteria, it will return back into the Discharge Plan correctly.

Search Results

Result(s) 1 to X of Y / Page 1 of Z

	Provider Name / ID	Provider Category	Current Primary Address	Services
link	The Village Network - Know County Children's Resource Center / 00000000	Residential	123 E Main St, Columbustown, OH 12345	Children's Residential Center
link	The Village Network - Know County Children's Resource Center / 00000000	Residential	123 E Main St, Columbustown, OH 12345	Children's Residential Center
link	The Village Network - Know County Children's Resource Center / 00000000	Residential	123 E Main St, Columbustown, OH 12345	Special Needs (20456)
link	The Village Network - Know County Children's Resource Center / 00000000	Residential	123 E Main St, Columbustown, OH 12345	Special Needs (20456)

< | 1 | ... | 8 | 9 | 10 | ... | 20 | >

Generate Report

Close

12. Upon return to the **Service Status Details** page with a Provider ID selected, choose from the **Available Service Professionals** pusher box. This pusher box will contain a list of employees that have been associated with the Provider ID. Click on the name(s) to select, then choose **Add** which populates the name(s) in the **Selected Service Professionals** pusher box (or **Add All** to pull all listed names into the **Selected Service Professionals** pusher box). If the incorrect individual(s) are chosen, click their name(s) and select **Remove** (or **Remove All** to clear the **Selected Service Professionals** pusher box).

> **Note:** If the desired Service Professional is not present to select, they may be added to the available list. Click on **Add Service Professional** button to create a new individual associated to this Provider ID. Users may also select **Manage Service Professionals**, which will navigate to the entire list of Service Professionals associated to this Provider ID and can be activated or de-activated if necessary. Please see the Knowledge Base Article Managing Service Professionals in Ohio RTIS for more information on this functionality and instructions on how to perform these tasks.

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Note: It may be that duplicate Provider IDs exist for the same Agency and the Service Professional has been added to a different Provider ID. During the **Search for Provider Match** process, if it was identified there were identical entries of the same Provider, users may choose the **Change Provider** button which will relaunch the **Search for Provider Match** page (This button may also be utilized if it is determined the incorrect Provider ID was returned to the **Service Status Details** page). Choose a different Provider ID to determine if the desired **Service Professional** was entered on the duplicate Provider ID.

Important: If users identify duplicate Provider IDs for the same agency during the search process, they may a request to the SACWIS Help Desk. State users may merge the duplicates, which will then allow all Service Professionals employed by this agency to remain on one distinct Provider record.

Tip: If the same Provider ID is frequently linked to Discharge Plan Services, it may be advisable to record this ID for use in subsequent searches.

13. Click **Save** to retain the entered information and return to the **Placement Services** tab with the new Non-Clinical Service record present, or repeat the process to add additional Non-Clinical Services as desired.

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The **Discharge Plan Details** screen appears.

14. When finished, review the entirety of the Placement Services screen and make any necessary additions or edits.

15. Click the **Education** tab.

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Ohio RTIS

⊘ Recent ▾　　? Help ▾　　👤 Wallace, Mia ▾

Discharge Plan Details

Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID:	GENDER, AGE, DOB:	
Dewitt, Jimmy Chainsaw / 00000000	*Male, Age 00, MM/DD/YYYY*	

PLACEMENT DATES:	FACILITY NAME:	PLAN VERSION / STATUS:
MM/DD/YYYY - MM/DD/YYYY	*<Facility Name>*	*1.00 / Approved (MM/DD/YYYY)*

Discharge Plan Overview　　Placement Services　　Education　　Aftercare Services　　Supports　　Approval

Treatment Provided During Placement

Displaying Treatment records updated since last Discharge Plan approval on MM/DD/YYYY.

Service Start Date	Service End Date	Primary Service Type	Treatment Type	Provider Name / ID	Hospitalization
10/10/2020	10/10/2021	Consultation	Vision	<Provider / ID>	No
10/10/2020	10/10/2021	Consultation	Medical		
10/10/2020	10/10/2021	Consultation	Vision	<Provider / ID>	No

Historical Treatments ∨

Update Treatments

Additional Treatment Details or Barriers: (expand full screen)

[   ]

4000 characters remaining

Medications

Displaying Medication records updated since last Discharge Plan approval on MM/DD/YYYY.

Date Prescribed	Discontinue Date	Name / Dosage / Frequency	Psychotropic Medication
10/10/2020		ABC Medicine - 100mg / day	No
10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	Yes
10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	No

Historical Medications ∨

Update Medications

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Diagnosed Conditions

Displaying active Clinically Diagnosed Characteristics and those updated since last Discharge Plan approval on MM/DD/YYYY.

Diagnosis	Diagnosed By	Diagnosed Date	End Date
ADD	<Diagnosed By>	MM/DD/YYYY	MM/DD/YYYY
Cognitive Disability	<Diagnosed By>	MM/DD/YYYY	MM/DD/YYYY
Anxiety	<Diagnosed By>	MM/DD/YYYY	MM/DD/YYYY

Historical Diagnosed Conditions ⌄

Update Diagnosed Conditions

Non-Clinical Services

edit   **Service Description:**   **Status:**   **Provided Date:**   ➔ 🗑
Vocational Services   Provided   MM/DD/YYYY

Provider: **Provider Address:**
Cuyahoga County Division of Children and Family Services   123 Main St, Somewheresville, OH 12345-6789

Service Professional(s):
Lastname, Firstname - (123) 456-7890   [INACTIVE]

Lastname, Firstname - (123) 456-7890

Lastname, Firstname - (123) 456-7890

edit   **Service Category / Type:**   **Status:**   ➔ 🗑
<Service Category> / <Service   Needed
Type>

edit   **Service Description:**   **Status:**   **Appointment Date:**   ➔ 🗑
<Service Description>   Scheduled   MM/DD/YYYY

Provider: **Provider Address:**
Cuyahoga County Division of Children and Family Services   123 Main St, Somewheresville, OH 12345-6789

Service Professional(s):
Lastname, Firstname - (123) 456-7890

Ended Services ⌄

Add Service

Additional Service Details or Barriers: (expand full screen)

4000 characters remaining

Apply   **Save**   **Cancel**

Completing the Education Tab

1. Review any existing **Education** records for accuracy.

2. To add Education records, click the **Update Education** button. The **Manage Education Information>School Profile** page appears. Please see the Knowledge Base Article, [Maintaining Youth Education Information in Ohio RTIS](#) for instructions on creating Education records.

3. Enter **Additional Education Details** in the text field.

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4. Click **Save** to retain the entered information and return to the **Discharge Plan Details** page.

5. Click the **Aftercare Services** tab. The **Aftercare Services** screen appears.

Discharge Plan Details

Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID:	GENDER, AGE, DOB:	
Dewitt, Jimmy Chainsaw / 00000000	*Male, Age 00, MM/DD/YYYY*	

PLACEMENT DATES:	FACILITY NAME:	PLAN VERSION / STATUS:
MM/DD/YYYY - MM/DD/YYYY	*<Facility Name>*	*1.00 / Approved (MM/DD/YYYY)*

Discharge Plan Overview   Placement Services   Education   Aftercare Services   Supports   Approval

Education

Preschool To Grade Twelve School History

School Name	Category	District Name	Beginning Grade	Start Date	End Date
School Name	Primary	School District Name		MM/DD/YYYY	
School Name	Primary	School District Name		MM/DD/YYYY	MM/DD/YYYY

Postsecondary School History

School Name	Category	Start Date	End Date
Postsecondary School Name	Category	MM/DD/YYYY	
Postsecondary School Name	Category	MM/DD/YYYY	MM/DD/YYYY

Special Education Designation

• **Youth enrolled in Special Education**

• **The Youth is incapable of attending school on a full-time basis due to the medical condition of the Youth as documented in person characteristics**

[Update Education]

Additional Education Details: (expand full screen)

[   ]

4000 characters remaining

[Apply]   [Save]   [Cancel]

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Completing the Aftercare Services Tab

Aftercare Services are those services which will be recommended or set up for a youth when they leave the facility. The process to add Aftercare Services will mirror that of adding Non-Clinical Services. Please refer to the section [Entering RTIS Youth Supports](#) for details.

Completing the Supports Tab

1. Click the **Supports** tab.

The **Supports** tab page appears.

Completing Supports Tab

The system will automatically pull forward all **Active Supports** as entered in the **Supports** Youth Tool. Please reference the Knowledge Base Article, [Entering RTIS Youth Supports](#) for further details on completing and maintaining these records.

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2. To edit a **Youth Support** record, click **edit** next to the Support's Name.

The **Support Person Details** screen appears.

3. Modify the Support Person Details record as needed. When finished,

4. Click **Save** to retain the entered information and return to the **Youth Supports** tab with the modified **Youth Support** record present, OR

5. If applicable, enter the **Date Discharge Plan Provided** or choose date from the calendar icon.

6. To add additional Youth Support records to the Discharge Plan, click the **Update Supports** button.

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YOUTH NAME / ID:	GENDER, AGE, DOB:	STATUS:
Dewitt, Jimmy Chainsaw / 00000000	Male, Age 00, MM/DD/YYYY	Current Placement

PREGNANT **PARENTING**

Support Person Details

Last Name: * SupportPerson

First Name: * Suzie

ACTIVE

Relationship to Youth: * List Item2

☐ Discharge Caregiver

Address:
4020 E 5th Ave, Columbus, OH 43230

Change Address | **Clear Address**

Contact Type: * Cell

Phone: 555-454-5555

Ext:

Additional Contact Information: (expand full screen)
Suzie is a family friend.

4000 characters remaining

☐ Created in Error

Apply | **Save** | **Cancel**

The **Youth / Supports** list page appears.

7. Referencing the Knowledge Base Article [Entering RTIS Youth Supports](#), make any needed additions or edits within the Youth / Supports Tool to reflect the youth's current support network.

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Routing/Approving the Discharge Plan

1. Select the **Approval** tab. The **Discharge Plan Approval** grid appears.

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2. The Approval header will contain either a list of required tasks needing to be completed before approval can be processed (View A), or a message *This Discharge Plan is ready for approval.* (View B).

3. If errors are present, return to the applicable tab of the Discharge Plan and correct the data. Continue this process until View B is obtained.

With Errors - View A

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Ready for Approval - View B

4. Click, **Submit for Approval**.

The **Submit for Approval** button will be present when all Discharge Plan requirements have been satisfied.

The **Process Approval** screen appears.

5. Using the **Action** drop-down menu, Select, **Approved-Final the Discharge Plan** if proper security is granted, or choose **Route** if final approval is granted by a supervisor.

6. Select the applicable person from the **Approvers** list. Choose the supervisors name to send the plan for final approval, or choose your own name if you have security to complete the final approval.

7. **Comments** may be entered as applicable.

8. Click **Save** to confirm the Action selected, or click **Cancel** to return to the Discharge Plan list page with no approval action taken.

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Reviewing Discharge Plan List Page Actions

The following actions can be performed on the Discharge Plan list page:

1. To create a new Initial version of an existing Discharge Plan, click the copy icon. This copy can be used as the Initial Discharge Plan for a new Residential Treatment Episode. On click, the Discharge Plan Overview - Review Details screen of the new record will appear.

2. To print a discharge plan report, click the icon. The parameters page of the Discharge Plan report will appear.

3. If a Discharge Plan record is in draft status and the user wishes to delete it, click the icon. On click, the record will be deleted.

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

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