# **Ohio** RT/S

**Knowledge Base Article** 

#### **Table of Contents**

Overview	3
Navigating to Contact Information	3
Adding a Contact	4
Selecting a Contact Type(s)	5
Entering Narrative Details	5
Generating a Report	7



#### **Overview**

This article describes how to create Contact information that will be accessed and maintained through the Residential Treatment Information System (RTIS). The Contact functionality will capture the residential treatment agency contacts with the youth and supports. Monthly contacts are only required by policy when a youth is in aftercare. However, direct placement youth that are being placed in a congregate care facility by their legal guardian or from out of state through an Interstate Compact (ICPC) can document contact information.

#### **Navigating to Contact Information**

From the **Youth Overview** screen, click **Youth Tools** to expand its menu.

Ohio RTIS	⑦ Recent ▼ ? He	elp 🔻 💄 Wallace, Mia 🔻	
Dashboard V	Vorkload Youth Sea	arch Administration 🔻	
Youth Overview	Youth Tools 👻		
Youth Overview Contacts			
Supports Discharge Plan			
Youth Profile			
Youth Placement History Release of Information			
YOUTH NAME / ID:		GENDER, AGE, DOB:	STATUS
Dewitt, Jimmy Chainsaw / ( PREGNANT PARENTING	0000000	Male, Age 00, MM/DD/YYYY	Current Placement
PLACEMENT DATES:		FACILITY NAME:	PLACING AGENCY:
MM/DD/YYYY - MM/DD/YY	YY	<facility name=""></facility>	<agency name=""></agency>

1. Click, **Contacts**.

The **Contacts Filter** page appears, displaying any existing contact information. Users can filter by **Category** by selecting from the drop-down menu. Categories include visitation and monthly contacts. Additionally, users can select a **Date Range**. If no contacts exist,

2. Click, Add Contact.



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Dashb	oard	Workload	Youth Search Admin	istration 🔻				
Youth O	verview	Youth Tools 🔻						
1	ME / ID: mmy Chainsaw . T PARENTING	/ 0000000	GENDER, AGE, DO Male, Age 00, M			ATUS: Irrent Placement		
	NT DATES: <b>'YYY - <i>MM/</i>DD/Y</b>	YYY	FACILITY NAME: <facility name=""></facility>			ACING AGENCY: Agency Name>		
ntacts F	ilter Criteria							
ategory:	:			Date Range:				
Filter			~	Date Range:	To Date	e		
Filter		Category	▼ Contact Type					
Filter	Contact Date 12/12/2020	Category		From Date	To Date	e	ß	
Filter ontacts <u>view</u>	Contact Date 12/12/2020	Category	Contact Type Phone Call From, Phone Call To	From Date	To Date	e Status	8	
Filter ontacts <u>view</u> edit	Contact Date 12/12/2020 Supports: Fir 12/12/2020	Category stname Lastname, Fin Category	Contact Type Phone Call From, Phone Call To stname Lastname, Firstname Lastnam	From Date	To Date Created By ame, Firstname	e Status Draft		
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The **Contact Details** page appears.

#### Adding a Contact

- 1. Enter Contact Date (required).
- 2. Make a selection from the **Category** drop-down menu.
- 3. Select Contact Duration from the drop down
- Add Available Supports from the push box (at least one support must be selected), if no support is selected, the validation message will appear: Validation message(s) We found a few areas that need your attention:
  - At least one Support must be selected.



Contact Details						
Contact Date:		[	Contact Dura	v		
Category:	~					
Available Supports:			Selected Sup	oports:		
Available Supports:	Add		Selected Sup	Remove All	Q	
	Add	•			٩	

#### Selecting a Contact Type(s)

1. Add Available Contact Types from the push box (at least one Contact Type must be selected). If no Contact Type is selected, a validation message will appear:

# Validation message(s): We found a few areas that need your attention: At least one Contact Type must be selected.

vailable Con	tact Types:			Selected Co	ntact Types:		
Q	Add All	Add		Remove	Remove All	Q	
ption 2			•				-
ption 3							
			× .				

#### **Entering Narrative Details**

2. Narrative: Enter narrative information up to 10,000 characters. The (expand full screen) allows user to see more narrative details being entered.

Note:

- Narrative with a **Draft** status can be edited and deleted. Narrative with a **Complete** status can be edited but not deleted.
- Once the status is complete, the edits will be limited.



- If **Update Narrative** is selected, the user will be permitted to enter additional narrative information only for the contact record.
- 3. Click the **View Narrative History Button** to view historical narrative information listed with a date and time when the original information was entered.

Narrative Details						
Narrative: (expa	nd full screen)					
******						
Update Narra	View Narrative History			10000 characters remaining		
Created By:	Lastname, Firstname	Created Date:	<mm dd="" yyy=""></mm>			
Modified By:	Lastname, Firstname	Modified Date:	<mm dd="" yyy=""></mm>			

4. Select either Draft or Complete from the Status drop-down menu (required).

**Note:** This only displays once a contact is in completed status and allows users to correct or add to the prior narrative.



The Narrative Details screen appears, displaying the Narrative History grid.



#### Narrative History

#### 02/01/2020 10:00PM by Wallace, Mia

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#### 01/01/2020 10:00PM by Wallace, Mia

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Close

#### **Generating a Report**

The following report(s) are available:

The RTIS Contact Report (single log) can be accessed from the Report icon.

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

