

Recording a QRTP Placement Assessment Record



Knowledge Base Article

Recording a QRTP Placement Assessment Record

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Recording a QRTP Placement Assessment Record

Overview

This article provides step- by-step instruction for recording the Qualified Residential Treatment Provider (QRTP) Assessment Information. This article provides step-by-step instruction for documenting the completion of the Qualified Residential Treatment Program (QRTP) Assessment and the resulting recommendation.

Important: A QRTP Assessment must be completed within 30 days of each placement in a congregate care setting. The timeliness and recommendation of the Assessment affect Title IV-E reimbursability for the duration of the placement.

1. From the Ohio SACWIS home page, navigate to the **Case Overview** screen.
2. Click, **Placement/ICCA** in the navigation pane.
3. Select the **QRTP Assessment** Tab.
4. Click the **Add Assessment** Button.

The screenshot displays the Ohio SACWIS interface for recording a QRTP Assessment. On the left, a navigation pane lists various case management functions, with 'Placement / ICCA' highlighted. The main content area features a tabbed interface with 'QRTP Assessment' selected. Below the tabs is a 'QRTP Assessment Filter Criteria' section containing a 'Child Name' dropdown, a 'Date Range' selector with calendar icons, and three checkboxes: 'Include Created in Error' (checked), 'Include Historical', and 'Include Records for Inactive Members'. A 'Sort By' dropdown is also present. Below the filters are 'Filter' and 'Clear Form' buttons. The 'QRTP Assessments' section shows a message: 'No QRTP Assessment has been recorded.' and an 'Add Assessment' button.

Recording a QRTP Placement Assessment Record

The **Assessment Details** page appears.

Adding a New QRTP Assessment Record

1. Make a selection from the **Child Name** drop down menu.
 - Child name dropdown is populated from all active case members. For adoption cases, the dropdown will only display adoption case members (not A/I Members).
 - Child name is required to save the record.
2. Enter the **Date Assessment Completed**.
3. Enter the **Associated Placement Record** (if known).
 - Not required to save the record or record a Recommendation; however, required to receive the Title IV-E reimbursement.
 - Not required to save a Recommendation.
 - The Associated Placement records display in the drop-down:
 - Current case episode placements.
 - Congregate care placement types only (CRC, and group homes); excluding the created in error placement setting records.
 - Placement setting records with status of completed.
 - Placement setting records with or without an end date.
4. Enter the **Name of Tool Used**.
5. Enter **Qualified Individual Completing Assessment**.
6. Click **Add Participants** button.


Case / Workload / Placement/CCA

Assessment Details

CASE NAME / ID: *Charlesworth-Dewitt, Janey Hacksaw / 000000000* *Ongoing Open (MM/DD/YYYY)*

QRTP Assessment Details

Child Name: *
Lastname, Firstname - MM/DD/YYYY

Date Assessment Completed:
 

Associated Placement Record:

Name of Tool Used:

Qualified Individual Completing Assessment:

Assessment Participants

No Case Members or Associated Persons added.

Recording a QRTP Placement Assessment Record

Add Participants

Recommendation:

Created in Error

Created By: Lastname, Firstname Created Date: <MM/DD/YYYY>

Modified By: Lastname, Firstname Modified Date: <MM/DD/YYYY>

Save **Cancel**

The **Add Participants** page appears.

Note: Upon initial creation of the **QRTP Assessment**, the system will auto populate the **Add Participants** page grid with:

- All Permanency Team members active as of system date.
- All Permanency Team members that were active as of the Date Assessment Completed, if the date has been entered.
- All active case members and associated persons in the current open case.
- All active case members and active associated persons from other open case(s) of the child.

Each time the **Add Participant** page is accessed, the page will refresh.

7. Click **Create Participant**.

Case / Workload / Placement/ICCA / Assessment Details

Add Participants

CASE NAME / ID: **Charlesworth-Dewitt, Janey Hacksaw / 000000000** **Ongoing Open (MM/DD/YYYY)**

CHILD NAME / ID: **Dewitt, Jimmy Chainsaw / 00000000** AGE, DOB: **00, MM/DD/YYYY**

Available Participants

No Case Members or Associated Persons available.

Create Participant

Save **Cancel**

Recording a QRTP Placement Assessment Record

Case / Workload / Placement/ICCA / Assessment Details

Add Participants

CASE NAME / ID: **Charlesworth-Dewitt, Janey Hacksaw / 000000000** **Ongoing** Open (MM/DD/YYYY)

CHILD NAME / ID: **Dewitt, Jimmy Chainsaw / 00000000** AGE, DOB: **00, MM/DD/YYYY**

Available Participants

Select Persons to add to the assessment.

<input type="checkbox"/>	Name / ID	Case ID	Association
<input checked="" type="checkbox"/>	edit <Lastname, Firstname>		Neighbor
<input checked="" type="checkbox"/>	<Lastname, Firstname>	000000	Other - Nurse
<input type="checkbox"/>	<Lastname, Firstname> / 000000	000000	Case Member
<input type="checkbox"/>	<Lastname, Firstname> / 000000	000000	Associated Person

Create Participant

Save **Cancel**

The **Create Participant** page appears.

Creating a New Assessment Participant

If there are no Participants displayed or there is a need to add additional Assessment Participants.

1. Enter the **First Name**.
2. Enter the **Last Name**.
3. Select the **Association**.
4. Click **Save & Add Another** to add additional person,
OR,
5. Click **Save**.

Recording a QRTP Placement Assessment Record

Case / Workload / Placement/ICCA / Assessment Details / Add Participants

Create Participant

CASE NAME / ID: Charlesworth-Dewitt, Janey Hacksaw / 000000000 Ongoing Open (MM/DD/YYYY)

CHILD NAME / ID:
Dewitt, Jimmy Chainsaw / 00000000

AGE, DOB:
00, MM/DD/YYYY

Participant Details

First Name: *

Last Name: *

Association:

Save

Save & Add Another

Cancel

The **Available Participants** page appears.

6. Select Person(s) to add as **Assessment Participants** to this record.
7. Click **Save**.

Available Participants

Select Persons to add to the assessment.

<input type="checkbox"/>	Name / ID	Case ID	Association
<input checked="" type="checkbox"/>	edit <Lastname, Firstname>		Neighbor
<input checked="" type="checkbox"/>	<Lastname, Firstname>	000000	Other - Nurse
<input type="checkbox"/>	<Lastname, Firstname> / 000000	000000	Case Member
<input type="checkbox"/>	<Lastname, Firstname> / 000000	000000	Associated Person

Create Participant

Save

Cancel

The **Assessment Details** page appears displaying all participants added.

Note: Once the **Recommendation** value has been saved, the QRTP Assessment is no longer editable. The exception fields are:

- The **Created in Error** checkbox.
- **Associated Placement Record** dropdown if one has not already been saved.

Recording a QRTP Placement Assessment Record

8. **Delete** Assessment Participant(s) that did not participate in the QRTP Assessment. (Optional).
9. Enter the **Recommendation** from the drop-down menu. Values include:
 - QRTP Placement Recommended
 - QRTP Placement Not Recommended

Case / Workload / Placement/ICCA

Assessment Details

CASE NAME / ID: *Charlesworth-Dewitt, Janey Hacksaw / 000000000* *Ongoing* *Open (MM/DD/YYYY)*

QRTP Assessment Details

Child Name: *

Lastname, Firstname - MM/DD/YYYY




Date Assessment Completed:

Associated Placement Record:

Name of Tool Used:

Assessment Participants

Name / ID	Case ID	Association	
<Lastname, Firstname> / 000000	000000	Case Member	
<Lastname, Firstname> / 000000	000000	Associated Person	
<Lastname, Firstname>		Neighbor	

Add Participants

Recommendation:

Created in Error

Created By: Lastname, Firstname

Created Date: <MM/DD/YYYY>

Modified By: Lastname, Firstname

Modified Date: <MM/DD/YYYY>

Save

Cancel

Recording a QRTP Placement Assessment Record

Viewing the QRTP Assessment List Page

1. From the Ohio SACWIS home page, navigate to the **Case Overview** screen.
2. Click, **Placement/ICCA** in the navigation pane.
3. Select the **QRTP Assessment** Tab.

The screenshot displays the Ohio SACWIS Case Overview interface. On the left is a vertical navigation pane with various menu items. The 'Placement/ICCA' item is highlighted with a red box. The main content area shows a case header for 'Ongoing Open (05/29/2021)'. Below the header are four tabs: 'Placement', 'ICCA', 'Permanency Team', and 'QRTP Assessment', with the 'QRTP Assessment' tab selected and highlighted by a red box. Underneath the tabs is a 'Placement Records Filter Criteria' section. This section includes a 'Child Name' dropdown menu, a 'Date Range' field with two calendar icons and labels 'From Begin Date' and 'To Begin Date', and a 'Status' dropdown menu. At the bottom of the filter criteria are three checkboxes: 'Include Created in Error' (unchecked), 'Include Non-Custodial Parent' (checked), 'Include Historical' (unchecked), and 'Include Placement Records for Inactive Members' (unchecked).

The **Placement/ICCA** screen appears.

1. Select **Child Name**. (Optional)
2. Select **Date Range**. (Optional)
3. Check **Include Created in Error**. (Optional)
4. Check **Include Historical**. (Optional)
5. Check **Include Records for Inactive Members**. (Optional)
6. Select **Sort By** from the drop-down menu. (Optional)
7. Click **Filter**. (Optional)
8. If results are returned, click **edit** or **view** beside the relevant QRTP Assessment Record.
9. Click **Close**.

Recording a QRTP Placement Assessment Record

The screenshot shows a web interface for recording a QRTP Placement Assessment Record. On the left is a vertical navigation menu with various case management options. The main area displays the 'QRTP Assessment Filter Criteria' form. At the top, the case name is 'Ongoing' and the status is 'Open (05/29/2021)'. Below this, there are tabs for 'Placement', 'ICCA', 'Permanency Team', and 'QRTP Assessment'. The 'QRTP Assessment Filter Criteria' section includes a 'Child Name' dropdown menu, a 'Date Range' section with 'From Date' and 'To Date' input fields and calendar icons, and three checkboxes: 'Include Created in Error', 'Include Historical', and 'Include Records for Inactive Members'. A 'Sort By' dropdown menu is set to 'Date Completed (Descending)'. There are 'Filter' and 'Clear Form' buttons. Below the filter criteria is a section titled 'QRTP Assessments' which currently displays the message 'No QRTP Assessment has been recorded.' and an 'Add Assessment' button.

Case Overview
Activity Log
Attorney Communication
Intake List
Safety Assessment
Substance Abuse Screening
Forms/Notices
Category/Pathway Switch
Safety Plan
Family Assessment
Ongoing Case Ad
Specialized Ad Tool
Law Enforcement
Justification Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement
Initial Removal
Placement Request
Placement/ICCA
Residential Treatment
Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Safety Reassessment
Reunification Assessment
Case Conference Note
Child Fatality/Near Fatality
ICPC/ICAMA
Adoption
Case Closure
Agency Case Transfer

CASE NAME / ID: Ongoing
Open (05/29/2021)

Placement | ICCA | Permanency Team | QRTP Assessment

QRTP Assessment Filter Criteria

Child Name: [Dropdown]

Date Range: [From Date] - [To Date]

Include Created in Error
 Include Historical
 Include Records for Inactive Members

Sort By:
Date Completed (Descending)

Filter Clear Form

QRTP Assessments

No QRTP Assessment has been recorded.

Add Assessment

For further information, please see the following articles:

- [Recording a Placement Record](#)
- [Creating an Individual Child Care Agreement](#)
- [Creating a Permanency Team](#)

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