Maintaining the Person Profile

Ohio RTIS

Knowledge Base Article

Ohio RTIS Person Profile

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Ohio | Department of Job and Family Services

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Overview

This article describes how to view any person identified in the Residential Treatment Information System (RTIS). The Person Profile Screen serves as the base from which you can view and update demographics and other information about the youth.

The major areas include: Basic Information, Demographics, Additional, Characteristics, Safety Hazards and Confidential Information.

RTIS is a subsystem of Ohio SACWIS Comprehensive Child Welfare Information System, meaning these systems share the same database. This allows both RTIS users and the placing agency to have access to current information about youth in their care. With a few exceptions, records entered in either system for a youth in the custody of a Title IV-E Agency, can be viewed and modified in both systems for the duration of the youth's placement and aftercare.

For youth in a direct placement in RTIS, information such as medical and characteristic records, is not shared between SACWIS and RTIS.

Note: This article includes step-by-step instructions for maintaining the Basic Information. For instructions on maintaining Medical information, please refer to SACWIS Knowledge Base - Maintaining Youth Medical Information (jfskb.com).

For instructions on maintaining Education information, please refer to SACWIS Knowledge Base - Maintaining Youth Education Information in Ohio RTIS (jfskb.com).

Navigating to the Youth Profile

1. From the Ohio RTIS **Dashboard**, click, **Workload**.
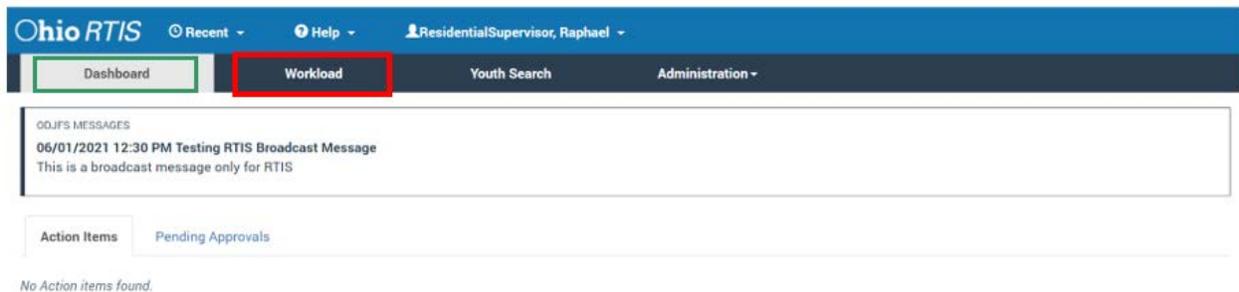
The **Workload** tab screen appears, defaulted to the **Assigned** placements tab. The placements for the specific user are displayed.

2. Click the name hyperlink for the relative youth.

The **Youth Overview** screen appears.

    3. Click the **Youth Tools** drawer to expand the menu.

The Youth Tools drawer expands.

    4. Click, **Youth Profile**.

The **Youth Profile** screen appears.

    5. Click the **Person Tools** drawer to expand the drop-down menu. The menu contains Basic Information, Medical, Education and Legal links.

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The **Person Tools** drawer expands.

> 6. Click, **Basic Information**.

The **Basic Person Information** screen appears. On this screen, you can view existing Person data, or enter new data.

> 1. Click, **Update Basic Information Button**.

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The **Manage Person Profile** screen appears, defaulted to the **Basic** tab page.

Adding Basic Person Information

2. Enter all required fields (marked with a red asterisk *), as well as any available additional information.

Populating the AKA Name

The **AKA** (Also Known As) Names are nicknames or former names of the youth. **If the primary name fields need to be updated, but the youth may also be known by the current listed name, follow these steps:**

3. Click the **Populate as AKA Name** button (the primary name will be added to the **AKA Names** grid).

4. Update the **Name** fields, as needed.
5. Click the **Add AKA** button.

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The **AKA Details** screen appears.

> 6. Enter all available information (required information is designated with a red asterisk *).

> 7. You can select an AKA type, from the dropdown. AKA Types includes: Alias, Legal Name Change, Maiden Name, Previous Married Name.

> 8. Click **Save**.

The **Manage Person Profile** screen appears, displaying the new AKA name in the **AKA Names** grid.

The **Demographics** tab screen appears.

Adding Demographics

1. Select **Race** Information, from the available check boxes.

Note:

- The information icon ⓘ beside **Unable to Determine** reads as follows: The race value of 'Unable to Determine' should be selected when the child is 0-5 years old or is severely disabled and no person is available or willing to identify the child's race.

- The information icon beside **Unknown** ⓘ reads as follows: The race value of 'Unknown' should be selected for intake participants who are unknown or unable to be located. It should not be used to document race for any Provider member.

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2. **Ethnicity/ Ancestry**, select Hispanic/Latino values from the drop-down menu. Values include: Yes, No, Unknown and Declined. You can also add ancestry values from the **Available Ancestry** push boxes.

   The **Other Demographics** grid provides the opportunity to languages from the **Available Languages** push box, **Religion**, and **Highest Level of Education**.

3. Click the **Additional** tab.

Other Demographics

Available Languages:

🔍	Add All	Add

Albanian
American Sign Language
Amharic
Arabic
Aramic
Armenian
Assyrian

Selected Language(s):

Remove	Remove All	🔍

English

Other Language:

☐ Interpreter Needed

Religion:

Other Religion:

Special diet due to religion?

Describe special diet details: (expand full screen)

2000 characters remaining

Highest Level of Education:

Created By:		Created Date:	09/10/2019
Modified By:	ResidentialSupervisor, Raphael	Modified Date:	06/16/2021
Source System Code:	SACWIS		

Apply **Save** **Cancel**

The **Additional** tab screen appears, displaying the **Reference List** grid.

1. Click the Add Reference Button

Manage Person Profile

Workload > Youth Overview > Person Profile

YOUTH NAME / ID:	GENDER, AGE, DOB:	STATUS: Current Placement

Basic   Demographics   **Additional**   Characteristics   Safety Hazards   Confidential Information

Reference List

No references have been recorded.

Add Reference

The Reference Details screen appears.

Adding a Reference

    2. Complete all required fields (marked with a red asterisk*).

    3. Select Reference Type from the drop-down menu.

    4. Enter the Reference Number.

    5. Enter Description, text field.

    6. Click Save.

The **Reference List** screen appears, listing the added Additional information.

    7. Click the **Characteristic Tab**

Viewing Characteristics

The **Characteristics** tab screen appears.

The **Characteristics Filter Criteria** grid is where you can select **Characteristic Type** and **Method** from the drop-down menus. You can select the **Include Created in Error** checkbox and all characteristics records marked as Created in Error will be included in filter results. The **Sort By** field includes: **Begin** date newest first, **Oldest First**, **Category**, **Characteristic and Method from A-Z and Z-A**.

Note: The **Characteristics Tab** supports Federal Reporting by allowing the worker to record diagnoses of medical or mental health conditions and supports the recording of helpful information which may assist the worker when making placement decisions for a youth.

4. Click, **Filter**.

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The results are returned in the **Person Characteristics** grid.

Adding Person Characteristics

The **Add Characteristics** screen appears.

1. Add an **Available Characteristic(s)** from the push box.

2. Select **Method**.

   Note:

   - Based on the **Method** selected, additional fields may display and the following data will be required:

   - **Self-Reported** requires **Reported by** and **Reported Date**

   - **Observed** requires **Observed by** and **Observation Date**

   - **Clinically Diagnosed** requires **Diagnosed By** and **Diagnosis Date**

Note: End Date should only be entered when the characteristic or diagnosed condition is no longer true for the youth.

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Diagnosed By:

Diagnosis Date:

End Date:

Additional Information: (expand full screen)

4000 characters remaining

Created By:	Lastname, Firstname	Created Date:	<MM/DD/YYY>
Modified By:	Lastname, Firstname	Modified Date:	<MM/DD/YYY>
Source System Code:	<value>		

Save   **Cancel**

The added Characteristic appears in the **Person Characteristics** grid.

Adding a Safety Hazard

Note: The Safety Hazards tab page displays any existing Safety Hazards that have been entered in RTIS for the Person. These records are meant to alert those who work with the youth to any potential hazards or threats to their safety. Safety Hazard are viewable only in the system in which they were created and are not shared between RTIS and SACWIS.

Note: If you check the **Include Created in Error checkbox**, all records that have been marked as created in error will appear. If you select the Include **Inactive Safety Hazards** checkbox, all records that have been marked with an End-Date.

1. Click the **Add Safety Hazard Button**.

Manage Person Profile
Workload / Youth Overview / Person Profile

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

Basic   Demographics   Additional   Characteristics   Safety Hazards   Confidential Information

Safety Hazards

☑ Include Created in Error   ☑ Include Inactive Safety Hazards

	Hazard Type	Begin Date	Narrative	
edit	Drug Activity	MM/DD/YYYY	Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo...	
view	Explosive Behavior	MM/DD/YYYY	Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo...	**CREATED IN ERROR**
view	Drug Activity	MM/DD/YYYY	Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo...	INACTIVE

Add Safety Hazard

Close

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The **Add Safety Hazards** page appears.

2. Make a selection(s) from the **Available Safety Hazard** list (this will activate the Add button).

3. Click, **Add** to move the selection to the Selected Safety Hazards list.

4. Enter the required **Safety Hazard Begin** marked with a **red** asterisk *

5. Enter Safety Hazard Narrative text to explain the hazard, required marked with a **red** asterisk *.

6. Click, **Save**.

Add Safety Hazards

Workload > Youth Overview > Person Profile > Safety Hazards

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

Safety Hazards

Available Safety Hazards:

Q	Add All	Add
Option 1		
Option 2		
Option 3		

Selected Safety Hazards:

Remove	Remove All	Q

Safety Hazard Begin Date: *

Safety Hazard End Date:

Safety Hazard Narrative: * (expand full screen)

4000 characters remaining

Created By:	Lastname, Firstname	Created Date:	<MM/DD/YYY>
Modified By:	Lastname, Firstname	Modified Date:	<MM/DD/YYY>
Source System Code:	<value>		

Save   Cancel

The **Safety Hazards** grid appears, displaying the added Hazard Type.

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Editing a Safety Hazard

1. Click **edit** beside the relevant **Hazard Type**.

The **Edit Safety Hazards** screen appears.

> **Note:** the previous **Selected Safety Hazard**, **Begin date** and **Narrative History** will pre-populate.

2. Enter a **Safety Hazard End Date** if Hazard is no longer a concern.
3. Enter **Narrative Text for this change** (required marked with a red asterisk *).
4. Click **Save**.

The **Confidential Information** tab screen appears.

Viewing Confidential Information

Note: A user must have an active Youth assignment to access the Confidential Information Tab. If not, the system will display the following message: **Assignment is required to view Confidential Information**.

The Confidential Information Tab displays the youth's Social Security Number.

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

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