Managing Direct Placements Less than 14 Days in Ohio RTIS

Knowledge Base Article

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Overview

This article describes the modified workflow in Ohio RTIS when youth are placed in a congregate care facility less than 14 days and are **NOT** in the custody of a PCSA or IV-E Court.

Important: Only youth who are being placed in a congregate care facility by their legal guardians should have their admission documented through a Direct Placement.

Creating a Direct Placement

The full instructions on completing a Direct Placement can be found in this article on the SACWIS Knowledge Base: Performing a Placement Search and Creating a Direct Placement. A summary of these steps includes:

1. Navigate to the **Youth Search** tab and search by Youth ID or Last Name, First Name to ensure the youth's RTIS record does not already exist. If it has already been created by another employee at your agency, you may proceed to the next section.

2. If a youth record does not appear, click the **Add Direct / Out-of-State Placement** button at the bottom of the screen. The **Direct / Out-of-State Placement Information** screen will appear.

3. The first step in completing the Direct Placement record is to search for the youth in the SACWIS data base. Click the **Search** button. The **Person Search** screen will appear.

4. Search for the youth by Person ID (if known), SSN or Last Name, First Name.

5. If the youth is found, click **select** next to the name to bring into the Direct Placement record. If the youth does not appear in the results after a rigorous search, click the **Create Person** button at the bottom of the screen, enter the applicable data, and utilize that record for the Direct Placement. For more information on adding additional person details in RTIS, please refer to the Knowledge Base Article: Maintaining the Person Profile.

6. Complete the remainder of the **Direct Placement Information** screen, assigning a worker/supervisor as appropriate. Upon Save, this youth record will now appear in the Workload of the assigned individuals. For more information, please refer to the Knowledge Base Article: Managing a Workload in Ohio RTIS.

Entering Youth Supports

The **Discharge Plan** and **Contacts** require entry of a **Youth Support**, so entering at least one of these records immediately after creating the Direct Placement record is advised. Full instructions can be found in the SACWIS Knowledge Base Article: Entering RTIS Youth Supports. A summary of these steps includes:

1. Navigate to the **Youth Overview** by clicking on the youth's name, which appears as a hyperlink in the Workload tabs.

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2. Click on the **Youth Tools** at the top of the page and choose the **Supports** link.

3. Click **edit** next to the youth's name in the **Youth Contact Information** section and enter any applicable information and **Save**.

4. Click **Add Youth Support** and create at least one Youth Support record. It will be important to create a record for the Discharge Caregiver whom the youth will be released to. This can be accomplished by checking the box next to **Discharge Caregiver** in the Support record. This entry must include an address (otherwise, entering an address for a Support record is optional).

Creating an Initial Discharge Plan

The Discharge Plan will need to be created within one business day of placement. Detailed instructions on creating an Initial Discharge Plan can be found in the SACWIS Knowledge Base Article: [Creating an Initial Discharge Plan in Ohio RTIS](#).

1. Navigate to the **Youth Overview** by clicking on the youth's name, which appears as a hyperlink in the Workload tabs.

2. Click on the **Youth Tools** at the top of the page and choose the **Discharge Plan** link.

3. Click on the **Add Discharge Plan** button.

4. On the **Discharge Plan Overview** tab, the required fields are:

   ➢ Discharge Plan Begin Date
   ➢ Reason for Admission
   ➢ Discharge Caregiver Type

- No data entry is required on the **Placement Services** tab. If the youth is not in the custody of a Title IV-E agency, no data will pull forward from SACWIS.

- No data entry is required on the **Education** tab.

- No data entry is required on the **Aftercare Services** tab.

- At least one **Support** record is required to approve the Discharge Plan.

- The **Approval** tab will indicate if any of the required fields have been missed. Otherwise, the **Submit for Approval** button will be enabled. On click, the **Process Approval** screen will appear, and users with the RTIS Worker role may route the discharge plan to their supervisor for approval or mark it Approved-Final if they have the role of RTIS Supervisor.

Ending the Direct Placement

1. Upon the youth being discharged from the facility, navigate to the **Youth Tool** of **Youth Placement History** to terminate the Direct Placement record.

2. Click **edit** next to the Direct / Out-of-State Placement record that was created upon admission.

3. Enter the **Placement End Date** and click the **Save** button.

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Completing a Closing Discharge Plan

A Closing Discharge Plan will need to be completed at the time of the youth leaving the facility. More information on completing a Review Discharge Plan can be found in the SACWIS Knowledge Base Article: [Creating a Review Discharge Plan in RTIS](#).

Note: The instructions below detail what information is required to approve the discharge plan. However, there are numerous additional questions and data elements which may be entered to provide more comprehensive discharge information for the youth and their discharge caregiver.

1. Navigate to the **Youth Overview** by clicking on the youth's name, which appears as a hyperlink in the Workload tabs.

2. Click on the **Youth Tools** at the top of the page and choose the **Discharge Plan** link or edit the Initial Discharge Plan directly from the **Youth Overview** under the **Current Discharge Plan** header.

3. Click the **review** hyperlink located to the left of the most recent Discharge Plan record.

4. On the **Discharge Plan Overview** tab, choose a **Review Type** of **Closure**. The only other required field on the tab is **Proposed Discharge Date**.

5. No other data is required on the **Placement Services**, **Education**, **Aftercare Services** and **Supports** tabs.

6. The **Approval** tab will indicate if any of the required fields have been missed. Otherwise, the **Submit for Approval** button will be enabled. On click, the **Process Approval** screen will appear, and users with the RTIS Worker role may route the discharge plan to their supervisor for approval or mark it Approved-Final if they have the role of RTIS Supervisor.

Completing Contacts (optional)

The functionality of RTIS **Contacts** (found in the Youth Tools) was designed primarily to document monthly visits or communication with the youth and their discharge caregiver after leaving the facility during the period of aftercare. However, since aftercare services are not required for placements lasting less than 14 days, there is no requirement to enter Contacts. Users may enter a Contact record at any time while the youth record is open. For more information, reference the Knowledge Base Article: [Creating Contact Information](#).

Closing a Youth Record

Ohio RTIS will require the following tasks to be completed prior to allowing closure of the Residential Treatment Episode:

- Entry of a Discharge Plan with a Review Type of Closure if an Initial Discharge Plan was created.
- All Discharge Plan records must be Approved.
- All Contacts must be in Completed status.

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Note: The **close** link will appear to the right of the youth's name on the Workload screen once the Direct Placement record's Placement End Date has been entered.

On click, the **Close Residential Treatment Episode** screen appears.

1. Enter a **Closure Date** (required). This can be done by typing in the date box or choosing the calendar icon.

2. Select a **Closure Reason** from the drop-down (required). The value of **Youth placed less than 14 days** is available.

   Note: If **Closure Reason** = **Other**, entry in the **Other Closure Reason** text box is required.

3. Enter any **Comments**, as applicable (not required).

4. Click **Save** to confirm Closure.

Note: The system will do the following upon Save of the Closure Information:

- End-date all worker and supervisor assignments as of the Closure Date.
- Place status of Youth record to Closed.
- End-date any existing Release of Information records (Knowledge Base Article: Recording a Release of Information in RTIS.
- Dismiss all pending Action Items.

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

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