# Ohio RTIS

**Knowledge Base Article** 

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#### **Overview**

This article describes a modified workflow in Ohio RTIS when youth are placed in a congregate care facility less than 14 days and are in the custody of a PCSA or IV-E Court.

# **Identifying a New Youth Record**

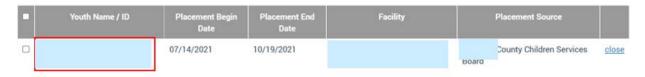
When a Youth is in the custody of IV-E agency, their RTIS record is automatically created when the SACWIS placement record is placed in Completed status. A notification email will be sent to users from your facility agency (who have an email address listed in their employee profile), indicating the youth record has been created, which can be found in the Unassigned tab of the Workload screen. From there, it can be assigned to an employee or employees if desired (see the Knowledge Base Article Managing a Workload in the Ohio RTIS).

Important: Do not create a Direct Placement for a youth if they are in the custody of a IV-E agency. You must wait until it has been created and appears in the Unassigned Workload before completing any work items in RTIS for the youth.

#### **Entering Youth Supports**

The **Discharge Plan** and **Contacts** require entry of a **Youth Support**, therefore, entering at least one of these records before starting any other work items is advised. Entries could include information on the caseworker, Guardian Ad Litem, parents, etc. Full instructions can be found in the SACWIS Knowledge Base Article: <a href="Entering RTIS Youth Supports">Entering RTIS Youth Supports</a>. 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 tab.



The **Youth Overview** screen appears.

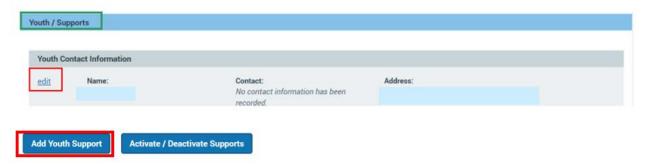
- Click Youth Tools
- Click, Supports.



The Youth/Supports grid appears.

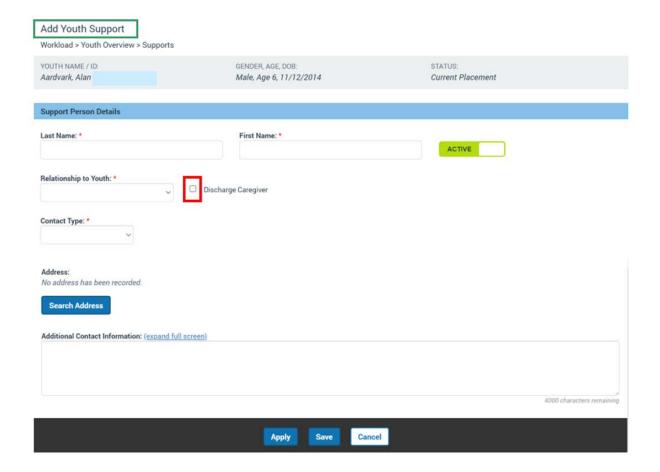
**Important:** You can click, **edit**, next to the youth's name in the **Youth Contact Information** section. The Youth Contact Information Details screen will appear and you can enter any applicable information and save the record.

4. Click Add Youth Support



The **Add Youth Support** screen appears.

5. 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, Youth Tools.

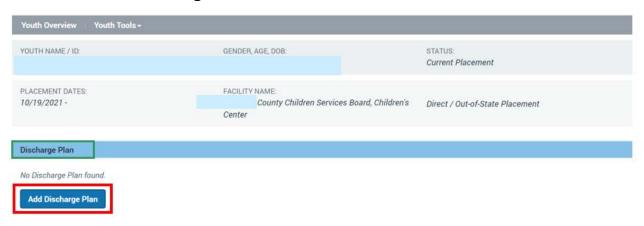


From the list of options that appear under Youth Tools, click, **Discharge Plan**.



#### The **Discharge Plan** screen appears.

1. Click, Add Discharge Plan.

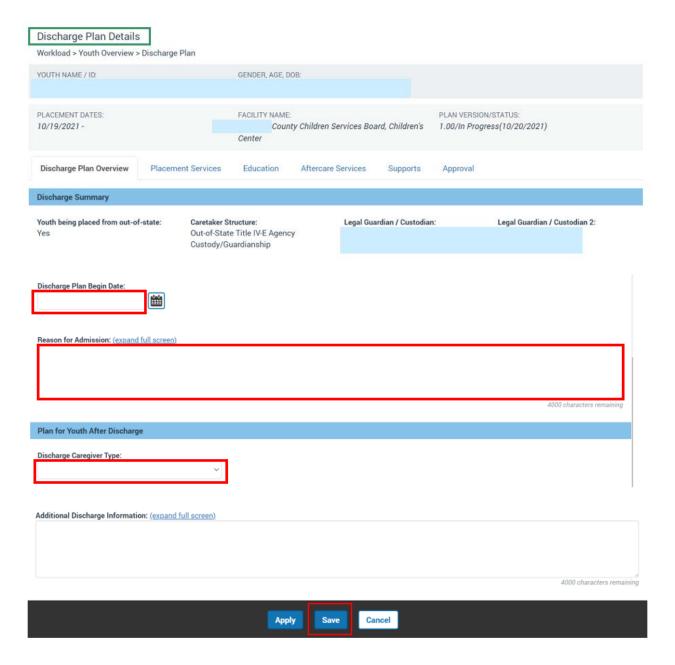


#### The Discharge Plan Details screen appears.

- 2. 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. Data may pull forward from SACWIS if it has been entered by the IV-E agency.
- 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.

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Click, Save.



# **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: <u>Creating a Review Discharge Plan in RTIS</u>.

**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.

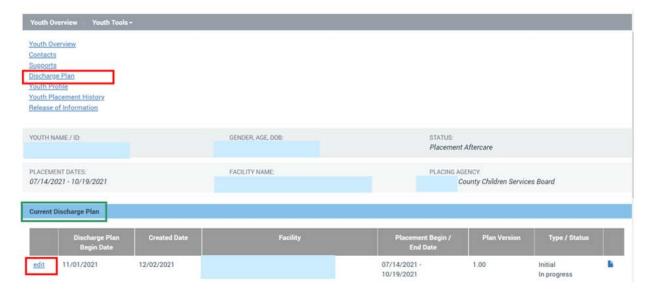
1. Navigate to the **Youth Overview** screen.

2. Click, **Youth Tools**, at the top of the page.

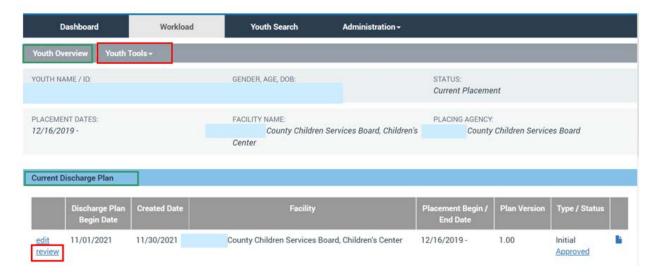


The Youth Tools menu will expand.

- Click the **Discharge Plan** link in the Youth Tools menu, OR
- 2. Click, **edit** in the **Current Discharge Plan** grid to edit the Plan directly from the **Youth Overview** screen.



3. Once the Discharge Plan has been approved, click the **review** hyperlink located to the left of the most recent Discharge Plan record.



The Discharge Plan Details screen appears.

- On the Discharge Plan Overview tab, select Closure from the Review Type dropdown menu.
- No other data is required on the Placement Services, Education, Aftercare Services or 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.



Enter the **Proposed Discharge Date** (this is the only other required field on the Discharge Plan Overview tab.



# **Completing Contacts (optional)**

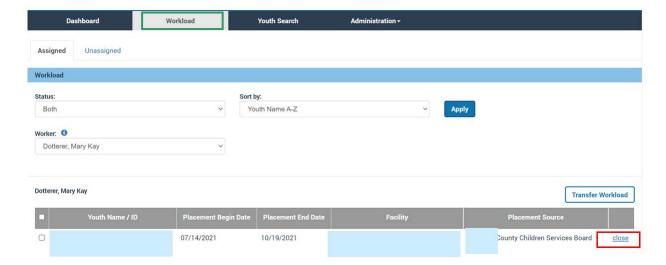
The functionality of RTIS **Contacts** (found in the Youth Tools) was designed primarily to document monthly visits or communication with the youth and their discharge caregiver after leaving the facility during the period of aftercare. However, since aftercare services are not required for placements 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: <u>Creating Contact Information</u>.

# **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.

**Note:** The **close** link will appear to the right of the youth's name on the Workload screen once the placing Title IV-E Agency has end-dated their SACWIS Placement record. Click, **close**.



The Close Residential Treatment Episode screen appears.

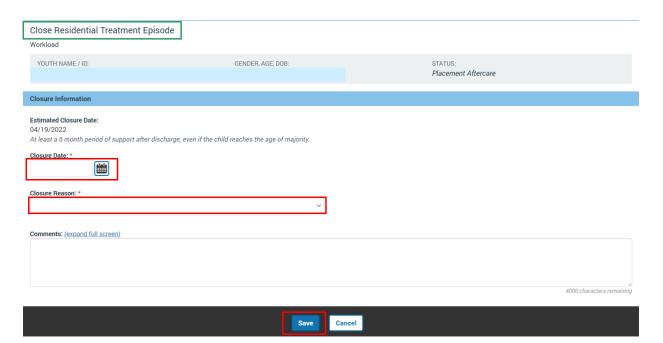
- 1. Enter a **Closure Date** (required). This can be done by typing in the date box or choosing the calendar icon.
- 2. Select a **Closure Reason** from the drop-down (required). The value of **Youth** placed less than 14 days is available.

**Note:** If **Closure Reason** = **Other**, an **Other Closure Reason** text box will appear, requiring data.

- 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.
- 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