Overview of the Ohio Residential Treatment Information System (Ohio RTIS)

Knowledge Base Article

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Overview

This article provides a description of the Ohio Residential Treatment Information System, commonly known by its acronym OHIO RTIS (pronounced AR-TIS).

Ohio RTIS's origins come from Ohio's Statewide Automatic Child Welfare Information System (commonly referred to as SACWIS). SACWIS is the comprehensive case management system used by all 88 county public children service agencies, IV-E courts and private foster care and adoption agencies to document their work with Ohio's families and youth. SACWIS will allow the sharing of specific placement, person, and provider data into Ohio RTIS for those individuals placed in residential treatment.

Ohio RTIS has been designed for use by congregate care facilities who accept placement of youth in the custody of county child welfare agencies or IV-E courts. These include Children's Residential Centers, Group Homes, Residential Parenting Facilities and Children's Crisis Care Facilities. With the adoption of the federal Family First Prevention Services Act in 2018, all congregate care facilities must work towards becoming a Qualified Residential Treatment Program (QRTP). Obtaining approval as a QRTP encompasses a number of mandates such as utilizing a Trauma Information Treatment Model, becoming accredited by a certifying body, providing round-the-clock nursing and clinical support, engaging a placed youth's family, robust discharge planning, and providing after-care supports for at least 6 months post-placement. OHIO RTIS provides a platform to document a number of these requirements.
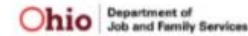
In turn, Ohio RTIS will share data with SACWIS, allowing child welfare professionals to view the Discharge Plan, Placement/Aftercare Services, and Contacts being completed for their youth in custody. The goal of the two systems working in sync is to provide optimal care for youth placed in residential treatment facilities.

Note: Separate Knowledge Base Articles which go into greater depth and instruction will be available as the functionality goes live into the Ohio RTIS and SACWIS systems. A listing of these can be found at the conclusion of this article.

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Understanding the Creation of OHIO RTIS Agencies and Users

Agency Certifications in SACWIS with a current congregate care function (Children's Residential Center, Group Home, Children's Crisis Care Facility or Residential Parenting Facility), will be provisioned into Ohio RTIS. Security User groups created for OHIO RTIS Users will allow access to the Ohio RTIS Portal as an Ohio RTIS Worker, OHIO RTIS Supervisor, Ohio RTIS State System Administrator or Ohio RTIS State Licensing Specialist. The Automated Systems Help Desk will add an initial user from each facility, who may then add additional employees into the system.

What is RTIS?

RTIS stands for Residential Treatment Information System. ODJFS, in partnership with our public and private agencies, is committed to designing, developing, and implementing a comprehensive case management system that will assist residential treatment staff in meeting and managing their compliance with the Qualified Residential Treatment Program requirements. RTIS is a sub-system of Ohio SACWIS Comprehensive Child Welfare Information System (CCWIS).

Confidentiality Statement

Information contained in Ohio SACWIS, as well as RTIS, is confidential and not subject to disclosure pursuant to the Ohio Public Records Act (RC 149.43) or RC 1347.08. Only individuals who are authorized to do so may access the information contained within Ohio SACWIS. No person shall access or use information contained in Ohio SACWIS other than in accordance with state law and ODJFS rule. No person shall disclose information obtained from Ohio SACWIS in any manner not specified by rule. Whoever violates this is guilty of a misdemeanor of the fourth degree.

Privacy Statement

By accessing and using this computer system, you are consenting to system monitoring for network administration and security purposes. Anyone who attempts to gain unauthorized access to, or exceed authorized access to this system could be subject to criminal and civil penalties and/or administrative action. If you are aware of any such unauthorized activities, it is your responsibility to notify your agency system administrator IMMEDIATELY!

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Logging-In to OHIO RTIS

Once logged into Ohio RTIS, users are navigated to the Dashboard, which displays any **Broadcast Messages**, **Action Items** (due dates on work items for assigned youth) and **Pending Approvals** (for supervisors).

Viewing the Workload Tab

Users of Ohio RTIS can be assigned to a caseload of youth, which will appear on the Assigned Tab. Any new youth placed into the logged-in user's agency will appear on the Unassigned Tab. Youth records are created in Ohio RTIS by either a completed Congregate Care placement record in SACWIS, or by the Ohio RTIS user creating a Direct / Out-of-State Placement for the youth. Direct Placements are those individuals being placed by their custodian(s), or youth being placed through the Interstate Compact (ICPC) into an Ohio facility.

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Viewing the Youth Search Tab

The **Youth Search** function can be used to find a youth who has an OHIO RTIS record. If the youth is being placed by their guardian(s) or through an Interstate Compact, a Direct / Out-of-State Placement can be created from this screen.

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Viewing the Youth Overview Tab

The front page of a youth's case is called the **Youth Overview**. From here, the Youth tools can be accessed, which are the various work items completed for a youth's residential treatment episode. The Youth Overview displays the most recent Discharge Plan record, discharge location, action items displaying due dates for Discharge Plans creation/review and Contacts with the youth, and a listing of worker assignments to the youth. The grey bar containing the youth name, demographics and placement data carries across to most work items so the youth in focus remains clear.

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Contacts

Similar to activity log functionality in SACWIS, Contacts allow a user to document any outreach to a youth and their caregiver(s) post-discharge through a variety of means (face-to-face, phone, e-mail, etc.).

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Supports

The Supports area of OHIO RTIS functions much as an address book to list all individuals involved with a youth and their contact information. From here, users can indicate who is the discharge caregiver for the youth after leaving placement, and any contact information for the youth themselves.

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Profile/Person Tools

Youth Profile contains the Person Profile data that can be drawn from SACWIS or created in Ohio RTIS and shared in SACWIS when a youth is in custody. It includes Basic information such as Name, Date of Birth, Race/Ethnicity and Clinically Diagnosed Person Characteristics. From this page, the system will display comprehensive data on Medical, Educational and Legal status through the Person Tools.

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Safety Hazards

	Hazard Type	Begin Date	Narrative
edit	Drug Activity	MM/DD/YYYY	
edit	Explosive Behavior	MM/DD/YYYY	

Update Safety Hazards

Person Characteristics

	Characteristic	Category	Method	Begin Date
edit	Positive Toxicology Screen	Category	Clinically Diagnosed	MM/DD/YYYY
edit	Positive Toxicology Screen	Category	Clinically Diagnosed	MM/DD/YYYY

Update Characteristics

Close

Discharge Plan

The **Discharge Plan** serves to encompass a variety of information into one document that can be created and updated while the youth is in a congregate care placement, and then provided upon discharge to the youth and their caregivers. Discharge Plan documentation is tailored to an Initial type, Review types and Aftercare Updates. Information pulls into the plan from the Youth Profile and Supports. Services provided during placement and planned for Aftercare can be recorded. Ohio RTIS will allow users to link service providers (counseling agencies, doctors, hospitals, etc.) that exist in SACWIS to these provided and planned services, along with adding the service professionals working with the youth from those agencies (the list of Service Professionals attached to each Provider ID can be maintained from a separate Administrative tool).

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Ohio RTIS   ⊘ Recent ▼   ? Help ▼   👤 Wallace, Mia ▼

Discharge Plan Details

Workload > Youth Overview > Discharge Plan

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

PLACEMENT DATES:	FACILITY NAME:	PLAN VERSION / STATUS:
MM/DD/YYYY - MM/DD/YYYY	<Facility Name>	1.00 / Approved (MM/DD/YYYY)

Discharge Plan Overview	Placement Services	Education	Aftercare Services	Supports	Approval

Discharge Summary

Youth being placed from out-of-state:	Caretaker Structure:	Legal Guardian / Custodian:	Legal Guardian / Custodian 2:
Yes	Caretaker	Dewitt, Robert	

Discharge Plan Begin Date: Placement:

[📅]   [▼]

Reason for Admission: (expand full screen)

[   ]
                                                 4000 characters remaining

Plan for Youth After Discharge

Discharge Caregiver Type:

[▼]

Additional Discharge Information: (expand full screen)

[   ]
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Youth Placement History

A Youth's history of residential treatment placements across agencies will be maintained from the time Ohio RTIS goes live and beyond.

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Release of Information

A youth in the custody of a child welfare agency/IV-E court will automatically share pre-determined information between Ohio RTIS in SACWIS. In the case of a Direct / Out-of-State placement where youth information exists in SACWIS, basic demographic and educational information is shared. A release of information signed by the Youth's guardian(s) can be documented in Ohio RTIS to allow SACWIS to share delinquency information.

Generating Ohio RTIS Reports

OHIO RTIS contains numerous reports which compile valuable data into one document. The ability to generate a document is typically indicated with a Report icon (📄) or a Generate Report button.

- **Discharge Plan** - all data elements from the Discharge Plan record will be combined into a single report, with a signature page. This will also be available to SACWIS users from the Residential Treatment Information link.

- **Lifecycle of Youth in OHIO RTIS Agency Placement** - this comprehensive report will list youth placement and discharge dates, discharge plan creation and review dates, compliance with monthly contacts and aftercare provision.

- **Contacts** - a single entered contact or a compilation of all entered contacts can be printed out. These reports will also be available to SACWIS users from the Residential Treatment Information link.

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- **Service Summary Details** - a history of all Non-Clinical and Aftercare Services as entered in the Discharge Plan can be compiled into this report.

Sharing Ohio RTIS Data with SACWIS

The Residential Treatment Information link in a SACWIS Case ID will display Discharge Plans, Contacts and Releases of Information documented for the youth, providing custodial child welfare agency and IV-E Court staff working with the placed youth view-only access.

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Additionally, the Placement Services and Aftercare Services entered in Ohio RTIS will appear in a separate tab within the Case Services module in a SACWIS Case ID. This functionality will allow a SACWIS user to copy OHIO RTIS Services to SACWIS Case Services and link to applicable work items such as the Family Case Plan.

For additional information, please refer to the applicable Knowledge Base Article for the specific functionality or work item discussed in this article.

If you need additional information or assistance, please contact the SACWIS/Ohio RTIS Help Desk.

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