Residential Treatment Information System (Ohio RTIS) Log In

Ohio RTIS

Knowledge Base Article

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Overview

This article provides information on the process of logging into the Ohio Residential Treatment Information System's (RTIS) Portal.

To acquire access to the Ohio RTIS Portal, the procedures set forth by ODJFS regarding the security form of record (e.g., Code of Responsibility for Security and Confidentiality of Data) will be utilized. Each Ohio RTIS employee will be provided with a State of Ohio User ID (OHJID). At no time should an Ohio RTIS employee's User ID and Password be shared with anyone.

Navigating the RTIS Log-In

Upon initial entry to Ohio RTIS, you will be presented with the main **Log In** screen.

The main screen displays the RTIS Help Desk information.

Note: Ohio RTIS Employees will contact the SACWIS Help Desk for assistance with Ohio RTIS.

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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Once you enter your OHJID and Password, you will be routed to the Ohio RTIS Dashboard.
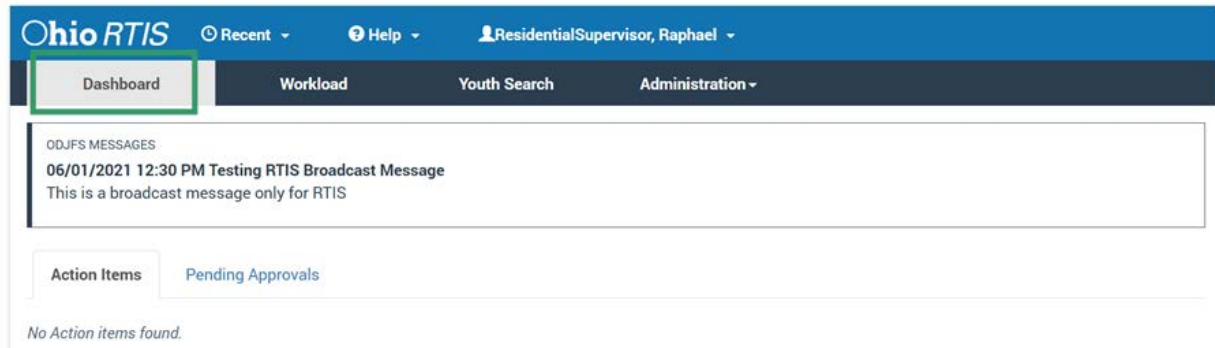
Navigating the RTIS Dashboard Employee Drop-Down Screen

From the Ohio **RTIS Dashboard** screen:

1. Click the **Employee** drop-down menu.

The Employee's Name will display along with the logged-in agency, environment, and version (the Employee's last login will also display).

Note: If the RTIS employee has access to more than one agency, the **Switch Profile** will appear.

Important: Once the RTIS employee is completed with their work in Ohio RTIS, he or she should always select, **Log Off**, from the RTIS employee drop-down menu to ensure access cannot be gained to confidential information.

When the RTIS employee chooses to complete work for a certain agency, the **Switch Profile** needs to be selected to log into the selected agency.

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Navigating the Ohio RTIS Employee Switch Profile Screen

An Ohio RTIS user that is employed at multiple agencies with access to Ohio RTIS will have a Switch Profile link in their employee drop down. Utilizing the Switch Profile link will allow a user to switch their currently logged in agency without having to log out and back into Ohio RTIS. Upon Selection of Switch Profile, the Ohio RTIS Employee will be directed to the **Switch Agency Profile** Screen.

2. Select the agency from the **Agency** drop-down menu.
3. Click, **Select**.

Once the agency is chosen from the dropdown, click **Select.** The RTIS employee will be logged into the selected agency.

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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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