

**Knowledge Base Article** 

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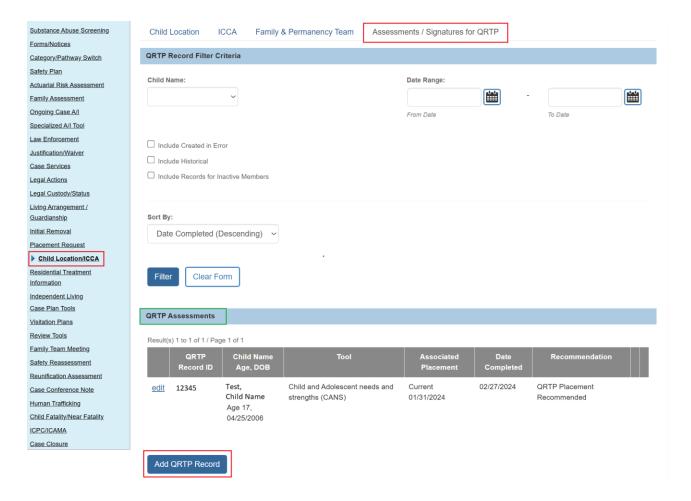
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#### **Overview**

This article provides step- by-step instruction for recording the Qualified Residential Treatment Provider (QRTP) Assessment Information. This article provides step-by-step instruction for documenting the completion of the Qualified Residential Treatment Program (QRTP) Assessment and the resulting recommendation.

Important: A QRTP Assessment must be completed within 30 days of each placement in a congregate care setting. The timeliness and recommendation of the Assessment affect Title IV-E Reimbursability for the duration of the placement.

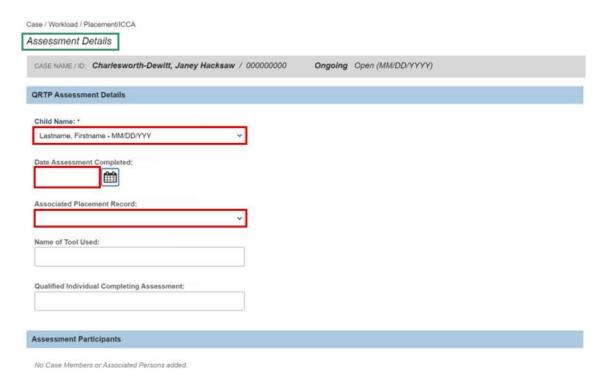
- 1. From the Ohio SACWIS home page, navigate to the **Case Overview** screen.
- Click, Child Location/ICCA in the navigation pane.
- Select the Assessments / Signatures for QRTP Tab.
- 4. Click the Add QRTP Record Button.



The **Assessment Details** page appears.

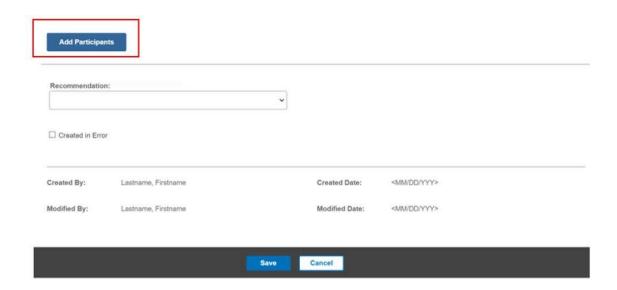
### Adding a New QRTP Record

- 1. Make a selection from the **Child Name** drop down menu.
  - Child name dropdown is populated from all active case members. For adoption cases, the dropdown will only display adoption case members (not A/I Members).
  - Child name is required to save the record.
- 2. Enter the **Date Assessment Completed**.
- Enter the Associated Placement Record (if known).
  - Not required to save the record or record a Recommendation; however, required to receive the Title IV-E reimbursement.
  - Not required to save a Recommendation.
  - The Associated Placement records display in the drop-down:
    - Current case episode placements.
    - Congregate care placement types only (CRC, and group homes); excluding the created in error placement setting records.
    - Placement setting records with status of completed.
    - Placement setting records with or without an end date.
- Enter the Name of Tool Used.
- 5. Enter Qualified Individual Completing Assessment.
- 6. Click Add Participants button.





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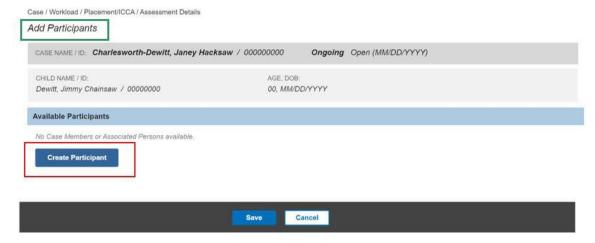
The **Add Participants** page appears.

**Note:** Upon initial creation of the **QRTP Assessment**, the system will auto populate the **Add Participants** page grid with:

- All Permanency Team members active as of system date.
- All Permanency Team members that were active as of the Date Assessment Completed, if the date has been entered.
- All active case members and associated persons in the current open case.
- All active case members and active associated persons from other open case(s)
  of the child.

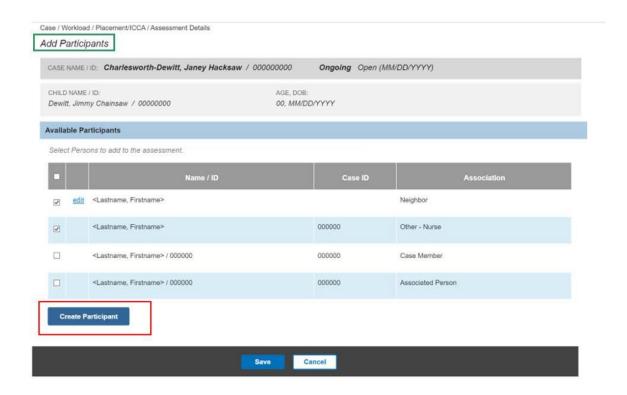
Each time the **Add Participant** page is accessed, the page will refresh.

#### 7. Click Create Participant.





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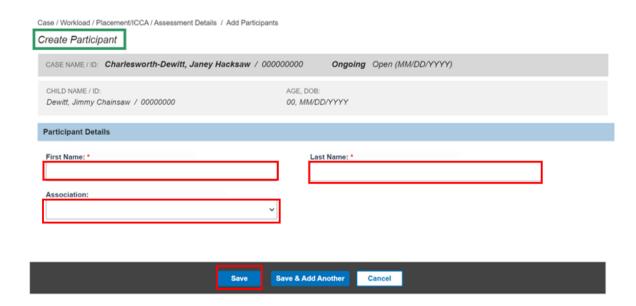
The Create Participant page appears.

# **Creating a New Assessment Participant**

If there are no Participants displayed or there is a need to add additional Assessment Participants.

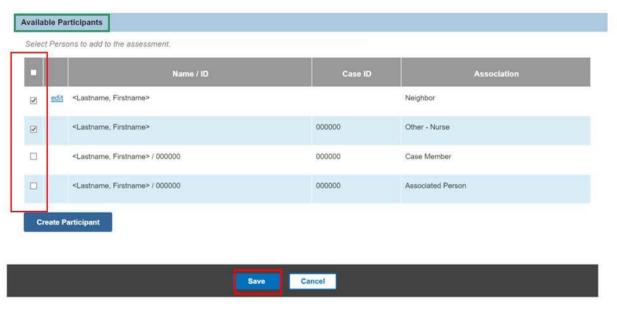
- 1. Enter the First Name.
- 2. Enter the Last Name.
- Select the Association.
- Click Save & Add Another to add additional person, OR,
- 5. Click Save.

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The Available Participants page appears.

- 6. Select Person(s) to add as **Assessment Participants** to this record.
- Click Save.



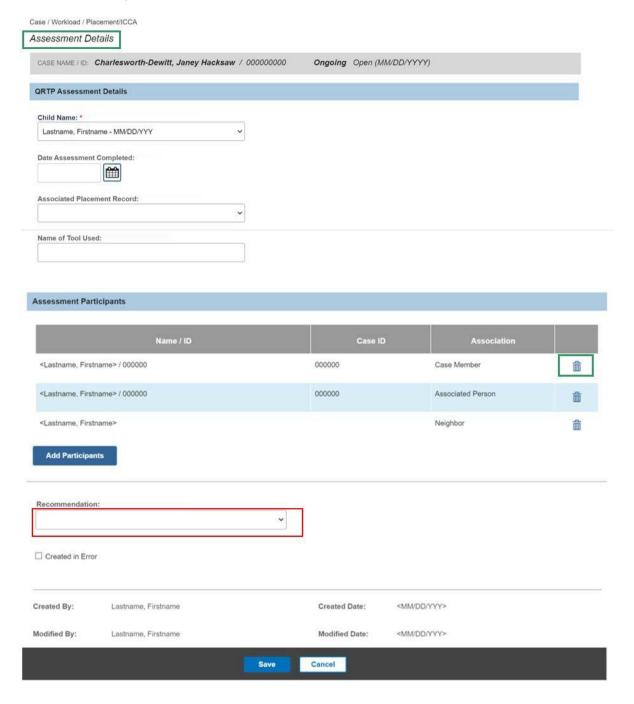
The **Assessment Details** page appears displaying all participants added.

**Note:** Once the **Recommendation** value has been saved, the QRTP Assessment is no longer editable. The exception fields are:

- The Created in Error checkbox.
- Associated Placement Record dropdown if one has not already been saved.

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- 8. **Delete** Assessment Participant(s) that did not participate in the QRTP Assessment. (Optional).
- 9. Enter the **Recommendation** from the drop-down menu. Values include:
  - QRTP Placement Recommended
  - QRTP Placement Not Recommended

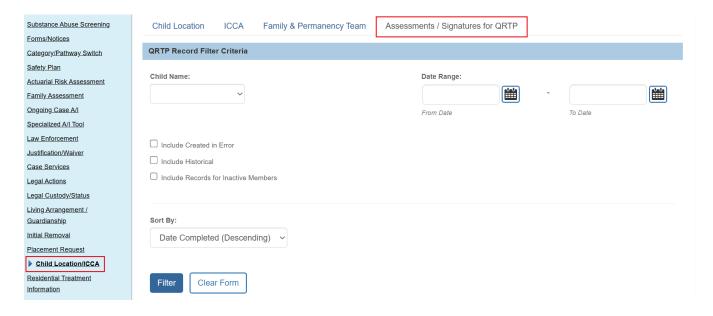




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#### Viewing the QRTP Assessment List Page

- 1. From the Ohio SACWIS home page, navigate to the **Case Overview** screen.
- 2. Click, **Child Location/ICCA** in the navigation pane.
- Select the Assessments / Signatures for QRTP Tab.

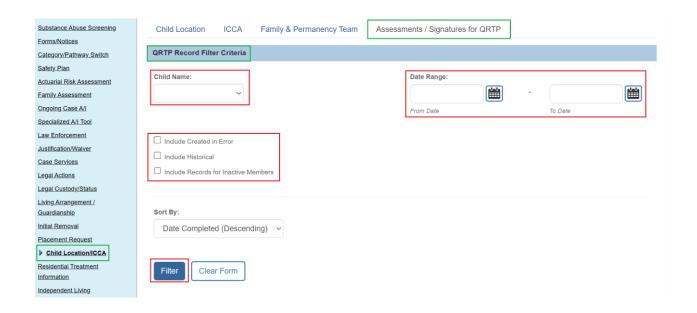


#### The **Child Location/ICCA** screen appears.

- 1. Select **Child Name**. (Optional)
- 2. Select **Date Range**. (Optional)
- 3. Check Include Created in Error. (Optional)
- 4. Check Include Historical. (Optional)
- 5. Check Include Records for Inactive Members. (Optional)
- 6. Select **Sort By** from the drop-down menu. (Optional)
- 7. Click **Filter**. (Optional)
- 8. If results are returned, click edit or view beside the relevant QRTP Assessment Record.
- 9. Click Close.

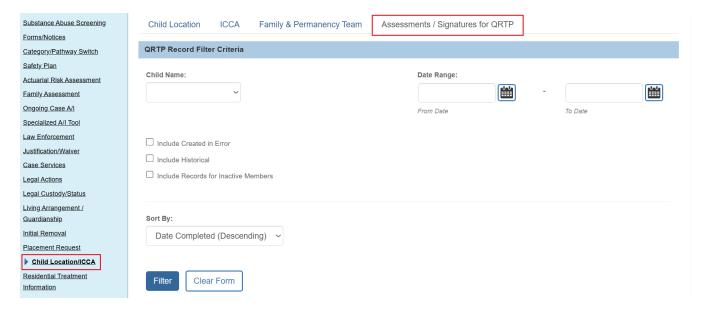
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## Adding a Director's Signature

- 1. From the Ohio SACWIS home page, navigate to the Case Overview screen.
- 2. Click, Child Location/ICCA in the navigation pane.
- 3. Select the **Assessments / Signatures for QRTP** Tab.



The **Child Location/ICCA** screen appears.



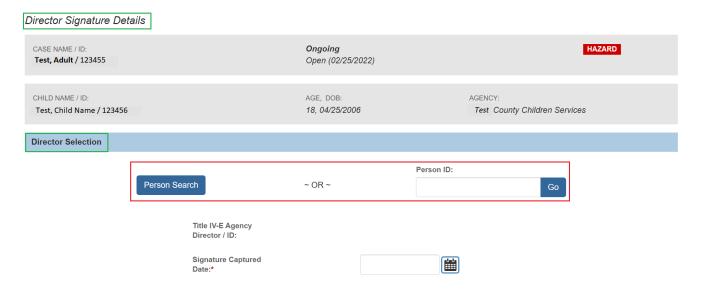
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- 4. Scroll to the bottom of the page, Make a selection from the Child Name dropdown menu.
- 5. Click the **Add Director Signature** button.



The Director Signature Details screen displays.

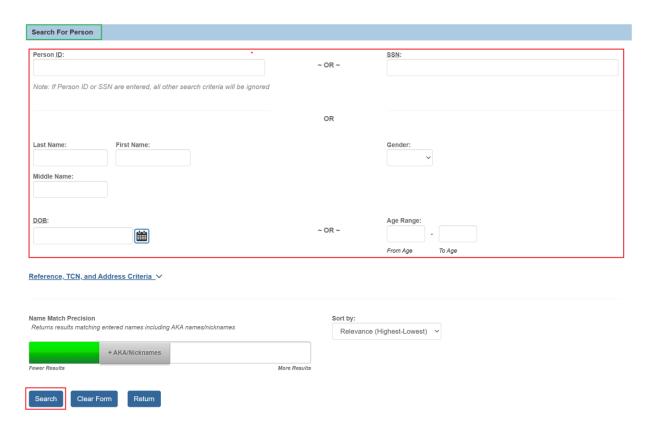
6. Click the **Person Search** button or provide the **Person ID** for the Director.



- 7. Enter the appropriate **Search Criteria**.
- 8. Click the Search button.

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The Search Results display.

9. Click the **Select** link on the appropriate Person Name.

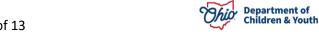


The Director Signature Details screen displays with the Director's Name now listed.

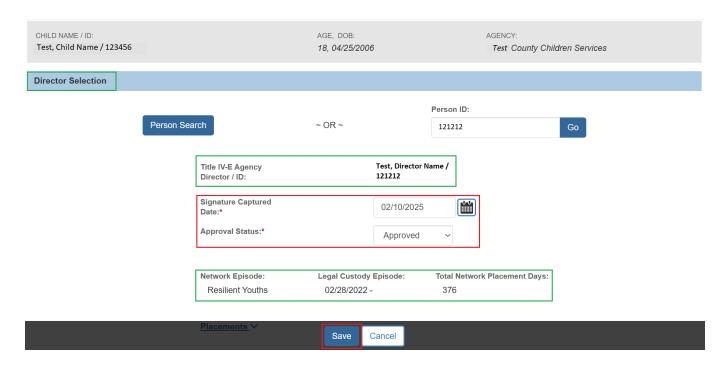
- 10. Provide a date for **Signature Captured Date**.
- 11. Make a selection from the **Approval Status** dropdown menu.

Note: Once the Signature Captured Date and Approval Status is completed, the Network Episode, Legal Custody Episode and Total Network Placement Days will populate. Shown in green below.

12. Click the Save button.



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The Child Location / ICCA screen displays. The saved Director's Signature is now displayed in the Directors Signature grid.



For further information, please see the following articles:

- Recording a Placement Record
- Creating an Individual Child Care Agreement
- Creating a Permanency Team

If you have additional questions pertaining to this Deployment Communication, please contact the <u>Customer Care Center</u>.

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