Recording Assessments/Signatures for QRTP

Knowledge Base Article

Table of Contents

Recording Assessment/Signatures for QRTP

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.
2. Click, **Child Location/ICCA** in the navigation pane.
3. 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**.
3. 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.

4. Enter the **Name of Tool Used**.
5. Enter **Qualified Individual Completing Assessment.**
6. Click **Add Participants** button.

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**.

Department of Children & Youth

Case / Workload / Placement/ICCA / Assessment Details

Add Participants

CASE NAME / ID:	**Charlesworth-Dewitt, Janey Hacksaw** / 000000000	**Ongoing** Open (MM/DD/YYYY)

CHILD NAME / ID:		AGE, DOB:
Dewitt, Jimmy Chainsaw / 00000000		00, MM/DD/YYYY

Available Participants

Select Persons to add to the assessment.

☐		Name / ID	Case ID	Association
☑	edit	<Lastname, Firstname>		Neighbor
☑		<Lastname, Firstname>	000000	Other - Nurse
☐		<Lastname, Firstname> / 000000	000000	Case Member
☐		<Lastname, Firstname> / 000000	000000	Associated Person

Create Participant

Save   **Cancel**

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**.
3. Select the **Association**.
4. Click **Save & Add Another** to add additional person,
   OR,
5. Click **Save**.

Department of Children & Youth

The **Available Participants** page appears.

6. Select Person(s) to add as **Assessment Participants** to this record.
7. 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.

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

Case / Workload / Placement/ICCA

Assessment Details

| CASE NAME / ID: | **Charlesworth-Dewitt, Janey Hacksaw** / 000000000 | **Ongoing** Open (MM/DD/YYYY) |

QRTP Assessment Details

Child Name: *
Lastname, Firstname - MM/DD/YYY

Date Assessment Completed:

Associated Placement Record:

Name of Tool Used:

Assessment Participants

Name / ID	Case ID	Association	
<Lastname, Firstname> / 000000	000000	Case Member	🗑
<Lastname, Firstname> / 000000	000000	Associated Person	🗑
<Lastname, Firstname>		Neighbor	🗑

Add Participants

Recommendation:

☐ Created in Error

| Created By: | Lastname, Firstname | Created Date: | <MM/DD/YYY> |
| Modified By: | Lastname, Firstname | Modified Date: | <MM/DD/YYY> |

Save   Cancel

Department of Children & Youth

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.

3. Select the **Assessments / Signatures for QRTP** Tab.

Substance Abuse Screening	Child Location ICCA Family & Permanency Team Assessments / Signatures for QRTP
Forms/Notices	
Category/Pathway Switch	**QRTP Record Filter Criteria**
Safety Plan	
Actuarial Risk Assessment	**Child Name:** **Date Range:**
Family Assessment	
Ongoing Case A/I	
Specialized A/I Tool	*From Date* *To Date*
Law Enforcement	
Justification/Waiver	☐ Include Created in Error
Case Services	☐ Include Historical
Legal Actions	☐ Include Records for Inactive Members
Legal Custody/Status	
Living Arrangement / Guardianship	**Sort By:**
Initial Removal	Date Completed (Descending)
Placement Request	
Child Location/ICCA	Filter Clear Form
Residential Treatment Information	

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**.

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.

Department of Children & Youth

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

Director's Signature

No Director Signature has been recorded.

Child Name:

Test, Child Name - 04/25/2006   ∨   [Add Director Signature]

The Director Signature Details screen displays.

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

Director Signature Details

CASE NAME / ID: **Test, Adult** / 123455	***Ongoing*** *Open (02/25/2022)*	**HAZARD**

CHILD NAME / ID: Test, Child Name / 123456	AGE, DOB: *18, 04/25/2006*	AGENCY: *Test* County Children Services

Director Selection

[Person Search]   ~ OR ~   **Person ID:**
                                           [_____] [Go]

**Title IV-E Agency
Director / ID:**

**Signature Captured
Date:*** [_____] 📅

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

Ohio Department of
Children & Youth

Recording Assessment/Signatures for QRTP

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 Statu**s 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.

Department of Children & Youth

Recording Assessment/Signatures for QRTP

CHILD NAME / ID:	AGE, DOB:	AGENCY:
Test, Child Name / 123456	18, 04/25/2006	*Test* County Children Services

Director Selection

Person Search   ~ OR ~   Person ID:
121212   Go

Title IV-E Agency Director / ID:	Test, Director Name / 121212

Signature Captured Date:*	02/10/2025
Approval Status:*	Approved

Network Episode:	Legal Custody Episode:	Total Network Placement Days:
Resilient Youths	02/28/2022 -	376

Placements ⌄   Save   Cancel

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

Director's Signature

Result(s) 1 to 1 of 1 / Page 1 of 1

	Child Name Age, DOB	Network	Director Name	Signature Captured Date	Approval Status	
edit	Test, Director's Name Age 36, 04/25/1988	Resilient Youths	Allen, Kendra	02/10/2025	Approved	

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 Customer Care Center.

Ohio Department of Children & Youth