

Recording QRTP Information



Knowledge Base Article

Recording QRTP Information

Table of Contents

<u>Overview</u>	<u>3</u>
<u>Adding a New QRTP Record.....</u>	<u>4</u>
<u>Creating a New Assessment Participant.....</u>	<u>6</u>
<u>Viewing the QRTP Assessment List Page</u>	<u>9</u>
<u>Adding a Director's Signature.....</u>	<u>10</u>

Recording QRTP Information

Overview

This article provides step- by-step instruction for recording the completion of the Qualified Residential Treatment Provider (QRTP) Assessment and capturing Director Signature details.

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 screenshot shows the Ohio SACWIS interface. On the left is a navigation pane with various menu items. The 'Child Location/ICCA' item is highlighted with a red box. The main content area has a top navigation bar with tabs: 'Child Location', 'ICCA', 'Family & Permanency Team', and 'Assessments / Signatures for QRTP'. The 'Assessments / Signatures for QRTP' tab is selected and highlighted with a red box. Below the tabs is a 'QRTP Record Filter Criteria' section with a light blue header. It contains a 'Child Name' dropdown menu, a 'Date Range' section with 'From Date' and 'To Date' input fields and calendar icons, and three checkboxes: 'Include Created in Error', 'Include Historical', and 'Include Records for Inactive Members'. Below the filters is a 'Sort By:' dropdown menu set to 'Date Completed (Descending)'. There are 'Filter' and 'Clear Form' buttons. Below this is a 'QRTP Assessments' section with a light blue header. It shows 'Result(s) 1 to 1 of 1 / Page 1 of 1' and a table with one row of data. The table has columns for 'QRTID', 'Child Name', 'Tool', 'Associated Placement', 'Date Completed', and 'Recommendation'. Below the table is an 'Add QRTP Record' button highlighted with a red box.

Substance Abuse Screening
Forms/Notices
Category/Pathway Switch
Safety Plan
Actuarial Risk Assessment
Family Assessment
Ongoing Case A/I
Specialized A/I Tool
Law Enforcement
Justification/Waiver
Case Services
Legal Actions
Legal Custody/Status
Living Arrangement/
Guardianship
Initial Removal
Placement Request
Child Location/ICCA
Residential Treatment
Information
Independent Living
Case Plan Tools
Visitation Plans
Review Tools
Family Team Meeting
Safety Reassessment
Reunification Assessment
Case Conference Note
Human Trafficking
Child Fatality/Near Fatality
ICPC/ICAMA
Case Closure

Child Location ICCA Family & Permanency Team **Assessments / Signatures for QRTP**

QRTP Record Filter Criteria

Child Name:

Date Range:

From Date To Date

Include Created in Error
 Include Historical
 Include Records for Inactive Members

Sort By:
Date Completed (Descending) ▾

Filter **Clear Form**

QRTP Assessments

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

	QRTID	Child Name Age, DOB	Tool	Associated Placement	Date Completed	Recommendation
edit	12345	Test, Child Name Age 17, 04/25/2006	Child and Adolescent needs and strengths (CANS)	Current 01/31/2024	02/27/2024	QRTP Placement Recommended

Add QRTP Record

Recording QRTP Information

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.


Case / Workload / Placement/CCA

Assessment Details

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

QRTP Assessment Details

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

Date Assessment Completed:
 

Associated Placement Record:

Name of Tool Used:

Qualified Individual Completing Assessment:

Assessment Participants

No Case Members or Associated Persons added.

Recording QRTP Information

Add Participants

Recommendation:

Created in Error

Created By: Lastname, Firstname Created Date: <MM/DD/YYYY>

Modified By: Lastname, Firstname Modified Date: <MM/DD/YYYY>

Save **Cancel**

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**.

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

No Case Members or Associated Persons available.

Create Participant

Save **Cancel**

Recording QRTP Information

Case / Workload / Placement/ICCA / Assessment Details

Add Participants

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

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

Available Participants

Select Persons to add to the assessment.

<input type="checkbox"/>	Name / ID	Case ID	Association
<input checked="" type="checkbox"/>	edit <Lastname, Firstname>		Neighbor
<input checked="" type="checkbox"/>	<Lastname, Firstname>	000000	Other - Nurse
<input type="checkbox"/>	<Lastname, Firstname> / 000000	000000	Case Member
<input type="checkbox"/>	<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**.

Recording QRTP Information

Case / Workload / Placement/ICCA / Assessment Details / Add Participants

Create Participant

CASE NAME / ID: **Charlesworth-Dewitt, Janey Hacksaw** / 00000000 **Ongoing** Open (MM/DD/YYYY)

CHILD NAME / ID:
Dewitt, Jimmy Chainsaw / 00000000

AGE, DOB:
00, MM/DD/YYYY

Participant Details

First Name: *

Last Name: *

Association:

Save

Save & Add Another

Cancel

The **Available Participants** page appears.

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

Available Participants

Select Persons to add to the assessment.

<input type="checkbox"/>	Name / ID	Case ID	Association
<input checked="" type="checkbox"/>	edit <Lastname, Firstname>		Neighbor
<input checked="" type="checkbox"/>	<Lastname, Firstname>	000000	Other - Nurse
<input type="checkbox"/>	<Lastname, Firstname> / 000000	000000	Case Member
<input type="checkbox"/>	<Lastname, Firstname> / 000000	000000	Associated Person

Create Participant

Save

Cancel

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.

Recording QRTP Information

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/YYYY




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/YYYY>

Modified By: Lastname, Firstname

Modified Date: <MM/DD/YYYY>

Save

Cancel

Recording QRTP Information

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.

The screenshot displays the 'Assessments / Signatures for QRTP' tab in the Ohio SACWIS system. The left-hand navigation pane lists various case management categories, with 'Child Location/ICCA' selected. The main interface features a 'QRTP Record Filter Criteria' section. This section includes a 'Child Name' dropdown menu, a 'Date Range' section with 'From Date' and 'To Date' input fields and calendar icons, and three checkboxes: 'Include Created in Error', 'Include Historical', and 'Include Records for Inactive Members'. Below these is a 'Sort By' dropdown menu currently set to 'Date Completed (Descending)'. At the bottom of the filter section are 'Filter' and 'Clear Form' buttons.

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**.

Recording QRTP Information

Director Signature Details

CASE NAME / ID: Test, Adult / 123455	Ongoing Open (02/25/2022)	HAZARD
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CHILD NAME / ID: Test, Child Name / 123456	AGE, DOB: 18, 04/25/2006	AGENCY: Test County Children Services
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Director Selection

Person Search	- OR -	Person ID: <input type="text"/>	Go
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Title IV-E Agency
Director / ID:

Signature Captured
Date:*

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

Search For Person

Person ID: <input type="text"/>	- OR -	SSN: <input type="text"/>
<i>Note: If Person ID or SSN are entered, all other search criteria will be ignored</i>		
OR		
Last Name: <input type="text"/>	First Name: <input type="text"/>	Gender: <input type="text"/>
Middle Name: <input type="text"/>		
DOB: <input type="text"/>	- OR -	Age Range: <input type="text"/> - <input type="text"/>
		From Age To Age

[Reference, TCN, and Address Criteria](#) ▾

Name Match Precision
Returns results matching entered names including AKA names/nicknames

Sort by:
Relevance (Highest-Lowest) ▾

+ AKA/Nicknames

Fewer Results More Results

The Search Results display.

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

Recording QRTP Information

Person Search Results

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

Include only active case members

	Person Name / ID	Address	Gender	(Age) DOB	Active Case
select	Test, Director Name / 121212 Related Persons ▾	123 Test Rd, Test Oh 12345	Female	(36) 07/03/1988	Yes

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.

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

Person Search ~ OR ~ Person ID: 121212 Go

Title IV-E Agency Director / ID:	Test, Director Name / 121212
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Signature Captured Date:*	02/10/2025	
Approval Status:*	Approved	▾

Network Episode: Resilient Youths	Legal Custody Episode: 02/28/2022 -	Total Network Placement Days: 376
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Placements ▾ **Save** Cancel

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

Recording QRTP Information

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](#).