

Maintaining Youth Medical Information

Ohio *RTIS*

Knowledge Base Article

Maintaining Youth Medical Information

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Maintaining Youth Medical Information

Overview

This article describes how to view and record medical information including health care providers, treatment history, medications, immunizations, and pregnancy/parenting information for youth in the Ohio Residential Treatment Information System (Ohio RTIS).

Ohio RTIS is a subsystem of Ohio SACWIS Comprehensive Child Welfare Information System. These systems share the same database, allowing both Ohio RTIS users and the placing agency to have access to current information about youth in their care.

When a Public Children Services Agency (PCSA) or Title IV-E Juvenile Court holds custody and has placed the youth into residential treatment, medical information recorded in the Statewide Child Welfare Information System (SACWIS) displays in Ohio RTIS, and vice versa.

When a youth is in a Direct Placement medical information for the youth will not be shared between Ohio RTIS and SACWIS. Records created in Ohio RTIS would become available in SACWIS if a PCSA or Title IV-E Juvenile Court later obtained custody of the youth.

Navigating to Medical Information

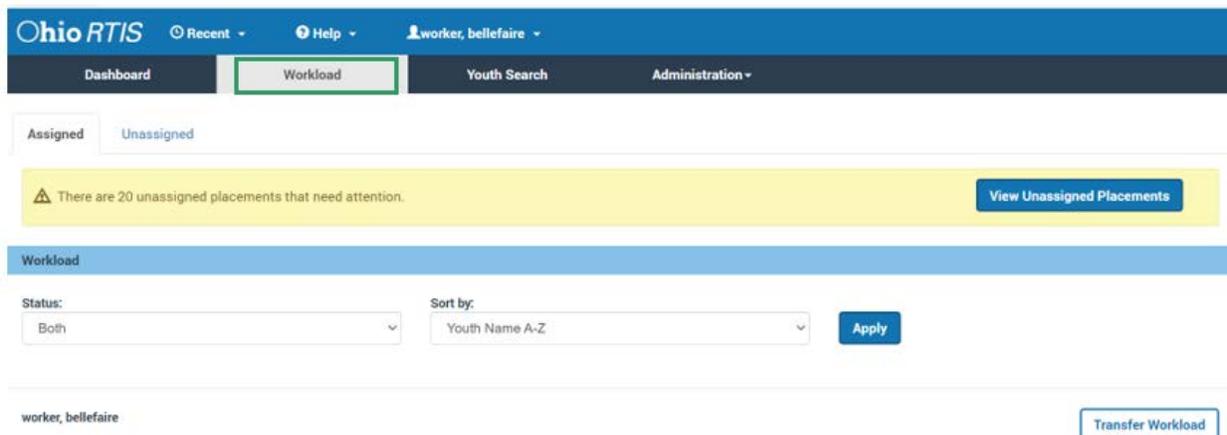
1. From the Ohio RTIS **Dashboard**, click **Workload**.



The **Workload** tab screen appears.

Note: The **Status** field will pre-populate with **Both**, which includes **Current Placements** and **Placement Aftercares**. If you wish to select only one of those options, make a selection from the Status drop-down menu.

2. Click the relevant **Youth Name/ID** hyperlink.



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	Youth Name / ID	Placement Begin Date	Placement End Date	Facility	Placement Source
<input type="checkbox"/>		03/08/2021		Adams RTIS CRC script	Direct / Out-of-State Placement
<input type="checkbox"/>		02/01/2021		Adams RTIS CRC script	Direct / Out-of-State Placement
<input type="checkbox"/>		03/03/2021		Adams RTIS GH 2	Direct / Out-of-State Placement
<input type="checkbox"/>		03/02/2021		Adams RTIS GH 2	Direct / Out-of-State Placement

The **Youth Overview** screen appears.

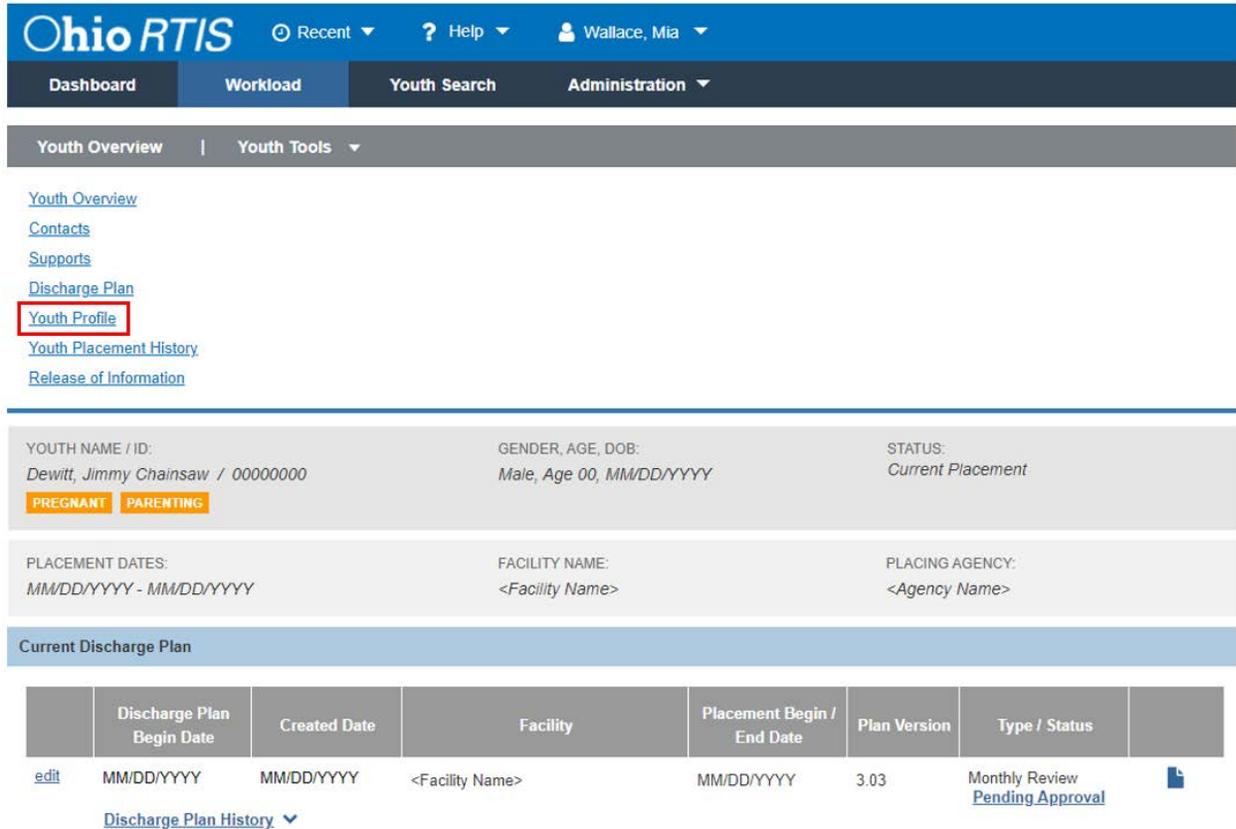
1. Click **Youth Tools**.

The screenshot shows the Ohio RTIS interface. At the top, there are navigation tabs: Dashboard, Workload, Youth Search, and Administration. Below these, there are sub-tabs: Youth Overview and Youth Tools. The Youth Tools drawer is expanded, showing fields for YOUTH NAME / ID, GENDER, AGE, DOB, STATUS (Current Placement), PLACEMENT DATES (03/08/2021 -), and FACILITY NAME (RTIS CRC script). Below these fields are sections for Current Discharge Plan (No Discharge Plan found), Action Items (No Action items found), and Assigned Workers. The Assigned Workers section includes a table with columns: Worker, Supervisor, Facility Agency, Placement Begin / End Date, and Assignment Begin Date. The table contains one entry: worker, bellefaire; administrato; County Children Services Board; 03/08/2021 -; 03/15/2021.

The Youth Tools drawer expands to display a list of options.

2. Click **Youth Profile**.

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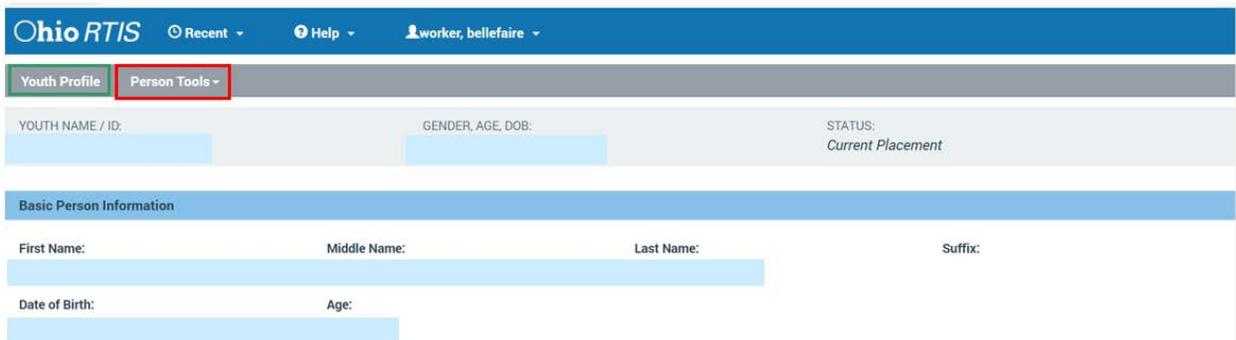
The screenshot shows the Ohio RTIS interface. At the top, there is a navigation bar with 'Ohio RTIS', 'Recent', 'Help', and 'Wallace, Mia'. Below this is a menu with 'Dashboard', 'Workload', 'Youth Search', and 'Administration'. A secondary menu shows 'Youth Overview' and 'Youth Tools'. A list of links includes 'Youth Overview', 'Contacts', 'Supports', 'Discharge Plan', 'Youth Profile' (highlighted with a red box), 'Youth Placement History', and 'Release of Information'. Below the links, there are three summary rows: 'YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000', 'GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY', and 'STATUS: Current Placement'. There are also 'PREGNANT' and 'PARENTING' buttons. The next row shows 'PLACEMENT DATES: MM/DD/YYYY - MM/DD/YYYY', 'FACILITY NAME: <Facility Name>', and 'PLACING AGENCY: <Agency Name>'. Below this is a 'Current Discharge Plan' section with a table:

	Discharge Plan Begin Date	Created Date	Facility	Placement Begin / End Date	Plan Version	Type / Status	
edit	MM/DD/YYYY	MM/DD/YYYY	<Facility Name>	MM/DD/YYYY	3.03	Monthly Review Pending Approval	

Below the table is a 'Discharge Plan History' link with a dropdown arrow.

The **Youth Profile** screen appears.

3. Click **Person Tools**.



The screenshot shows the Ohio RTIS interface with 'Person Tools' selected in the 'Youth Profile' menu (highlighted with a red box). The top navigation bar shows 'Ohio RTIS', 'Recent', 'Help', and 'worker, bellefaire'. Below the menu, there are three summary rows: 'YOUTH NAME / ID:', 'GENDER, AGE, DOB:', and 'STATUS: Current Placement'. Below this is a 'Basic Person Information' section with form fields for 'First Name:', 'Middle Name:', 'Last Name:', 'Suffix:', 'Date of Birth:', and 'Age:'.

The screen expands to display a list of options.

4. Click **Provider**, under the **Medical** section.

Maintaining Youth Medical Information

[Youth Profile](#) | [Person Tools](#) ▾

BASIC INFO Basic Information Demographics Additional Characteristics Safety Hazards Confidential Information	MEDICAL Provider Treatment Medication Immunization Pregnancy/Parenting	EDUCATION School Profile Performance Special Education LEGAL Delinquency
--	--	---

YOUTH NAME / ID: _____ GENDER, AGE, DOB: _____ STATUS: *Current Placement*

Basic Person Information

First Name: _____ Middle Name: _____ Last Name: _____ Suffix: _____
 Date of Birth: _____ Age: _____

The **Manage Medical Information** screen appears, defaulted to the **Provider** tab page, showing the youth's **Health Care Provider History**.

Adding a Health Care Provider

1. Click **Add Health Care Provider**.

Manage Medical Information

Workload > Youth Overview > Person Profile

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

[Provider](#) | [Treatment](#) | [Medication](#) | [Immunization](#) | [Pregnancy/Parenting](#)

Health Care Provider History

Include Created in Error

	First Visit	Provider End Date	Provided Treatment Types	Provider Name / ID	
edit	10/10/2020	10/10/2021	Treatment	Provider / 000000	
edit	10/10/2020	10/10/2021	Treatment	Provider / 000000	
view	10/10/2020	10/10/2021	Treatment	Provider / 000000	CREATED IN ERROR

Add Health Care Provider

[Close](#)

Maintaining Youth Medical Information

The **Add Provider Information** screen appears.

2. Enter a **First Visit Date**.
3. Click **Search Provider**.

Add Provider Information
Workload > Youth Overview > Person Profile > Provider

YOUTH NAME / ID: _____ GENDER, AGE, DOB: _____ STATUS: Current Placement

Health Care Provider Information

No provider has been added yet.

Search Provider

First Visit Date: * _____ Provider End Date: _____

Created By: _____ Created Date: _____
Modified By: _____ Modified Date: _____
Source System Code: _____

Save **Cancel**

The **Search for Provider** screen appears.

4. Enter **Provider Name** or **Provider ID** (if known)
5. Click **Search**.

Search for Provider

Provider Name: _____ OR Provider ID: _____

Note: If Provider ID is entered, Provider Name and Status will be ignored.

Include Closed Providers

Search

The results appear in the **Search Results** grid.

6. In the **Search Results** grid, click **select** beside the desired Provider.

Note: If the Provider is not found in the Search Results, try modifying the search criteria to look for part of the name. The search will return Providers with names that start with or include what is entered in the Provider Name search criteria. If the Provider still is not found, request creation of a new entry for use by the Ohio RTIS system by submitting the **Provider Creation or Merge Request for Ohio RTIS Services** form to the SACWIS Help Desk.

Maintaining Youth Medical Information

Search Results		
Result(s) 1 to 10 of 1416 / Page 1 of 142		
Provider Name / ID	Provider Status	Current Primary Address
select	ACTIVE	

The **Add Provider Information** screen appears, displaying the **Health Care Provider Information**.

7. Enter the **First Visit Date**.
8. Click **Save**.

Add Provider Information

Workload > Youth Overview > Person Profile > Provider

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS: *Current Placement*

Health Care Provider Information

Provider Name / ID:

Address: Contact:

First Visit Date: *

Provider End Date:

Created By: Created Date:

Modified By: Modified Date:

Source System Code:

The **Manage Medical Information** screen appears, displaying the added Provider.

Note: When the Health Care Provider is no longer providing care to the youth, edit the record and record the **Provider End Date**.

Maintaining Youth Medical Information

Adding a Treatment Record

1. Click the **Treatment** tab.

Manage Medical Information
Workload > Youth Overview > Person Profile

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS:
Current Placement

Provider **Treatment** Medication Immunization Pregnancy / Parenting

Health Care Provider History

No provider history has been recorded.

First Visit	Provider End Date	Provided Treatment Types	Provider Name / ID
edit 04/01/2021			

[Add Health Care Provider](#)

The **Treatment** tab screen appears, displaying the youth's treatment in the **Treatment History** grid.

2. Click **Add Treatment**.

Manage Medical Information
Workload > Youth Overview > Person Profile

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

Provider **Treatment** Medication Immunization Pregnancy/Parenting

Treatment History

Sort By: [Apply](#) Include Created in Error

[Add Treatment](#)

	Service Start Date	Service End Date	Primary Service Type	Treatment Type	Provider Name / ID	Hospitalization	
edit	10/10/2020	10/10/2021	Consultation	Vision	<Provider / ID>	No	
edit	10/10/2020	10/10/2021	Consultation	Medical			
view	10/10/2020	10/10/2021	Consultation	Vision	<Provider / ID>	No	CREATED IN ERROR

[Add Treatment](#)

Maintaining Youth Medical Information

The **Add Treatment Details** screen appears.

3. Enter the **Service Start Date**.

Note: When the Service Start Date is entered, the **Provider Name/ ID** dropdown is populated with all the Health Care Providers that have been recorded for the youth, active as of that Service Start Date.

4. Enter the **Service End Date**.

Note: The Service End Date is optional, but should be entered if the Treatment spanned multiple days.

5. Make a selection from the **Provider Name/ ID** drop-down menu.

Note: If the Provider is not available in the drop-down menu, return to the Provider tab to add them or update the date range, as applicable.

6. Make a selection from the **Treatment Type** drop-down menu. Based on the selection, the screen will expand to display applicable fields.

7. Make a selection from the **Primary Service Type** drop-down menu, or if none of the available options is appropriate, enter the type in the **Other** text field.

8. Select a **Secondary Service Type**, if needed.

Adding Diagnosed Characteristics

Important: The information requested in the **Currently Diagnosed Characteristics** grid is dynamic; it will be relevant to the selection you made from the **Treatment Type** drop-down menu. Fields are dynamic for each treatment type.

Diagnosed conditions are documented in the Characteristics area of the youth's Person Profile. These records may also be added from within the Treatment Details.

The grid, **Currently Diagnosed Characteristics**, displays characteristics for the youth that have been previously recorded. If the Treatment being recorded resulted in any new diagnosis for the youth, the corresponding Characteristic should be added by following these steps:

9. On the **Treatment Details** screen, in the **Currently Diagnosed Characteristics** grid, make a selection from the **Characteristic Type** drop-down menu. The type is pre-populated based on the previously selected **Treatment Type**, and may be changed if needed.
10. Click **Add Characteristic**.

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Add Treatment Details

Workload > Youth Overview > Person Profile > Treatment

YOUTH NAME / ID: [REDACTED] GENDER, AGE, DOB: [REDACTED] STATUS: *Current Placement*

Treatment Details

Service Start Date: *  Service End Date: 

Provider Name / ID: *

Treatment Type: *

Primary Service Type: * OR Other:

Secondary Service Type: OR Other:

Currently Diagnosed Characteristics

Characteristic	Category	Begin Date	End Date	Linked Characteristics
edit ADHD	Mental Health/Substance Abuse			<input type="checkbox"/>

Characteristic Type: Medical

Hospitalization Details

Hospitalization: Hospital Name:

Date Admitted:  Date Discharged: 

Treated By: Surgery:

Hospitalization Details:

3000 characters remaining

Created By: Created Date:

Modified By: Modified Date:

Source System Code:

Maintaining Youth Medical Information

The **Add Characteristics** screen appears.

1. Make a selection(s) from the **Available Characteristics** grid (this will activate the Add feature).
2. Select the appropriate radio button from the **Method** list. The selection made from the Method list will determine the type of additional information requested.
3. Click, **Add** (this will move the characteristic to the **Selected Characteristics** grid).
4. Click, **Save**.

Add Characteristics

Workload > Youth Overview > Youth Profile > Characteristics

✔ Your data has been saved.

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS: *Current Placement*

Characteristic Details

Characteristic Type: Mental Health/Substance Abuse

Available Characteristics: Add All Add

- Adjustment Disorder
- Afraid of Sleeping in the Dark
- Afraid of the Dark
- AIDS
- Alcohol - Abuse

Selected Characteristics: Remove Remove All

Method:

Unknown

Self Reported

Observed

Clinically Diagnosed

Diagnosed By: Diagnosis Date: 05/03/2021 End Date:

Additional Information: [\(expand full screen\)](#)

Created By: Created Date:

Modified By: Modified Date:

Source System Code:

4000 characters remaining

Save Cancel

Maintaining Youth Medical Information

The **Treatment Details** screen appears, displaying the added characteristic in the Currently Diagnosed Characteristics grid.

1. Place a checkmark in the **Linked Characteristics** checkbox for each diagnosis made or confirmed as a result of the Treatment episode being recorded.
2. Complete any available additional information.

Treatment Details

Service Start Date: 05/03/2021

Service End Date:

Provider Name / ID: Canfield Counseling Clinic / 305547

Provider Address: 3974 BOARDMAN CANFIELD RD CANFIELD, OH 44406-9043

Contact: Work: (330) 533-6767

Treatment Type: Mental Health

Primary Service Type: OR Other: ADHD

Secondary Service Type: OR Other:

Currently Diagnosed Characteristics

Characteristic	Category	Begin Date	End Date	Linked Characteristics
edit Adjustment Disorder	Mental Health/Substance Abuse	05/03/2021	06/01/2021	<input type="checkbox"/>
edit Alcohol - Abuse	Mental Health/Substance Abuse	05/03/2021		<input type="checkbox"/>
edit Alcohol - Addiction/Dependence	Mental Health/Substance Abuse	05/03/2021		<input type="checkbox"/>
edit Cognitive disability	Mental Health/Substance Abuse	05/03/2021		<input type="checkbox"/>

Characteristic Type: Medical

Mental Health Treatment Information

Weight:

Additional Details: [expand full screen](#)

DSM Diagnosis: [expand full screen](#)

10000 characters remaining

4000 characters remaining

Hospitalization Details

Hospitalization:

Hospital Name:

Date Admitted:

Date Discharged:

Treated By:

Surgery:

Hospitalization Details:

3000 characters remaining

Maintaining Youth Medical Information

Medication Summary

No medication information has been recorded.

Created in Error

Created By: ResidentialSupervisor, Raphael Created Date: 06/01/2021
 Modified By: ResidentialSupervisor, Raphael Modified Date: 06/01/2021
 Source System Code: RTIS

Apply
Save
Cancel

Note: Fields are dynamic for each Treatment Type. The example above requests information based on the Treatment Type selection of Mental Health. If the Treatment Type selected is, Medical or Specialist, you will need to provide Medical/Specialist Treatment Information.

Treatment Type: *

Specialist

Primary Service Type: * OR Other:
 Secondary Service Type: OR Other:

Currently Diagnosed Characteristics

	Characteristic	Category	Begin Date	End Date	Linked Characteristics
edit	Alcohol - Abuse	Mental Health/Substance Abuse	05/03/2021		<input type="checkbox"/>
edit	Alcohol - Addiction/Dependence	Mental Health/Substance Abuse	05/03/2021		<input type="checkbox"/>
edit	Cerebral Palsy	Medical	05/03/2021		<input type="checkbox"/>
edit	Cognitive disability	Mental Health/Substance Abuse	05/03/2021		<input type="checkbox"/>

Characteristic Type: Add Characteristic

Medical/Specialist Treatment Information

Height: Weight:

If you select the Treatment Type selection of **Dental**, you will need to provide **Dental Treatment** Information, etc.

Treatment Type: *

Dental

Primary Service Type: * OR Other:
 Secondary Service Type: OR Other:

Currently Diagnosed Characteristics

	Characteristic	Category	Begin Date	End Date	Linked Characteristics
edit	Alcohol - Abuse	Mental Health/Substance Abuse	05/03/2021		<input type="checkbox"/>
edit	Alcohol - Addiction/Dependence	Mental Health/Substance Abuse	05/03/2021		<input type="checkbox"/>
edit	Cerebral Palsy	Medical	05/03/2021		<input type="checkbox"/>
edit	Cognitive disability	Mental Health/Substance Abuse	05/03/2021		<input type="checkbox"/>

Characteristic Type: Add Characteristic

Dental Treatment Information

Additional Details: [\(expand full screen\)](#)

Maintaining Youth Medical Information

Recording a Medication

1. Click the **Medication** tab.

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

Provider Treatment **Medication** Immunization Pregnancy/Parenting

Treatment History

Sort By: Include Created in Error

	Service Start Date	Service End Date	Primary Service Type	Treatment Type	Provider Name / ID	Hospitalization	
edit	10/10/2020	10/10/2021	Consultation	Vision	<Provider / ID>	No	
edit	10/10/2020	10/10/2021	Consultation	Medical			
view	10/10/2020	10/10/2021	Consultation	Vision	<Provider / ID>	No	CREATED IN ERROR

The **Medication** tab screen appears.

2. Click **Add Medication**.

Manage Medical Information
Workload > Youth Overview > Person Profile

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

Provider Treatment **Medication** Immunization Pregnancy/Parenting

Medication

Include Created in Error

	Date Prescribed	Discontinue Date	Name / Dosage / Frequency	Psychotropic Medication	
edit	10/10/2020		ABC Medicine - 100mg / day	No	
Notes: Up to 400 characters displayed here, showing an ellipses when running over 400 char...					
edit	10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	Yes	CREATED IN ERROR
Notes: Up to 400 characters displayed here, showing an ellipses when running over 400 char...					
view	10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	No	
Notes: Up to 400 characters displayed here, showing an ellipses when running over 400 char...					

Maintaining Youth Medical Information

The **Add Medication Information** screen appears.

3. Select the **Medication Name** from the dropdown.

Important: If the selected medication is a **Psychotropic Medication**, the system will automatically check the box.

Note: If the medication is not listed, select **Other**, then enter the Medication Name in the **Other** text field. Select the **Psychotropic Medication** checkbox, if applicable.

4. Record the **Dosage**.

5. Record the **Frequency**.

6. Make a selection from the **Medication Required Daily** drop-down menu.

7. In the **Prescribed By** field, enter the name of the prescribing medical professional.

8. Enter the **Refills Prescribed**, if applicable.

9. Enter the **Date Prescribed**.

10. Enter the **Discontinue Date**, when applicable.

11. In the **Notes** field, enter any additional information about the medication (optional).

12. Complete the fields in the **Pharmacy Information** section (optional).

13. Click **Save**.

The screenshot shows the 'Add Medication Information' form. At the top, there is a breadcrumb trail: 'Workload > Youth Overview > Person Profile > Medications'. Below this, there are fields for 'YOUTH NAME / ID:', 'GENDER, AGE, DOB:', and 'STATUS: Current Placement'. The main section is titled 'Medication Information'. It contains a 'Medication Name:' dropdown menu, a 'Psychotropic Medication' checkbox, 'Dosage:' and 'Frequency:' text input fields, and a 'Medication Required Daily:' dropdown menu. Below these are 'Prescribed By:', 'Refills Prescribed:', 'Date Prescribed:', and 'Discontinue Date:' fields, each with a calendar icon. At the bottom is a large 'Notes:' text area with a '4000 characters remaining' indicator. Red boxes highlight the 'Medication Name', 'Psychotropic Medication', 'Dosage', 'Frequency', 'Medication Required Daily', 'Prescribed By', 'Date Prescribed', and 'Discontinue Date' fields. A green box highlights the 'Refills Prescribed' and 'Notes' fields.

Maintaining Youth Medical Information

Pharmacy Information

Pharmacy Name:

Location Details:

100 characters remaining

Phone: Ext: Fax:

Created In Error

Created By: Created Date:

Modified By: Modified Date:

Source System Code:

The **Medication** tab screen appears, displaying the newly added record in the Medication grid.

Recording Immunizations

1. Click the **Immunization** tab.

Manage Medical Information

Workload > Youth Overview > Person Profile

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

Provider
Treatment
Medication
Immunization
Pregnancy/Parenting

Medication

Include Created in Error

Add Medication

	Date Prescribed	Discontinue Date	Name / Dosage / Frequency	Psychotropic Medication
edit	10/10/2020		ABC Medicine - 100mg / day	No
Notes: Up to 400 characters displayed here, showing an ellipses when running over 400 char...				
edit	10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	Yes
Notes: Up to 400 characters displayed here, showing an ellipses when running over 400 char...				

Maintaining Youth Medical Information

The **Immunization** tab screen appears.

2. Click **Add Immunization**.

Manage Medical Information

Workload > Youth Overview > Person Profile

YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000	GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY	STATUS: Current Placement
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Provider Treatment Medication **Immunization** Pregnancy/Parenting

Immunization Information

Immunization Summary

Immunization Type	Dose 1	Dose 2	Dose 3	Dose 4
Diphtheria/Tetanus/Acellular Pertussis (DTaP)	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
Measles/Mumps/Rubella (MMR)	MM/DD/YYYY			
Varicella or Chicken Pox (VARCHIKPOX)	MM/DD/YYYY			

Immunization History

Include Created in Error

Add Immunization

edit	Immunization Type: Diphtheria/Tetanus/Acellular Pertussis (DTaP)	Most Recent Immunization Date: MM/DD/YYYY
	Previous Immunizations ▾	
edit	Immunization Type: Diphtheria/Tetanus/Acellular Pertussis (DTaP)	Most Recent Immunization Date: MM/DD/YYYY
edit	Immunization Type: Influenza (INF)	Most Recent Immunization Date: MM/DD/YYYY
	Previous Immunizations ▾	

Add Immunization

The **Add Immunization Information** screen appears.

3. Select the **Immunization Type** from the dropdown.

4. Enter the **Date of Immunization**.

Note: If you are recording the youth's immunization history, up to five doses of the same immunization may be recorded at once.

5. Enter additional **Immunization Date(s)**, if applicable.

Maintaining Youth Medical Information

6. Click Save.

Add Immunization Information
Workload > Youth Overview > Person Profile > Immunization

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

Immunization Information

Immunization Type: *

Date of Immunization: *

Immunization Date (2):

Immunization Date (3):

Immunization Date (4):

Immunization Date (5):

The **Immunization** tab screen appears, displaying the added record(s) in the **Immunization Summary** and in the Immunization History list.

7. Click the **Pregnancy/Parenting** tab.

Manage Medical Information
Workload > Youth Overview > Person Profile > Immunization

✔ Your data has been saved.

YOUTH NAME / ID: GENDER, AGE, DOB: STATUS: Current Placement

Provider Treatment Medication **Immunization** Pregnancy / Parenting

Immunization Information

Immunization Summary

Immunization Type	Dose 1
Inactivated Polio(IPV)	05/17/2021

Maintaining Youth Medical Information

The **Pregnancy/Parenting** tab screen appears.

Recording Pregnancy/Parenting Information

1. Select a response to the question, **Is Youth parenting?** if known.
2. To record a Pregnancy, click **Add Pregnancy**.

Manage Medical Information
Workload > Youth Overview > Person Profile

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

Provider Treatment Medication Immunization **Pregnancy/Parenting**

Pregnancy/Parenting Information

Is Youth parenting?
 Yes No Not Answered

Pregnancy History

Include Created in Error

	Date Reported	Estimated Due Date	End Date	Outcome	
edit	10/10/2020	10/10/2021	10/10/2021	Live Birth	
edit	10/10/2020	10/10/2021	10/10/2021		
view	10/10/2020	10/10/2021	10/10/2021		CREATED IN ERROR

Add Pregnancy

Created By: Lastname, Firstname Created Date: <MM/DD/YYYY>
Modified By: Lastname, Firstname Modified Date: <MM/DD/YYYY>
Source System Code: <value>

Apply **Save** **Cancel**

The **Add Pregnancy Details** screen appears.

3. Enter the **Date Reported** (required if the Estimated Due Date is not known).
4. Enter the **Estimated Due Date**, if known.

For a historical Pregnancy:

5. Enter the **End Date**
6. Select the **Outcome** from the dropdown.

Maintaining Youth Medical Information

7. Click **Save**.

The **Pregnancy/Parenting Information** grid appears, displaying the record in the Pregnancy History grid.

8. Click **Save**.

The screenshot shows the 'Add Pregnancy Details' form. At the top, there is a breadcrumb trail: 'Workload > Youth Overview > Person Profile > Pregnancy/Parenting'. Below this, there are fields for 'Youth Name / ID', 'SIN/PIR, AGE, DOB', and 'STATUS: Current Placement'. The main section is titled 'Pregnancy Details' and contains several input fields: 'Date Reported:' with the value '05/18/2021' (highlighted in red), 'Estimated Due Date:', 'End Date:' with the value '05/04/2021', and 'Outcome:' with a dropdown menu showing 'Live Birth'. Below these are fields for 'Created By:', 'Modified By:', 'Source System Code:' (with value 'RTIS'), 'Created Date:', and 'Modified Date:'. At the bottom of the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted in red.

The **Pregnancy/Parenting Information** screen appears, displaying the added information in the **Pregnancy History** grid.

The screenshot shows the 'Pregnancy History' grid. At the top, there is a checkbox labeled 'Include Created in Error'. Below this is a table with the following columns: 'Date Reported', 'Estimated Due Date', 'End Date', and 'Outcome'. The table contains one row with the value '05/18/2021' in the 'Date Reported' column. There is an 'edit' link next to the row. Below the table is an 'Add Pregnancy' button. At the bottom of the screen, there are 'Apply', 'Save', and 'Cancel' buttons, with the 'Save' button highlighted in red.

System returns to the **Youth Profile**.

Maintaining Youth Medical Information

YOUTH NAME / ID: _____ GENDER, AGE, DOB: _____ STATUS: Current Placement

Basic Person Information

First Name: _____ Middle Name: _____ Last Name: _____ Suffix: _____

Date of Birth: _____ Age: _____

AKA Names ▼

[Update Basic Information](#)

Demographics Summary

Race(s): Multi-racial (one or more races unknown), White Hispanic/Latino: No Languages: English

[Update Demographics](#)

Safety Hazards

No safety hazards have been recorded.

[Update Safety Hazards](#)

Editing a Medical Record

Note: Provider, Treatment, Medication, Immunization, and Pregnancy records may be edited to update or correct information, or to mark the record as having been created in error.

While the editable fields vary for each type of record, the process is the same. For the following example, a Health Care Provider record will be edited.

To edit an existing record, navigate to the corresponding tab where the record is listed.

1. Click **edit** next to the record you wish to modify.

Manage Medical Information

Workload > Youth Overview > Person Profile

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

[Provider](#) [Treatment](#) [Medication](#) [Immunization](#) [Pregnancy/Parenting](#)

Health Care Provider History

Include Created in Error

	First Visit	Provider End Date	Provided Treatment Types	Provider Name / ID	
edit	10/10/2020	10/10/2021	Treatment	Provider / 000000	
edit	10/10/2020	10/10/2021	Treatment	Provider / 000000	
view	10/10/2020	10/10/2021	Treatment	Provider / 000000	CREATED IN ERROR

[Add Health Care Provider](#)

Maintaining Youth Medical Information

The **Health Care Provider Information** screen appears.

2. Update fields as needed.
3. Click **Save**.

Important: Once saved, Medical records cannot be deleted, but may be marked **Created In Error**. To do this, edit the record and select the Created in Error checkbox, then Save.

The record will show a Created In Error badge in the grid.

<Add/Edit> Provider Information

Workload > Youth Overview > Person Profile > Provider

YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000	GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY	STATUS: Current Placement
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Health Care Provider Information

Provider Name / ID:
Access Counseling / 00000000

Address:
123 Main Street, Columbustown, OH 12345

Contact:
Work: (123) - 234 -5678

Search Provider

First Visit Date: * 

Provider End Date 

Created in Error <MM/DD/YYYY>
<MM/DD/YYYY>

Created By: Lastname, Firstname Created Date:

Modified By: Lastname, Firstname Modified Date:

Source System Code: <value>

Save **Cancel**

If you need additional information or assistance, please contact the SACWIS Help Desk at: 614-466-0978, select #3, then select #5.