

# **Navigating the Youth Overview and Youth Tools in RTIS**

**Ohio** *RTIS*

**Knowledge Base Article**

# Navigating the Youth Overview and Youth Tools in RTIS

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# Navigating the Youth Overview and Youth Tools in RTIS

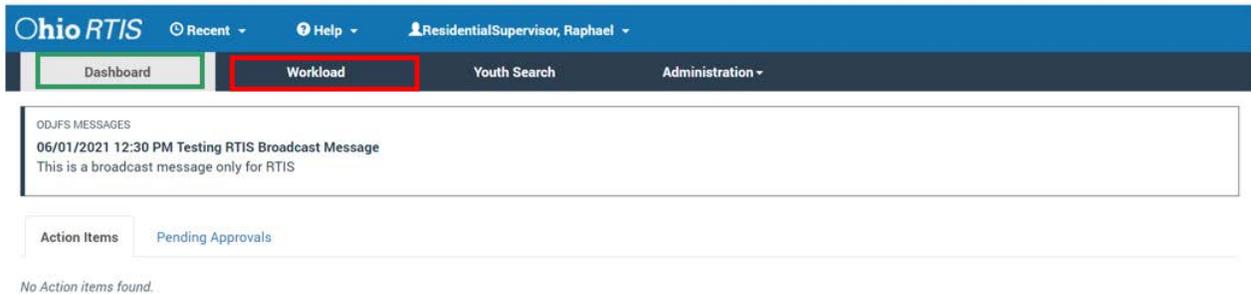
## Overview

This article describes how to locate a **Youth Overview** record and navigate through the contents.

The **Youth Overview** is the area from where all work items for the youth in focus can be completed. It serves as the main page of the youth's Residential Treatment Episode, which is defined as the period of placement in a congregate care facility and provision of subsequent aftercare services.

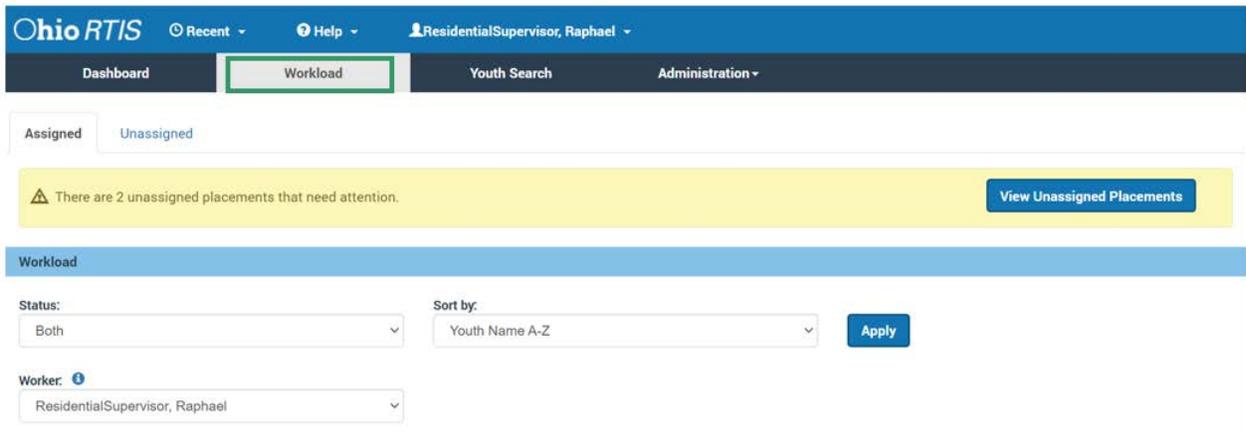
## Finding a Youth Overview

1. From the **RTIS Dashboard** screen, click on the **Workload** Tab.



The **Workload** tab screen appears.

2. From the **Assigned** or **Unassigned** Workload screen, select the Youth's name, which appears as a hyperlink.



# Navigating the Youth Overview and Youth Tools in RTIS

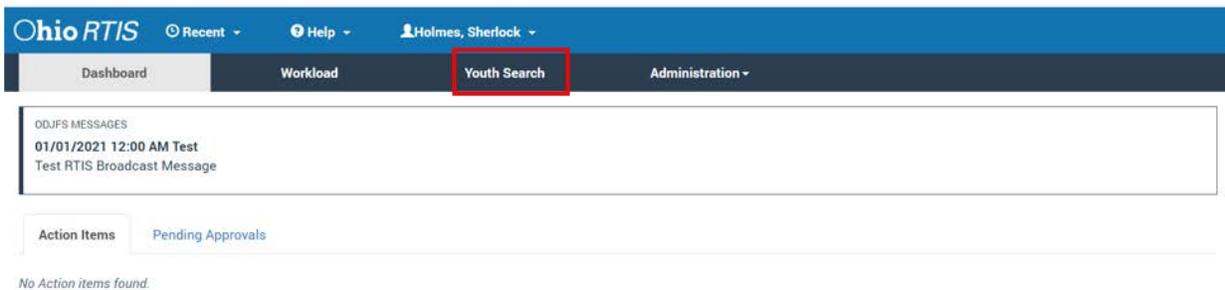
ResidentialSupervisor, Raphael Transfer Workload

	Youth Name / ID	Placement Begin Date	Placement End Date	Facility	Placement Source
<input type="checkbox"/>		02/24/2021		The Buckeye Ranch	
<input type="checkbox"/>		10/14/2020		The Buckeye Ranch	
<input type="checkbox"/>		04/14/2021		The Buckeye Ranch	
<input type="checkbox"/>		07/08/2020		The Buckeye Ranch	

The **Youth Overview** appears.

Alternatively, from the **RTIS Dashboard** screen:

1. Click the **Youth Search** tab.



The **Youth Placement Search** screen appears

2. Enter **Youth ID**, if known, or enter **Youth First Name** and **Youth Last Name**
3. Additional search criteria can be selected, if desired:
  - **Placement Source:** drop-down is a listing of all Ohio child welfare agencies and IV-E Courts and the value of Direct Placement.
  - **Facility:** drop-down will list all facilities within the logged-in user's agency.
  - **Employee:** drop-down will contain all employees entered in RTIS for the logged-in user's agency, which will bring back youth assigned to this individual.
  - The **Include Created in Error** checkbox will return any records matching the other search criteria but include those where the placement was marked Created in Error.
4. Filter the results by using the **Sort By:** drop-down, if desired
5. Click, **Search**.

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Ohio RTIS Recent ? Help Wallace, Mia

Dashboard Workload **Youth Search** Administration

Youth Placement Search

Youth ID:  OR Youth Last Name:  Youth First Name:

Placement Source:

Facility:

Employee:

Include Created in Error

Sort By:

**Search** Clear Form

Youth matching the selected criteria appear in the **Search Results** grid.

6. Select the desired Youth's name, which appears as a hyperlink.
7. The **Youth Overview** appears.

# Navigating the Youth Overview and Youth Tools in RTIS

**Ohio RTIS** Recent Help Wallace, Mia

Dashboard Workload Youth Search Administration

Youth Overview | Youth Tools

YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000 GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY STATUS: Current Placement  
[\[RECALL\]](#) [\[PENDING\]](#)

PLACEMENT DATES: MM/DD/YYYY - MM/DD/YYYY FACILITY NAME: <Facility Name> PLACING AGENCY: <Agency Name>

**Current Discharge Plan**

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

[Discharge Plan History](#)

**Discharge Location**

Provider: <Provider Name> Provider ID: 0000000 Placement Begin Date: MM/DD/YYYY Contact: (123) 456-7890 City, State, ZIP: Columbustown, OH 43065-4821  
[\[ON LEAVE\]](#) [\[AWOL\]](#)

**Action Items**

04/08/2018		<a href="#">Message</a>	Youth Name / ID: Lastname, Firstname / 00000000	<a href="#">Dismiss</a>
04/08/2018		<a href="#">Message</a>	Youth Name / ID: Lastname, Firstname / 00000000	<a href="#">Dismiss</a>

**Assigned Workers**

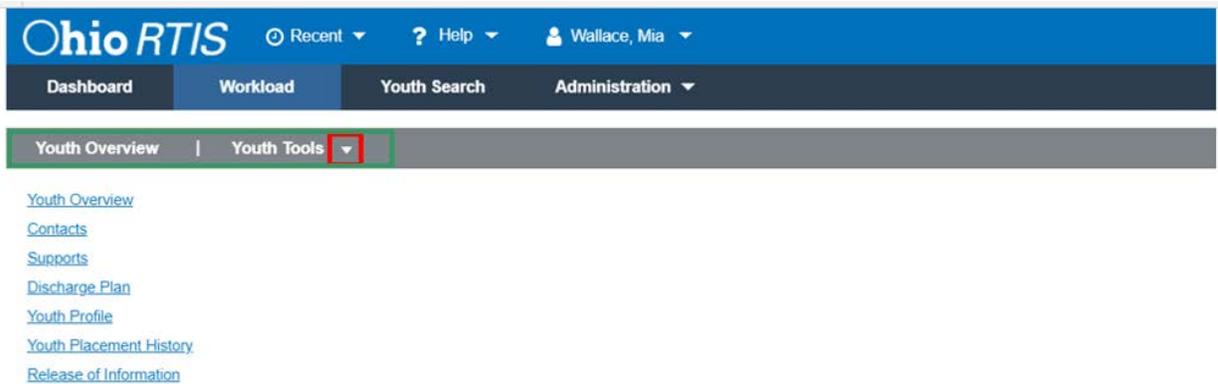
[View Assignment History](#)

Worker	Supervisor	Facility Agency	Placement Begin / End Date	Assignment Begin Date
Wallace, Mia		<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY
Lastname, Firstname	Wallace, Mia	<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY
Lastname, Firstname	Wallace, Mia	<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY

## Identifying the Sections of a Youth Overview

The Youth Overview Section Header contains both the **Youth Overview** title, and the **Youth Tools**, which can open and collapse on click of the triangle next to it.

# Navigating the Youth Overview and Youth Tools in RTIS



## Youth Tools

The **Youth Tools** contain hyperlinks to the different work items that can be completed for a youth in RTIS.

[Youth Overview](#) - This link will navigate the user back to the Youth Overview page from any other Tool.

[Contacts](#) - A listing of all activity logs entered documenting communication with the youth and their supports can be found here. For more information, refer to the Knowledge Base Article **Creating Contact Information in Ohio RTIS**.

[Supports](#) - Considered an 'address book' for a youth, information on all involved supportive persons (including Discharge Caregiver) is documented here. For more information, refer to the Knowledge Base Article **Maintaining Ohio RTIS Supports**.

[Discharge Plan](#) - The Discharge Plan list page is where a user will navigate to create an Initial or Review Discharge Plan, and where all current and historical Discharge Plan records are stored. For more information, refer to the Knowledge Base Articles **Creating an Initial Discharge Plan in RTIS** and **Creating a Review Discharge Plan in Ohio RTIS**.

[Youth Profile](#) - All Basic Person Information, Demographics, Medical, Education and Legal information can be found in the Youth Profile. The Person Tools drop down from this link will navigate the user between the locations Person information is stored. For more information, refer to the Knowledge Base Article **RTIS Person Profile, Maintaining Youth Education** and **Maintaining Youth Medical Information in Ohio RTIS**.

[Youth Placement History](#) - RTIS will retain a history of all congregate care placements for a youth starting from the time RTIS goes live in 2021. For more information, refer to the Knowledge Base Article **Performing a Placement Search & Creating a Direct / Out-of-State Placement in Ohio RTIS**

[Release of Information](#) - If a Youth is not in child welfare agency/IV-E court custody and placed through parent/guardian(s), the Release of Information will allow an exchange of delinquency information available in SACWIS to RTIS. SACWIS will always share Person Basic and Education information with RTIS users regardless. For more information, refer to the Knowledge Base Article **Recording a Release of Information in Ohio RTIS**.

## Navigating the Youth Overview and Youth Tools in RTIS

### Youth Header

While navigating through the different screens in the Youth's record, a gray box containing the Youth Header will appear with pertinent reference information:

**Youth Name / ID** - The system will display the youth's Last Name, First Name and Middle Name(s) as derived from the Basic Tab of the Person Profile. The system generated, non-modifiable Person ID is also displayed. Badges may display underneath the Youth Name / ID to indicate they are a Pregnant or Parenting Youth

**Gender, Age, DOB** - As listed on the Basic Tab of the Person Profile, the header will display youth's gender, age as calculated as of the current date (or age at time of death) and the Date of Birth.

**Status** - The status indicates the state of the Youth's Residential Treatment Episode. The following values may appear:

- **Current Placement** - Displays when youth has a placement in SACWIS or a Direct / Out-of-Placement with a begin date, but no end date.
- **Placement Aftercare** - Displays when youth has a placement in SACWIS or a Direct / Out-of-Placement with a begin date and end date, but the Residential Treatment Episode has not been closed, meaning the agency continues to work with the youth in aftercare.
- **Closed** - Indicates the placement in the congregate care facility has a begin date and end date and the Residential Treatment Episode has been closed. No facility is currently working with the youth.
- **Created in Error** - Displays when the placement record from SACWIS or the Direct / Out-of-Placement record was created and saved, but then marked Created in Error.
- **Transfer** - Will display when the SACWIS placement record has been ended with a reason of Court Jurisdiction Transfer. This means the custodial agency is in the process of transferring the youth's child welfare case from one county/court to another county/court.
- **N/A** - Indicates a Residential Treatment Episode was never created for that individual.

The Youth Sub-Tab will appear in a second gray bar underneath, and contains additional reference data for the Youth:

**Placement Dates** - Will display the Begin Date of placement in the congregate care facility as entered in SACWIS or the Direct / Out-of-State Placement record and the End Date if it exists.

**Facility Name** - Displays the name of the facility, as selected from the Direct / Out-of-State Placement record, or as derived from the Provider ID used for placement in SACWIS.

**Placing Agency** - Will indicate the custodial County or IV-E Court who has placed the youth, or this area will display *Direct / Out-of-State Placement* if youth was placed by their parent/guardian and/or through an Interstate Compact.

## Navigating the Youth Overview and Youth Tools in RTIS

YOUTH NAME / ID: <i>Dewitt, Jimmy Chainsaw / 00000000</i>	GENDER, AGE, DOB: <i>Male, Age 00, MM/DD/YYYY</i>	STATUS: <i>Current Placement</i>
<b>PREGNANT</b> <b>PARENTING</b>		
PLACEMENT DATES: <i>MM/DD/YYYY - MM/DD/YYYY</i>	FACILITY NAME: <i>&lt;Facility Name&gt;</i>	<i>Direct / Out-of-State Placement</i>

### Understanding the Current Discharge Plan

The most recent Discharge Plan can be edited, reviewed, or a report printed from this location on the Youth Overview. If a Discharge Plan has not yet been created, the message "No Discharge Plan found." will display. For more information on creating and reviewing Discharge Plan records, please refer to the Knowledge Base Articles **Creating an Initial Discharge Plan in RTIS** and **Creating a Review Discharge Plan in RTIS**.

**Edit/View** - If the most recent Discharge Plan record has not been final approved and user has the correct security, an edit link will appear. On click, user will be navigated to the record for work. If the view link appears, the Discharge Plan has already been final approved, or the user does not have rights to edit the record.

**Review** - If the most recent Discharge Plan record is final approved and user has the correct security, a review link will appear. Clicking 'review' will create a new minor version of the Discharge Plan for editing.

**Discharge Plan Begin Date** - Indicates the date entered on the Initial Discharge Plan as the Discharge Plan Begin Date.

**Created Date** - Displays the date the most recent version of the Discharge Plan was created, as recorded by the system.

**Facility** - Lists the Facility associated to the Residential Treatment Episode.

**Placement Begin / End Date** - Displays the congregate care placement date(s) in the listed facility as entered in SACWIS or the Direct / Out-of-State Placement record.

**Plan Version** - Each Residential Treatment Episode in the RTIS system will be given a single Major version of a Discharge Plan (i.e. - Version 1.0, 2.0, etc.). Every update/review to the Discharge Plan during the same Residential Treatment Episode will display as a new minor version (i.e. Version 1.1, 1.2). For example, a youth placed in Facility A will have an Initial Version 1.0 Discharge Plan, which may have a Monthly Review (Version 1.1), a Service Plan Review (Version 1.2), an Aftercare Update (Version 1.3) and then a Closing Discharge Plan (Version 1.4). If the same youth later has another congregate care placement in Facility B, the Initial Discharge Plan for the new Residential Treatment Episode will begin with Version 2.0, and so forth.

**Type/Status** - A Discharge Plan may have one of the following types - Initial, Monthly Review, Service Plan Review or Aftercare Update. The Status will display as In Progress, Pending Approval, Declined for Re-Work or Approved.

**Report** (  ) - This icon will allow a user to generate a copy of the Discharge Plan.

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**Copy** (  ) - Clicking this icon will create a new major version of the Discharge Plan which can be modified for the purposes of a new Residential Treatment Episode. This icon will only appear if the youth has a new placement with no Discharge Plan created.

**Delete** (  ) - If the Discharge Plan is In Progress, the record can be deleted by clicking the trash can icon.

Current Discharge Plan							
	Discharge Plan Begin Date	Created Date	Facility	Placement Begin / End Date	Plan Version	Type / Status	
<a href="#">edit</a>	MM/DD/YYYY	MM/DD/YYYY	<Facility Name>	MM/DD/YYYY	3.03	Monthly Review <a href="#">Pending Approval</a>	
<a href="#">Discharge Plan History</a> ▼							

### Discharge Location

Once an End Date is entered on a placement record in SACWIS or the Direct / Out-of-State Placement in RTIS, information on where the Youth is residing during aftercare will display. This section will draw data from the next placement record as recorded in SACWIS (whether is a home provider or another facility) or will pull in information as entered on the Support record labeled as the Discharge Caregiver (if the youth is no longer in custody of a child welfare agency/court or was a Direct / Out-of-State Placement). The system will also display any badges from SACWIS which may indicate the youth is On Leave or AWOL from their aftercare placement setting.

Discharge Location			
Provider: <Provider Name>	Placement Begin Date: MM/DD/YYYY	Contact: (123) 456-7890	City, State, ZIP: Columbustown, OH 43055-4821
<a href="#">ON LEAVE</a>	<a href="#">AWOL</a>		

### Action Items

The RTIS system will inform users when work items are due for the youth. The grid will display the due date of the task, an icon indicating how close the due date is to the current date, a message explaining what work item is due, the Youth's name and a manual Dismiss link. These alerts will include:

- **Creation of an Initial Discharge Plan is required.**  
The system will alert users the Initial Discharge Plan must be created within 1 business day of youth placement. When an Initial Discharge Plan has been created, the action item will be disposed.
- **Creation of a Monthly Review/Service Plan Review Discharge Plan is Required.**  
Every 30 calendar days after Initial Discharge Plan approval, the system will prompt users that a Review is due. After creation of the Review Discharge Plan, the action item will be disposed.
- **Monthly Contact Required**

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30 calendar days from the date of discharge, the system will notify users a monthly contact is required. Once a Contact record is placed in Completed status, the action items will be disposed.

- **The Discharge Plan must be provided to Discharge Caregiver.**  
Within 10 days from the date of discharge, users must enter the date a copy of the Discharge Plan was provided to the discharge caregiver. Once this entry is made, the action item will be disposed.

Icon Key:

- ✔ - Green check indicates the due date is at least 5 days away.
- ⚠ - Yellow warning triangle displays on items due within 3 days.
- ❗ - Red exclamation circle denotes the work item is overdue.

A supervisor may manually delete an Action Item by clicking on the Dismiss hyperlink. Upon closing the youth's Residential Treatment Episode, all existing Action Items will be dismissed.

Action Items				
04/09/2016	✔	<a href="#">Message</a>	Youth Name / ID: Lastname, Firstname / 00000000	<a href="#">Dismiss</a>
04/09/2016	⚠	<a href="#">Message</a>	Youth Name / ID: Lastname, Firstname / 00000000	<a href="#">Dismiss</a>

## Assigned Workers

The final section of the Youth Overview is the Assigned Workers grid, which will display the name of the assigned worker, their supervisor, Agency they are employed by, the corresponding placement dates and the date employee was assigned.

1. For a listing of all past assignments, click the **View Assignment History** hyperlink. The **Assignment History** page appears.
2. Click **Close** to return to the **Youth Overview**.

Assigned Workers				
<a href="#">View Assignment History</a>				
Worker	Supervisor	Facility Agency	Placement Begin / End Date	Assignment Begin Date
Wallace, Mia		<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY
Lastname, Firstname	Wallace, Mia	<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY
Lastname, Firstname	Wallace, Mia	<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY

# Navigating the Youth Overview and Youth Tools in RTIS

Ohio RTIS
Recent ▾
? Help ▾
Wallace, Mia ▾

Assignment History

Workload > Youth Overview

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

Assignment History

Worker	Supervisor	Facility Agency	Placement Begin / End Date	Assignment Begin / End Date
Wallace, Mia		<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY - MM/DD/YYYY
Lastname, Firstname	Wallace, Mia	<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY - MM/DD/YYYY
Lastname, Firstname	Wallace, Mia	<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY - MM/DD/YYYY
Lastname, Firstname	Wallace, Mia	<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY - MM/DD/YYYY
Lastname, Firstname	Wallace, Mia	<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY - MM/DD/YYYY
Lastname, Firstname	Wallace, Mia	<Facility Agency>	MM/DD/YYYY - MM/DD/YYYY	MM/DD/YYYY - MM/DD/YYYY

Close

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