

Creating an Initial Discharge Plan in Ohio RTIS

Ohio *RTIS*

Knowledge Base Article

Creating an Initial Discharge Plan in Ohio RTIS

Table of Contents

Overview	3
Navigating to and Creating the Initial Discharge Plan	3
Completing the Discharge Plan Overview Tab	4
Completing the Placement Services Tab	5
Reviewing/Entering Treatment Provided During Placement	6
Reviewing/Entering Medications.....	6
Reviewing/Entering Diagnosed Conditions	7
Entering Non-Clinical Services	7
Completing the Education Tab	18
Completing the Aftercare Services Tab	19
Completing Supports Tab	21
Routing/Approving the Discharge Plan.....	24
Reviewing the Discharge Plan List Page Actions	26

Creating an Initial Discharge Plan in Ohio RTIS

Overview

This article describes how to create an Initial Discharge Plan within the Residential Treatment Information System (Ohio RTIS).

Note: Ohio Administrative Code **5101:2-9-42 - Qualified residential treatment program (QRTP)** mandates the Discharge Plan is to be started within 1 business day of a youth's placement in a congregate care facility. When working with a youth placed by a child welfare agency/IV-E court, the placement setting record may not have been completed by that agency within that time. Within the **Youth Tool** of **Youth Placement History**, a **Placement Available Date** is recorded to indicate when the placing agency completed their placement setting record. This will allow those monitoring for compliance to know when the congregate care facility was first granted the ability to document information within Ohio RTIS.

While there are many data elements contained in the Discharge Plan, it has been designed to allow congregate care facilities the flexibility to enter in information as it best suits their needs, with only a few required fields. Within this article, the data fields which require an entry will be notated. Otherwise, users may leave these areas blank or allow system-generated data only to display.

Important: Do not create a Direct Placement record for any youth that is in the custody of a child welfare agency/IV-E court for the purposes of starting a Discharge Plan, as this will create duplicate Residential Treatment Episodes.

Navigating to and Creating the Initial Discharge Plan

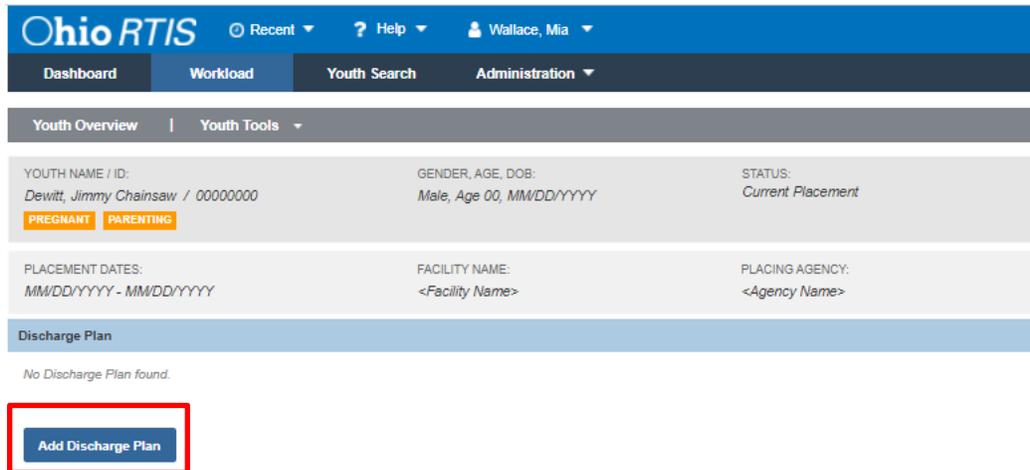
1. Navigate to the **Youth Overview** by choosing the Youth from the Assigned or Unassigned Workload screen, or perform a Youth Search for the individual whose Discharge Plan needs to be modified.
2. Click, **Youth Tools**.

The screenshot shows the Ohio RTIS user interface. At the top, there is a navigation bar with the logo 'Ohio RTIS', a 'Recent' dropdown, a 'Help' dropdown, and a user profile for 'ResidentialSupervisor, Raphael'. Below this is a main navigation menu with 'Dashboard', 'Workload', 'Youth Search', and 'Administration'. Under 'Youth Search', there are two sub-menus: 'Youth Overview' and 'Youth Tools', with 'Youth Tools' highlighted by a red box. The main content area displays fields for 'YOUTH NAME / ID', 'GENDER, AGE, DOB', 'STATUS: Current Placement', 'PLACEMENT DATES: 02/24/2021 -', 'FACILITY NAME', and 'PLACING AGENCY: County Juvenile Court'. Below these fields is a section titled 'Current Discharge Plan' which contains the text 'No Discharge Plan found.' At the bottom, there is an 'Action Items' section.

Creating an Initial Discharge Plan in Ohio RTIS

The **Youth Tools** screen appears.

3. Click, **Add Discharge Plan**.



The screenshot shows the Ohio RTIS interface. At the top, there is a navigation bar with 'Ohio RTIS' logo, 'Recent', 'Help', and 'Wallace, Mia'. Below this is a menu with 'Dashboard', 'Workload', 'Youth Search', and 'Administration'. The 'Youth Tools' section is active, showing 'Youth Overview' and 'Youth Tools'. The main content area displays youth information: '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' status indicators. Below this, there are fields for 'PLACEMENT DATES: MM/DD/YYYY - MM/DD/YYYY', 'FACILITY NAME: <Facility Name>', and 'PLACING AGENCY: <Agency Name>'. A 'Discharge Plan' section is visible, with the text 'No Discharge Plan found.' and a blue button labeled 'Add Discharge Plan' which is highlighted with a red rectangular box.

The **Discharge Plan Details** screen appears.

Completing the Discharge Plan Overview Tab

1. Enter the **Discharge Plan Begin Date** or choose the date from the calendar icon (required).
2. If the youth has multiple residential treatment episodes open in the system, the **Placement** drop down displays. . Select the Residential Treatment Episode for which the Discharge Plan is being created (required).
3. Enter the **Reason for Admission** in the text field (required).
4. Choose the **Discharge Caregiver Type** from the drop-down (required). At the time of initial discharge planning, that may not be known, so the option of Unknown / Not Yet Determined is available.
5. Enter any **Additional Discharge Information** in the text field.
6. In the page footer:
 - Click **Apply** to retain the entered information and remain on the current page, OR
 - **Save** to commit all information to the database and return to the Discharge Plan List page, OR
 - **Cancel** to erase all entered information and return to the Discharge Plan List page with no Discharge Record having been created.

Creating an Initial Discharge Plan in Ohio RTIS

Ohio RTIS Recent Help

Discharge Plan Details

Workload > Youth Overview > Discharge Plan

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

PLACEMENT DATES: MM/DD/YYYY - MM/DD/YYYY FACILITY NAME: <Facility Name> PLAN VERSION / STATUS: 1.00 / Approved (MM/DD/YYYY)

Discharge Plan Overview **Placement Services** Education Aftercare Services Supports Approval

Discharge Summary

Youth being placed from out-of-state: Yes Caretaker Structure: Caretaker Legal Guardian / Custodian: Dewitt, Robert Legal Guardian / Custodian 2:

Discharge Plan Begin Date: Placement:

Reason for Admission: (expand full screen)

4000 characters remaining

Plan for Youth After Discharge

Discharge Caregiver Type:

Additional Discharge Information: (expand full screen)

4000 characters remaining

Apply Save Cancel

To proceed to the next section of the Discharge Plan, click on the **Placement Services** tab. The **Placement Services** screen appears.

Completing the Placement Services Tab

Note: If the youth is in PCSA/IV-E Court custody, information entered in SACWIS may automatically populate in some areas of the Placement Services Tab. If the youth is a Direct Placement, congregate care facilities may enter information in the Treatment, Medications, Diagnosed Conditions and Education tabs as applicable through the Youth Profile.

Creating an Initial Discharge Plan in Ohio RTIS

Reviewing/Entering Treatment Provided During Placement

1. Review any existing treatment records for accuracy; if users are completing an Initial Discharge Plan, it is unlikely there will be data.
2. Click **Historical Treatments** to view additional records.
3. If a Vision, Medical, Mental Health, Specialist or Dental appointment recently took place and needs to be documented, click the **Update Treatments** button. User is navigated to the **Manage Medical Information>Treatment History** screen, where the appropriate record can be added, as well as any new Providers treating the youth. Please see the Knowledge Base Article, **Maintaining Youth Medical Information in Ohio RTIS** for instructions on creating a new **Treatment** record.
4. Enter **Additional Treatment Details or Barriers** in the text field.

Discharge Plan Overview **Placement Services** Education Aftercare Services Supports Approval

Treatment Provided During Placement

No Treatment Appointments recorded during this placement.

Historical Treatments ▾

Update Treatments

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

4000 characters remaining

Reviewing/Entering Medications

1. Review any existing medication records for accuracy. The system will pull forward any non-end-dated medication records that SACWIS (if the youth is in PCSA/IV-E Court custody) or Ohio RTIS currently has documented for the youth.
2. Click **Historical Medications** to view additional records.
3. Click **Update Medications** to enter any new records. User is navigated to the **Manage Medical Information>Medication** screen, where records can be added. Please see the Knowledge Base Article **Maintaining Youth Medical Information in Ohio RTIS** for instructions on creating a new **Medication** record.

Important: If the youth is in PCSA/IV-Court custody, please check with the placing agency prior to creating medication records as they may wish to enter these records after providing authorization for the youth to begin the medication.

Creating an Initial Discharge Plan in Ohio RTIS

Medications

Displaying Medication records updated since last Discharge Plan approval on MM/DD/YYYY.

Date Prescribed	Discontinue Date	Name / Dosage / Frequency	Psychotropic Medication
10/10/2020		ABC Medicine - 100mg / day	No
10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	Yes
10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	No

[Historical Medications](#) ▼

[Update Medications](#)

Reviewing/Entering Diagnosed Conditions

1. Review any existing diagnoses records for accuracy. The system will pull forward any non-end-dated diagnoses that SACWIS (if the youth is in PCSA/IV-E Court custody) or Ohio RTIS currently has documented for the youth.
2. Click on the **Historical Diagnosed Conditions** drawer to view additional records.
3. Click **Update Diagnosed Conditions** to enter any new records. User is navigated to the **Manage Person Profile>Characteristics** screen, where records can be added. Please see the Knowledge Base Article **Maintaining Youth Medical Information in Ohio RTIS** for instructions on creating a new Diagnosed Condition record.

Diagnosed Conditions

Displaying active Clinically Diagnosed Characteristics and those updated since last Discharge Plan approval on MM/DD/YYYY.

Diagnosis	Diagnosed By	Diagnosed Date	End Date
ADD	<Diagnosed By>	MM/DD/YYYY	MM/DD/YYYY
Cognitive Disability	<Diagnosed By>	MM/DD/YYYY	MM/DD/YYYY
Anxiety	<Diagnosed By>	MM/DD/YYYY	MM/DD/YYYY

[Historical Diagnosed Conditions](#) ▼

[Update Diagnosed Conditions](#)

Entering Non-Clinical Services

Note: Non-Clinical Services refer to those activities a facility engages the youth in which would not fall into the categories listed above of treatment, medication, or diagnoses. These might include services such as Independent Living or Tutoring. Entry of these services is not required.

1. Review any existing **Non-Clinical Services** records for accuracy. It is unlikely there will be data if users are completing an Initial Discharge Plan

Creating an Initial Discharge Plan in Ohio RTIS

2. Click on the **Ended Services** drawer to view additional records.
3. To add Non-Clinical Services, click the **Add Service** button. The **Service Status Details** page appears.

Non-Clinical Services

No Services have been recorded.

Ended Services ▾

Add Service

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

4000 characters remaining

4. Choose the **Service Category** that most closely aligns with the non-clinical service being documented (required).
5. Based on the selection in **Service Category**, the applicable values will populate in the **Service Type** drop-down. Choose the **Service Type** that most closely aligns with the non-clinical service being documented (required).
6. Choose a **Status** of the service. These values include **Needed**, **Scheduled**, **Referred** or **Provided** (required).

Ohio RTIS Recent ▾ ? Help ▾ Wallace, Mia ▾

Service Status Details

Workload > Youth Overview > Discharge Plan

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

<Aftercare/Placement> Status Details

Service Category: *
▾

Service Type: *
▾

Status: * ⓘ
▾

7. Based on the selection in the Status drop-down, additional data elements will appear on the screen:
 - **Needed** = The **Additional Information** text box will appear. Any applicable information can be entered about the need for this service.

Creating an Initial Discharge Plan in Ohio RTIS

<Aftercare/Placement> Status Details

Service Category: <Service Category> Service Type: <Service Type>

Status: * ⓘ
Needed ▾
 End Service

Appointment Date: * Time:
[Date Picker] [Time Picker] ▾
HH:MM AM/PM

Additional Information: [\(expand full screen\)](#)
[Text Area]
4000 characters remaining

- **Referred = Referral Date** field appears, along with the ability to link the Provider who the youth has been referred to (required). The **Additional Information** text box will appear. Any applicable information can be entered about the referral made for this service.

<Aftercare/Placement> Status Details

Service Category: <Service Category> Service Type: <Service Type>

Status: * ⓘ
Referred ▾
 End Service

Referred Date: *
[Date Picker]

Provider Information

No provider has been linked.

[Link Provider](#)

Additional Information: [\(expand full screen\)](#)
[Text Area]
4000 characters remaining

- **Scheduled = Appointment Date** and **Time** fields appear, along with the ability to link the Provider with whom the youth has an appointment (required). The **Additional Information** text box will appear. Any applicable information can be entered about the scheduled appointment for this service.

Creating an Initial Discharge Plan in Ohio RTIS

<Aftercare/Placement> Status Details

Service Category: <Service Category> Service Type: <Service Type>

Status: * ⓘ
Scheduled

Appointment Date: *
Time: HH:MM AM/PM

End Service

Provider Information

No provider has been linked.

Link Provider

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

4000 characters remaining

- **Provided = Provided Date** field appears, along with the ability to link the Provider with whom the youth has an appointment (required). The **Additional Information** text box will appear. Any applicable information can be entered about the provided service.

<Aftercare/Placement> Status Details

Service Category: <Service Category> Service Type: <Service Type>

Status: * ⓘ
Provided

Provided Date: *
Calendar icon

End Service

Provider Information

No provider has been linked.

Link Provider

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

4000 characters remaining

Apply Save Cancel

Creating an Initial Discharge Plan in Ohio RTIS

8. If the Status of **Referred**, **Scheduled** or **Provided** was selected, a Provider must be linked to the service. Click on the **Link Provider** button. The **Provider Match** screen appears.
9. The system will automatically pull forward the **Service Category** and **Service Type** that was chosen on the **Service Status Details** page, as well as the current date in the **Search Date** field.
10. Select **Available Counties** values to narrow the search for Providers located only within those areas, if desired. Click on each County name, and then click **Add** to move those values to the **Selected Counties** box (or **Add All** to pull over all counties in the State of Ohio). If a County is chosen in error, select the value to delete and then click **Remove** (or **Remove All** to clear the Selected Counties list).
11. Enter the **Provider ID**, if known. If this value is entered, there is no need to enter **Available Counties** or **Provider Name**, the system will ignore any other search criteria.
12. If **Provider ID** is not entered, type in the **Provider Name**.
13. Choose a **Sort by** option if desired, to order the result set.
14. Click **Search** to perform the **Search for Provider Match**, or **Clear Form** to erase all entered search criteria. If **Search** has been chosen, the **Search Results** grid will appear.
 - Click [link](#) next to the Provider Name / ID which matches the desired service provider. This will return the user to the Service Status Details page with the selected provider's information populated, OR
 - Click the **Close** button at any time to return to the **Service Status Details** page with no Provider information selected.

Note: The resulting list of Provider Names comes from entries made in the SACWIS database which match the Service Category and Service Type selected. Most every service provider in the State of Ohio should have an entry in the system. If the desired Provider is not found, modify the search criteria to widen the search or enter a '%' sign at the end of the Provider Name to allow for name variations. If the Provider still does not display in the search results, the user may request creation of a new entry for use by the Ohio RTIS system by contacting the Ohio RTIS/SACWIS Help Desk.

Creating an Initial Discharge Plan in Ohio RTIS

Provider Match

Workload > Youth Overview > Discharge Plan > Services

Search for Provider Match

Service Category:
<Service Category>

Service Type:
<Service Type>

Search Date:
MM/DD/YYYY

Available Counties: ?	Selected Counties:
<input type="text" value="Add All"/> <input type="text" value="Add"/>	<input type="text" value="Remove"/> <input type="text" value="Remove All"/> <input type="text" value=""/>
Option 1	
Option 2	
Option 3	

Provider ID: ?

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

Provider Name:

Sort by:

Creating an Initial Discharge Plan in Ohio RTIS

Search Results

Result(s) 1 to X of Y / Page 1 of Z

	Provider Name / ID	Provider Category	Current Primary Address	Services
link	The Village Network - Know County Children's Resource Center / 00000000	Residential	123 E Main St, Columbustown, OH 12345	Children's Residential Center
link	The Village Network - Know County Children's Resource Center / 00000000	Residential	123 E Main St, Columbustown, OH 12345	Children's Residential Center
link	The Village Network - Know County Children's Resource Center / 00000000	Residential	123 E Main St, Columbustown, OH 12345	Special Needs (20456)
link	The Village Network - Know County Children's Resource Center / 00000000	Residential	123 E Main St, Columbustown, OH 12345	Special Needs (20456)

< 1 ... 8 **9** 10 ... 20 >

[Generate Report](#)

[Close](#)

15. Upon return to the **Service Status Details** page with a Provider ID chosen, choose from the **Available Service Professionals** pusher box. This pusher box will contain a list of employees that have been associated with the Provider ID. Click on the name(s) to select, then choose **Add** which populates the name(s) in the **Selected Service Professionals** pusher box (or **Add All** to pull all listed names into the **Selected Service Professionals** pusher box). If the incorrect individual(s) are chosen, click their name(s) and select **Remove** (or **Remove All** to clear the **Selected Service Professionals** pusher box).

Note: If the desired Service Professional is not present to select, they may be added to the available list. Click on **Add Service Professional** button to create a new individual associated to this Provider ID. Users may also select **Manage Service Professionals**, which will navigate to the entire list of Service Professionals associated to this Provider ID and can be activated or de-activated if necessary. Please see the Knowledge Base Article, **Managing Service Professionals in Ohio RTIS** for more information on this functionality and instructions on how to perform these tasks.

Note: It may be that duplicate Provider IDs exist for the same Agency and the Service Professional has been added to a different Provider ID. During the **Search for Provider Match** process, if it was identified there were identical entries of the same Provider, users may choose the **Change Provider** button which will relaunch the **Search for Provider Match** page (This button may also be utilized if it is determined the incorrect Provider ID was returned to the **Service Status Details** page). Choose a different Provider ID to determine if the desired **Service Professional** was entered on the duplicate Provider ID.

Creating an Initial Discharge Plan in Ohio RTIS

Important: If users identify duplicate Provider IDs for the same agency during the search process, please contact the Ohio RTIS/SACWIS Help Desk. State users may merge the duplicates, which will then allow all Service Professionals employed by this agency to remain on one distinct Provider record.

Tip: If the same Provider ID is frequently linked to Discharge Plan Services, it may be advisable to record this ID for use in subsequent searches.

16. On the page footer:

- Click **Apply** to retain the entered information and remain on the same page OR
- Click **Save** to retain the entered information and return to the **Placement Services** tab with the new Non-Clinical Service record present OR
- Click **Cancel** to erase all entered information and return to the **Placement Services** tab with no retained Non-Clinical Service record information.

The screenshot shows the Ohio RTIS interface. At the top is a blue navigation bar with the logo and user information. Below it is a breadcrumb trail: Workload > Youth Overview > Discharge Plan. The main content area is divided into sections: 'Youth Information' (Name/ID, Gender/Age/DOB, Status), '<Aftercare/Placement> Status Details' (Service Category, Service Type, Status dropdown, Provided Date calendar, End Service checkbox), and 'Provider Information' (Provider Name/ID, Provider Address, Service Description). A 'Change Provider' button is located at the bottom left.

Ohio RTIS Recent Help Wallace, Mia

Service Status Details

Workload > Youth Overview > Discharge Plan

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

<Aftercare/Placement> Status Details

Service Category: <Service Category> Service Type: <Service Type>

Status: * Provided Provided Date: *

End Service

Provider Information

Provider Name / ID: <Provider> Provider Address: <Provider> Service Description: Group Therapy

Change Provider

Creating an Initial Discharge Plan in Ohio RTIS

The screenshot shows a web interface for adding service professionals. On the left, a panel titled "Available Service Professionals:" contains a search bar and two buttons: "Add All" and "Add". Below these are three entries, each with the text "Lastname, Firstname - (123) 456-7890". A red box highlights the "Add" button and the three entries. Below the panel are two buttons: "Add Service Professional" and "Manage Service Professionals". On the right, a panel titled "Selected Service Professionals:" contains a search bar and two buttons: "Remove" and "Remove All". Below the panel is a large empty text area with a "4000 characters remaining" indicator. At the bottom of the interface, a dark grey bar contains three buttons: "Apply", "Save", and "Cancel", which are highlighted with a red box.

17. On return to the Placement Services tab screen, repeat the process to add additional Non-Clinical Services as desired.

18. When finished, review the entirety of the Placement Services screen and make any necessary additions or edits, then choose the following from the page footer:

- Click **Apply** to retain the entered information and remain on the same page OR
- Click **Save** to retain the entered information and return to the **Discharge Plan List Page** OR
- Click **Cancel** to erase all unsaved information and return to the **Discharge Plan List Page** OR
- Choose the **Education** tab.

Creating an Initial Discharge Plan in Ohio RTIS

Ohio RTIS
Recent ▾
? Help ▾
Wallace, Mia ▾

Discharge Plan Details
 Workload > Youth Overview > Discharge Plan

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

PLACEMENT DATES: *MM/DD/YYYY - MM/DD/YYYY* FACILITY NAME: *<Facility Name>* PLAN VERSION / STATUS: *1.00 / Approved (MM/DD/YYYY)*

Discharge Plan Overview
Placement Services
Education
Aftercare Services
Supports
Approval

Treatment Provided During Placement

Displaying Treatment records updated since last Discharge Plan approval on MM/DD/YYYY.

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

[Historical Treatments](#) ▾

Update Treatments

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

4000 characters remaining

Medications

Displaying Medication records updated since last Discharge Plan approval on MM/DD/YYYY.

Date Prescribed	Discontinue Date	Name / Dosage / Frequency	Psychotropic Medication
10/10/2020		ABC Medicine - 100mg / day	No
10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	Yes
10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	No

[Historical Medications](#) ▾

Update Medications

Creating an Initial Discharge Plan in Ohio RTIS

Diagnosed Conditions

Displaying active Clinically Diagnosed Characteristics and those updated since last Discharge Plan approval on MM/DD/YYYY.

Diagnosis	Diagnosed By	Diagnosed Date	End Date
ADD	<Diagnosed By>	MM/DD/YYYY	MM/DD/YYYY
Cognitive Disability	<Diagnosed By>	MM/DD/YYYY	MM/DD/YYYY
Anxiety	<Diagnosed By>	MM/DD/YYYY	MM/DD/YYYY

[Historical Diagnosed Conditions](#) ▾

[Update Diagnosed Conditions](#)

Non-Clinical Services

[edit](#) Service Description: Vocational Services Status: Provided Provided Date: MM/DD/YYYY [↗](#) [🗑](#)

Provider: Cuyahoga County Division of Children and Family Services Provider Address: 123 Main St, Somewheresville, OH 12345-6789

Service Professional(s):
Lastname, Firstname - (123) 456-7890 **INACTIVE**
Lastname, Firstname - (123) 456-7890
Lastname, Firstname - (123) 456-7890

[edit](#) Service Category / Type: <Service Category> / <Service Type> Status: Needed [↗](#) [🗑](#)

[edit](#) Service Description: <Service Description> Status: Scheduled Appointment Date: MM/DD/YYYY [↗](#) [🗑](#)

Provider: Cuyahoga County Division of Children and Family Services Provider Address: 123 Main St, Somewheresville, OH 12345-6789

Service Professional(s):
Lastname, Firstname - (123) 456-7890

Ended Services ▾

[Add Service](#)

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

4000 characters remaining

[Apply](#) [Save](#) [Cancel](#)

Creating an Initial Discharge Plan in Ohio RTIS

The **Education** tab screen appears.

Completing the Education Tab

1. Review any existing **Education** records for accuracy.
2. To add Education records, click the **Update Education** button. The **Manage Education Information>School Profile** page appears. Please see the Knowledge Base Article **Managing Youth Education Information in Ohio RTIS** for instructions on creating Education records.
3. Enter **Additional Education Details** in the text field.
4. Click **Apply** to retain the entered information and remain on the same page OR
5. Click **Save** to retain the entered information and return to the **Discharge Plan List Page** OR
6. Click **Cancel** to erase all unsaved information and return to the **Discharge Plan List Page** OR
7. Click, **Aftercare Services** tab.

Discharge Plan Details

Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID: <i>Dewitt, Jimmy Chainsaw / 00000000</i>		GENDER, AGE, DOB: <i>Male, Age 00, MM/DD/YYYY</i>			
PLACEMENT DATES: <i>MM/DD/YYYY - MM/DD/YYYY</i>		FACILITY NAME: <i><Facility Name></i>	PLAN VERSION / STATUS: <i>1.00 / Approved (MM/DD/YYYY)</i>		
Discharge Plan Overview	Placement Services	Education	Aftercare Services	Supports	Approval
Education					
Preschool To Grade Twelve School History					
School Name	Category	District Name	Beginning Grade	Start Date	End Date
School Name	Primary	School District Name		MM/DD/YYYY	
School Name	Primary	School District Name		MM/DD/YYYY	MM/DD/YYYY

Creating an Initial Discharge Plan in Ohio RTIS

Postsecondary School History

School Name	Category	Start Date	End Date
Postsecondary School Name	Category	MM/DD/YYYY	
Postsecondary School Name	Category	MM/DD/YYYY	MM/DD/YYYY

Special Education Designation

- Youth enrolled in Special Education
- The Youth is incapable of attending school on a full-time basis due to the medical condition of the Youth as documented in person characteristics

Update Education

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

4000 characters remaining

Apply Save Cancel

The **Aftercare Services** screen appears.

Completing the Aftercare Services Tab

Aftercare Services are those services which will be recommended or set up for a youth when they leave the facility. The process to add Aftercare Services will mirror that of adding Non-Clinical Services. Please refer to the section [Entering Non-Clinical Services](#) for details.

1. Select the **Supports** tab.

Creating an Initial Discharge Plan in Ohio RTIS

Ohio RTIS Recent Help Wallace, Mia

Discharge Plan Details

Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000	GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY	
PLACEMENT DATES: MM/DD/YYYY - MM/DD/YYYY	FACILITY NAME: <Facility Name>	PLAN VERSION / STATUS: 1.00 / Approved (MM/DD/YYYY)

Discharge Plan Overview | Placement Services | Education | **Aftercare Services** | **Supports** | Approval

Aftercare Services

edit	Service Description: Cognitive Behavioral Therapy	Status: Provided	Provided Date: MM/DD/YYYY	
	Provider: Cuyahoga County Division of Children and Family Services	Provider Address: 123 Main St, Somewheresville, OH 12345-6789		
	Service Professional(s):			
	Lastname, Firstname - (123) 456-7890 INACTIVE			
	Lastname, Firstname - (123) 456-7890			
	Lastname, Firstname - (123) 456-7890			

edit	Service Description: <Service Description>	Status: Provided	Provided Date: MM/DD/YYYY	
	Provider: Cuyahoga County Division of Children and Family Services	Provider Address: 123 Main St, Somewheresville, OH 12345-6789		
	Service Professional(s)			
	Lastname, Firstname - (123) 456-7890			

edit	Service Category / Type: <Service Category> / <Service Type>	Status: Needed	
----------------------	--	--------------------------	--

[Ended Services](#) ▼

[Add Service](#)

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

4000 characters remaining

ApplySaveCancel

Creating an Initial Discharge Plan in Ohio RTIS

Completing the Supports Tab

The **Youth Supports** page appears.

Discharge Plan Details

Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID: <i>Dewitt, Jimmy Chainsaw / 00000000</i>		GENDER, AGE, DOB: <i>Male, Age 00, MM/DD/YYYY</i>			
PLACEMENT DATES: <i>MM/DD/YYYY - MM/DD/YYYY</i>	FACILITY NAME: <i><Facility Name></i>	PLAN VERSION / STATUS: <i>1.00 / Approved (MM/DD/YYYY)</i>			
Discharge Plan Overview	Placement Services	Education	Aftercare Services	Supports	Approval
Youth Supports					
edit	Firstname Lastname - <Relationship>	DISCHARGE CAREGIVER			
Contact:	(814) 555-5555	Address:	4020 E 5th Ave, Columbus, OH 43230	Date Discharge Plan Provided:	<input type="text"/>
edit	Firstname Lastname - <Relationship>	Contact:	(814) 555-5555	Address:	4020 E 5th Ave, Columbus, OH 43230
		Date Discharge Plan Provided:			<input type="text"/>
edit	Firstname Lastname - <Relationship>	Contact:	(814) 555-5555	Address:	4020 E 5th Ave, Columbus, OH 43230
		Date Discharge Plan Provided:			<input type="text"/>
Update Supports					

The system will automatically pull forward all **Active Supports** as entered in the **Supports Youth Tool**. Please reference the Knowledge Base Article **Entering Ohio RTIS Youth Supports** for further details on completing and maintaining these records.

2. To edit a **Youth Support** record, click **edit** next to the Support's Name. The **Support Person Details** screen appears.

Creating an Initial Discharge Plan in Ohio RTIS

<Add/Edit> Youth Support

Workload > Youth Overview > Supports

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

Support Person Details

Last Name: * First Name: * ACTIVE

Relationship to Youth: *
 Discharge Caregiver

Address:
4020 E 5th Ave, Columbus, OH 43230

Contact Type: *

Phone: Ext:

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

4000 characters remaining

Created in Error

3. Modify the Support Person Details record as needed. When finished,

- Click **Apply** to retain the entered information and remain on the same page OR
- Click **Save** to retain the entered information and return to the **Youth Supports** tab with the modified **Youth Support** record present OR
- Click **Cancel** to erase all modified information and return to the **Youth Supports** tab with no modified record information.

4. If applicable, enter the **Date Discharge Plan Provided** or choose date from the calendar icon.

To add additional Youth Support records to the Discharge Plan, click the **Update Supports** button.

Creating an Initial Discharge Plan in Ohio RTIS

Youth Overview | Youth Tools

YOUTH NAME / ID:
Dewitt, Jimmy Chainsaw / 00000000

PENDING PENDING

GENDER, AGE, DOB:
Male, Age 00, MM/DD/YYYY

STATUS:
Current Placement

PLACEMENT DATES:
MM/DD/YYYY - MM/DD/YYYY

FACILITY NAME:
<Facility Name>

PLACING AGENCY:
<Agency Name>

Youth / Supports

Youth Contact Information

edit Name:	Contact:	Address:
Lastname, Firstname	(614) 555-5555	4020 E 5th Ave, Columbus, OH 43230
DISCHARGE CAREGIVER		

Active Supports

	Name	Relationship	Contact	Address
edit	Lastname, Firstname	<Relationship>	(614) 555-5555	4020 E 5th Ave, Columbus, OH 43230
	DISCHARGE CAREGIVER			
edit	Lastname, Firstname	<Relationship>	(614) 555-5555	No Address has been recorded.
edit	Lastname, Firstname	<Relationship>	(614) 555-5555	4020 E 5th Ave, Columbus, OH 43230
edit	Lastname, Firstname	<Relationship>	(614) 555-5555	4020 E 5th Ave, Columbus, OH 43230

Inactive Supports

Include Created in Error

	Name	Relationship	Contact	Address
edit	Lastname, Firstname	<Relationship>	(614) 555-5555	4020 E 5th Ave, Columbus, OH 43230
edit	Lastname, Firstname	<Relationship>	(614) 555-5555	4020 E 5th Ave, Columbus, OH 43230
edit	Lastname, Firstname	<Relationship>	(614) 555-5555	4020 E 5th Ave, Columbus, OH 43230
edit	Lastname, Firstname	<Relationship>	(614) 555-5555	4020 E 5th Ave, Columbus, OH 43230

Add Youth Support

Activate / Deactivate Supports

5. Click the **Approval** tab.

Creating an Initial Discharge Plan in Ohio RTIS

Ohio RTIS Recent Help Wallace, Mia

Discharge Plan Details
Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000	GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY	
PLACEMENT DATES: MM/DD/YYYY - MM/DD/YYYY	FACILITY NAME: <Facility Name>	PLAN VERSION / STATUS: 1.00 / Approved (MM/DD/YYYY)

Discharge Plan Overview Placement Services Education Aftercare Services Supports **Approval**

Youth Supports

The **Discharge Plan Approval** page screen appears.

Routing/Approving the Discharge Plan

1. The Approval header will contain either a list of required tasks needing to be completed before approval can be processed (View A), or a message *This Discharge Plan is ready for approval.* (View B).
2. If errors are present, return to the applicable tab of the Discharge Plan and correct the data. Continue this process until View B is obtained.

With Errors - View A

Discharge Plan Details
Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000	GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY	
PLACEMENT DATES: MM/DD/YYYY - MM/DD/YYYY	FACILITY NAME: <Facility Name>	PLAN VERSION / STATUS: 1.00 / Approved (MM/DD/YYYY)

Discharge Plan Overview Placement Services Education Aftercare Services Supports Approval

Approval

! Correct the errors below before submitting the Discharge Plan for approval.

Discharge Plan Overview:

- Discharge Plan Begin Date is required
- Reason for Admission is required

Supports:

- At least one Discharge Caregiver Support is required

Close

Creating an Initial Discharge Plan in Ohio RTIS

Ready for Approval - View B

Discharge Plan Details

Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000		GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY			
PLACEMENT DATES: MM/DD/YYYY - MM/DD/YYYY	FACILITY NAME: <Facility Name>	PLAN VERSION / STATUS: 1.00 / Approved (MM/DD/YYYY)			
Discharge Plan Overview	Placement Services	Education	Aftercare Services	Supports	Approval
Approval					
<i>This Discharge Plan is ready for approval.</i>					
Submit for Approval					
Close					

3. The **Submit for Approval** button will be present when all Discharge Plan requirements have been satisfied. On click, the Process Approval screen will appear.
4. Choose an Action to either Approve-Final the Discharge Plan if you have the role of Ohio RTIS Supervisor, or choose Route if you have the role of Ohio RTIS Worker and final approval is granted by a supervisor. If you have received the Discharge Plan record for approval, but further work is needed, you may mark the record Decline for Re-Work and return it to the employee for revision.
5. Select the applicable person from the list in the **Approvers**. Choose the supervisor's name to send the plan for final approval, or choose your own name if you have security to complete the final approval.
6. **Comments** may be entered as applicable.
7. Click **Save** to confirm the Action selected, or click **Cancel** to return to the Discharge Plan list page with no approval action taken.

Creating an Initial Discharge Plan in Ohio RTIS

Ohio RTIS Recent Help Wallace, Mia

Process Approval
Workload > Approvals

Work Item

Youth ID: 00000000	Youth Name: Charlesworth-Dewitt, Janey Hacksaw	
Task ID: 00000000	Task Type: Discharge Plan	Status: Pending Approval

Routing / Approval Action

Action: *

Comments:
2000 characters remaining

Approvers:

Save Cancel

Reviewing the Discharge Plan List Page Actions

The following actions can be performed on the Discharge Plan list page:

1. To create a copy of an existing Discharge Plan, click the report icon (). This copy can be used as the basis for a new Monthly Review, Service Plan Review, Aftercare Update or Closure Discharge Plan. On click, the Discharge Plan Overview - Review Details screen of the new record will appear.
2. To print a discharge plan report, click the copy icon (). The parameters page of the Discharge Plan report will appear.
3. If a Discharge Plan record is in draft status and the user wishes to delete it, click the delete icon (). On click, the record will be deleted.

Creating an Initial Discharge Plan in Ohio RTIS

Ohio RTIS

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Dashboard
Workload
Youth Search
Administration

Youth Overview
Youth Tools

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>
PREGNANT PARENTING		

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

	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	
Discharge Plan History ▼							
view review	MM/DD/YYYY	MM/DD/YYYY	<Facility Name>	MM/DD/YYYY MM/DD/YYYY	2.00	Initial Approved (MM/DD/YYYY)	
view	MM/DD/YYYY	MM/DD/YYYY	<Facility Name>	MM/DD/YYYY MM/DD/YYYY	1.01	Closure Approved (MM/DD/YYYY)	
Discharge Plan History ▼							

[Add Discharge Plan](#)

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