

Ohio RTIS General Application Navigation

Ohio *RTIS*

Knowledge Base Article

Ohio RTIS General Application Navigation

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Ohio RTIS General Application Navigation

Overview

This document provides information about the Residential Treatment Information System (RTIS) for a youth placed in a Residential Treatment Program.

Ohio RTIS is navigated in a similar way to Web-based, online forms. The application appears in a Web browser. The forms in the application contain many of the field and navigation features seen in PC or Web-based applications.

Note:

DO NOT open more than one browser window or tab of Ohio RTIS at a time. Multiple concurrent sessions of Ohio RTIS can potentially cause data corruption and sensitive information to be attached to the wrong case or child.

(If you want to copy narratives from one record to another, copy the text and paste it in a Word or text file. Then copy it from the Word or text file and paste it into the new location.)

Navigating within Ohio RTIS

The browser's navigation bar appears above the Ohio RTIS menu. Remember, the tools in the browser are used for navigating the Internet or an Intranet. These tools do not control the functions within Ohio RTIS and should not be used while you're in the system.

Important: DO NOT use the Back and Forward buttons in your browser's navigation bar. Use only the buttons and links within the application screen to move from one screen to another. Use only the log off link to close Ohio RTIS, not the X in your web browser window.

Important: To navigate in Ohio RTIS, you will click the buttons, or select from the links provided on the screen. To get out of a record, or off a screen, you will select from the buttons. **You must use these as alternatives to the Back arrow, or button:**

- Click the **Apply** button. This applies the data entered to the record, takes you to the top of the screen within the record so you can continue in the process task.
- Click the **Save** button. This saves the data entered to the record and takes you out of the record.
- Click the **Cancel** button and click OK in the dialog box. This returns you to the previous screen, or the filter/list screen without changing any data.
- Click the **Close** button. The returns you to the previous screen (see Apply, Save, Cancel, Close.)

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Header and Footer

Regardless of where you are in Ohio RTIS, certain buttons and links always appear at the top and bottom of the screen. These are the header and footer links and buttons. Each button has links that navigate to specific areas within the button selected.

If you are entering information on a screen, and want the information saved to the record, be sure to click the save button before clicking on the options in the header, footer, or another primary tab, or navigation link.

The Dashboard Screen

When you first login, you arrive at the **Dashboard** tab, or **Dashboard** screen. You can also return to this screen from any screen by clicking the **Dashboard** tab or header button. The **Dashboard** screen allows you to view messages; and navigate Action Items and Pending Approvals.

The Dashboard screen displays three additional tabs:

To navigate the Ohio RTIS Dashboard, complete the following steps:

Navigating the Ohio RTIS Dashboard Recently Accessed Drop Down

1. From the **Ohio RTIS Dashboard** screen, click the **Recent** drop-down menu.

The **Recently Accessed** dropdown screen appears displaying the last 15 records with most recently accessed record at the top of the list.

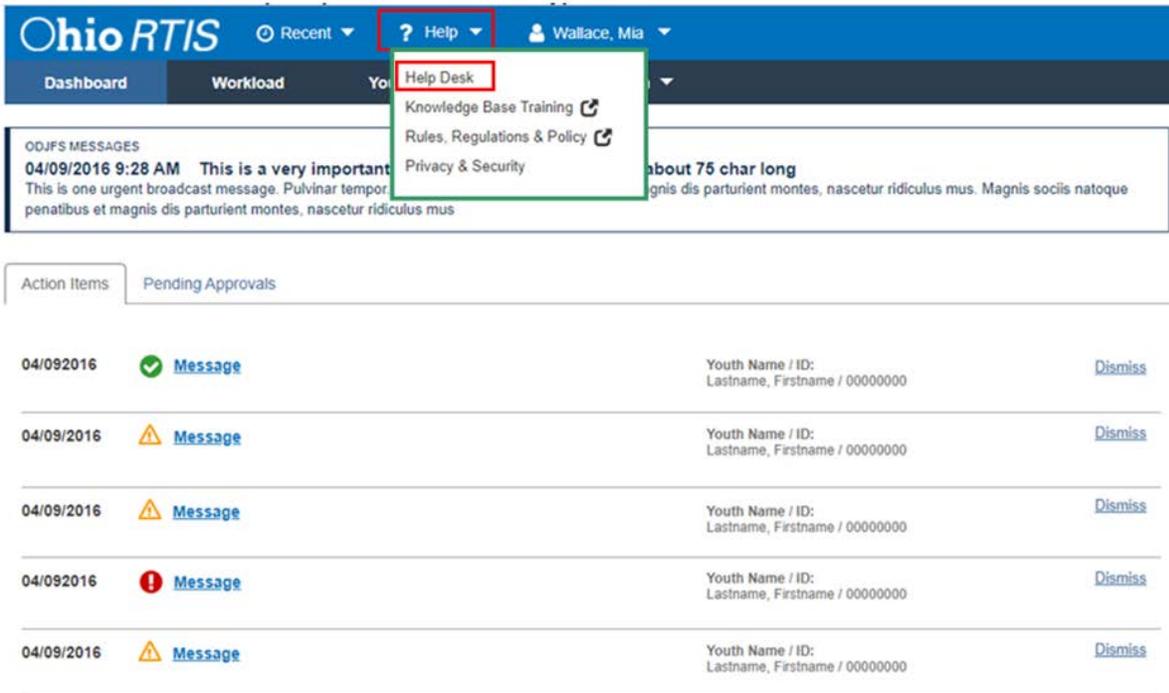
The screenshot shows the Ohio RTIS Dashboard interface. At the top, there is a blue header bar with the 'Ohio RTIS' logo, a 'Recent' dropdown menu (highlighted with a red box), a 'Help' icon, and a user profile for 'Wallace, Mia'. Below the header, the dashboard is divided into several sections. On the left, there are 'ODJFS MESSAGES' and 'Action Items' sections. The 'Action Items' section shows a list of messages with dates and status icons (green checkmark, yellow warning triangle, red exclamation mark). The 'Recently Accessed' dropdown menu is open, showing a list of 15 records, each with the name 'Dewitt, Jimmy Chainsaw' and a 'Person ID' of '00000000'. On the right side of the dashboard, there is a section for 'Youth Name / ID' with a 'Dismiss' link for each record.

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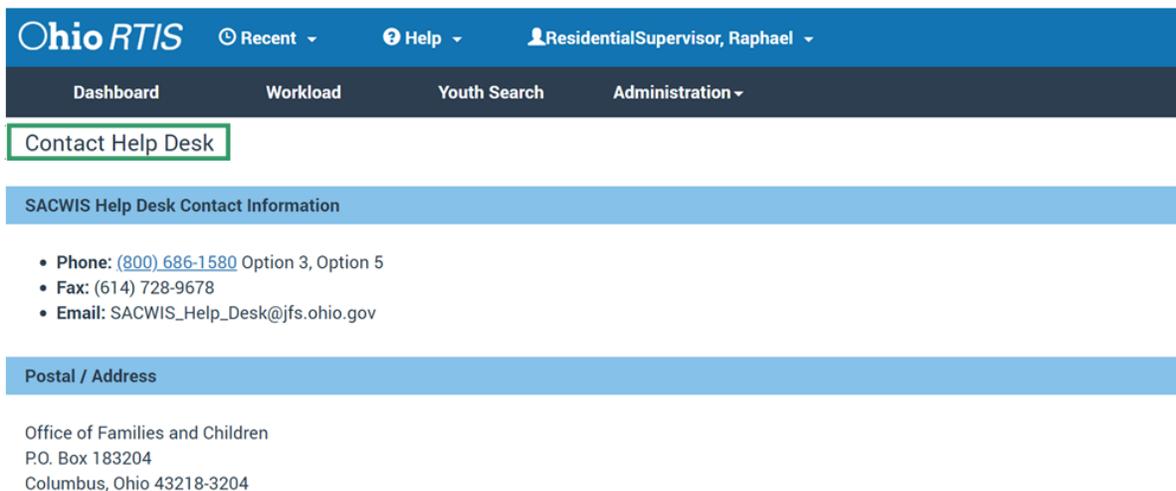
Navigating the Ohio RTIS Dashboard Help Drop-Down Screen

Note: Ohio RTIS Users will contact the SACWIS Help Desk for assistance with Ohio RTIS.

1. From the **Ohio RTIS Home** screen, click **Help**.
2. The Help drop-down menu appears, displaying access to Help Desk, Knowledge Base Training, Rules, Regulations & Policy, and Privacy & Security.
3. Select **Help Desk** from the **Help** drop-down menu.



The **Contact Help Desk** grid appears.



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If you select **Knowledge Base and Training** from the **Help** drop-down menu:

The SACWIS Knowledge Base and Web Based Training will appear as you will be navigated to <https://jfskb.com/sacwis/>.

If you select **Rules, Regulation & Policy** from the **Help** drop-down menu:

The Policy Directory for Ohio SACWIS Users will appear as you will be navigated to <https://emanuals.jfs.ohio.gov/FamChild/FCASM/>.

If you select **Privacy & Security** from the **Help** drop-down menu:

The Ohio RTIS Privacy & Security message will appear.

The screenshot shows the Ohio RTIS interface with the 'Privacy & Security' message displayed. The message text reads: "By accessing and using this computer system, you are consenting to system monitoring for network administration and security purposes. Anyone who attempts to gain unauthorized access to, or exceed authorized access to this system could be subject to criminal and civil penalties and/or administrative action. If you are aware of any such unauthorized activities, it is your responsibility to notify your agency system administrator IMMEDIATELY!"

Navigating the Ohio RTIS Dashboard Employee Drop-down Screen

1. From the **Ohio RTIS Home** screen, click the **Employee** drop-down menu.

The Employee's Name will display along with the logged in agency, environment, and version. The Employee's last login will display. (See RM48L, RTIS Log In for information on Switch Profile and Log Off).

The screenshot shows the Ohio RTIS dashboard with the employee drop-down menu open. The menu options are: "<Agency Name> Environment + Version", "Last Login: MM/DD/YYYY 00:00", "Switch Profile", and "Log Off". Below the menu, there is a list of messages with columns for date, status, message text, and a "Dismiss" link.

Date	Status	Message	Youth Name / ID	Action
04/09/2016	✓	Message	Lastname, Firstname / 00000000	Dismiss
04/09/2016	⚠	Message	Lastname, Firstname / 00000000	Dismiss
04/09/2016	⚠	Message	Lastname, Firstname / 00000000	Dismiss
04/09/2016	❗	Message	Lastname, Firstname / 00000000	Dismiss
04/09/2016	⚠	Message	Lastname, Firstname / 00000000	Dismiss

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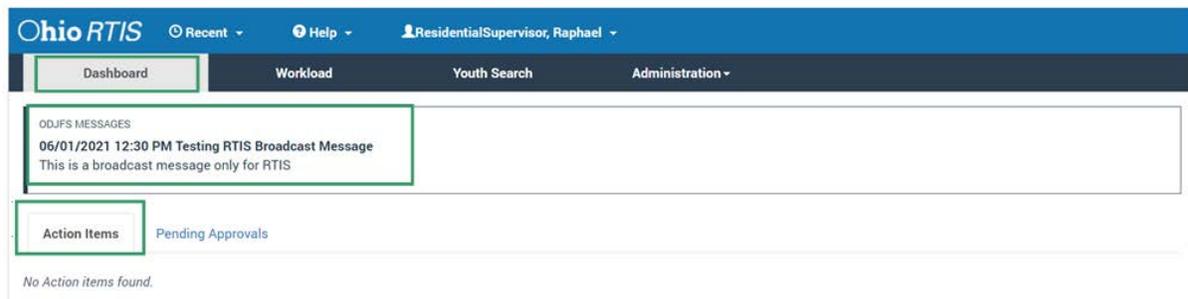
Navigating the Ohio RTIS Dashboard Tab

From the **RTIS Home** Screen

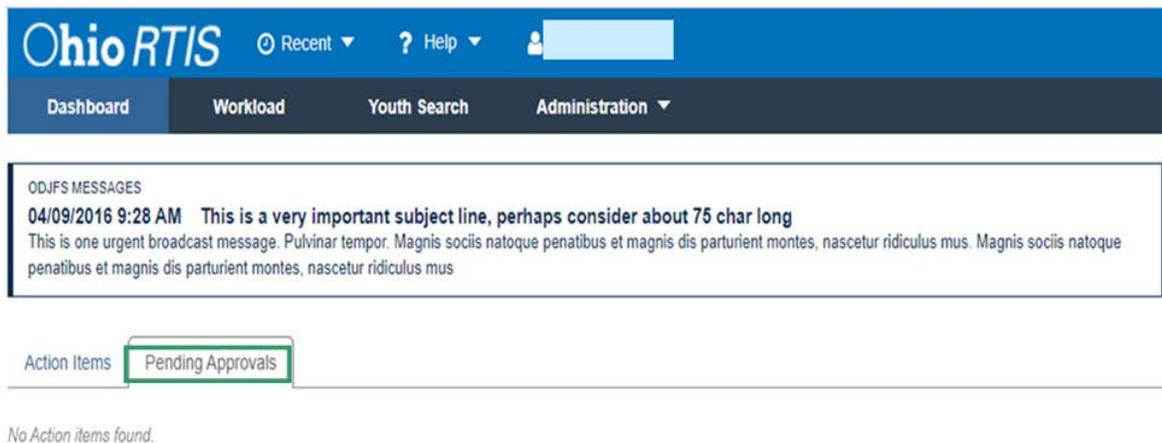
1. Click the **Dashboard** Tab.

The Dashboard will display the ODJFS Broadcast Messages and any Action Items or Pending Approvals associated to the logged-in Employee.

- Ohio RTIS Dashboard Broadcast Message – Broadcast messages will be posted by State Staff to alert you of any known system issues, planned outages, and other important information that needs to be shared with all Ohio RTIS users.
- Ohio RTIS Dashboard Action Items – Action items will list any work items that are nearing their due date and any past due items.



Ohio RTIS Dashboard Pending Approvals – The pending approvals screen will list any work items you have routed to a supervisor for approval or any work items that have been routed to you for approval as a supervisor. (See the Knowledge Base Article titled [blah blah bla] for more information on routing work items for approval)



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