

# Viewing Ohio Residential Treatment Information



**Knowledge Base Article**

# Viewing Ohio Residential Treatment Information

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# Viewing Ohio Residential Treatment Information

## Overview

This article provides step-by-step instruction for viewing a child's Residential Treatment Information when they are placed in a Congregate Care Placement Setting or Qualified Residential Treatment Program (QRTP).

Person records are shared between Ohio RTIS and Ohio SACWIS. Basic information such as demographics, as well as Education records are always accessible from both systems. When the Youth is in PCSA/Title IV-E Court Custody, and placed into a QRTP, Person Characteristics and Medical records automatically populate in Ohio RTIS, and pull into the Discharge Plan. Likewise, any such records entered into Ohio RTIS will be available in Ohio SACWIS as well. If the youth is in a Direct Placement, (meaning placed by a parent/custodian, or via ICPC), Ohio RTIS will not display any existing Person Characteristics or Medical records in Ohio SACWIS. With a Release of Information recorded in Ohio RTIS, Delinquency Information recorded in Ohio SACWIS, if any, will display in Ohio RTIS. Congregate care facilities may enter Treatment, Medications, Diagnosed Conditions, and Education information to pull into the Discharge Plan.

**Important:** For a youth in a Direct Placement, a Title IV-E Agency will not have access to the Discharge Plan.

**Note:** Safety Hazards and Person Reference Numbers are never shared between Ohio SACWIS and Ohio RTIS; they can only be accessed in the system in which they were entered.

All information in this section is read only. All information displayed in this section displays exactly as recorded in the Ohio RTIS System.

**For a Title IV-E Agency to view Discharge Plan and Contact Information, the record must have been Final-Approved or Completed in RTIS. Otherwise, the full record will not be viewable.**

## Viewing a Discharge Plan

1. From the Ohio SACWIS home page, navigate to the **Case Overview** screen.
2. Click, **Residential Treatment Information** in the navigation pane.

# Viewing Ohio Residential Treatment Information

The screenshot shows a web application interface for viewing residential treatment information. At the top, there are navigation tabs: Home, Intake, Case (highlighted), Provider, Financial, and Administration. Below these are sub-tabs: Workload (highlighted), Court Calendar, and Placement Requests. A left-hand navigation menu includes options like Case Overview, Activity Log, Attorney Communication, Intake List, Forms/Notices, Substance Abuse Screening, Ongoing Case All, Specialized All Tool, Law Enforcement, Justification/Waiver, Case Services, Legal Actions, Legal Custody/Status, Living Arrangement / Guardianship, Initial Removal, Potential Adoptive Families, Child Recruitment, Pre-Adoptive Staffing/Matching Conference, Placement/ICCA, Residential Treatment Information (highlighted), and Independent Living. The main content area displays case details for an adoption case. Case Name / ID: Sacwis, Susie / 123456. Adoption Open (11/21/2022). Address: 123 Test Rd, Test Oh 12345. CONTACT: (empty). AGENCY: Test County Children Services Board. PRIMARY WORKER: Assign Worker. SUPERVISOR(S): (empty). Below the details is a 'Case Actions' section with links: View Member Details, Access Original Case, Program Categories, Case Status History, View Adoption Subsidies. At the bottom, there are four buttons: Action Items, Case Alerts, Dashboard, and Assignments / Eligibility.

The Residential Treatment Information screen appears.

## Understanding the Discharge Plan Information

- **Youth Name / ID:** This will display the youth(s) that is in PCSA Custody within the case placed in a Congregate Care (QRTP) Placement Setting. Clicking the Person Name hyperlink will navigate the user to the Ohio SACWIS Person Profile record.
- **Discharge Plan Begin Date:** This will display the Begin Date of the Discharge Plan Series as entered on the Initial Discharge Plan in Ohio RTIS.
- **Created Date:** This date is the date this particular plan was created, not approved.
- **Facility:** This is the name of the Recommending Agency.
- **Placement Begin / End Date:** This begin date (and end date as applicable) is specific to the Congregate Care (QRTP ) Placement that was the direct need for the Discharge Plan.
- **Plan Version:** This displays the Discharge Plan version number.
- **Type / Staus:** This will display the Discharge Plan Type (Initial, Monthly Review, or Closure) and the Plan Status (Approved) and Approved Date.

## Viewing Ohio Residential Treatment Information

- **Discharge Plan Report Link**  : This will generate the Desired Discharge Plan Report.

1. Click the **Discharge Plan History** drawer.

Discharge Plans								
	Youth Name / ID	Discharge Plan Begin Date ⓘ	Created Date	Facility	Placement Begin / End Date	Plan Version	Type / Status	
<a href="#">view</a>	Sacwis, Susie	07/19/2021	04/03/2023	Test Facility	07/19/2021 06/01/2022	1.01	Closure Approved 04/03/2023	
<b>Discharge Plan History</b> ▾								

The **Discharge Plan History** drawer will expand to display a drop-down list of the prior Discharge Plans in this plan series.

2. Click **view** beside the Plan you wish to see.

Discharge Plans								
	Youth Name / ID	Discharge Plan Begin Date ⓘ	Created Date	Facility	Placement Begin / End Date	Plan Version	Type / Status	
<a href="#">view</a>	Sacwis, Susie	07/19/2021	04/03/2023	Test Facility	07/19/2021 06/01/2022	1.01	Closure Approved 04/03/2023	
<b>Discharge Plan History</b> ▲								
<a href="#">view</a>	Created Date:	Plan Version:	Type:	Status:				
	02/14/2022	1.00	Initial	Approved (02/22/2022)				

The **Discharge Plan Details** screen appears.

### Viewing the Discharge Plan

The **Discharge Plan Details** screen appears. The 1<sup>st</sup> Tab, **Discharge Plan Overview**, is displayed.

**Note:** All information displayed remains Read Only. The information has been recorded in the RTIS System for the child/youth. If information is not present, then there is no information recorded for that section in the Ohio RTIS System.

# Viewing Ohio Residential Treatment Information

## Discharge Plan Details

YOUTH NAME / ID: Sacwis, Susie / 123456		AGE, DOB: 16, 09/07/2007		
PLACEMENT DATES: 06/24/2022 -	FACILITY NAME: Test Facility	PLAN VERSION / STATUS: 1.00 / Approved (04/28/2023)		
Overview	Placement Services	Education	Aftercare Services	Supports

## Discharge Summary

Youth being placed from out-of-state: No	Caretaker Structure:	Legal Guardian / Custodian:	Legal Guardian / Custodian 2:
Discharge Plan Begin Date: 11/17/2021			
Reason for Admission: <a href="#">(expand full screen)</a> TEST			

## Plan for Youth After Discharge

Discharge Caregiver Type: Test Residential Center			
Discharge Facility			
Provider: Test Provider	Provider ID: 28560395	Contact: (123) 456-7899	City, State, ZIP: 111 Test Rd Test Oh 12345
Additional Discharge Information: <a href="#">(expand full screen)</a> TEST			

1. Click the **Placement Services** Tab.

## Discharge Plan Details

YOUTH NAME / ID: Sacwis, Susie / 123456		AGE, DOB: 16, 09/07/2007		
PLACEMENT DATES: 06/24/2022 -	FACILITY NAME: Test Facility	PLAN VERSION / STATUS: 1.00 / Approved (04/28/2023)		
Overview	Placement Services	Education	Aftercare Services	Supports

The **Placement Services** Tab screen displays.

# Viewing Ohio Residential Treatment Information

Overview **Placement Services** Education Aftercare Services Supports

## Treatment Provided During Placement

Service Start Date	Service End Date	Primary Service Type	Treatment Type	Provider Name / ID	Hospitalization
07/08/2022		Consultation	Dental		
07/14/2022		Referral	Medical		

Historical Treatments ▼

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

## Medications

Date Prescribed	Discontinue Date	Name / Dosage / Frequency	Psychotropic Medication
01/23/2023		Vitamin D - 1,000 IU	No
04/25/2023			Yes

06/30/2022	12/16/2022	Seroquel (Quetiapin	Yes
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Close

## 2. Click the Education tab.

Overview Placement Services **Education** Aftercare Services Supports

## Treatment Provided During Placement

The Education Tab screen displays.

Overview Placement Services **Education** Aftercare Services Supports

## Education

### Preschool To Grade Twelve School History

School Name	Category	District Name	Beginning Grade	Start Date	End Date
Test School 1			Eighth	08/22/2022	
Test School 1			Seventh	11/22/2021	05/27/2022

### Postsecondary School History

No school information exists.

### Special Education Designation

No Special Education Designation has been assigned.

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

Close

# Viewing Ohio Residential Treatment Information

3. Click the **Aftercare Services** tab.



The **Aftercare Services** tab displays.



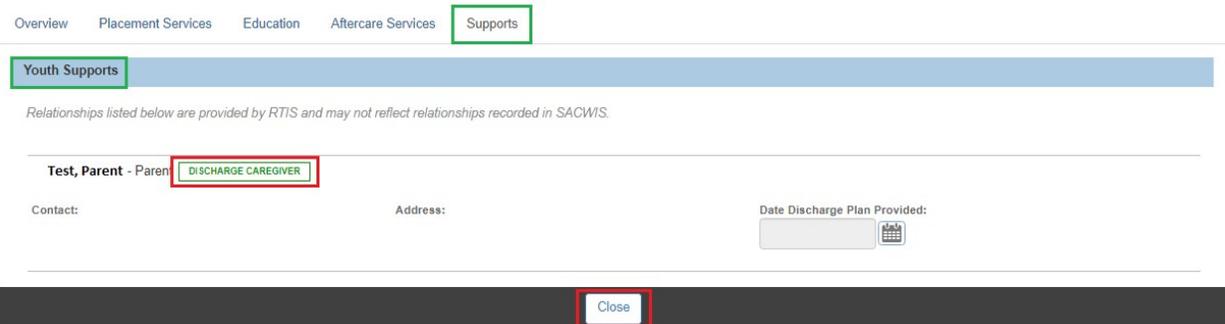
4. Click the **Supports** Tab.



The **Supports** Tab displays.

**Note:** The Discharge Caregiver Badge will display beside the name(s) of individual(s) indicated as the Discharge Caregiver(s) in Ohio RTIS.

5. Click, **Close**.



## Viewing Ohio Residential Treatment Information

The **Residential Treatment Information** screen appears.

6. Click the **Contacts** tab.

The screenshot shows a web interface for viewing residential treatment information. At the top, there is a header bar with the following details: 'CASE NAME / ID: Sacwis, Susie', 'Ongoing Open (04/09/2021)', and a red 'HAZARD' label. Below the header, there are two tabs: 'Discharge Plans' and 'Contacts', with 'Contacts' being the active tab. Underneath the tabs is a section titled 'Discharge Plan Filter Criteria'. This section contains a dropdown menu labeled 'Youth Name:' and a checkbox labeled 'Include Discharge Plans for inactive members'.

The **Contacts** tab screen appears.

### Understanding the Contact Information

**Note:** The Contact record is similar to a Ohio SACWIS Activity Log; in the Ohio RTIS system, these records are called Contacts.

- **Youth Name / ID:** This will display the youth(s) that is in PCSA Custody within the case placed in a Congregate Care (QRTP) Placement Setting. Clicking the Person Name hyperlink will navigate user to the Ohio SACWIS Person Profile record.
- **Contact Date:** This will display the date the Contact was recorded.
- **Category:** This will display the Type of Category recorded for the Contact record (visit, etc...)
- **Contact Type:** This will display the Contact Type recorded for the Contact record (examples... )
- **Created By:** This will display the name of the Ohio RTIS worker that recorded the Contact record.
- **Facility Agency:** This will display the name of the Facility Agency that approved the Congregate Care (QRTP) Placement setting record.

# Viewing Ohio Residential Treatment Information

Discharge Plans **Contacts**

## Contacts Filter Criteria

Category:

Date Range:

  -  

From Date

To Date

Youth Name:

Facility Agency:

Filter

Clear Form

## Contacts

Youth Name / ID	Contact Date	Category	Contact Type	Created By	Facility Agency
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## Viewing the Contact Records

From the **Contacts** tab page:

1. **Filter** to find the desired Contact record (optional).

Discharge Plans **Contacts**

## Contacts Filter Criteria

Category:

Date Range:

  -  

From Date

To Date

Youth Name:

Facility Agency:

Filter

Clear Form

## Contacts

**Note:** The **Contact Record Report Link**  will generate the desired Contact record Report.

2. Click **view** for the desired Contact record.

# Viewing Ohio Residential Treatment Information

Contacts							
	Youth Name / ID	Contact Date	Category	Contact Type	Created By	Facility Agency	
<a href="#">view</a>	Sacwis, Susie / 123456	03/13/2023	Monthly Contacts	Face to Face			
Supports: Test, Adult							

The **View Contact Details** screen appears.

**Note:** This screen is read only. It displays the information recorded in the Ohio Residential Treatment Information System (Ohio RTIS).

[View Contact Details](#)

YOUTH NAME / ID: Sacwis, Susie / 123456      AGE, DOB: 17, 05/09/2006

**Contact Details**

Facility Agency: Test Facility

Contact Date: 03/13/2023      Contact Duration: 1 hour

Category: Monthly Contacts

Available Supports:

Test, Adult 1
Test, Child 1

Selected Supports:

Test, Adult 2
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**Contact Types**

Available Contact Types:

Email
Fax
General
Letter From
Letter to
Other

Selected Contact Types:

Face to Face
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Close

If you have additional questions pertaining to this Deployment Communication, please contact the [Customer Care Center](#).