

Recording a Release of Information



Knowledge Base Article

Recording a Release of Information

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Recording a Release of Information

Overview

This article describes how to record receipt of a Release of Information in the Residential Treatment Information System (RTIS) to grant access to any Delinquency records that may exist in the Statewide Child Welfare Information System (SACWIS) for a youth in a Direct Placement.

When a Public Children Services Agency (PCSA) or Title IV-E Juvenile Court holds custody and has placed the youth into residential treatment, all delinquency, characteristics, and medical information is automatically shared between SACWIS and RTIS without a Release of Information.

This functionality will be used only when the youth is in a Direct Placement and the custodian has signed a Release of Information allowing access to the youth's SACWIS data. The only records that become available in RTIS with a Release of Information are Delinquency records.

Without a Release of Information, the only records that will be available for a youth in a Direct Placement will be those which have been entered in RTIS.

Navigating to Medical Information

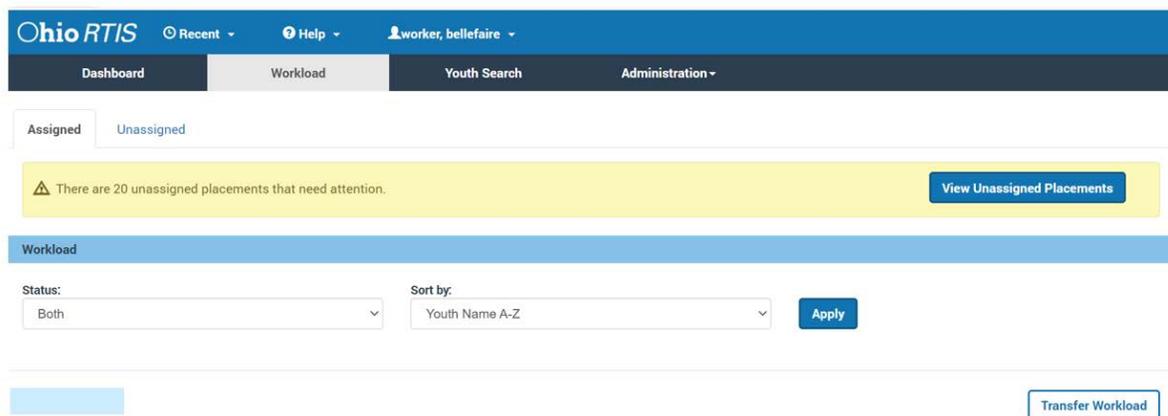
1. From the RTIS **Dashboard**, click **Workload**.



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 are sub-tabs: Youth Overview and Youth Tools (which is expanded). The main content area displays fields for Youth Name / ID, Gender, Age, DOB, Status (Current Placement), Placement Dates (03/08/2021 -), Facility Name (Adams RTIS CRC script), and Placement Source (Direct / Out-of-State Placement). Below this 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 shows one entry for County Children Services Board with Placement Begin / End Date 03/08/2021 - and Assignment Begin Date 03/15/2021.

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

2. Click **Release of Information**.

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The screenshot shows the Ohio RTIS user interface. At the top, there is a navigation bar with 'Ohio RTIS', 'Recent', 'Help', and a user profile for 'ResidentialSupervisor, Rosie'. Below this is a main menu with 'Dashboard', 'Workload', 'Youth Search', and 'Administration'. Under 'Youth Search', there are sub-links for 'Youth Overview' and 'Youth Tools'. The 'Youth Tools' link is highlighted with a green box. Below the navigation, there are links for 'Youth Overview', 'Youth Profile', 'Youth Placement History', and 'Release of Information', with the last one highlighted in a red box. The main content area displays fields for 'YOUTH NAME / ID', 'GENDER, AGE, DOB', 'STATUS: Current Placement', 'PLACEMENT DATES: 05/25/2021 -', 'FACILITY NAME: The Buckeye Ranch', and 'Direct / Out-of-State Placement'. Below this, there are sections for 'Current Discharge Plan' (No Discharge Plan found), 'Action Items' (No Action items found), and 'Assigned Workers' (View Assignment History). A table shows the assigned worker 'ResidentialSupervisor' for 'The Buckeye Ranch, Inc.' with placement dates from 05/25/2021 to 05/25/2021.

The **Release of SACWIS Information to RTIS** screen appears.

3. Click **Add Release of Information**.

The screenshot shows the 'Release of SACWIS Information to RTIS' screen. At the top, there is a navigation bar with 'Youth Overview' and 'Youth Tools'. Below this, there are fields for 'YOUTH NAME / ID', 'GENDER, AGE, DOB', 'STATUS: Current Placement', 'PLACEMENT DATES: 05/25/2021 -', 'FACILITY NAME: The Buckeye Ranch', and 'Direct / Out-of-State Placement'. Below this, there is a section for 'Release of SACWIS Information to RTIS' with the text 'No Release of Information records found.' and a button labeled 'Add Release of Information' highlighted in a red box.

The **Maintain Release of Information** screen displays.

4. Enter the **Effective Date**.

Note: The Effective Date must accurately reflect the date documented on the actual signed Release of Information.

Upon entering the Effective Date, the system automatically populates the End Date one year later. If the Release of Information documents a shorter timeframe, change the **End Date** to match the agreed upon date.

The **End Date** cannot be more than one year from the **Effective Date**.

5. Click **Save**.

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Maintain Release of Information
Workload > Youth Overview > Release of Information

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

Release of SACWIS Information to RTIS Details

Effective Date: *  End Date: * 

This release will expire 12 months from the effective date unless the youth is closed or release is revoked, whichever comes first.

Created By: _____ Created Date: _____
Modified By: _____ Modified Date: _____

Status: *

The **Release of SACWIS** Information to RTIS screen appears, displaying the new Release of Information in the list grid.

Ending a Release of Information

To end a Release of Information prior to the current End Date, complete the following steps.

1. Click **edit** beside the record.

Ohio RTIS Recent Help ResidentialSupervisor, Rosie

Dashboard Workload Youth Search Administration

Youth Overview Youth Tools

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

PLACEMENT DATES: 05/25/2021 - FACILITY NAME: *The Buckeye Ranch* Direct / Out-of-State Placement

Release of SACWIS Information to RTIS

Include Created in Error

	Status	Effective Date	End Date
<input type="button" value="edit"/>	Active	06/01/2021	06/01/2022

The **Maintain Release of Information** screen displays.

Editing the Release of Information End Date

2. Enter the new **End Date**, if needed.

Note: The **End Date** cannot be more than one year from the **Effective Date**. To extend beyond one year, a new signed Release of Information must be obtained from the custodian.

Proceed to Step 5.

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Revoking the Release of Information

3. If the custodian has revoked consent for the Release of Information, select **Revoked** from the Status dropdown menu.

Proceed to Step 5.

Note: The **End Date** will be automatically changed to today's date.

Documenting a Release was Created in Error

4. If the Release of Information **Effective Date** is incorrect or if the record was created in error, select **Created In Error** from the Status dropdown menu.

Note: The **End Date** will be automatically changed to today's date.

5. Click **Save**.

Maintain Release of Information
Workload > Youth Overview > Release of Information

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

Release of SACWIS Information to RTIS Details

Effective Date: * 06/01/2021 End Date: * 06/01/2022

This release will expire 12 months from the effective date unless the youth is closed or release is revoked, whichever comes first.

Created By:	ResidentialSupervisor, Rosie	Created Date:	06/01/2021
Modified By:	ResidentialSupervisor, Rosie	Modified Date:	06/01/2021

Status: * Active [Apply] **Save** [Cancel]

- 6.

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