

Maintaining the Person Profile

Ohio *RTIS*

Knowledge Base Article

Ohio RTIS Person Profile

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Ohio RTIS Person Profile

Overview

This article describes how to view any person identified in the Residential Treatment Information System (RTIS). The Person Profile Screen serves as the base from which you can view and update demographics and other information about the youth.

The major areas include: Basic Information, Demographics, Additional, Characteristics, Safety Hazards and Confidential Information.

RTIS is a subsystem of Ohio SACWIS Comprehensive Child Welfare Information System, meaning these systems share the same database. This allows both RTIS users and the placing agency to have access to current information about youth in their care. With a few exceptions, records entered in either system for a youth in the custody of a Title IV-E Agency, can be viewed and modified in both systems for the duration of the youth's placement and aftercare.

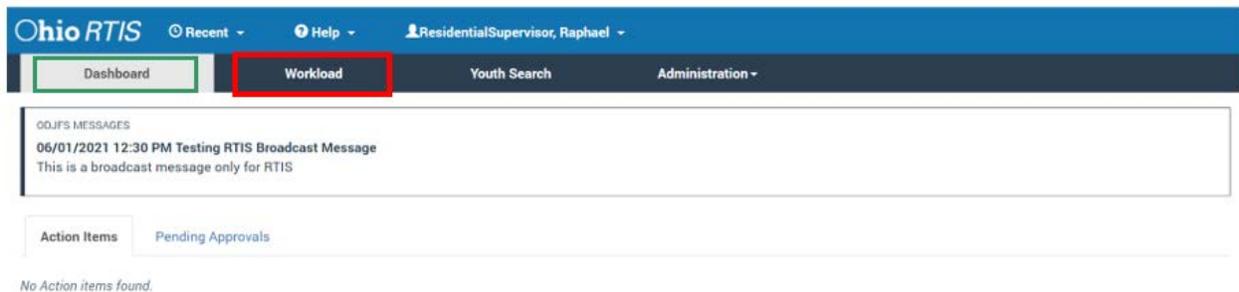
For youth in a direct placement in RTIS, information such as medical and characteristic records, is not shared between SACWIS and RTIS.

Note: This article includes step-by-step instructions for maintaining the Basic Information. For instructions on maintaining Medical information, please refer to [SACWIS Knowledge Base - Maintaining Youth Medical Information \(jfskb.com\)](#).

For instructions on maintaining Education information, please refer to [SACWIS Knowledge Base - Maintaining Youth Education Information in Ohio RTIS \(jfskb.com\)](#).

Navigating to the Youth Profile

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



The **Workload** tab screen appears, defaulted to the **Assigned** placements tab. The placements for the specific user are displayed.

2. Click the name hyperlink for the relative youth.

Ohio RTIS Person Profile

Workload

Status: Both Sort by: Youth Name A-Z Apply

Worker: ResidentialSupervisor, Raphael

ResidentialSupervisor, Raphael Transfer Workload

Youth Name / ID	Placement Begin Date	Placement End Date	Facility	Placement Source
	02/24/2021		The Buckeye Ranch	County Juvenile Court
	10/14/2020		The Buckeye Ranch	County Children Services Board

The **Youth Overview** screen appears.

3. Click the **Youth Tools** drawer to expand the menu.

Ohio RTIS Recent Help ResidentialSupervisor, Raphael

Dashboard Workload Youth Search Administration

Youth Overview Youth Tools

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

PLACEMENT DATES: 02/24/2021 - FACILITY NAME: The Buckeye Ranch PLACING AGENCY: County Juvenile Court

The Youth Tools drawer expands.

4. Click, **Youth Profile**.

Dashboard Workload Youth Search Administration

Youth Overview Youth Tools

Youth Overview Youth Profile Youth Placement History Release of Information

The **Youth Profile** screen appears.

5. Click the **Person Tools** drawer to expand the drop-down menu. The menu contains Basic Information, Medical, Education and Legal links.

Ohio RTIS Person Profile

The screenshot shows the top navigation bar with 'Youth Profile' and 'Person Tools' (highlighted with a red box). Below this is a header section with fields for 'YOUTH NAME / ID:', 'GENDER, AGE, DOB:', and 'STATUS: Current Placement'. The main content area is titled 'Basic Person Information' and contains form fields for 'First Name:', 'Middle Name:', 'Last Name:', 'Suffix:', 'Date of Birth:', and 'Age:'. There is also a section for 'AKA Names' and an 'Update Basic Information' button.

The **Person Tools** drawer expands.

6. Click, **Basic Information**.

The screenshot shows the 'Ohio RTIS' header with navigation options like 'Recent', 'Help', and 'ResidentialSupervisor, Raphael'. The 'Person Tools' drawer is expanded, showing a list of categories: 'BASIC INFO', 'MEDICAL', 'EDUCATION', 'LEGAL', and 'DELINQUENCY'. Under 'BASIC INFO', 'Basic Information' is highlighted with a red box. Other options include 'Demographics', 'Additional', 'Characteristics', 'Safety Hazards', 'Confidential Information', 'Provider', 'Treatment', 'Medication', 'Immunization', 'Pregnancy/Parenting', 'School Profile', 'Performance', and 'Special Education'.

The **Basic Person Information** screen appears. On this screen, you can view existing Person data, or enter new data.

1. Click, **Update Basic Information Button**.

The screenshot shows the 'Basic Person Information' screen. At the top, there is a header with 'YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000', 'GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY', and 'STATUS: Current Placement'. Below this is a section titled 'Basic Person Information' with form fields for 'First Name: Jimmy', 'Middle Name: Chainsaw', 'Last Name: Dewitt', 'Suffix: <Suffix>', 'Date of Birth: MM/DD/YYYY', 'Age: 00', 'Date of Death: N/A', and 'Age at Time of Death: N/A'. There is also a section for 'AKA Names' with a table structure. At the bottom, there is an 'Update Basic Information' button highlighted with a red box.

	Prefix	First Name	Middle Name	Last Name	Suffix
	<Prefix>	<Firstname>	<Middlename>	<Lastname>	<Suffix>
	<Prefix>	<Firstname>	<Middlename>	<Lastname>	<Suffix>

Ohio RTIS Person Profile

The **Manage Person Profile** screen appears, defaulted to the **Basic** tab page.

Adding Basic Person Information

2. Enter all required fields (marked with a red asterisk *), as well as any available additional information.

Populating the AKA Name

The **AKA** (Also Known As) Names are nicknames or former names of the youth. **If the primary name fields need to be updated, but the youth may also be known by the current listed name, follow these steps:**

3. Click the **Populate as AKA Name** button (the primary name will be added to the **AKA Names** grid).

The screenshot shows the 'AKA Names' section of the profile. It features a table with columns for Prefix, First Name, Middle Name, Last Name, Suffix, and AKA Type. Below the table is an 'Add AKA' button. The table contains one row with a blue highlight and an 'edit' link on the left and a trash icon on the right.

4. Update the **Name** fields, as needed.
5. Click the **Add AKA** button.

The screenshot shows the 'Manage Person Profile' form. The 'Person Information' section is highlighted with a red box. It contains fields for Prefix, First Name (marked with a red asterisk), Middle Name, Last Name (marked with a red asterisk), and Suffix. Below these fields is a 'Populate as AKA Name' button. The form also shows navigation tabs for Basic, Demographics, Additional, Characteristics, Safety Hazards, and Confidential Information.

Ohio RTIS Person Profile

Gender: Retain Add/Edit

No SSN [?](#)

DOB: Deceased

Estimated DOB
 DOB Unknown

Deceased Date:

Deceased Date Unknown

Hair Color: Eye Color:

Sexual Orientation:

Citizenship/Alien Status

Birth City: Birth State: Birth Country:

U.S. Citizen: OR Alien Status:

Country of Origin: Entry/Document Date:

AKA Names

No AKA names have been recorded

The **AKA Details** screen appears.

6. Enter all available information (required information is designated with a red asterisk *).
7. You can select an AKA type, from the dropdown. AKA Types includes: Alias, Legal Name Change, Maiden Name, Previous Married Name.
8. Click **Save**.

Ohio RTIS Person Profile

AKA Details
Workload > Youth Overview > Youth Profile > Basic

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

AKA Details

Prefix: First Name: * Middle Name: Last Name: * Suffix:

AKA Type:

Created By: _____ Created Date: _____
Modified By: _____ Modified Date: _____
Source System Code: _____

The **Manage Person Profile** screen appears, displaying the new AKA name in the **AKA Names** grid.

Manage Person Profile
Workload > Youth Overview > Person Profile

✔ Your data has been saved.

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

Basic **Demographics** Additional Characteristics Safety Hazards Confidential Information

AKA Names

	Prefix	First Name	Middle Name	Last Name	Suffix	AKA Type	
edit							
edit		Minnie	Mouse	Disney			

The **Demographics** tab screen appears.

Adding Demographics

1. Select **Race** Information, from the available check boxes.

Note:

- The information icon beside **Unable to Determine** reads as follows: The race value of 'Unable to Determine' should be selected when the child is 0-5 years old or is severely disabled and no person is available or willing to identify the child's race.
- The information icon beside **Unknown** reads as follows: The race value of 'Unknown' should be selected for intake participants who are unknown or unable to be located. It should not be used to document race for any Provider member.

Ohio RTIS Person Profile

2. **Ethnicity/ Ancestry**, select Hispanic/Latino values from the drop-down menu. Values include: Yes, No, Unknown and Declined. You can also add ancestry values from the **Available Ancestry** push boxes.

The **Other Demographics** grid provides the opportunity to languages from the **Available Languages** push box, **Religion**, and **Highest Level of Education**.

3. Click the **Additional** tab.

Manage Person Profile
Workload > Youth Overview > Person Profile

Your data has been saved.

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

Basic Demographics **Additional** Characteristics Safety Hazards Confidential Information

Race

<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian	<input type="checkbox"/> Declined
<input checked="" type="checkbox"/> Black/African American	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> Unable to Determine ⓘ
<input type="checkbox"/> White	<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Unknown ⓘ
<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Multi-racial (one or more races unknown)	<input type="checkbox"/> Multi-racial (all races unknown)

Ethnicity/Ancestry

Hispanic/Latino: No

Available Ancestry: Add All Add

- Asian Indian
- Cambodian
- Caucasian
- Central American
- Chinese
- Cuban
- Eastern European

Selected Ancestry: Remove Remove All

- African American/Black

Other Ancestry:

Ohio RTIS Person Profile

Other Demographics

Available Languages: [Add All](#) [Add](#)

- Albanian
- American Sign Language
- Amharic
- Arabic
- Aramic
- Armenian
- Assyrian

Selected Language(s): [Remove](#) [Remove All](#)

English

Other Language: Interpreter Needed

Religion: Other Religion:

Special diet due to religion?

Describe special diet details: [expand full screen](#)

2000 characters remaining

Highest Level of Education:

Created By: Created Date: 09/10/2019

Modified By: ResidentialSupervisor, Raphael Modified Date: 06/16/2021

Source System Code: SACWIS

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

The **Additional** tab screen appears, displaying the **Reference List** grid.

1. Click the Add Reference Button

Manage Person Profile

Workload > Youth Overview > Person Profile

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

Basic Demographics **Additional** Characteristics Safety Hazards Confidential Information

Reference List

No references have been recorded.

[Add Reference](#)

Ohio RTIS Person Profile

The Reference Details screen appears.

Adding a Reference

2. Complete all required fields (marked with a red asterisk*).
3. Select Reference Type from the drop-down menu.
4. Enter the Reference Number.
5. Enter Description, text field.
6. Click Save.

<Add/Edit> Reference

Workload > Youth Overview > Person Profile > Additional

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

Reference Type: *

Reference Number: *

Description:

Created By: Lastname, Firstname
Modified By: Lastname, Firstname
Source System Code: <value>

Created Date: <MM/DD/YYYY>
Modified Date: <MM/DD/YYYY>

Apply Save Cancel

The Reference List screen appears, listing the added Additional information.

7. Click the **Characteristic Tab**

Ohio RTIS Recent Help ResidentialSupervisor, Raphael

Manage Person Profile
Workload > Youth Overview > Person Profile

✔ Your data has been saved.

YOUTH NAME / ID:	GENDER, AGE, DOB:	STATUS: Current Placement
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Basic Demographics Additional **Characteristics** Safety Hazards Confidential Information

Reference List

Reference Type	Reference Number	Description
edit Adoption Assistance	XXXXXXXXXXXXXXXXXX	

Add Reference

Ohio RTIS Person Profile

Viewing Characteristics

The **Characteristics** tab screen appears.

The **Characteristics Filter Criteria** grid is where you can select **Characteristic Type** and **Method** from the drop-down menus. You can select the **Include Created in Error** checkbox and all characteristics records marked as Created in Error will be included in filter results. The **Sort By** field includes: **Begin** date newest first, **Oldest First**, **Category**, **Characteristic and Method from A-Z** and **Z-A**.

Note: The **Characteristics Tab** supports Federal Reporting by allowing the worker to record diagnoses of medical or mental health conditions and supports the recording of helpful information which may assist the worker when making placement decisions for a youth.

4. Click, **Filter**.

Manage Person Profile
Workload > Youth Overview > Person Profile

YOUTH NAME / ID: Dewitt, Jimmy Chansaw / 00000000	GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY	STATUS: Current Placement
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Basic Demographics Additional **Characteristics** Safety Hazards Confidential Information

Documented Person Characteristics

The Characteristics Tab supports Federal Reporting by allowing the worker to record diagnoses of medical or mental health conditions and supports the recording of helpful information which may assist the worker when making placement decisions for a youth.

A clinical assessment by a qualified medical or mental health professional has not yet been completed for this person.

A qualified professional has conducted a clinical assessment of this person and has determined this person has no clinically diagnosed conditions (Medical, Mental Health/Substance Abuse, Prenatal/Birth, or Developmental/Intellectual).

Characteristics Filter Criteria

Type:

Method:

Include Created In Error

Sort By:

Filter

Ohio RTIS Person Profile

The results are returned in the **Person Characteristics** grid.

Adding Person Characteristics

The **Add Characteristics** screen appears.

1. Add an **Available Characteristic(s)** from the push box.
2. Select **Method**.

Note:

- Based on the **Method** selected, additional fields may display and the following data will be required:
- **Self-Reported** requires **Reported by** and **Reported Date**
- **Observed** requires **Observed by** and **Observation Date**
- **Clinically Diagnosed** requires **Diagnosed By** and **Diagnosis Date**

Note: **End Date** should only be entered when the characteristic or diagnosed condition is no longer true for the youth.

Add Characteristics

Workload > Youth Overview > Person Profile > Characteristics

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

Characteristic Details	
Characteristic Type: Developmental / Intellectual	
Available Characteristics:	Selected Characteristics: *
<input type="text" value=""/> Add All <input type="button" value="Add"/>	Remove Remove All <input type="text" value=""/>
<div style="border: 1px solid red; padding: 5px;">Option 1 Option 2 Option 3</div>	<div style="border: 1px solid gray; padding: 5px; height: 100px;"></div>
<div style="border: 1px solid red; padding: 5px;">Method: <input type="radio"/> Unknown <input type="radio"/> Self Reported <input type="radio"/> Observed <input checked="" type="radio"/> Clinically Diagnosed</div>	

Ohio RTIS Person Profile

Diagnosed By:

Diagnosis Date: 

End Date: 

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

4000 characters remaining

Created By: Lastname, Firstname Created Date: <MM/DD/YYYY>

Modified By: Lastname, Firstname Modified Date: <MM/DD/YYYY>

Source System Code: <value>

Save
Cancel

The added Characteristic appears in the **Person Characteristics** grid.

Adding a Safety Hazard

Note: The Safety Hazards tab page displays any existing Safety Hazards that have been entered in RTIS for the Person. These records are meant to alert those who work with the youth to any potential hazards or threats to their safety. Safety Hazard are viewable only in the system in which they were created and are not shared between RTIS and SACWIS.

Note: If you check the **Include Created in Error** checkbox, all records that have been marked as created in error will appear. If you select the Include **Inactive Safety Hazards** checkbox, all records that have been marked with an End-Date.

1. Click the **Add Safety Hazard Button**.

Manage Person Profile
Workload / Youth Overview / Person Profile

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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Basic
Demographics
Additional
Characteristics
Safety Hazards
Confidential Information

Safety Hazards

Include Created in Error Include Inactive Safety Hazards

	Hazard Type	Begin Date	Narrative	
edit	Drug Activity	MM/DD/YYYY	Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo...	
view	Explosive Behavior	MM/DD/YYYY	Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo...	CREATED IN ERROR
view	Drug Activity	MM/DD/YYYY	Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo...	INACTIVE

Add Safety Hazard

Close

Ohio RTIS Person Profile

The **Add Safety Hazards** page appears.

2. Make a selection(s) from the **Available Safety Hazard** list (this will activate the Add button).
3. Click, **Add** to move the selection to the Selected Safety Hazards list.
4. Enter the required **Safety Hazard Begin** marked with a **red asterisk ***
5. Enter Safety Hazard Narrative text to explain the hazard, required marked with a **red asterisk ***.
6. Click, **Save**.

Add Safety Hazards

Workload > Youth Overview > Person Profile > Safety Hazards

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

Available Safety Hazards:

Search: Add All

Option 1
Option 2
Option 3

Selected Safety Hazards:

Remove Remove All Search:

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Safety Hazard Begin Date: *

Safety Hazard End Date:

Safety Hazard Narrative: * [\(expand full screen\)](#)

4000 characters remaining

Created By:	Lastname, Firstname	Created Date:	<MM/DD/YYYY>
Modified By:	Lastname, Firstname	Modified Date:	<MM/DD/YYYY>
Source System Code:	<value>		

The **Safety Hazards** grid appears, displaying the added Hazard Type.

Ohio RTIS Person Profile

Editing a Safety Hazard

1. Click **edit** beside the relevant **Hazard Type**.

Manage Person Profile
Workload > Youth Overview > Person Profile

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

Basic Demographics Additional Characteristics **Safety Hazards** Confidential Information

Safety Hazards

Include Created in Error Include Inactive Safety Hazards

Hazard Type	Begin Date	Narrative
edit Drug Activity	06/01/2021	xxxxxxxxxxxxxxxxxxxxxxxx

[Add Safety Hazard](#)

The **Edit Safety Hazards** screen appears.

Note: the previous **Selected Safety Hazard**, **Begin date** and **Narrative History** will pre-populate.

2. Enter a **Safety Hazard End Date** if Hazard is no longer a concern.
3. Enter **Narrative Text for this change** (required marked with a red asterisk *).
4. Click **Save**.

Edit Safety Hazards

Workload > Youth Overview > Youth Profile > Safety Hazards

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

Safety Hazards

Safety Hazard:
Drug Activity

Safety Hazard Begin Date:
06/01/2021

Safety Hazard End Date:
 

Ohio RTIS Person Profile

Narrative Text for this change: * (expand full screen)

4000 characters remaining

Narrative History: (expand full screen)

xxxxxxxxxxxxxxxxxxxx

3982 characters remaining

Created in Error

Created By:	ResidentialSupervisor, Raphael	Created Date:	06/17/2021
Modified By:	ResidentialSupervisor, Raphael	Modified Date:	06/17/2021
Source System Code:	RTIS		

Apply Save Cancel

The **Confidential Information** tab screen appears.

Viewing Confidential Information

Note: A user must have an active Youth assignment to access the Confidential Information Tab. If not, the system will display the following message: **Assignment is required to view Confidential Information.**

The Confidential Information Tab displays the youth's Social Security Number.

Manage Person Profile
Workload / Youth Overview / Person Profile

YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000	GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY	STATUS: Current Placement
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Basic Demographics Additional Characteristics Safety Hazards Confidential Information

Confidential Information

Type:	Value:	Description:
SSN	000-00-0000	Current SSN

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

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