

**Managing Ohio RTIS Placements
Lasting Less than 14 Days**



Knowledge Base Article

Managing Ohio RTIS Placements Lasting Less than 14 Days

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Overview

This article describes a modified workflow in Ohio RTIS when youth are placed in a congregate care facility less than 14 days and are in the custody of a PCSA or IV-E Court.

Identifying a New Youth Record

When a Youth is in the custody of IV-E agency, their RTIS record is automatically created when the SACWIS placement record is placed in Completed status. A notification email will be sent to users from your facility agency (who have an email address listed in their employee profile), indicating the youth record has been created, which can be found in the Unassigned tab of the Workload screen. From there, it can be assigned to an employee or employees if desired (see the Knowledge Base Article [Managing a Workload in the Ohio RTIS](#)).

Important: Do not create a Direct Placement for a youth if they are in the custody of a IV-E agency. You must wait until it has been created and appears in the Unassigned Workload before completing any work items in RTIS for the youth.

Entering Youth Supports

The **Discharge Plan** and **Contacts** require entry of a **Youth Support**, therefore, entering at least one of these records before starting any other work items is advised. Entries could include information on the caseworker, Guardian Ad Litem, parents, etc. Full instructions can be found in the SACWIS Knowledge Base Article: [Entering RTIS Youth Supports](#). A summary of these steps includes:

1. Navigate to the **Youth Overview** by clicking on the youth's name, which appears as a hyperlink in the Workload tab.

	Youth Name / ID	Placement Begin Date	Placement End Date	Facility	Placement Source	
<input type="checkbox"/>		07/14/2021	10/19/2021		County Children Services Board	close

The **Youth Overview** screen appears.

2. Click **Youth Tools**
3. Click, **Supports**.

The screenshot shows the RTIS navigation menu. The top bar contains 'Dashboard', 'Workload', 'Youth Search', and 'Administration'. Below this, a secondary bar contains 'Youth Overview' and 'Youth Tools'. The 'Youth Tools' dropdown is expanded, showing options: 'Youth Overview', 'Contacts', 'Supports', 'Discharge Plan', 'Youth Profile', 'Youth Placement History', and 'Release of Information'. The 'Supports' option is highlighted with a red box.

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The **Youth/Supports** grid appears.

Important: You can click, **edit**, next to the youth's name in the **Youth Contact Information** section. The Youth Contact Information Details screen will appear and you can enter any applicable information and save the record.

4. Click **Add Youth Support**

The screenshot shows a web interface with a blue header bar labeled "Youth / Supports". Below this is a grey bar labeled "Youth Contact Information". Underneath, there is a table with three columns: "Name:", "Contact:", and "Address:". The "Name:" column has a light blue input field. The "Contact:" column contains the text "No contact information has been recorded." The "Address:" column has a light blue input field. To the left of the "Name:" column is a red-bordered button labeled "edit". Below the table are two buttons: a red-bordered button labeled "Add Youth Support" and a blue button labeled "Activate / Deactivate Supports".

The **Add Youth Support** screen appears.

5. Create at least one Youth Support record. It will be important to create a record for the Discharge Caregiver whom the youth will be released to. This can be accomplished by checking the box next to **Discharge Caregiver** in the Support record. This entry must include an address (otherwise, entering an address for a Support record is optional).

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Add Youth Support
Workload > Youth Overview > Supports

YOUTH NAME / ID: *Aardvark, Alan* GENDER, AGE, DOB: *Male, Age 6, 11/12/2014* STATUS: *Current Placement*

Support Person Details

Last Name: * First Name: * ACTIVE

Relationship to Youth: * Discharge Caregiver

Contact Type: *

Address:
No address has been recorded.

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

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Creating an Initial Discharge Plan

The Discharge Plan will need to be created within one business day of placement. Detailed instructions on creating an Initial Discharge Plan can be found in the SACWIS Knowledge Base Article: [Creating an Initial Discharge Plan in Ohio RTIS](#).

1. Navigate to the **Youth Overview** by clicking on the youth's name, which appears as a hyperlink in the Workload tabs.
2. Click, **Youth Tools**.

Youth Overview **Youth Tools**

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

PLACEMENT DATES: *10/19/2021 -* FACILITY NAME: *County Children Services Board, Children's Center* *Direct / Out-of-State Placement*

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From the list of options that appear under Youth Tools, click, **Discharge Plan**.



The **Discharge Plan** screen appears.

1. Click, **Add Discharge Plan**.



The **Discharge Plan Details** screen appears.

2. On the **Discharge Plan Overview** tab, the required fields are:
 - **Discharge Plan Begin Date**
 - **Reason for Admission**
 - **Discharge Caregiver Type**
 - No data entry is required on the **Placement Services** tab. Data may pull forward from SACWIS if it has been entered by the IV-E agency.
 - No data entry is required on the **Education** tab.
 - No data entry is required on the **Aftercare Services** tab.
 - At least one **Support** record is required to approve the Discharge Plan.
 - The **Approval** tab will indicate if any of the required fields have been missed. Otherwise, the **Submit for Approval** button will be enabled. On click, the **Process Approval** screen will appear, and users with the RTIS Worker role may route the discharge plan to their supervisor for approval or mark it Approved-Final if they have the role of RTIS Supervisor.
3. Click, **Save**.

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Discharge Plan Details

Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID:	GENDER, AGE, DOB:	
[Redacted]		
PLACEMENT DATES: 10/19/2021 -	FACILITY NAME: County Children Services Board, Children's Center	PLAN VERSION/STATUS: 1.00/In Progress(10/20/2021)

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

Discharge Summary

Youth being placed from out-of-state: Yes	Caretaker Structure: Out-of-State Title IV-E Agency Custody/Guardianship	Legal Guardian / Custodian: [Redacted]	Legal Guardian / Custodian 2: [Redacted]
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Discharge Plan Begin Date:
[Redacted]

Reason for Admission: [\(expand full screen\)](#)
[Redacted]
4000 characters remaining

Plan for Youth After Discharge

Discharge Caregiver Type:
[Redacted]

Additional Discharge Information: [\(expand full screen\)](#)
[Redacted]
4000 characters remaining

Completing a Closing Discharge Plan

A Closing Discharge Plan will need to be completed at the time of the youth leaving the facility. More information on completing a Review Discharge Plan can be found in the SACWIS Knowledge Base Article: [Creating a Review Discharge Plan in RTIS](#).

Note: The instructions below detail what information is required to approve the discharge plan. However, there are numerous additional questions and data elements which may be entered to provide more comprehensive discharge information for the youth and their discharge caregiver.

1. Navigate to the **Youth Overview** screen.

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2. Click, **Youth Tools**, at the top of the page.

The screenshot shows the 'Youth Overview' page. At the top, there are two tabs: 'Youth Overview' and 'Youth Tools -'. The 'Youth Tools -' tab is highlighted with a red box. Below the tabs, there are several fields for youth information: 'YOUTH NAME / ID:', 'GENDER, AGE, DOB:', 'STATUS: Placement Aftercare', 'PLACEMENT DATES: 07/14/2021 - 10/19/2021', 'FACILITY NAME:', and 'PLACING AGENCY: County Children Services Board'. Below this is a section titled 'Current Discharge Plan' which contains a table with columns: Discharge Plan Begin Date, Created Date, Facility, Placement Begin / End Date, Plan Version, and Type / Status. The table has one row with the following data: Discharge Plan Begin Date: 11/01/2021, Created Date: 12/02/2021, Facility: [redacted], Placement Begin / End Date: 07/14/2021 - 10/19/2021, Plan Version: 1.00, Type / Status: Initial In progress. There is an 'edit' link to the left of the first row.

The Youth Tools menu will expand.

1. Click the **Discharge Plan** link in the Youth Tools menu,
OR
2. Click, **edit** in the **Current Discharge Plan** grid to edit the Plan directly from the **Youth Overview** screen.

This screenshot is similar to the previous one, but the 'Youth Tools -' menu is expanded to show a list of options: 'Youth Overview', 'Contacts', 'Supports', 'Discharge Plan', 'Youth Profile', 'Youth Placement History', and 'Release of Information'. The 'Discharge Plan' link is highlighted with a red box. The 'Current Discharge Plan' table is also visible, with the 'edit' link in the first row highlighted with a red box.

3. Once the Discharge Plan has been approved, click the **review** hyperlink located to the left of the most recent Discharge Plan record.

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The screenshot shows the 'Youth Search' interface. At the top, there are navigation tabs: 'Dashboard', 'Workload', 'Youth Search', and 'Administration'. Below these are sub-tabs: 'Youth Overview' and 'Youth Tools'. The main content area displays details for a youth, including 'YOUTH NAME / ID', 'GENDER, AGE, DOB', and 'STATUS: Current Placement'. Below this, 'PLACEMENT DATES: 12/16/2019 -', 'FACILITY NAME: County Children Services Board, Children's Center', and 'PLACING AGENCY: County Children Services Board' are shown. A section titled 'Current Discharge Plan' contains a table with the following data:

	Discharge Plan Begin Date	Created Date	Facility	Placement Begin / End Date	Plan Version	Type / Status	
edit	11/01/2021	11/30/2021	County Children Services Board, Children's Center	12/16/2019 -	1.00	Initial	
review						Approved	

The **Discharge Plan Details** screen appears.

4. On the **Discharge Plan Overview** tab, select **Closure** from the **Review Type** drop-down menu.
5. No other data is required on the **Placement Services**, **Education**, **Aftercare Services** or **Supports** tabs.
6. The **Approval** tab will indicate if any of the required fields have been missed. Otherwise, the **Submit for Approval** button will be enabled. On click, the **Process Approval** screen will appear, and users with the RTIS Worker role may route the discharge plan to their supervisor for approval or mark it Approved-Final if they have the role of RTIS Supervisor.

The screenshot shows the 'Discharge Plan Details' screen. At the top, there are navigation tabs: 'Discharge Plan Overview', 'Placement Services', 'Education', 'Aftercare Services', 'Supports', and 'Approval'. Below these are sub-tabs: 'Discharge Plan Overview', 'Placement Services', 'Education', 'Aftercare Services', 'Supports', and 'Approval'. The main content area displays details for a youth, including 'YOUTH NAME / ID', 'GENDER, AGE, DOB', and 'PLAN VERSION/STATUS: 1.01/In Progress(11/29/2021)'. Below this, 'PLACEMENT DATES: 03/22/2021 - 08/20/2021' and 'FACILITY NAME:' are shown. A section titled 'Review Details' contains a 'Review Type:' dropdown menu, which is currently set to 'Initial'.

Enter the **Proposed Discharge Date** (this is the only other required field on the Discharge Plan Overview tab).

The screenshot shows the 'Discharge Plan Overview' tab. At the top, there are navigation tabs: 'Discharge Plan Overview', 'Placement Services', 'Education', 'Aftercare Services', 'Supports', and 'Approval'. Below these are sub-tabs: 'Discharge Plan Overview', 'Placement Services', 'Education', 'Aftercare Services', 'Supports', and 'Approval'. The main content area displays details for a youth, including 'YOUTH NAME / ID', 'GENDER, AGE, DOB', and 'PLAN VERSION/STATUS: 1.01/In Progress(11/29/2021)'. Below this, 'PLACEMENT DATES: 03/22/2021 - 08/20/2021' and 'FACILITY NAME:' are shown. A section titled 'Plan for Youth After Discharge' contains a 'Proposed Discharge Date:' field, which is currently empty and has a calendar icon next to it.

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Completing Contacts (optional)

The functionality of RTIS **Contacts** (found in the Youth Tools) was designed primarily to document monthly visits or communication with the youth and their discharge caregiver after leaving the facility during the period of aftercare. However, since aftercare services are not required for placements lasting less than 14 days, there is no requirement to enter Contacts. Users may enter a Contact record at any time while the youth record is open. For more information, reference the Knowledge Base Article: [Creating Contact Information](#).

Closing a Youth Record

Ohio RTIS will require the following tasks to be completed prior to allowing closure of the Residential Treatment Episode:

- Entry of a Discharge Plan with a Review Type of Closure if an Initial Discharge Plan was created.
- All Discharge Plan records must be Approved.
- All Contacts must be in Completed status.

Note: The **close** link will appear to the right of the youth's name on the Workload screen once the placing Title IV-E Agency has end-dated their SACWIS Placement record.

Click, **close**.

The screenshot shows the 'Workload' tab in the Ohio RTIS system. The interface includes a navigation bar with 'Dashboard', 'Workload', 'Youth Search', and 'Administration'. Below the navigation bar, there are tabs for 'Assigned' and 'Unassigned'. The 'Workload' section features filters for 'Status' (set to 'Both'), 'Sort by' (set to 'Youth Name A-Z'), and 'Worker' (set to 'Dotterer, Mary Kay'). A 'Transfer Workload' button is visible in the top right corner. The main content area displays a table with the following columns: 'Youth Name / ID', 'Placement Begin Date', 'Placement End Date', 'Facility', and 'Placement Source'. A single row is visible with the following data: 'Youth Name / ID' (redacted), 'Placement Begin Date' (07/14/2021), 'Placement End Date' (10/19/2021), 'Facility' (redacted), and 'Placement Source' (County Children Services Board). A 'close' link is highlighted in a red box at the end of the row.

	Youth Name / ID	Placement Begin Date	Placement End Date	Facility	Placement Source	
<input type="checkbox"/>		07/14/2021	10/19/2021		County Children Services Board	close

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The **Close Residential Treatment Episode** screen appears.

1. Enter a **Closure Date** (required). This can be done by typing in the date box or choosing the calendar icon.
2. Select a **Closure Reason** from the drop-down (required). The value of **Youth placed less than 14 days** is available.

Note: If **Closure Reason = Other**, an **Other Closure Reason** text box will appear, requiring data.

3. Enter any **Comments**, as applicable (not required).
4. Click **Save** to confirm Closure.

Note: The system will do the following upon Save of the Closure Information:

- End-date all worker and supervisor assignments as of the Closure Date.
- Place status of Youth record to Closed.
- Dismiss all pending Action Items.

Close Residential Treatment Episode

Workload

YOUTH NAME / ID:	GENDER, AGE, DOB:	STATUS: Placement Aftercare
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Closure Information

Estimated Closure Date:
04/19/2022
At least a 6 month period of support after discharge, even if the child reaches the age of majority.

Closure Date: *

Closure Reason: *

Comments: [\(expand full screen\)](#)

4000 characters remaining

Save **Cancel**

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