

**RTIS Q & A**  
**12/3/2021****Topic: Access & Security**

**You said this is for private agencies, what about public?** Public agency users who need RTIS will submit a 7078 to get RTIS access. Public agency users need RTIS access if their agency operates facilities where youth are placed and need access to the RTIS to manage their population. However, the Discharge Plan and Contacts that a facility enters in RTIS for a youth who is in PCSA or IV-E Court custody can be viewed through the youth's case in SACWIS.

**If we already have access in SACWIS do, we automatically have the RTIS?** No, you will need an employee record for RTIS created since it is a different system than SACWIS. A 7078 will need to be completed, and the SACWIS Help Desk will link your RTIS employee profile in RTIS for access. Also, if you already have SACWIS access you will not need to complete the password reset steps when you first log into RTIS. You must use the same person ID that you have for SACWIS when creating a new employee profile in RTIS.

**Can the Director and Administrator have different sign on or is it assigned to 1 facility per sign on?** Each individual needs to submit their own 7078 to have a RTIS sign on created. RTIS log in information should never be shared with another user.

**Does each and every user submit a 07078 form, or does the initial user submit a 07078 and then add employees in the system?** Each user that will use RTIS will need to fill out a 7078 form. The Initial user will submit a 7078 which will allow that person access to RTIS with their own unique user ID and password combination. After the initial user is in RTIS, they have the ability to set up employee profiles. This must be completed prior to sending in a 7078 request for any additional users from the facility. Each new user will obtain their own unique user ID and password.

**Sometimes when you have new usernames and passwords it changes the username and password to SACWIS. Will this happen when we get access to RTIS?** Yes.

**Can you use your existing OH ID that is used for SORS reporting?** Yes, you use the same OH ID.

**If we have a current OhioID that starts with a "5" we don't need to fill out this form, is that right? Will we automatically be set up for RTIS?** You will not be automatically set up for RTIS, and you will still need to complete a JFS 7078 to gain RTIS access. When the employee is created for RTIS already exists due to having the 5 OH ID they will add their SOUID ID on the JFS 07078 on the line "Existing or Previous RACF/JFS ID/OH ID. This allows the SACWIS Helpdesk to search the information quicker and avoid creation of a new SOUID

**So, if our 1 initial person already has access to SACWIS and an OHID that starts with 5 we still need to complete an additional 7078?** Yes, a completed 7078 form needs to be submitted for each person who needs access to RTIS.

**Since we have already completed 7078s for SACWIS, PCSA staff will not be required to a separate 7078 for RTIS, correct?** PCSA staff will need to complete a new 7078 for RTIS to obtain access if they need access to complete required work in the RTIS system.

**Does this have any way of interacting with Clarity and Runaway and Homeless Youth-Homeless Management Information System (RHY-HMIS)?** There is no interface between RTIS and Clarify, RHY-HMIS (electronic health records), any electronic health record system, or ancillary system.

**If our agency does not currently have access to SACWIS will we be obtaining this as well?** You do not need to have access to SACWIS to have access to RTIS. Congregate Care facilities will not be granted access to SACWIS as access to the system is for public agencies and private agencies doing foster/adoptive care. In order to obtain RTIS access, the 7078 form will need to be completed, signed, and sent to [SACWIS\\_ACCESS@jfs.ohio.gov](mailto:SACWIS_ACCESS@jfs.ohio.gov) The SACWIS Help Desk staffs this email and provides Technical Assistance and Help for both the SACWIS system and the RTIS system.

**My agency does not use SACWIS. Will we need to use this as well or will it be needed to access RTIS and in order to obtain the information & resources you reference as being in SACWIS?** The information that is entered in RTIS is shared between both systems and the information that you need from SACWIS will be available in RTIS without having to have SACWIS access.

**We do not have access to SACWIS who do we contact to gain access to this system?** You do not need to have SACWIS access to get access to Ohio RTIS. To get access to Ohio RTIS, you will need to email a JFS 7078 form that has been completed and has the individual and supervisors' signatures to [SACWIS\\_ACCESS@jfs.ohio.gov](mailto:SACWIS_ACCESS@jfs.ohio.gov)

**I tried to access the JFS7078 on the JFS Forms site, but it is not listed there. Where can this be accessed?** You can request the form by emailing the [SACWIS\\_HELP\\_DESK@jfs.ohio.gov](mailto:SACWIS_HELP_DESK@jfs.ohio.gov)

**Who fills out the 7078 form?**

The 7078 form needs to be submitted to the Help Desk by a supervisor due to the supervisor signature being required on the form. Both must be a written signature and not digital. Additional information about the RTIS user access process can be found on the Knowledge Base.

**For the initial submission, if the supervisor is completing; do you need them to sign as applicant and supervisor or just as the supervisor?** Just the supervisor signature will be needed for this.

**Even though we don't NEED SACWIS access, are there plans to allow private agencies access to this?** Private foster and/or adoptive care agencies will continue to have access to SACWIS as needed to complete their work. Residential only agencies will not need SACWIS access as all information you need access to in order to complete QRTP requirements will populate from SACWIS into RTIS. RTIS was created to streamline the data entry that is required for QRTP.

**Group homes won't have SACWIS, correct?** This is correct.

**When you gain access do you assign roles like in SACWIS or does everyone have report access/administration tab?** The SACWIS Help Desk will have to set up the initial user, however once the initial users have access, they will be able to set up employee profiles and add the RTIS Security Role. Only those with the security of RTIS Supervisor will have access to the Administration Tab in RTIS.

**When does this begin?** The QRTP rules will be effective October 1, 2021, and any agencies identified as a QRTP need to start using RTIS on this date for children who are admitted on or after October 1st. This is the name on your behavioral health license (OhioMHAS) and/or certificate (ODJFS).

**Can agencies that are not licensed by ODJFS use the system?** Yes, OhioMHAS agencies will have the ability to utilize RTIS as well.

**Who is the Problem report to be shared with?** The problem report can be submitted via email to the SACWIS Help desk at [SACWIS\\_Help\\_Desk@jfs.ohio.gov](mailto:SACWIS_Help_Desk@jfs.ohio.gov)

**Can a private agency give access to RTIS to a third-party source such as CARF or COA?** No, a private agency cannot give RTIS access to a third-party.

### **Topic: Employee Maintenance**

**How is employee ID populated?** After all information in RTIS has been entered and saved on the Employee Profile screen, the employee ID will be automatically populated at this time. Please see the Knowledge Base article [RTIS Employee Maintenance](#) for additional information.

**Can an agency have more than one supervisor?** For the initial setup we need one supervisor, but after that, agencies can set up as many supervisors

**Can supervisor be the worker also?** An RTIS user can only be a Supervisor or Worker, however as an RTIS Supervisor you must select both security roles of RTIS Supervisor and RTIS worker.

**Can you change the termination date of the RTIS Access End Date?** The termination date cannot be changed in RTIS. The day the user has been terminated; the user should be immediately ended in RTIS to avoid any further access to confidential information.

**Does the termination date need to be added the day that someone with access leaves employment with the agency or can the termination date be a little off?** Because the information contained in RTIS is confidential, the termination should be completed in RTIS the day the employee leaves employment.

**Is it correct that if you unassign an employee in RTIS if they have left your facility, it will not take them out of SACWIS?** That is correct, anything you do in RTIS will not impact SACWIS work item. It will remove them from the assigned list in Ohio RTIS.

**When a supervisor is terminated, will that be automatically reflect on the profiles of the users they supervise?** The employee record for the user they supervise must be changed (adding a new job with a different supervisor's name).

**If we have 2 people from an agency who are in RTIS and one is supervisor (supervisor), does the worker have the ability to terminate the supervisor in RTIS or would someone else have to do this?**

Only a user with the RTIS Supervisor User group can make this change. It is suggested that each facility has at least 2 people with the User group of RTIS Supervisor so these types of changes can be made, and a backup is always available.

**If we have 16 youth, I can add 3-4 staff and give them only 3-4 youth each, that way they don't have an overload of staff by only assigning 1 staff member to RTIS overload of youth not staff?** Yes, this is correct that you can split up assignments as your facility/agency likes. Also, there are no limits on the number of staff assigned to one youth, and youth placed with your agency can be seen by a worker in RTIS without having assignment.

**When you end an assignment of a youth from a worker, do they stay assigned to the supervisor, show up as inactive in some way, or where do they go?** If the supervisor has assignment for the youth they will continue to show in the workload.

**Where should an agency report that a worker is no longer an employee of the agency be sent to?** You can contact the SACWIS team at [SACWIS\\_Access@jfs.ohio.gov](mailto:SACWIS_Access@jfs.ohio.gov) to provide the name of an employee who is no longer employed and should not have RTIS access.

**Are staff of facilities who do not have access to RTIS entered in the system?** Only RTIS users need to be entered as employees in the system.

**Is there a minimum or maximum number of assigned youth per worker in RTIS?** There are no limits on the number of assigned youths per worker in RTIS.

**Will it just be the supervisor that will be editing employee details?** Only a user with the RTIS Supervisor User group can make this change.

**What should we do if there are duplicates in the system?** If you see a youth appear in RTIS with multiple person IDs, please submit a problem report to the SACWIS Help desk at [SACWIS\\_Help\\_Desk@jfs.ohio.gov](mailto:SACWIS_Help_Desk@jfs.ohio.gov) to have the duplicate Person records merged into 1 Person record.

**Does the system have the ability to let the User know that there's already an existing youth before you put all the other info in?** The search function serves this purpose to help you find the person in the system if they already exist. RTIS will require you to complete a person search before you are given the option to create a new person record. If they exist, you may select the person and add/update their information as needed. The Help Desk can merge duplicates if/when they are identified.

**To clarify, RTIS cannot merge employee profiles but CAN merge client profiles?** Correct. Employee IDs cannot be merged, but person IDs can be merged by the Help Desk.

**Is it appropriate for administrative personnel to enter information into RTIS, or should the licensed clinical employees who work with the youth be entering information?** This will need to be an agency determination. There is no expectation from ODJFS that the data has to be entered by a licensed clinical employee. The staff that have the knowledge of the situation of the data being entered can enter the information in RTIS.

### **Topic: Youth Profile & Person Tools (Medical, Education & Legal)**

**Will SACWIS pull the demographic information over?** Yes. When the child is in custody of the PCSA, certain person demographic data will display in RTIS.

**Is there a way to identify a youth as transgender?** There is not currently a way to identify transgender, but this is being considered for a future change.

**Will information flow back and forth from SACWIS and RTIS? I do the educational services here and I enter information in SACWIS already, will i need to enter it all again into RTIS system?** Education information and other person information are shared between SACWIS and RTIS for youth in agency custody. This is one of the benefits to the RTIS/SACWIS systems and will prevent from duplicate data entry.

**Does what we enter in the characteristics section in RTIS populate to SACWIS?** Certain information will populate from RTIS to SACWIS when the youth is in the custody of the Title IV-E agency.

**If the safety hazard was made inactive but now it is active again, do we enter the same hazard with a new date or reactivate the old one?** You will need to enter a new hazard with the new date so that the history of hazards can be seen.

**What if we don't know the exact date of the hazard?** An estimated date, or the date you became aware of the hazard can be entered.

**How long before we consider a safety hazard inactive. Is there a guideline or is it our judgement?** This is based on your judgement; more to just call out things of concern for other staff.

**If you do not know the begin date, could you select the date that you entered the characteristic and then indicate in the narrative that this characteristic has been reported as an existing issue/characteristic?** Yes, you can enter the date the characteristic was reported to you, etc. If the record was clinically diagnosed and you do not have the specific date, you can enter an estimated date and note that in the narrative.

**Youth comes in with a diagnosis, but it is time to reassess. The diagnosis stays the same; is the start date the day I assessed or the historical date?** The result of the assessment should be current.

**Are medical treatments for an individual child required to be entered in RTIS or is it optional?** If the youth is in custody of a Title IV-E agency, the SACWIS medical treatments will pull into the Discharge Plan. RTIS agencies should document any medical treatments that will have direct impact on the youth's discharge plan or aftercare activities.

**Who will be responsible for entering the medical treatment information? The PCSA with custody? Or the QRTP agency as the provider?** Both, there are times when the QRTP agency will have the treatment information which will be entered into RTIS, and there are times when the Title IV-E agency has the information which will be entered into SACWIS and pull into RTIS.

**Can more than one person be assigned to RTIS to add information?** Yes.

**Is this required for every episode of treatment? For example, we have youth that might be seen by a nurse or a prescriber that we contract with for E&M services on our campuses. Would each of those visits need to be recorded or would it only be required for visits to "outside" providers?** RTIS users are required to enter information that you would need to pull into your discharge plan and is pertinent to d/c planning. The information that is entered is helpful to have documented for all workers.

**What is required to be entered for direct placements?** RTIS agencies should document any pertinent information that will have direct impact on the youth's discharge plan or aftercare activities.

**We are already documenting medical treatment information in our own Electronic Medical Records (EMR), so then we are needing to add it to RTIS in addition?** RTIS agencies should document any pertinent information that will have direct impact on the youth's discharge plan or aftercare activities.

**What is required to be pulled into the discharge plan? We have our own discharge summary in our EHR that we use.** Anything that is pertinent to the youth aftercare is required to be entered.

**What if they are attending school in the district of residential treatment and will return to their home school upon completion of treatment?** If they are coming to a new school, while placed in your facility, that is a new school record. The idea is to capture the child's history.

**When you say information is not shared with SACWIS and stays with the facility that created it, does that mean the next placement will not have access to the info?** Safety Hazard records and Reference Numbers entered on the Additional tab stay in the RTIS system and are available for future placements. These records are never shared with SACWIS and can only be viewed in RTIS. Basic information, Demographics, and Education information is always shared between RTIS and SACWIS. Records entered in either system may be accessed in both SACWIS and RTIS. Medical records and Characteristics (which include diagnosed conditions) are shared between RTIS and SACWIS when the youth is placed by the custodial Title IV-E Agency within Ohio. The records are not shared for youth in Direct Placement, including those placed by another state through the ICPC.

**Are we entering youth into RTIS that are residents from a different state?** Yes, if a youth is a direct placement from another state your agency will need to add that youth to RTIS.

**Are diagnoses retained in the record of a placement if they are changed in a new placement?** All information is retained.

**With regard to mental health treatment, are we able to enter a start date and assume that this is an on-going treatment until an end date is listed? Or does every mental health treatment session need to be individually entered?** You can use the copy functionality (date and provider selection will then need entered) to have multiple treatments/sessions.

**Will this medical information push to SACWIS to populate the Med/Ed Form?** It will if the child has been placed by an IV-E agency in a facility. If the youth is in a direct placement, the information entered here will not pull over to SACWIS.

**Can you print the medication list?** Not at this time.

**If we need to add information (diagnoses) in the RTIS system will it automatically update in the SACWIS?** Yes, if the youth is in the custody of a IV-E agency, the information will be shared/visible. If youth is in direct placement, you will not have medical, or person characteristics display in SACWIS.

**Can the start date and end date be the same day (such as with an urgent care or ER visit)?** Yes, the record can have the same Service Start and Service End Date. Also, the Service End Date can be left blank as it is not a required field.

**Can an end date be projected and then modified as needed?** Yes, the system will allow an end date that is in the future for Service End date.

**What if on the characteristics the observed date is unknown? i.e., parents say he has been this way for a long time; or approximately 6 months?** If the method is unknown, a Begin/Observed Date is not required.

**If the method is known but start date unknown?** If self-reported, you can answer who reported it and the date you were informed. You can also estimate the date. If you don't have the information you don't need to enter it as this is not a required data point.

**Is there a place for any progress report in school?** Yes, this information can be recorded in the Education section of the youth profile on the Performance tab in the Academic Evaluation History area.

### **Topic: Release of Information**

**Do we upload the release of info of the discharged youth signed by the youth/family members? or there's a ROI form from the system to use?** The RTIS functionality is to document the existence of the signed ROI outside of the system. If the child is in the custody of a IV-E Court or PCSA a ROI is not required to be used, and the ROI in RTIS is for sharing of information between SACWIS and RTIS when necessary.

### **Topic: Contacts**

**Is this Contact Log where we would enter the required monthly 6-month aftercare contacts?** Yes.  
**Will it also provide a reminder when another contact is due?** Yes, the action item will display on the dashboard and this will help remind a worker that a contact is due.

### **Topic: Discharge Plan**

**I have Independent Living (IL) placements that aren't showing up in RTIS. The IL placements are not linked to a certification, so there is no way for them to pull over into RTIS. Do I have to complete discharge planning for children in IL?** - No. IL is not part of the QRTP requirements.

**I have children placed prior to 7/9/21 (effective date of 5101:2-5-17 "Discharge Summary" rule) that are not required to have discharge summary documentation in RTIS, but I would like to document their discharge summary. Am I able to do so?** Yes, you can do the discharge planning for a child in placement prior to 7/9/2021 that continues to be in placement.

**If a new placement happens before a child returns from a leave such as AWOL, hospital, or parental visit, how do I handle the placement date? How do I document in RTIS if the leave happens at the end of a placement?** Complete a discharge summary with information they do have from the time the child was placed up until their discharge. Note: The AWOL badge is only displayed while they are AWOL.

**How do I handle if a Judge terminated custody, but the county immediately resumed custody (gained custody again) without any pause in the child's placement? The child never left residential but now shows as two RTIS placements.** If there are two placements you will need to close out the discharge summary with first placement dates from the child's first profile, and then continue to document in the second profile.

- **Can you copy from one RTIS placement to another RTIS Placement for the same child?**
  - If it's the same placement agency, you should have the copy link for placement moves from one cottage to another.

**By doing the discharge summary here in RTIS this will meet the qualifications for the QRTP, and can we print this information off?** Yes. This is meant to meet the requirements for the QRTP Discharge Plan. The Discharge Plan Report will be printable as well and can be provided to all required parties.

**Who is responsible for the discharge planning, the county agencies, or the private agencies?** The QRTP agency is to create the discharge planning work item in RTIS in partnership with the Title IV-E agency (county agency).

**We begin discharge planning the date of placement by gathering all this information and discussing with the youth and placing agency. Does this get timestamped when we begin the initial discharge plan and is there a time requirement to begin/complete this plan?** Yes. RTIS will allow you to document when you had the ability to record in RTIS. Discharge plans are to be created or started by the next business day from the youth being placed. This information will be placed into RTIS and the time frames will be reviewed. The plan is to be reviewed within every thirty days therefore it should be completed prior to the 30th day of placement.

**Discharge plan, what's the begin date? is it also the same with placement begin date?** Discharge planning is to begin no later than the next business day after a youth is admitted to the QRTP and is to be reviewed every 30 days and every service plan review.

**What information is required in the discharge plan on the 1st business day? It seems like information may be limited on the first day, and most placement agencies have a large amount of intake paperwork to complete on the first day. How long do we have to obtain supervisor approval?** The information on the first day may be limited (if kid is just coming into custody for the first time for example), so only the Discharge Plan begin date, Reason for Admission and Discharge Caregiver Type will be required at that time and will need to be approved by a supervisor/approver. As the youth is placed, the information will start to become more comprehensive as information is entered and the placement in the facility continues on.

**What is the time frame to enter the initial discharge plan into RTIS? One day? One week? one month?** The rule states an agency is to enter and update information in RTIS each workday or as information becomes available. Discharge planning is to begin in partnership with the legal custodian and/or custodial agency no later than the next business day after a youth is admitted to the QRTP.

**Is there a document that details the specifications for discharge plans and aftercare requirements?** The question regarding where to find guidance on discharge plans and aftercare are contained within OAC 5101: 2-9-42. The Aftercare Requirements document can be found here - [After-Care-QA.stm \(ohio.gov\)](https://www.ohio.gov)

**Are we required to create a review every 30 days, or only if there is a change? When is the initial discharge plan due?** Yes, if there is no change in the 30 days you can use the copy feature but must update the discharge plan every 30 days. The initial discharge is due within the first business day of placement.

**As an organization we had decided that we would meet as a team for review meetings on the 3rd Thursday of each month. Will we need to ensure this meeting is 30 days from the initial development of the discharge plan for each youth or is it acceptable to standardize the process internally to ensure the service team plans accordingly and we can communicate to the families and external service team members this plan and they too can plan accordingly?** Agencies must ensure that discharge plans are being reviewed at a minimum every 30 days.

**How often does all of this information need to be updated? If review meetings are held for each youth every 90 days, can this information be updated every 90 days?** The discharge planning discussions are required every 30 days per ODJFS and OMHAS QRTP rule, so at least every 30 days an agency is required to have discussions regarding the youth's progress, their plan for discharge, barriers to the discharge plan and this should be documented in RTIS. Anything that will apply to aftercare will also need to be documented so the monitoring of the discharge plan can be monitored.

**Are discharge planning meetings required every 30 days for all youth in care, or just the youth that are approaching discharge?** Per QRTP rule, they are required every 30 days for every youth.

**Can a user that creates the discharge plan be given approval rights to approve their own documentation? Or does it HAVE to be routed to someone else for approval?** RTIS requires that someone with the role of RTIS Supervisor approve the plan, which is left to the agency to decide who can have this role in RTIS.

**Regarding discharge: Are all of these steps required for youth who are transferred to a different/unrelated facility?** Discharge planning is required for all youth placed in a facility. However, if a youth is discharged to another facility the originating agency is not required to provide aftercare supports.

**Per rule prior to discharge, isn't the final Discharge Plan the only one required to be provided to the youth, and all participants? Correct me if I'm wrong, did you say that the final Discharge Plan would go to all the listed supports, i.e., doctors' offices, outside counselors?** Per rule, the requirement is to provide the discharge plan to all participants of the discharge plan. Providing the plan to other individuals is optional.

**Concerning aftercare, what if the parents don't want to be involved in aftercare?** Agencies are required to reach out at minimum monthly for six months to youth and caregivers to promote and maintain engagement and to regularly evaluate the family's needs.

**What happens when the caseworker is not being an active member of the team?** This will need to be addressed on an individual basis with the Title IV-E Agency. Certain information post-discharge regarding the youth's location will be visible in RTIS to help agencies provide aftercare supports.

**If youth discharge to new placement, is this six-month requirement still in effect or is this only after discharge from entire system?** Please see rule 5101:2-9-42 (B)(7)(a)

The requirement that a residential agency provide 6 months of aftercare support (reach-in to the family and youth, referrals as needed and making themselves available for consultation with other service providers) is a federal requirement. The requirement is that the agency make the effort to reach out to the family and document the result. The expectation is not that the agency forces the family to engage with them or violate their independence. In most instances, through the required family engagement that is provided by the residential while the youth is placed in the facility, the family has built rapport with the facility staff, and though may be upset/frustrated when the youth is discharged, may not be upset a few months later. Residential agencies can reach out to their licensing specialists/surveyors to brainstorm ideas if they are struggling to engage with a family post-discharge. As a reminder, the aftercare support activities are required for any youth placed more than 14 days who is discharged to a family-based setting, which includes reunification, kinship, foster and adoptive homes, and independent living settings.

**If a child moves from one group home into another group home within our agency, do we start a new major discharge plan?** This would require a new discharge plan because this would be a placement change in SACWIS.

**Is it permissible that RTIS be utilized instead of internal documentation where there is redundancy?**

RTIS was developed to allow your agency to use the RTIS system to document the required information in. This is also up to your agency if they wish to enter information in both RTIS and the EHR. OhioMHAS will have access to RTIS to view information as well.

**What should we do if the caseworker made the referral and we do not know the referral date?** You can enter text in the additional details section information that indicates that this date is estimated or unknown and you can use today's date or a prior date.

**Can we give a copy of the discharge plan to direct admit parent/guardian?** The hard copy (report) from RTIS can be generated and provided to the direct placement caretakers.

**Once RTIS goes live, are agencies no longer required to maintain the discharge summary in the hard copy record, correct? Also, will agencies still be required to provide a copy of the discharge summary to the custodial agency which placed the child since PCSAs have access to RTIS?** Correct. RTIS replaces the need for a paper version of the discharge plan. Discharge summary and all info will be viewable by IV-E custodial agency. You will need to abide by your agency's contract.

**The discharge plan is the information we will be entering into RTIS. There will be no separate form needed, correct?** Correct - there are no other documents that are needed to be completed.

## **Topic: Miscellaneous**

**How much of this data entry is mandatory or optional?** It depends on what you want to capture for your agency and the youth you are serving. The required fields must be entered, and any pertinent information needed to complete the discharge plan or record aftercare activities.

**How long does information about the children stay in the SACWIS system? Up to what age?** Once the information is entered, it is permanently retained. Information can be inputted for youth in placement and youth in residential placement up to age 21. The aftercare is entered into RTIS and this can occur for a youth over 18.

**Is there a paper manual to reference when we do this?** Knowledge Base articles with step-by-step instructions and screens are available to use as you are entering information in RTIS. SACWIS Knowledge Base at <https://jfskb.com/sacwis/index.php/ohio-rtis/>

**Can these records be printed in a way that would facilitate inclusion in youth's permanent case record (or exported electronically)?** The discharge plan can be printed from RTIS and from within SACWIS by the IV-E Agency worker.

**Is there a 'training' site that private agencies may go into to practice maneuvering/entering information so that we don't mess up an actual record?** We now have a training site for RTIS and can provide an id for an agency to use for testing purposes. One id can be used for multiple users.

**Who can we contact if we have policy/licensure questions?** Contact your ODJFS Licensing Specialist or OhioMHAS Surveyor.

**Will this video training be available as a reference and to share with necessary staff?** You can find the RTIS training video list on the Knowledge Base at <https://jfskb.com/sacwis/index.php/ohio-rtis/1070-ohio-rtis-training-videos>

**Why is the contact date the only field that is marked "required" if other fields are expected to be completed?** Contact date is the only field on the screen that must be entered prior to saving the entry.