

**Creating Discharge Documentation for
Youth Placed Prior to RTIS
Implementation**



Knowledge Base Article

Creating Discharge Documentation for Youth Placed Prior to RTIS Implementation

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Overview

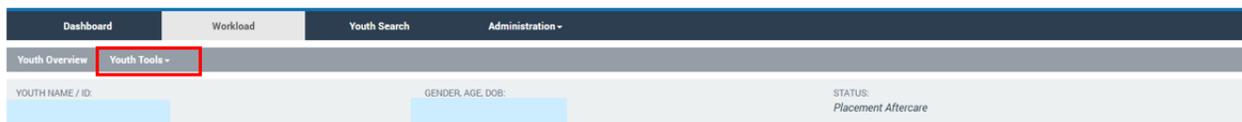
This article describes how to create what is commonly referred to as a discharge summary for youth being discharged from a congregate care facility when their placement begin date was before the Residential Treatment Information System (RTIS) went live, and/or when the agency is not yet identified as a Qualified Residential Treatment Program.

RTIS was designed on the premise that the Discharge Plan always begins with an Initial version. For the system to produce a Discharge Plan document which contains the required discharge summary information, the Initial version must first be completed. This article will guide users through the process of quickly completing an Initial Discharge Plan and then creating a Review, which will make the needed questions available for entry.

Creating an Initial Discharge Plan

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](#). However, the minimum steps required to complete this document are described below:

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**.



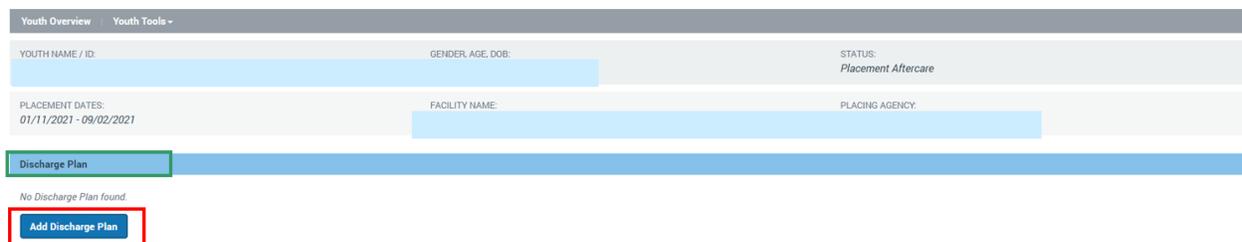
The Youth Tools drop-down menu will appear.

3. Click, **Discharge Plan**.



The **Discharge Plan** screen appears.

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



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The **Discharge Plan Details** screen appears. Moving from left to right, complete the following tabs:

Tab Name	Data Entry Required	Additional Instructions
Discharge Plan Overview	Discharge Plan Begin Date Reason for Admission Discharge Caregiver Type	
Placement Services	None	
Education	None	
Aftercare Services	None	
Supports	At least one Support record is required.	Entries could include contact information for the county caseworker, probation officer, Guardian Ad Litem, parents, etc. It will be important to create a record for the Discharge Caregiver whom the youth will be released to 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). Full instructions can be found in the SACWIS Knowledge Base Article: Entering RTIS Youth Supports .
Approval	Completion is required	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.

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Completing a Review Discharge Plan (Discharge Summary)

Once the Initial Discharge Plan has been approved, a review can be completed which will display the full array of questions to create a more comprehensive discharge summary. The information entered on the Initial Discharge Plan record is copied over to any review documents, so re-entry of data is not required. More information on completing a Review Discharge Plan can be found in the SACWIS Knowledge Base Article: [Creating a Review Discharge Plan in RTIS](#).

1. Navigate to the **Youth Overview** screen.
2. Click the **review** hyperlink located to the left of the most recently approved **Discharge Plan** record found on the **Youth Overview**.

Discharge Plan Begin Date	Created Date	Facility	Placement Begin / End Date	Plan Version	Type / Status
11/16/2021	11/16/2021		11/16/2021 -	1.00	Initial Approved

The **Discharge Plan Details** screen appears. The questions which appear are listed below and should be answered accordingly:

1. On the **Discharge Plan Overview** tab, select **Monthly Review, Service Plan Review** or **Closure** from the **Review Type** drop-down menu (required).
2. Enter any pertinent **Review Details** (required).
3. **Discharge Plan Begin Date** will copy over from the Initial version.
4. **Reason for Admission** will copy over from the Initial version.

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5. Enter **Summary of Youth's Adjustment and Results of the Placement** in the narrative box.
6. Enter **Reason for Discharge** in the narrative box.
7. Select or enter a **Proposed Discharge Date**.
8. The **Discharge Caregiver Type** will copy from the Initial plan, but can be edited.
9. The **Discharge Caregivers** information should populate from the **Support** record marked as Discharge Caregiver if the Discharge Caregiver Type is selected as Adoptive Home, Foster Care, Kinship-Relative, Kinship-Non-Relative, Out-of-State IVE-E Agency Custody/Guardianship or Parent(s). If the youth is being placed in another facility, the **Link Provider** button will appear and a search for the facility name can be performed so that information may pull forward.
10. **Youth Released To:** will display all individuals entered in the Supports and an Other value, which will allow users to enter the name of another individual who transported the youth from the facility at discharge.
11. **Additional Discharge Information** may be entered but is not a required field.

The remaining tabs should be completed as appropriate to record the services provided to the youth during placement, education information, aftercare services planned or provided and their supports. Instructions on how to complete these tabs can be found in the Knowledge Base Article [Creating a Review Discharge Plan in RTIS](#).

Discharge Plan Details

Workload > Youth Overview > Discharge Plan

YOUTH NAME / ID: [REDACTED] GENDER, AGE, DOB: [REDACTED]

PLACEMENT DATES: 11/16/2021 - [REDACTED] FACILITY NAME: [REDACTED] PLAN VERSION/STATUS: 1.01/In Progress(11/16/2021)

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

Review Details

Review Type: [REDACTED]

Review Details: (expand full screen)

10000 characters remaining

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Discharge Summary

Youth being placed from out-of-state: No	Caretaker Structure: Mother Only	Legal Guardian / Custodian: Mama James	Legal Guardian / Custodian 2:
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Discharge Plan Begin Date:

Reason for Admission: [\(expand full screen\)](#)
 Test

Summary of Youth's Adjustment and Results of the Placement: [\(expand full screen\)](#)

Reason for Discharge: [\(expand full screen\)](#)

Plan for Youth After Discharge

Proposed Discharge Date:

Discharge Caregiver Type:
 Unknown/Not Yet Determined

Youth Released To:

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

Apply
Save
Cancel

Recording Medications

Important: As per 5101:2-5-17(B) (4), it is especially critical to document current prescription and nonprescription medications and any allergies to medications for the youth. Full instructions can be found on the Knowledge Base Article [Maintaining Youth Medical Information](#). Entering this information while a discharge plan is in progress or prior to creating a discharge plan will allow this data to appear in the document. A summary of these instructions is detailed below:

1. Navigate to the **Youth Overview** screen.
2. Click, **Youth Tools**.

Youth Overview
Youth Tools -

YOUTH NAME / ID:	GENDER, AGE, DOB:	STATUS: Current Placement
PLACEMENT DATES: 11/16/2021 -	FACILITY NAME:	Direct / Out-of-State Placement

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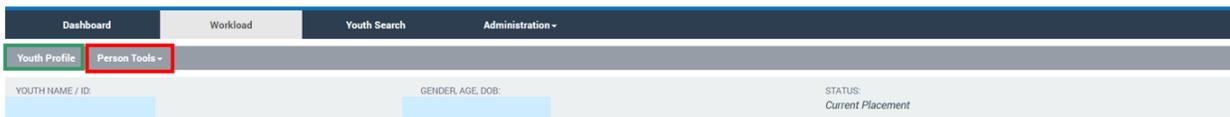
The Youth Tools drop-down menu will appear.

1. Click, **Youth Profile**.



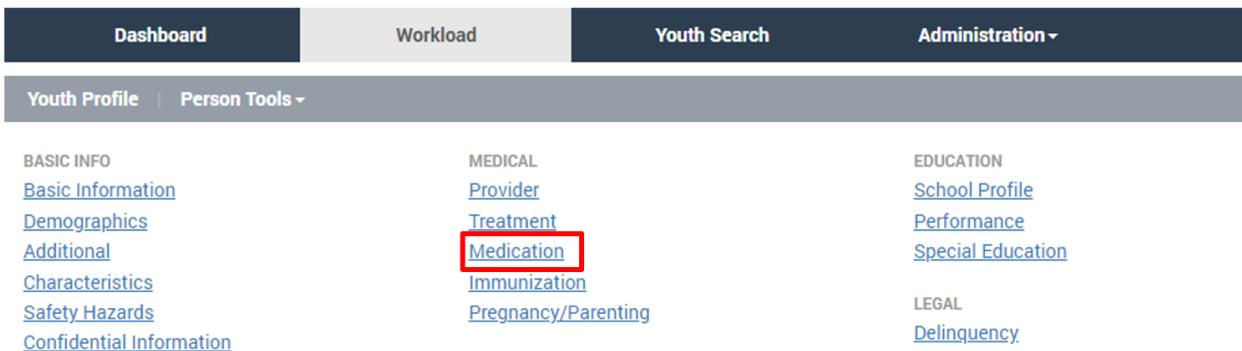
The Youth Profile page will appear.

2. Click, **Person Tools**.



The Person Tools drop-down menu will appear.

3. Select **Medication** from the Person Tools.



The **Manage Medical Information** screen appears, defaulted to the **Medication** tab.

4. Click **Add Medication**.

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Manage Medical Information

Workload > Youth Overview > Person Profile

YOUTH NAME / ID: Dewitt, Jimmy Chainsaw / 00000000		GENDER, AGE, DOB: Male, Age 00, MM/DD/YYYY		STATUS: Current Placement	
Provider	Treatment	Medication	Immunization	Pregnancy/Parenting	
Medication					
<input checked="" type="checkbox"/> Include Created in Error					
Add Medication					
	Date Prescribed	Discontinue Date	Name / Dosage / Frequency	Psychotropic Medication	
edit	10/10/2020		ABC Medicine - 100mg / day	No	
Notes: Up to 400 characters displayed here, showing an ellipses when running over 400 char...					
edit	10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	Yes	CREATED IN ERROR
Notes: Up to 400 characters displayed here, showing an ellipses when running over 400 char...					
view	10/10/2020	10/10/2021	<Medication Name> - <Dosage> / <Frequency>	No	
Notes: Up to 400 characters displayed here, showing an ellipses when running over 400 char...					
Add Medication					

The **Add Medication Information** screen appears.

5. Select the **Medication Name** from the dropdown.

Important: If the selected medication is a **Psychotropic Medication**, the system will automatically check the box.

Note: If the medication is not listed, select **Other**, then enter the Medication Name in the **Other** text field. Select the **Psychotropic Medication** checkbox, if applicable.

6. Record the **Dosage**.

7. Record the **Frequency**.

8. Make a selection from the **Medication Required Daily** drop-down menu.

9. In the **Prescribed By** field, enter the name of the prescribing medical professional.

10. Enter the **Refills Prescribed**, if applicable.

11. Enter the **Date Prescribed**.

12. Enter the **Discontinue Date**, when applicable.

13. In the **Notes** field, enter any additional information about the medication (optional).

14. Complete the fields in the **Pharmacy Information** section (optional).

15. Click **Save**.

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Add Medication Information

Workload > Youth Overview > Person Profile > Medications

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

Medication Information

Medication Name: *

Psychotropic Medication

Dosage: Frequency:

Medication Required Daily: *

Prescribed By: * Refills Prescribed:

Date Prescribed: * Discontinue Date:

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

4000 characters remaining

Pharmacy Information

Pharmacy Name:

Location Details:
100 characters remaining

Phone: Ext: Fax:

Created In Error

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

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The **Medication** tab screen appears, displaying the newly added record in the Medication grid.

The screenshot shows a web application interface with a top navigation bar containing 'Dashboard', 'Workload', 'Youth Search', and 'Administration'. Below the navigation bar is a green notification bar that says 'Your data has been saved.' The main content area is titled 'Manage Medical Information' and includes a breadcrumb 'Workload > Youth Overview > Person Profile'. There are fields for 'YOUTH NAME / ID', 'GENDER, AGE, DOB', and 'STATUS: Current Placement'. Below these fields are tabs for 'Provider', 'Treatment', 'Medication' (which is highlighted with a green box), 'Immunization', and 'Pregnancy / Parenting'. The 'Medication' tab is active, showing a table with columns: 'Date Prescribed:', 'Discontinue Date:', 'Name / Dosage / Frequency', and 'Psychotropic Medication'. A single record is visible with the date '12/01/2021', the name 'Adderall (Amphetamine and Dextroamphetamine) / /', and the status 'Yes'. There are 'Add Medication' buttons above and below the table.

Adding Diagnosed Characteristics for Medication Allergies

1. Navigate to the Youth Profile for whom the allergy is to be documented.
2. Select **Characteristics** from the Person Tools.

The screenshot shows a web application interface with a top navigation bar containing 'Dashboard', 'Workload', 'Youth Search', and 'Administration'. Below the navigation bar is a grey bar with 'Youth Profile' and 'Person Tools'. The 'Person Tools' menu is open, displaying a grid of links. The links are organized into three columns: 'BASIC INFO', 'MEDICAL', and 'EDUCATION'. The 'Characteristics' link under 'BASIC INFO' is highlighted with a red box. Other links include 'Basic Information', 'Demographics', 'Additional', 'Safety Hazards', 'Confidential Information', 'Provider', 'Treatment', 'Medication', 'Immunization', 'Pregnancy/Parenting', 'School Profile', 'Performance', 'Special Education', 'LEGAL', and 'Delinquency'.

The **Characteristics** tab screen appears.

1. Select, **Medical**, from the **Characteristic Type** drop-down menu in the **Person Characteristics** grid.
2. Click **Add Characteristic**.

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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

Characteristic Type: Method:

Include Created in Error

Sort By:

Filter

Person Characteristics

No characteristics found for this person.

Characteristic Type: **Add Characteristic**

Apply Save Cancel

The **Add Characteristics** screen appears.

1. Make a selection(s) from the **Available Characteristics** grid (this will activate the Add feature). In this instance, choose **Allergies - Drug** and move to the Selected Characteristics.
2. Select the appropriate radio button from the **Method** list. The selection made from the Method list will determine the type of additional information requested.
3. Click, **Add** (this will move the characteristic to the **Selected Characteristics** grid).
4. Click, **Save**.

Characteristic Details

Characteristic Type:
Medical

Available Characteristics:

<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
AIDS				
Allergies - Environmental				
Allergies - Food				
Asthma-No Treatment Required				
Asthma-Treatment Required				
Blind				
Blood Disorder				

Selected Characteristics:

<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allergies - Drug				

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Method:

- Unknown
- Self Reported
- Observed
- Clinically Diagnosed

Diagnosed By: Diagnosis Date: 05/03/2021  End Date: 

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

4000 characters remaining

Created By: Created Date:

Modified By: Modified Date:

Source System Code:

Save

Printing the Discharge Plan

To print a discharge plan report, click the report icon () located to the right of the discharge plan record on the Youth Overview or the Discharge Plan list page.

Discharge Plan Record

Discharge Plan

Result(a) 1 to 1 of 1 / Page 1 of 1

	Discharge Plan Begin Date	Created Date	Facility	Placement Begin / End Date	Plan Version	Type / Status	
edit	11/16/2021	12/13/2021	<input type="text"/>	11/16/2021 -	1.01	Monthly Review In progress	

Youth Overview Screen

Youth Overview [Youth Tools -](#)

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

PLACEMENT DATES: 11/16/2021 - FACILITY NAME: *Direct / Out-of-State Placement*

Current Discharge Plan

	Discharge Plan Begin Date	Created Date	Facility	Placement Begin / End Date	Plan Version	Type / Status	
edit	11/16/2021	12/13/2021	Nicholas Residential Treatment Center for Youth	11/16/2021 -	1.01	Monthly Review In progress	

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