Ohio Department of Job and Family Services (ODJFS)
Office of Families and Children
Bureau of Foster Care Licensing

Policy and Practice Guidance Document # 014
RTIS Communication

October 20, 2021

Background
OAC 5101:2-5-17 Discharge summary:
ODJFS eManuals > Families and Children > Family, Children and Adult Services Manual > Foster Care Licensing > 5101:2-5-17 Discharge Summary (ohio.gov)

- This rule was revised as a result of the five-year review and changes were effective July 9, 2021
- This rule states, in part, “...(E) A residential facility is to enter a discharge summary into the residential treatment information system (RTIS) no later than ten days after a child is discharged from the facility. A copy of the discharge summary is to be maintained within the child’s record and a copy is to be provided, no later than ten days after the discharge summary is completed, to the custodial agency which placed the child, or to the parent, guardian or custodian in the case of a direct placement…”.
- This rule is applicable to all residential facilities, despite whether or not the agency is identified as QRTP compliant

OAC 5101:2-9-42 Qualified residential treatment program (QRTP):
ODJFS eManuals > Families and Children > Family, Children and Adult Services Manual > Foster Care Licensing > 5101:2-9-42 Qualified Residential Treatment Program (QRTP) (ohio.gov)

- This rule was revised to align with a new assessment rule and to require documentation in a new information system and changes were effective October 1, 2021
- This rule states, in part, “...(B) (12) Ensures all QRTP requirements able to be recorded in the residential treatment information system (RTIS) are documented within RTIS…”. 
Details of the revisions can be found in the FCASMTL (Revision of Ohio Administrative Code Rule 5101:2-9-42) ODJFS eManuals > Families and Children > Family, Children and Adult Services Manual > FCASM Transmittal Letters > FCASMTL 473 (Revision of Ohio Administrative Code Rule 5101:2-9-42).

This rule is applicable to all residential facilities identified as QRTP compliant

**Process (licensing assessment for compliance)**

We recognize and understand the two effective dates identifying the two separate groups of facilities has generated questions from our providers. As a result, we have outlined an extension for agencies that have not previously gained access and begun using RTIS. Please note the following timeline for assessment purposes:

- All residential facilities who are not QRTP compliant shall document required discharge summary information in RTIS as follows:
  - If not previously done, request and obtain access to RTIS by December 17, 2021
  - Any child placed on or after your agency has access to RTIS shall document the discharge summary in RTIS

- All residential facilities who are QRTP compliant shall document required information in RTIS as follows:
  - Any child placed on or after July 9, 2021 and prior to October 1, 2021 and not yet discharged shall be documented in RTIS following the requirements as stated in 5101:2-5-17 (E) within 10 days of discharge
  - Any child placed on or after October 1, 2021 shall document all QRTP discharge planning requirements in RTIS as stated in 5101:2-9-42 prior to discharge.

- RTIS does have the functionality to add discharge summary information for previous activities, so backdating documentation is permissible

**Resources**

ODJFS has many resources available to support your introduction of and ongoing use of RTIS.

- Please visit Ohio SACWIS Knowledge Base for guidance documents, tutorial videos, and ongoing supporting resources SACWIS Knowledge Base - Ohio RTIS (jfskb.com)
- To request access to RTIS, please do the following:
  - View the RTIS training and RTIS Knowledge Base Articles found on the Ohio SACWIS Knowledge Base.
  - Identify one or two employees from your agency that will be the primary points of contact with the SACWIS Help Desk. One of these employees should be the RTIS Supervisor that will be setting up all the new employees in RTIS.
  - Complete the RTIS – New User Spreadsheet (the SACWIS Help Desk will create the first RTIS Supervisor for each agency and then that supervisor will be responsible for setting up remaining employee records) – see attached to corresponding email
Complete the JFS 07078 for the first RTIS Supervisor for which access is requested – *see attached to corresponding email*

Return both the spreadsheet and the JFS 07078 to [SACWIS_Access@jfs.ohio.gov](mailto:SACWIS_Access@jfs.ohio.gov). If your agency is new to RTIS only submit information for the first RTIS Supervisor. A physical signature is required.

The SACWIS Help Desk will create the first RTIS Supervisor in MyOhio and RTIS and respond with the user ID and temporary password.

Once the RTIS Supervisor is setup they can then begin the process of setting up the remaining employees in RTIS.

Please review [SACWIS Knowledge Base - RTIS Employee Maintenance (jfskb.com)](http://jfskb.com) for how to set up a new user in RTIS.

After all employees have been created in RTIS, send the updated New User Spreadsheet and all JFS 07078 forms to [SACWIS_Access@jfs.ohio.gov](mailto:SACWIS_Access@jfs.ohio.gov) in one email. The new user and the Supervisor must both physically sign the JFS 07078 form.

The SACWIS Help Desk will begin creating the employee’s user id’s and temporary password. Once completed the information will be sent to the primary point of contact for your agency.

For all questions not related to new user setup, contact the SACWIS Help Desk at (800) 686-1580 (option 3 then 5) or email [SACWIS_Help_Desk@jfs.ohio.gov](mailto:SACWIS_Help_Desk@jfs.ohio.gov).

**Contact**

For questions specific to this communication, please contact Stevie Romano at [Stephanie.Romano@jfs.ohio.gov](mailto:Stephanie.Romano@jfs.ohio.gov). For questions specific to RTIS user access contact [SACWIS_Access@jfs.ohio.gov](mailto:SACWIS_Access@jfs.ohio.gov). For questions not related to new user set up, contact [SACWIS_Help_Desk@jfs.ohio.gov](mailto:SACWIS_Help_Desk@jfs.ohio.gov).
Logging into RTIS:

1. Open your web browser and go to https://rtis.ohio.gov/rtislogin/

2. You will arrive at the Ohio RTIS login page. On the login page, click on the “Log In Button”.

What is RTIS?

RTIS stands for Residential Treatment Information System. ODJFS, in partnership with our public and private agencies, is committed to designing, developing and implementing a comprehensive case management system that will assist residential treatment staff in meeting and managing their compliance with the Qualified Residential Treatment Program requirements. RTIS is a sub-system of Ohio SACWIS Comprehensive Child Welfare Information System (CCWIS).

Confidentiality Statement

Information contained in Ohio SACWIS, as well as RTIS, is confidential and not subject to disclosure pursuant to the Ohio Public Records Act (RC 149.43) or RC 1347.08. Only individuals who are authorized to do so may access the information contained within Ohio SACWIS. No person shall access or use information contained in Ohio SACWIS other than in accordance with state law and ODJFS rule. No person shall disclose information obtained from Ohio SACWIS in any manner not specified by rule. Whoever violates this is guilty of a misdemeanor of the fourth degree.

Privacy Statement

By accessing and using this computer system, you are consenting to system monitoring for network administration and security purposes. Anyone who attempts to gain unauthorized access to, or exceed authorized access to this system could be subject to criminal and civil penalties and/or administrative action. If you are aware of any such unauthorized activities, it is your responsibility to notify your agency system administrator IMMEDIATELY!
3. You will then be taken to myOhio. On this page, you will enter the OH|ID Workforce User ID and password that was given to you and click on the Log In button.
4. If you are logging into RTIS for the first time, you will be prompted to Update your Security Options. This can be done by completing the steps attached. Once the steps are completed, you can access RTIS by navigating again to https://rtis.ohio.gov/rtis/logon.do, where you will be taken to the RTIS home screen. If this is not the first time you have logged into RTIS, you will bypass the Update Security Options page and be taken to the RTIS home screen immediately.