



OCLQS Portal – ODJFS Submit Serious Incident Report

Description:

This Job Aid describes the process of submitting a Serious Incident Report on the OCLQS Portal.

Related Job Aid(s):

- OCLQS Portal – Account Management

Step 1: Log In to the OCLQS Portal

Click **Log in as ODJFS User**

Note: If you do not have an OCLQS account, refer to the OCLQS Portal - Account Management Job Aid for the steps to create an account.





Step 2: Enter Log In Information

- 1) Enter **Email** address and **Password**
- 2) Click **Log In**

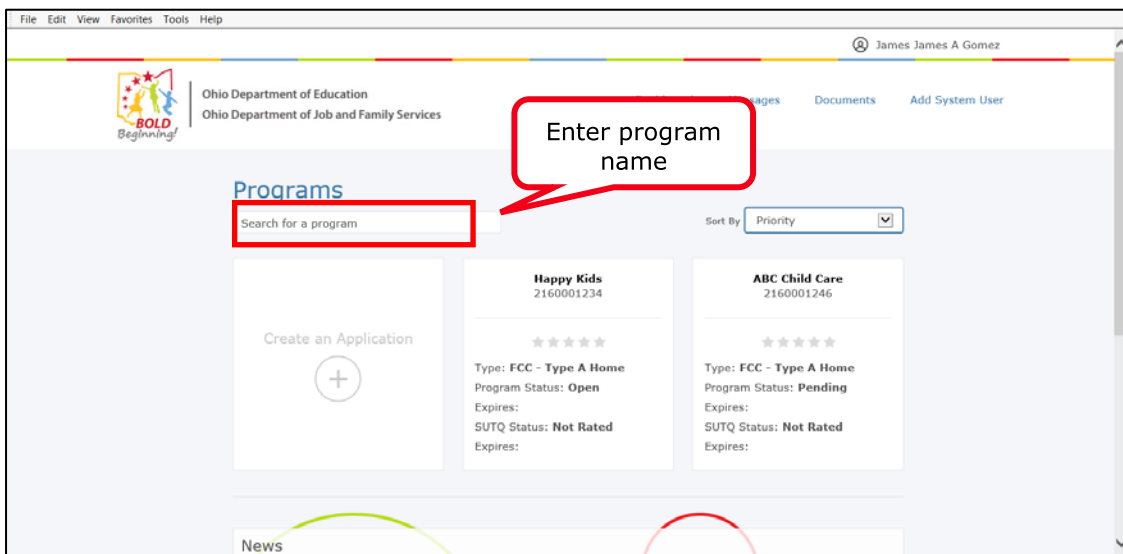
*Note: If you do not remember your **Email** address and/or **Password**, refer to the OCLQS Portal - Account Management Job Aid for information on how to get log in information.*



Step 3: Search for the Program

Enter program name in the search bar

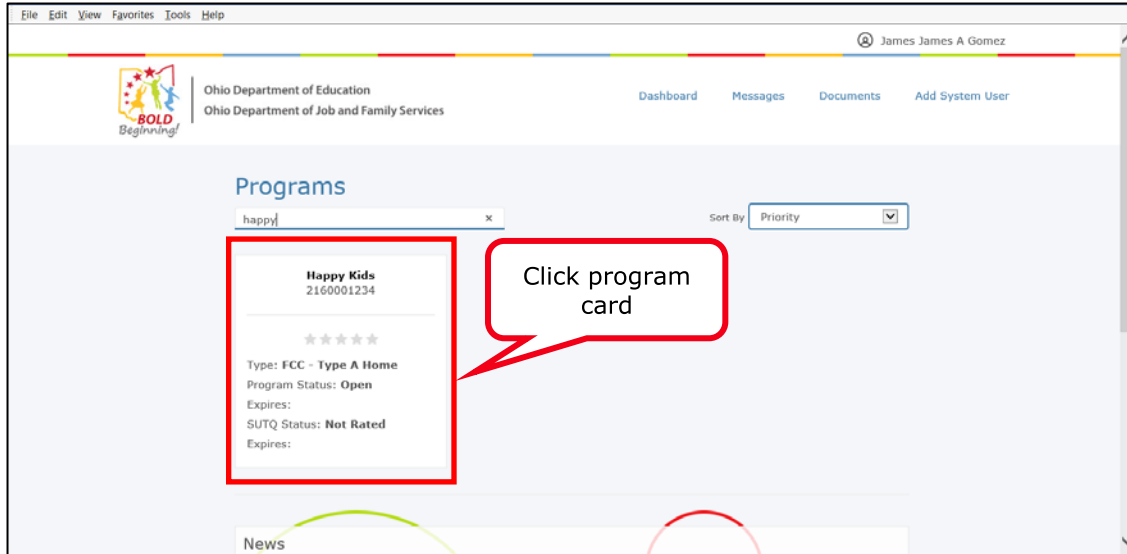
Note: It is not always necessary to search for the program. You can also look for the program on the screen without the search.





Step 4: Select the Program

Click anywhere in the program card





Step 5: Begin to Report Serious Incident

Click **Report Serious Incident**

Eddie's Kids Care

Program Number: 2160014000


License

Eddie's Kids Care

Status: **Licensed** Expires: **N/A**

[Manage Programs](#)

Step Up To Quality Summary



Status: **Not Rated** Expires:

[Manage SUTQ](#)

▼ Licensing Inspections

Date of Inspection	Type	Corrective Action Plan(s)	Full Report	Non-Compliance Summary
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▼ SUTQ Desk Reviews and On-Site Visits

Name	Status	Date	Type	On-Site Summary
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▼ Serious Incidents

Case Number	Description	Date of Incident	Status	Date Opened	Date Closed	Incident Report
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Click *Report Serious Incident*

[Report Serious Incident](#)



Step 6: Report Serious Incident

Click **Report Serious Incident**

The screenshot shows the 'Report Serious Incident' page. At the top left is the 'BOLD Beginning!' logo. The header includes 'Ohio Department of Education' and 'Ohio Department of Job and Family Services'. Navigation links for 'Dashboard', 'Messages', 'Documents', and 'Add System User' are in the top right. The main heading is 'Report Serious Incident'. Below it, under 'Instructions', is the text: 'Click on the Report Serious Incident button to complete the JFS 01156 "Serious Incident Reporting for Child Care" form. This form should only be used to report serious incidents as required in Ohio Administrative Code 5101:2-12-16.' At the bottom right of the main content area are two buttons: 'Cancel' and 'Report Serious Incident'. A red callout box with a pointer to the 'Report Serious Incident' button contains the text 'Click **Report Serious Incident**'. The footer contains links for 'CCIDS Provider Portal', 'Early Childhood Ohio', 'OCCRRRA', 'Ohio.Gov', 'Non-Discrimination Statement', 'Privacy Statement', 'FAQs', and 'Contact', along with 'Copyright © 2016 State of Ohio'.



Step 7: Enter Initial Serious Incident Information

Enter initial information in the **Incident/Injury Description** section

Report Serious Incident

Program Information

Contact Number
1231231234

Contact Name
Center

Contact E-mail Address
centercorpuat@mailinator.com

Program Name
Eddie's Kids Care

Incident/Injury Description

Date/Time of Incident/Injury*

Number of Children Involved*



Age of Children Involved*

Available		Chosen
Toddler		
Pre-School		
School Age		

Enter information



Step 8: Select Ages of Children Involved/Present

- 1) Enter information for **Age of Children Involved**
 - a. Click on the applicable value(s) in the **Available** column
 - b. Click on the  arrow to select the value into the **Chosen** column
- 2) Enter information for **Age of Children Present at the Incident**
 - a. Click on the applicable value(s) in the **Available** column
 - b. Click on the  arrow to select the value into the **Chosen** column

*Note: Only the values that appear in the **Chosen** column are selected. Repeat steps to enter multiple values.*

The screenshot shows a form with two main sections for selecting child ages. Each section has an 'Available' list on the left and a 'Chosen' list on the right. In the 'Age of Children Involved*' section, the 'Available' list contains 'Toddler', 'Pre-School', and 'School Age'. In the 'Age of Children Present at the Incident*' section, the 'Available' list contains 'N/A', 'Infant', 'Toddler', 'Pre-School', and 'School Age'. Red callouts 1a and 1b point to the 'Available' column and the arrow button in the first section. Red callouts 2a and 2b point to the 'Available' column and the arrow button in the second section. Below these sections is a dropdown menu for 'Who was Involved in the Incident*' with the value '--None--'. At the bottom, there is a checkbox labeled 'Six Point Serious Risk Non-Compliance'.



Step 9: Enter Additional Information

- 1) Enter additional information regarding the serious incident
- 2) Check applicable boxes for **Type of Child Injury or Illness**

The screenshot shows a web form with two main sections. The first section, titled "Who was Involved in the Incident*", contains a dropdown menu currently set to "--None--" and a checkbox labeled "Six-point serious risk non-compliance as listed in appendix A to rules 5101:2-12-03 or 5101:2-13-03". The second section, titled "Type of Child Injury or Illness*", contains a grid of 14 checkboxes for various injury types: Allergic Reaction / Asthma Attack, Broken / Dislocated Bone, Collapse / Faint, No Pulse / Not Breathing, Poisoning, Sprain / Strain, Tooth injury, Blow or Bump to the Head, Outbreak of illness, Deep Cut / Laceration, Object inserted into body part, Seizure, Suspected broken bone/dislocation, and Other injury requiring medical treatment. Two callout boxes are present: callout 1 points to the dropdown menu with the text "Enter information", and callout 2 points to the checkboxes with the text "Check boxes if applicable".

1 Enter information

2 Check boxes if applicable



Step 10: Complete Serious Incident Report

- 1) Check applicable boxes for **Type of Child Incident** and **Action Taken**
- 2) Enter description
- 3) Click **Submit Serious Incident**

1 Check boxes if applicable

2 Enter description

3 Click **Submit Serious Incident**

Type of Child Incident*

- Abuse of child by any adult
- Child Unattended On-site Outside Program
- Death of a Child
- Intruder Enters the Program
- Natural / Man-made Disaster
- Threat of violence
- Weapon found
- Child unattended on-site inside program
- Child unattended off-site program
- Inappropriate touching/sexual play
- Medication error
- Prohibitive discipline techniques
- Vehicle accident

Action Taken*

- Public Children Services Agency Contact
- Emergency Services (police/fire/ambul)
- Parent followed up with Medical/Dental
- Local Health Department Contacted
- Poison Control Contacted
- Emergency Services Transported Child
- Program Recommended Medical/Dental Care
- Other

Please Describe What Happened (Please include any equipment involved and the equipment's location and condition)*

Cancel Submit Serious Incident



Step 11: Click Go to Program Details

Click **Go to Program Details**

The screenshot shows a web interface with a success message box. The message reads: "Success. The serious incident has been submitted. Click the button below to go back to the Program page." A blue button labeled "Go To Program Details" is highlighted with a red box. A red callout bubble points to this button with the text "Click **Go To** Program Details". The background shows a form with various checkboxes for incident types, including "Sprain / Strain", "Tooth injury", "Suspected broken bone/dislocation", "Other injury requiring medical treatment", "Abuse of child by any adult", "Child Unattended On-site Outside Program", "Death of a Child", "Intruder Enters the Program", "Natural / Man-made Disaster", "Threat of violence", "Child unattended on-site inside program", "Child unattended off-site program", "Inappropriate touching/sexual play", "Medication error", and "Prohibitive discipline techniques". The "Abuse of child by any adult" checkbox is checked.

The process of submitting a Serious Incident Report is complete.