Ohio Department of Job and Family Services

REMINDER: Incident/Injury Report e-Form (JFS 01299) Available Online!

Access the Incident/Injury Report e-form from JFS Forms Central. Serious incidents, injuries, or illnesses can be documented using the JFS 01299 e-form. Click here to access JFS Forms Central.

The Incident/Injury Report e-form may be completed and submitted online from any computer with a standard web browser and an active internet connection.

IMPORTANT: Within 24 hours of a serious incident, all licensed providers are required to verbally contact ODJFS and all certified providers are required to verbally contact CDJFS. The verbal contact is followed by the submission of this form.

- Required fields are highlighted in red and must be completed before submission.
- An Authorization dialog displays when a name is entered in the field marked "Print First and Last Name Of Person Completing Form." Clicking OK represents your agreement.
- Clicking Print sends a copy of the completed e-form to your local printer.
- Clicking Submit sends the incident/injury data to ODJFS electronically.
- Clicking Reset removes all entered data from the e-form. You may then enter data for another incident/injury report.
- Required dates must be in YYYY-MM-DD format. A clickable calendar is also available for entering dates.
- Time of Incident must be entered in military format (e.g. 1300 for 1:00 p.m.)

All data is encrypted for security. Upon successful e-form submission, a verification page displays all submitted information. Submission errors (such as a duplicate submission) cause an error page to display. Both pages can be saved to your local PC or network directory.

Those providers without internet access may print, complete and mail (or fax) the Incident/Injury Report e-form to the appropriate CDJFS or ODJFS office.

All incident/injury data submitted electronically is loaded into the ODJFS system on a nightly basis. Notifications of accepted and rejected submissions are sent to a designated point of contact for review.

All submitted Incident/Injury Report e-forms are automatically classified as SERIOUS. These are reviewed to determine whether any should be reclassified as MINOR.

NOTE: Adobe Reader 9.0 (or higher) is required to complete and submit the form online. Click here to download the free Adobe Reader.