



## 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**

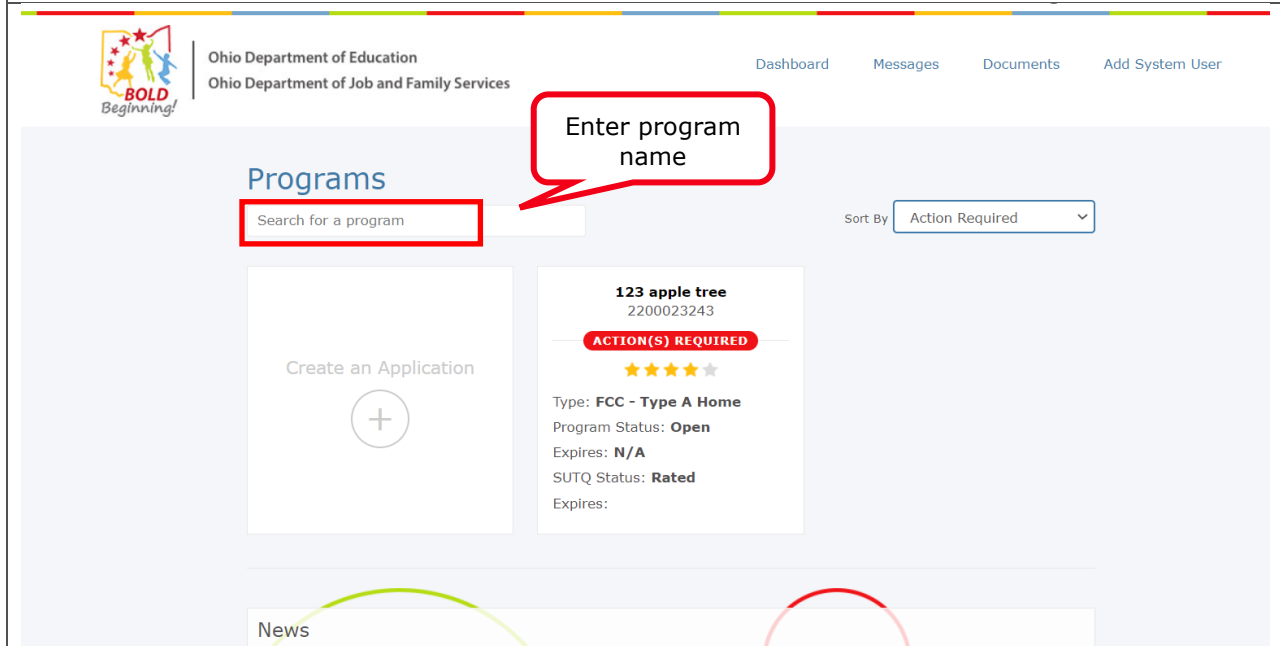
*Note: If you do not remember your **Email** address and/or **Password**, refer to the OCLQS Portal - Account Management Job Aid for information on how to get log in information.*



## 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

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Dashboard Messages Documents Add System User

### Programs

Search for a program

Sort By: Action Required

Create an Application (+)

**123 apple tree**  
2200023243

**ACTION(S) REQUIRED**

★★★★☆

Type: **FCC - Type A Home**  
Program Status: **Open**  
Expires: **N/A**  
SUTQ Status: **Rated**  
Expires:

News



## Step 5: Begin to Report Serious Incident

Click **Report Serious Incident**

### 123 apple tree

Program Number: 2200023243

ACTION(S) REQUIRED

- The program transaction is returned for revision.

License

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**123 apple tree**  
6300 chandler st 2  
cincinnati, OH 45227

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

Manage Programs

Step Up To Quality Summary

Status: **Rated** Expires:

Manage SUTQ

> Program Reports

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> Licensing Inspections

---

> SUTQ Desk Review and Annual Report

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▼ SUTQ On-Site Visits

Name	Status	Inspection Start Date	Type	On-Site Summary
Initial Registration	Rating Assessment Complete	12/6/2021	On Site	<a href="#">↓</a>
Ongoing Registration	Rating Assessment Complete	5/9/2022	On Site	<a href="#">↓</a>
SUTQ Inspection	Rating Assessment Complete	5/11/2022	On Site	<a href="#">↓</a> <a href="#">↓</a>
SUTQ Inspection	Rating Assessment Complete	5/11/2022	On Site	<a href="#">↓</a> <a href="#">↓</a>
SUTQ Inspection	Rating Assessment Complete	5/11/2022	On Site	<a href="#">↓</a> <a href="#">↓</a>
SUTQ Inspection	Rating Assessment Complete	5/11/2022	On Site	<a href="#">↓</a> <a href="#">↓</a>
SUTQ Inspection	Rating Assessment Complete	5/11/2022	On Site	<a href="#">↓</a> <a href="#">↓</a>

> Serious Incidents

Click **Report Serious Incident**

Report Serious Incident



## Step 6: Report Serious Incident

Click **Report Serious Incident**



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### Report Serious Incident

#### Instructions

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.

Click **Report Serious Incident**

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## Step 7: Enter Initial Serious Incident Information

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



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### Report Serious Incident

Program Information

Contact Number

Contact Name

Abdallah Abusnaineh

Contact E-mail Address

abdallahabusnaineh5@gmail.com.test

Program Name

123 apple tree

Incident/Injury Description

Date/Time of Incident/Injury\*

Number of Children Involved\*

Indicate the  (s) of the child(ren) involved in the incident



Enter  
information

Chosen

Indicate the age of all other children present in the group at the time of the incident



## Step 8: Select Ages of Children Involved/Present

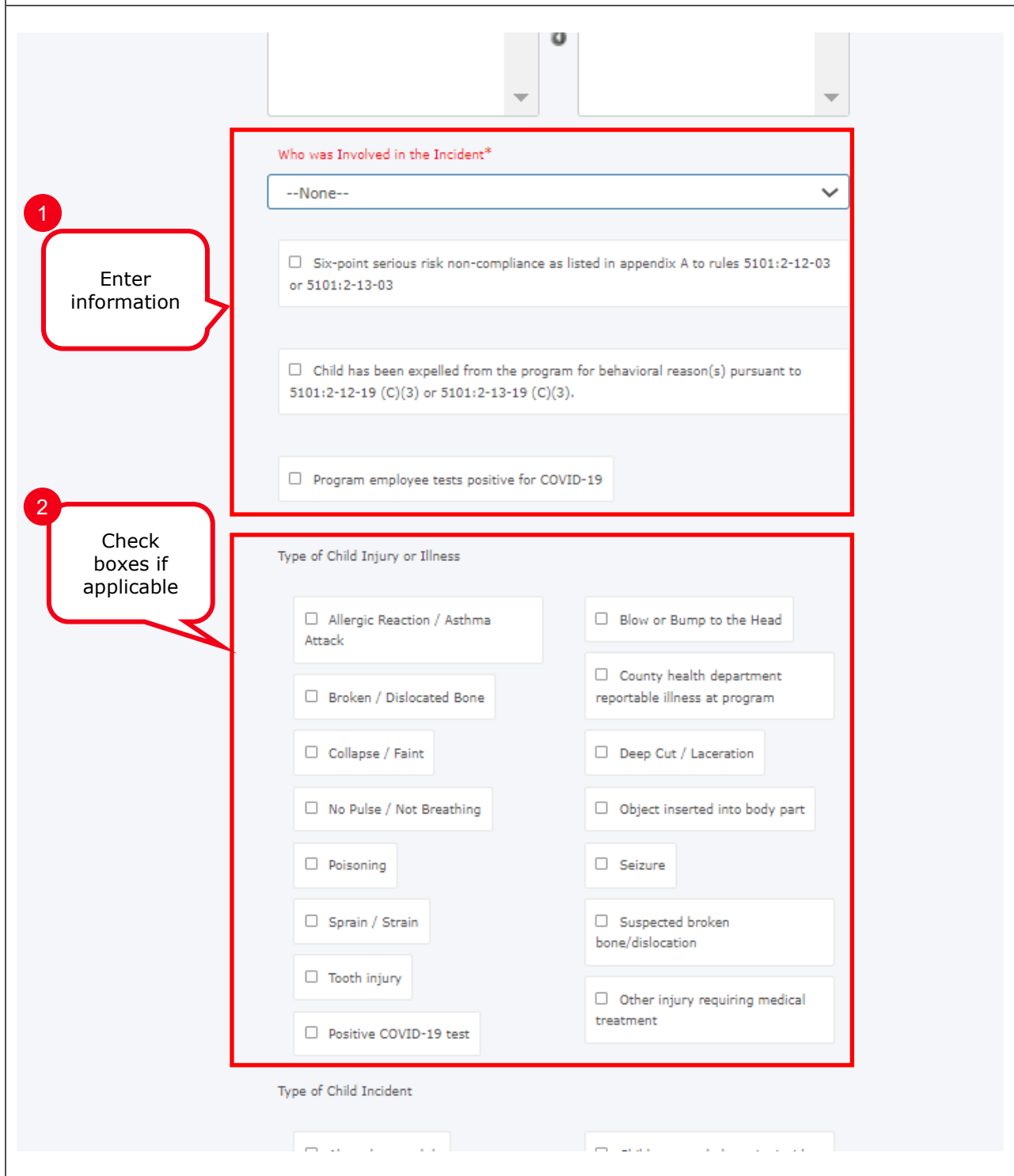
- 1) Enter information for **Age of Children Involved**
  - a. Click on the applicable value(s) in the **Available** column
  - b. Click on the  arrow to select the value into the **Chosen** column
- 2) Enter information for **Age of Children Present at the time of Incident**
  - a. Click on the applicable 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 web form for reporting an incident. At the top, there is a text input field for "Number of Children Involved\*". Below this is a section titled "Indicate the age(s) of the child(ren) involved in the incident". This section contains two columns: "Available" and "Chosen". The "Available" column lists "Infant", "Toddler", "Pre-School", and "School Age". The "Chosen" column is currently empty. A red callout box labeled "1a" points to the "Available" column with the text "Click on applicable value(s)". A red callout box labeled "1b" points to the arrow icons between the columns with the text "Click arrow". Below this is another section titled "Indicate the age of all other children present in the group at the time of the incident". It also has "Available" and "Chosen" columns. The "Available" column lists "N/A", "Infant", "Toddler", "Pre-School", and "School Age". A red callout box labeled "2a" points to the "Available" column with the text "Click on applicable value(s)". A red callout box labeled "2b" points to the arrow icons between the columns with the text "Click arrow". At the bottom of the form, there is a dropdown menu for "Who was Involved in the Incident\*" with "--None--" selected. Below the dropdown are three checkboxes with associated text: "Six-point serious risk non-compliance as listed in appendix A to rules 5101:2-12-03 or 5101:2-13-03", "Child has been expelled from the program for behavioral reason(s) pursuant to 5101:2-12-19 (C)(3) or 5101:2-13-19 (C)(3).", and "Program employee tests positive for COVID-19".

## Step 9: Enter Additional Information

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



1

Enter information

2

Check boxes if applicable

Who was Involved in the Incident\*

--None--

Six-point serious risk non-compliance as listed in appendix A to rules 5101:2-12-03 or 5101:2-13-03

Child has been expelled from the program for behavioral reason(s) pursuant to 5101:2-12-19 (C)(3) or 5101:2-13-19 (C)(3).

Program employee tests positive for COVID-19

Type of Child Injury or Illness

Allergic Reaction / Asthma Attack

Broken / Dislocated Bone

Collapse / Faint

No Pulse / Not Breathing

Poisoning

Sprain / Strain

Tooth injury

Positive COVID-19 test

Blow or Bump to the Head

County health department reportable illness at program

Deep Cut / Laceration

Object inserted into body part

Seizure

Suspected broken bone/dislocation

Other injury requiring medical treatment

Type of Child Incident





## 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**

The screenshot shows a web form for submitting a serious incident report. It is divided into three main sections, each highlighted with a red box and a numbered callout:

- Callout 1:** A red speech bubble with the number '1' and the text 'Check boxes if applicable' points to the 'Type of Child Incident' and 'Action Taken' sections. These sections contain two columns of checkboxes for various incident types and actions.
- Callout 2:** A red speech bubble with the number '2' and the text 'Enter description' points to a large text input field labeled 'Detailed description of the incident\*'. The field is currently empty.
- Callout 3:** A red speech bubble with the number '3' and the text 'Click **Submit Serious Incident**' points to a blue button labeled 'Submit Serious Incident' at the bottom right of the form.

**Type of Child Incident**

- Abuse by an adult
- Child unattended on-site inside program
- Child unattended on-site outside program
- Child unattended off-site program
- Death of a Child
- Inappropriate touching/sexual play (between children or by adult and child)
- Intruder Enters the Program
- Medication error
- Natural / Man-made Disaster
- Prohibitive discipline techniques (spanking included)
- Threat of violence
- Vehicle accident
- Weapon found

**Action Taken**

- Public Children Services Agency (PCSA) Contacted
- Poison Control Contacted
- Emergency Services (police/fire/ambulance) 911 Called
- Emergency Services Transported Child or Child Transported to the Hospital
- Parent followed up with Medical/Dental Care
- Program Recommended Medical/Dental Care
- Local Health Department Contacted
- Other- please describe

Detailed description of the incident\*

Submit Serious Incident



## Step 11: Click Go to Program Details

Click **Go to Program Details**

The screenshot shows a web form 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." Below the message is a blue button labeled "Go To Program Details" which is highlighted with a red rectangular box. A red callout bubble points to the button with the text "Click **Go To** Program Details". The background of the form is dimmed and shows various checkboxes for incident details, such as "Death of a Child", "Poison Control Contacted", "Emergency Services Transported Child or Child Transported to the Hospital", "Program Recommended Medical/Dental Care", and "Other- please describe". At the bottom, there is a text area labeled "Detailed description of the incident\*" containing the word "test".

The process of submitting a Serious Incident Report is complete.