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

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**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

123 apple tree
Program Number: 220012345

- Action(s) Required
  - The program transaction is returned for revision.

License
123 apple tree
6101 rancher st 2
cincinnati, OH 45227
Status: Licensed
Expires: N/A
Manage Program

Step Up To Quality Summary
Status: Rated
Expires:
Manage SUTQ

Program Reports

Licensing Inspections

SUTQ Desk Review and Annual Report

SUTQ On-Site Visits

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Inspection Start Date</th>
<th>Type</th>
<th>On-Site Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Registration</td>
<td>Rating Assessment Complete</td>
<td>12/6/2021</td>
<td>On Site</td>
<td></td>
</tr>
<tr>
<td>Ongoing Registration</td>
<td>Rating Assessment Complete</td>
<td>5/9/2022</td>
<td>On Site</td>
<td></td>
</tr>
<tr>
<td>SUTQ Inspection</td>
<td>Rating Assessment Complete</td>
<td>5/11/2022</td>
<td>On Site</td>
<td></td>
</tr>
<tr>
<td>SUTQ Inspection</td>
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</tbody>
</table>

Serious Incidents

Click Report Serious Incident
Step 6: Report Serious Incident

Click *Report Serious Incident*
Step 7: Enter Initial Serious Incident Information

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

![Report Serious Incident Form]

- Enter information in the Incident/Injury Description section.
- Indicate the age of all other children present in the group at the time of the incident.
- Choose the relevant age categories from the dropdown menu.
### 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.*

![Image of the OCLQS Portal for selecting ages of children involved and present](image-url)
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
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**
Step 11: Click Go to Program Details

Click **Go to Program Details**

Success

The serious incident has been submitted. Click the button below to go back to the Program page.

Click **Go To Program Details**

The process of submitting a Serious Incident Report is complete.