



## 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.*



Ohio Department of Education  
Ohio Department of Job and Family Services

### Welcome to the Ohio Child Licensing and Quality System!

Ohio Department of Job and Family Services

Email  
Password [Forgot Password?](#)

**Log In**

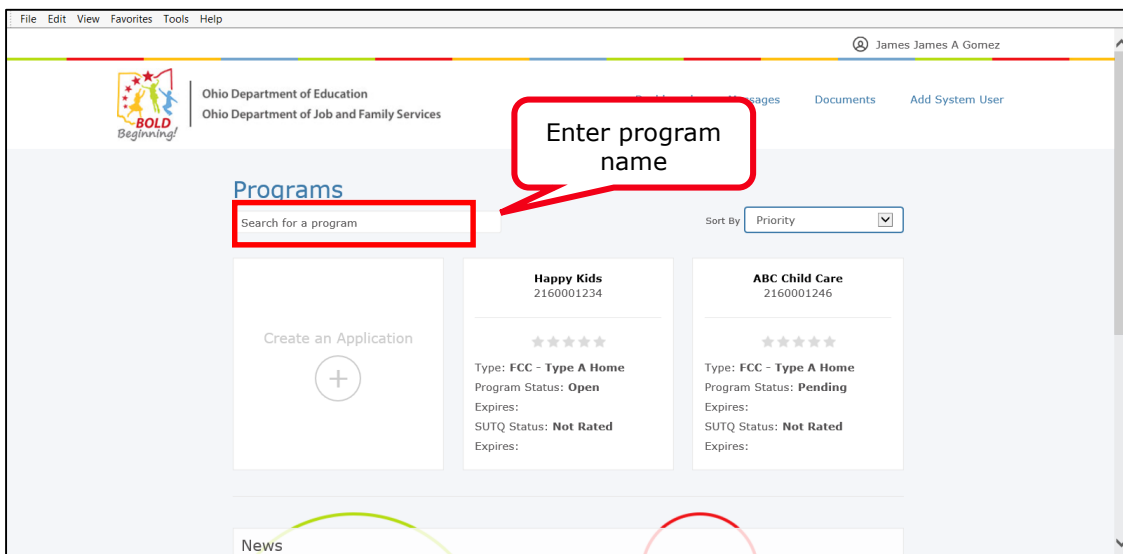
< Back

We have created this new web-based portal to access the licensing and Step Up to Quality systems for Ohio's Early Learning and Development programs.

## 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.*



File Edit View Favorites Tools Help

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Ohio Department of Education  
Ohio Department of Job and Family Services

### Programs

Search for a program

Sort By: Priority

Create an Application

**Happy Kids**  
2160001234

★★★★★

Type: FCC - Type A Home  
Program Status: **Open**  
Expires:  
SUTQ Status: **Not Rated**  
Expires:

**ABC Child Care**  
2160001246

★★★★★

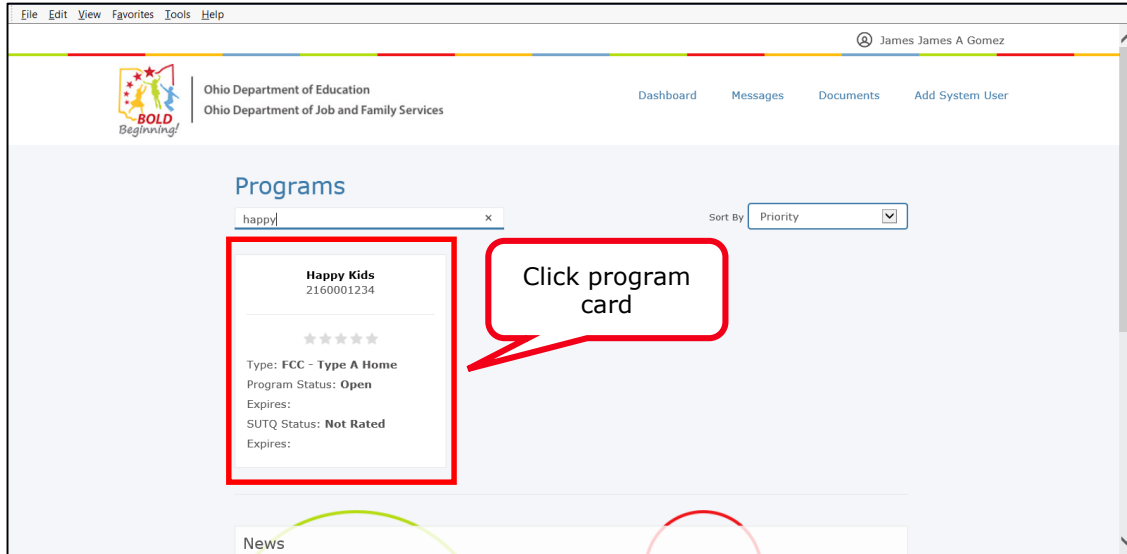
Type: FCC - Type A Home  
Program Status: **Pending**  
Expires:  
SUTQ Status: **Not Rated**  
Expires:

News



## 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 on the 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, there are two buttons: 'Cancel' and 'Report Serious Incident'. A red callout box with a speech bubble points to the 'Report Serious Incident' button, containing 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\*

<b>Available</b>		<b>Chosen</b>
Toddler		
Pre-School		
School Age		

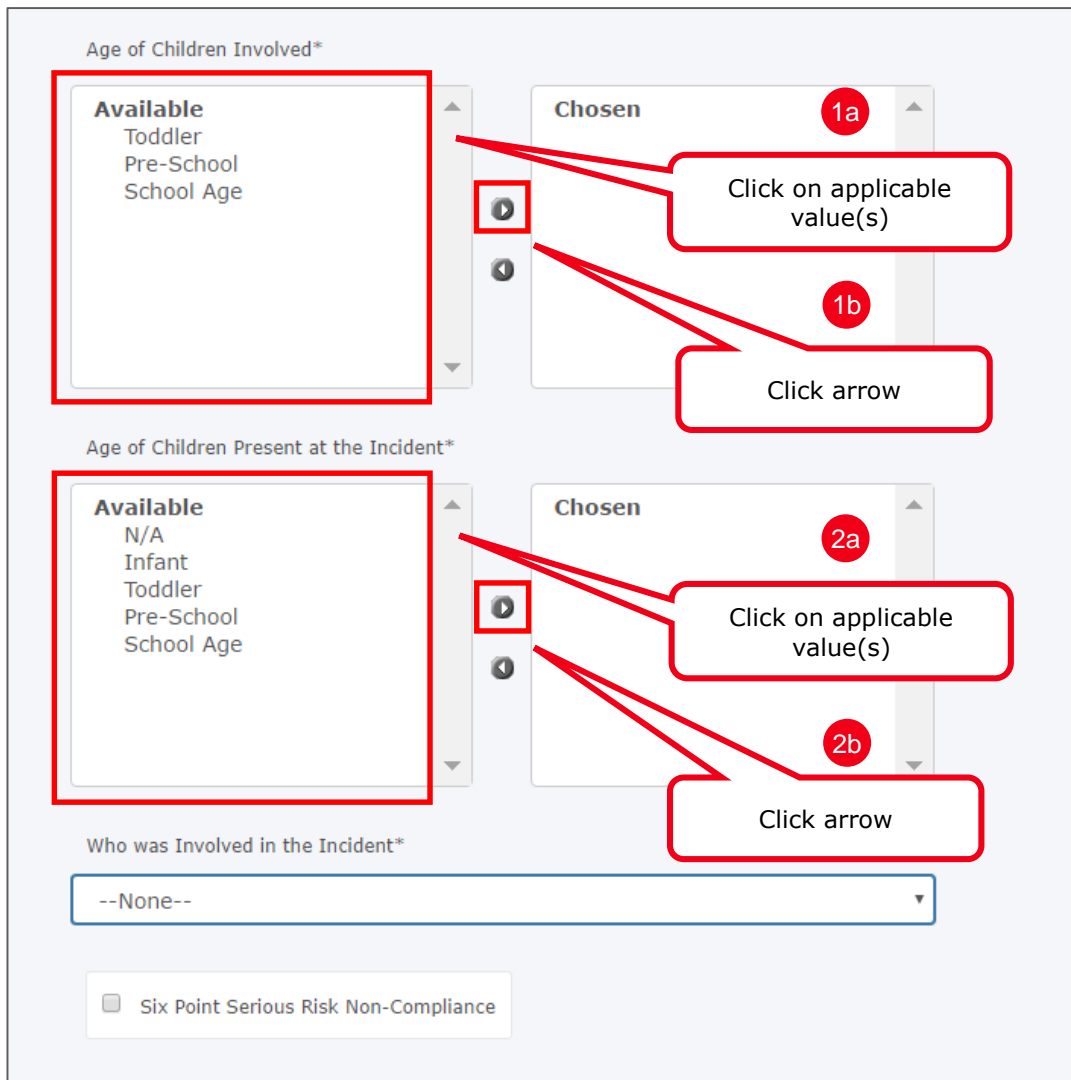
Enter information



## 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 two 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'. The 'Chosen' list is empty. A red box highlights the 'Available' list, and a callout labeled '1a' points to it with the text 'Click on applicable value(s)'. Another red box highlights the right arrow icon between the lists, and a callout labeled '1b' points to it with the text 'Click arrow'. The 'Age of Children Present at the Incident\*' section has an 'Available' list with 'N/A', 'Infant', 'Toddler', 'Pre-School', and 'School Age'. The 'Chosen' list is also empty. A red box highlights the 'Available' list, and a callout labeled '2a' points to it with the text 'Click on applicable value(s)'. Another red box highlights the right arrow icon, and a callout labeled '2b' points to it with the text 'Click arrow'.

Age of Children Involved\*

**Available**  
Toddler  
Pre-School  
School Age

**Chosen** 1a

Click on applicable value(s)

Click arrow 1b

Age of Children Present at the Incident\*

**Available**  
N/A  
Infant  
Toddler  
Pre-School  
School Age

**Chosen** 2a

Click on applicable value(s)

Click arrow 2b

Who was Involved in the Incident\*

--None--

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 15 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: one labeled "1" pointing to the dropdown menu with the text "Enter information", and another labeled "2" pointing to the checkboxes with the text "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**

The screenshot shows a web form for submitting a serious incident report. It is divided into three main sections: 'Type of Child Incident\*', 'Action Taken\*', and a description field. The 'Type of Child Incident' section contains 12 checkboxes for various incident types. The 'Action Taken' section contains 7 checkboxes for actions taken. Below these is a large text area for describing the incident. At the bottom right are 'Cancel' and 'Submit Serious Incident' buttons. Three red callout boxes with numbers 1, 2, and 3 provide instructions: 1) 'Check boxes if applicable' points to the incident and action checkboxes; 2) 'Enter description' points to the text area; 3) 'Click **Submit Serious Incident**' points to the submit button.

**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." Below the message is a blue button labeled "Go To Program Details". A red callout box points to this button with the text "Click **Go To** Program Details". The background shows a form with various checkboxes under the heading "Type of Child Incident\*", including "Abuse of child by any adult" (checked), "Child Unattended On-site Outside Program", "Death of a Child", "Intruder Enters the Program", "Natural / Man-made Disaster", "Threat of violence", "Suspected broken bone/dislocation", "Other injury requiring medical treatment", "Child unattended on-site inside program", "Child unattended off-site program", "Inappropriate touching/sexual play", "Medication error", and "Prohibitive discipline techniques".

The process of submitting a Serious Incident Report is complete.