OCLQS Portal – ODE steps to Submit
Serious Risk Incident / Injury / Illness Reports

Description:
This Job Aid describes the process of submitting a Serious Risk Incident/Injury/Illness Reports on the OCLQS Portal.

Related Job Aid(s):
- OCLQS Portal – Account Management

Step 1: Log In to the OHID

Click Log in as ODE User

Note: An account must be created in OHID in order to log in to OCLQS.
Step 2: Click On OCLQS Tile

Click on OCLQS App on My Apps page in OHID

Note: OCLQS Roles must be established in OEDS to get access to OCLQS APP

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

Scroll to the bottom of the page and Click *Report Serious Incident*
Step 6: Report Serious Incident

Click *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**

Program Information
- Contact Number: 1231231234
- Contact Name: Center
- Contact Email Address: centercorpu@familinator.com
- Program Name: Eddie’s Kids Care

Incident/Injury Description
- Date/Time of Incident/Injury:
- Number of Children Involved:

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.*
Step 9: Enter Additional Information

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

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
- Outbreak of illness
- Deep Cut / Laceration
- Object inserted into body part
- Seizure
- Suspected broken bone/dislocation
- Other injury requiring medical treatment

Indicate the number of children who received positive COVID-19 test. To avoid duplication, do not count children who have already been reported.

Last day child #1 was in the program

Last day child #2 was in the program

Last day child #3 was in the program

Note in the description box below the type of illness if it is not Covid-19
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*

The process of submitting a Serious Incident Report is complete.