



To: Licensed/Certified Providers
From: Lisa Frederick, Chief Legal Counsel
Denise Cole, Acting Chief, Bureau of Licensure and Certification
Date: February 2, 2021
Re: Web Enabled Incident Reporting System (WEIRS)

OMHAS Web Enabled Incident Reporting System (WEIRS)

OMHAS Web Enabled Incident Reporting System (WEIRS) OMHAS Web Enabled Incident Reporting System (WEIRS)

OMHAS Web Enabled Incident Reporting System (WEIRS)

The Ohio Department of Mental Health and Addiction Services (OhioMHAS) Bureau of Licensure and Certification maintains the Web Enabled Incident Reporting System (WEIRS), an online incident reporting system used by community behavioral health providers (including SUD residential, OTP, Driver Intervention Programs), residential facilities, and private psychiatric hospitals providers to report incidents.

WEIRS is the manner and format that the agency requires providers to use. While most providers file electronically through WEIRS, some providers are printing out the form that we make available online and then faxing, emailing, or mailing it in.

As part of our ongoing system improvement efforts in Licensure and Certification, beginning February 15, 2021, the OhioMHAS Bureau of Licensure and Certification will no longer be accepting required incident reports submitted via fax, email, U.S. Mail, or in-person delivery. Only reports filed through the WEIRS system will be accepted. This requirement to file through WEIRS does not change any reporting requirements regarding when or why your organization must file an incident report, it only impacts how the report is filed.

OhioMHAS is transitioning WEIRS to a new platform, which will allow users to interact with a variety of state agencies in one location. Beginning February 15, 2021, users of the WEIRS applications will be asked to create an OH|ID to access this system if they currently do not have one. OH|ID meets all federal and state digital security guidelines and is regularly audited to ensure all data and personal information remain private and secured. ***It is important for users creating their OH|ID to use the same email address used in the WEIRS application for immediate access.*** Job aids and a video tutorial about how to set up your OH|ID are available [HERE](#).

As many providers have experienced, filing electronically in WEIRS is an efficient and effective process. Filing incident reports electronically promotes timeliness in the submission of reportable incidents by the provider and increases the efficiency of OhioMHAS' review process of the incidents. This emphasis on updating our technology will continue to benefit the health and safety of all Ohioans who rely on our system for quality mental health and addiction prevention, treatment and recovery support services.

As of February 15, 2021, all incident reports must be filed electronically using WEIRS. On February 15, the link to the fillable/printable pdf forms on the Licensure and Certification Incident Reporting webpage will be removed from our website.

OhioMHAS will not refuse an incident report filed by email, fax, or regular mail, however, after February 15, 2021, all providers who submit an email to IncidentReport@mha.ohio.gov will receive an automatic response reminding them that the incident report must be filed using WEIRS.

After March 15, 2021, we will no longer accept paper incident reports, and providers must submit reportable incidents directly into WEIRS to maintain compliance with licensure and certification standards.

A user guide to assist in the filing of electronic incident reports and a training session to provide a broad overview of how to submit incidents into WEIRS will be given to all provider types, including residential facilities, community behavioral health agencies, opioid treatment providers (OTP), and private psychiatric hospitals. The training will consist of a one-hour session with opportunity for provider questions and will be posted to OhioMHAS' website following the training.

The training will occur on Wednesday, February 10, 2021, and the time according to your provider type is listed below:

Provider Type	Date	Time
Community Behavioral Health (including Opioid Treatment and Driver Intervention Programs) and Hospitals	Wednesday, February 10, 2021	12 – 1 p.m.
Class 1, 2, and 3 Residential Facilities	Wednesday, February 10, 2021	2 – 3 p.m.

To attend the training, please click on the appropriate link below according to your provider type:

Web Enabled Incident Reporting (WEIRS) Procedures for Behavioral Health, Inpatient Psychiatric Services, OTP and DIP Providers

Registration URL

<https://attendee.gotowebinar.com/register/8688233543275670028>

Webinar ID

694-667-347

February 10, 2021 12:00 to 1:00 pm

Web Enabled Incident Reporting (WEIRS) Procedures for Class 1, Class 2, and Class 3 Residential Facilities

Registration URL

<https://attendee.gotowebinar.com/register/4955511413743848716>

Webinar ID

246-618-219

February 10, 2021 2:00 to 3:00 pm

If you have questions or concerns, please contact Gregory Lewis at Gregory.Lewis@mha.ohio.gov. Thank you for your support as we transition WEIRS to its new platform and move to all electronic incident report submissions.

CC: Terry Russell - Ohio Adult Care Facilities Association
Teresa Lampl – Ohio Council of Behavioral Health & Family Services Providers
Cheri Walter – Ohio Association of County Behavioral Health Authorities
Brooke Cheney - Ohio Alliance of Recovery Providers
Joan Englund – Mental Health and Addiction Advocacy Coalition
Sarah Thompson – Ohio Citizen Advocates for Addiction Recovery