WEIRS
Web Enabled Incident Reporting Procedures

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Use questions box to enter questions or comments

We will answer questions throughout the presentation

If we cannot answer a question, we will ask for your contact information so we can respond when we get the answer
Web Enabled Incident Reporting System (WEIRS)

WEIRS is the online incident reporting system for use by community behavioral health providers, residential facilities and private psychiatric hospital providers to report both Incidents and Six Month Reportable Data.

Effective February 15, 2021 all licensed and certified providers are required to submit reportable incidents (as defined by rule) via WEIRS.
Does my agency/facility have to use WEIRS?

Currently certified Behavioral Health Providers, Driver Intervention Programs, Prevention Programs, Opioid Treatment Programs and SUD Residential Facilities use this system to submit incident reports as required by OAC 5122-26-13 Incident Notification and Risk Management

• Currently Licensed Residential Facilities use this system to submit incident reports as required by OAC 5122-30-16 Incident Notification and Risk Management

• Currently Licensed Inpatient Psychiatric Service Providers use this system to submit incident reports as required by OAC 5122-14-14 Incident Notification and Risk Management
The following providers are required to use WEIRS to submit incident reports:

• Community Behavioral Health Agency (deemed and non-deemed) including SUD residential and prevention

• Opioid Treatment Program (OTP) Provider per rule 5122-26-13 requirements

• Driver Intervention Program Provider per rule 5122-26-13 requirements

• Private Psychiatric Inpatient Hospital per rule 5122-14-14 requirements

• Residential Facility (Class 1, Class 2, Class 3 Facilities) per rule 5122-30-16 requirements
• Currently licensed or certified providers will use their EIN to log on and create an account in I-portal in order to access WEIRS

• EIN: Federal Employee Identification Number

• The I-portal Account is required to submit an initial or renewal application for licensure or certification as well as accessing WEIRS, so when you are ready to submit your application in LACTS this step is already done! **If you already have an Iportal account you do not need to create another one.**
How am I going to figure this out?
I do not know if I have an EIN, how do I find out or where do I get one?

First check to see if you have one at:

- [https://apps.mha.ohio.gov/LACTS/Registration/OrganizationLookup](https://apps.mha.ohio.gov/LACTS/Registration/OrganizationLookup)
I do not have an EIN, now what?

- Apply for one here: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online

- You must have a valid taxpayer Identification number and you can use your SS#
Logging into MHAS IPortal

You will need to have OH|ID (Citizen Id) account.

If you don’t have one, register here
https://ohid.ohio.gov/wps/portal/gov/ohid/login

• For instructions and help: https://mha.ohio.gov/About-Us/Grants-and-Funding/IOP-Single-Sign-on-Information
Logging into MHAS IPortal

1. In a web browser, open https://apps.mha.ohio.gov/iPortal/User/LoginTiles
2. Click on middle tile “Ohio Citizens Login”.
Okay, I have logged into Iportal and have access to WEIRS, and need to submit an incident report, now what?

I-portal: Select the WEIRS tile and you will receive another password via your email account which is for enhanced security. You must enter this password where indicated at the WEIRS tile to access WEIRS, and initiate and/or complete the incident report.

I need more help, are there written instructions somewhere?

Yes, there is a User Guide: select download user guide at the bottom of the log in box
External Administrator Role

• In order to access the system, you will need to select one person from your organization to serve as the “External Administrator”, which is the individual who is authorized to assign User Roles (level of access privileges) to other staff.

• External Administrator may search, view, and update all incident notifications and six month reports for facilities associated with their account and assign external user roles for facilities associated with their account.

• The External Administrator may register up to eight certification or license numbers for one account.

• The User Guide is found on the WEIRS log in screen.
I cannot do this. Why can’t I still send in or fax a paper incident report?
Advantages of WEIRS

• WEIRS incident reports cannot get lost in the mail or in the fax machine so you will be assured that your incident report is submitted timely.

• WEIRS incident reports can be accessed by you and your surveyor at any time, day or night.

• WEIRS incident reports stay in the system, so if you need to add some more information or need a copy, or need to check to see if you submitted it you have access to them.

• WEIRS incident reports can be reviewed and processed quicker than an incident report that is mailed or faxed in.

• Surveyors have immediate access to the incident report when you submit it so we can see the date it was submitted.
• I did everything right!

• I followed all the instructions!

• I still cannot get into WEIRS!
• First contact your external administrator within your organization to determine if you have been given access

• Ohio ID log in concerns you need to contact the OhioMAS Help Desk:
  Contact: 614-466-1483 or MHAhelpdesk@mha.ohio.gov

• WEIRS or LACTS Concerns

• Licensing and Certification:
  liccert@mha.ohio.gov

• Your assigned Behavioral Health Surveyor
Questions?