

Online Reporting Instructions
Office of Healthcare Facilities Licensure and Certification
South Dakota Department of Health

The procedure to submit an electronic report:

- 1) Once logged into the reporting form:
 - a) Complete the report making sure to notice the asterisks (*) as these are mandatory fields that need to be completed prior to submission.
 - b) Also, note if the report is an initial and final report together, click the final button.
 - c) When you click the “submit” you will receive an email stating the form has been submitted to the Department of Health.
 - d) After our office reviews the report, there is an option to accept or reject the report.
 - e) You will receive another email stating the report has been accepted or rejected.
 - i) When the report is rejected the reason why it was rejected will be included in the email.
 - ii) The report needs to be completed and re-submitted.

View Submitted Report Screen: The Launchpad application has a report screen that shows the reports that have been submitted and what stage in the process the reports are. The report will state if a report is an initial or final; also it will indicate the report as submitted, accepted, or rejected.

If you want to view all reports that have been submitted, click the button that states to “Include all accepted complaint forms”.

If you have questions regarding how or when to report please contact us at 605.773.3497. We would be happy to assist you.