

OFFICE OF LICENSURE AND CERTIFICATION
ONLINE REPORTING INSTRUCTIONS



Launchpad site:

Type <https://apps.sd.gov/DP42Launchpad/logon.aspx> your browser. (Google Chrome works best)

Save this page to your desktop or favorites for easy access. This should bring up the Launchpad home page where you can submit mandatory reports to the SD DOH Complaint Department and facilities complete the SD DOH annual facility licensure renewal forms.

Passwords are not user specific. They are facility specific – there is only one password for the whole facility so if you are a facility that has several people reporting through Launchpad make sure they understand that if they change the password they need to share that with everyone else.

Type in your login. (nsph#####)

Type in your password. If you have forgotten your password, contact the Complaint Coordinators to reset it. This is the same login and password information used for licensing, it is facility specific not user specific.

To submit reports, click on the PH91HcOsr application.

Then click the online reports link. If it is a first (initial) report, you will find an “add new” button on the bottom left hand side of the page. This will bring up the blank online report form. Some areas should auto populate once your facility name is entered. Up to 6 email addresses can be entered in the “facility email address” section. Those email addresses receive notifications regarding submitted reports. Each address must be separated by a ; Please delete old emails when no longer applicable and add new as needed. Once a change is made it automatically stays that way.

Complete all the mandatory fields which are marked with an asterisk (*).

Type in a brief account of what happened. Put a period(.) or type 5 day to follow in the bottom conclusion section, then submit. If you have all the information to just submit a final, you can choose to do that and not complete an initial. If it is a final complete form in its entirety, then submit.

When you click the “submit” you will receive an email stating the form has been submitted to the DOH. After our office reviews the report, there is an option to accept or reject the report. You will receive another email stating the report has been accepted or rejected. When the report is rejected the reason why it was rejected will be included in the email. The report needs to be completed and re-submitted.

If you are looking for a past report do the following:

About 4 lines down click on the “all” button (this will check accepted, rejected, submitted, and updated) and then click search. This will pull up all your past reports.

If you submitted an initial and need to submit the final or have a rejected report that you need to add comments to:

Use the list to find the report you need to complete and click the edit button at the far left of that report. Change the initial report to final at the top of the report.

Go to the bottom conclusion section to add findings, new interventions or summary statement, then resubmit.

If you have problems completing and/or submitting reports, please call our office at 605-367-7499 or 605-367-4640. Thank you. Jolene & Shelly, Complaint Coordinators