






SOR-RL Serious Occurrence Reporting Mandatory Field Table

Section	Required fields upon SOR Submission 	Required fields prior to “closing” (status “No Further Action Required”) 
Site, Date and Time	Site selection	If “Unknown Site/Site Can't be Found” is selected for the site, selection must be changed to a site from the drop-down list
Site, Date and Time	Date of serious occurrence	N/A
Site, Date and Time	Time of serious occurrence	N/A
Site, Date and Time	Date and Time of becoming aware/deeming the incident serious	N/A
Individuals Involved (if individual added)	First Name (VAW, Victim Services, IHWS, and AHT programs are permitted to use initials)	Program at Time of Occurrence
Individuals Involved (if individual added)	Last Name (VAW, Victim Services, IHWS, and AHT programs are permitted to use initials, and Youth Justice programs should only use last initial)	YJ Identifying Factors

SOR-RL Serious Occurrence Reporting Mandatory Field Table

Section	Required fields upon SOR Submission 	Required fields prior to "closing" (status "No Further Action Required") 
Individuals Involved (if individual added)	Date of Birth	Y-OTIS#
Individuals Involved (if individual added)	Gender	Legal Guardian Status
Individuals Involved (if individual added)	Placing Agency Y/N	N/A
Individuals Involved (if individual added)	Youth Probation Officer Y/N	N/A
Category	Category – minimum of 1 category must be added, and a minimum of 1 per client added to the Individuals Involved section	"End Date of Restraint" and "End Time of Restraint" for Restrictive Intervention category
Category	"Related to"	"Date client unsecured" and "Time client unsecured" for Restrictive Intervention – Secure de-escalation subcategory
Category	Subcategory	For Restrictive Intervention category, debrief information must be "Yes" or "No, cannot be completed", cannot be left as "Pending"
Category	Type (if applicable)	"Date of release" and "Time of release" for Improper detainment/commitment category
Category	Category details	For Serious Complaint category, debrief information must be "Yes" or "No, cannot be completed", cannot be left as "Pending" (applicable for providers to whom the CYFSA applies only)

SOR-RL Serious Occurrence Reporting Mandatory Field Table

Section	Required fields upon SOR Submission 🚫	Required fields prior to "closing" (status "No Further Action Required") ⚠️
Category	"Individual's claim" and "Individual's role" for Serious Individual Action – Assault category	N/A
Category	"Start date of restraint" and "Start time of restraint" for Restrictive Intervention category	N/A
Category	"Date client secured" and "Time client secured" for Restrictive Intervention – Secure de-escalation subcategory	N/A
Notifications	N/A	"Parent/Legal Guardian" notification if client added with Legal Guardian Status other than "Legally Independent Adult"
Notifications	N/A	"Coroner" notification if Death category added
Notifications	N/A	"Local Public Health Unit" notification if Serious Illness – Communicable Disease or Disturbance – Infectious Outbreak categories added
Description and Next Steps	Serious Occurrence description	N/A
Description and Next Steps	Media Attention Y/N	N/A
Description and Next Steps	If submitted beyond reporting timelines, rationale	N/A

SOR-RL Serious Occurrence Reporting Mandatory Field Table

Section	Required fields upon SOR Submission 🚫	Required fields prior to “closing” (status “No Further Action Required”) ⚠️
Description and Next Steps	Last Report Y/N	N/A