Go to the FileDrop service at the following link. https://filedrop.cloudfs.ohio.gov/

1. Select "Drop-off"
2. Complete and submit the Information about the sender
3. Receive an email from "Do Not Reply" FileDrop
4. Select the link provided by email
5. Add Recipients
   a. Name = ODH
   b. Email = BLTCQ.DeskReview@odh.ohio.gov
6. Select Add & Close

7. Short Notice to Recipients
    a. FACILITY NAME:
    b. PROVIDER NUMBER: 36_____
    c. EVENT ID:
    d. POC OR DESK REVIEW:
8. Click to Add Files or Drag Them Here

| Home | Inbox | Outbox | Logout | | English (US) | Ohio Department of Administrative Services |

PLEASE NOTE

Files uploaded to FileDrop are scanned for viruses. But still exercise the same degree of caution as you would with any other file you download. Users are also **strongly encouraged** to encrypt every file if any contain sensitive information (e.g. personal private information)!

Use this form to drop-off (upload) one or more files for anyone (either a State of Ohio user or others). The recipient will receive an automated email containing the information you enter below and instructions for downloading the file. Your IP address will also be logged and sent to the recipient for identity confirmation purposes.

From:

Subject:
ABC Nursing Home 07/01/2025 survey

To:
ODH <BLTCQ.DeskReview@odh.ohio.gov> ⊖ ⊕

Short note to the Recipients:

FACILITY NAME:
PROVIDER NUMBER: 36_____
EVENT ID:
POC or DESK REVIEW:

922 / 1000 left

Click to Add Files or Drag Them Here

9. Select Files to be sent to ODH
10. After adding all files select "Drop-Off Files"

3.9 MB / 51200 MB

Drop-off Files