

Managing Standardized Criteria in Image



Visit the DBHDD Applications Portal,

enter your User Name and Password, and select "Login"

Home		
		🖌 Register 🔒 l
User Name	L User Name	
Password	Password	

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Select "Image" to access the system

Application	Description	Status
Image	Incident Management	Approved



In the top menu, select "Admin Tools," then "Manage Criteria"





Choose your selections for "Section" and "Subsection" from the dropdowns

Section:	
Select One	
Subsection:	



The "Section" you select will determine the options available in "Subsection"

Section:	
Select One	~
Select One	
DD	
BH	
Hospital	
All Providers	



5 You'll be directed to the home page for the Section and Subsection. To enter new criteria, select the "New Standardized Criteria" button.

Section:			
All Services	~		
Subsection:			
Incident Reporting	~		
Standardized Criteria	Sub Category	Effective Start Date	Effective End Date
Death IR Submission	Quality Improvement and Risk Management	9/10/2019	E
Exploitation	Alleged Abuse, Neglect, Exploitation	9/10/2019	E
Failure to Report	Quality Improvement and Risk Management	9/10/2019	E
Financial Exploitation	Alleged Abuse, Neglect, Exploitation	9/10/2019	E
Neglect	Alleged Abuse, Neglect, Exploitation		E



The "Standardized Criteria" dialog box will open. Enter all information and click "OK."

Stanuaruizeu Citteria					
Standardized Criteria:			4		
Short Description:				₽,	
Category:	Select One		~	-	All fields are requ
Sub Category:			~		
Effective Start Date:	Ħ	Clear Date			
Effective End Date:	Ħ	Clear Date			
		Cancel			
		↑			



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The new criteria you entered is now visible in the Standardized Criteria grid

se, Neglect, Exploitation 9/10/2	2019	Edit
us		Edit
ources and Training 10/1/20	021 12/31/20	022 Edi
	ources and Training 10/1/2	ources and Training 10/1/2021 12/31/20

8

When editing, the "Standardized Criteria" dialog box will open. Note that only the "Effective Start Date" and "Effective End Date" are editable. Update the information and click "OK."

Standardized Criteria				
Standardized Criteria:	Incident Reporting Requirements	,	Ż	If you need to change anything other than effective dates, you'll need to
Short Description:	Incident Reporting Standards			enter a new criteria
Category:	Program Planning and Leadership			
Sub Category:	Human Resources and Training			
Effective Start Date:	6/1/2021 🞽 Clear Date		Ŕ	Do not clear both date fields to
Effective End Date:	12/31/2022 🗎 Clear Date			remove a criteria. Set the "Effective End Date" to the current date. Removing both dates may adversely affect data reporting.
	Cancel OK			
		_		

The change you made to the "Effective Start Date" is now visible in the Standardized Criteria grid

Standardized Criteria	Sub Category	Effective Start Date	Effective End Date	
Sexual Abuse	Alleged Abuse, Neglect, Exploitation	9/10/2019		Edit
Other	Miscellaneous			Edit
Incident Reporting Standards	Human Resources and Training	6/1/2021	12/31/2022	Edit