

Administratively Close DP Workflow in Image



Visit the DBHDD Applications Portal,

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

B·H·D·D tome		_
		✓ Register
User Name	L User Name	
Password	Password	
	Forgot Password / Need help?	

/elcome to	DBHDD Ap	plications Port
Application	Description	Status
Image	Incident Management	Approved

Select "Image" to access the system

In certain circumstances, you may want to Administratively Close an investigation. Locate the IR using the top left menu or the buttons on the home page. You can search for a specific IR# or find it on the dashboard.

Home Dashboard Search Help Return to Most Recent Search Return to Most	Recent Dashboard
Welcome to DBHDD Image Application	
Go to Dashboard New Incident Report Go to Search	The "He
↑ ↑	Inction Image is for critic
	system i
Message Center	Please of with your
	manage
This continuing is for D21/DD incident Management Outlant	function
This is State of Georgia application. It is provided to conduct official State bullease and must be used approximately. All individuals using this application must follow the approximate use.	alar
and procedures define system before some to connect or connect once allow a set of this be used appropriate use policy. All information in the system belongs to the State of Georgia armay be read or monitored by authorized persons.	nd d
By logging into this application, you agree to abide by all established Enterprise. State and Federal policies governing the appropriate use of State of Georgia resources.	

If using "Search," enter the Incident Number, click "Search," select the link under "Incident #," and click the magnify glass icon on the Incident Deficient Practices row of the Incident Overview page

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Incident Number IR Status					itle to sort data.	Expo		
IR Number IR Status			~					
Incident Date Range	Person's First Name	Person's Last Name			Incident # Incident S	Status Last Name First Name Incident Type	Reporting Party Responsibl Name Party Name	Region
From M To	First Name	Last Name			211000058 10/15/2021 U	Inder Coyote Wiley 203: Alleged Abuse - Verbal - Staff/Ind	Region 1 YAX'S, INC	Region 1
Region	Individual Region				211000058 10/15/2021 U	Inder nvestigation Runner Road	Region 1 YAX'S, INC	Region 1
Select One	✓ Select One	~						
Please indicate if this search should filte				INCID	ENT OVERVI	EW		
O Community Provider or Support Coordina	tion Agency O Hospital							
An Individual Died				► IF	R #: 211000058	Status: Under Investigation	Q (6 3	FC
Ves No				► Ir	nvestigation	Status: Referred		
Search	Clear			► li	cident Deficient	Status: Level 2 Review	c	20



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If using the Dashboard, select "Investigation Team Dashboard," set the Show Status filter to "Level 2 Review," and click the row for the investigation you want to administratively close

<u>MY D</u>	ASHBOAR	RD						
	New Inc	ident Report	My Da	ishboard	Team Dast	board	IMA W	/orkload
				Investigation Tea	am Dashboard			
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Invest	igation Status	Extension Reque	ists Under Hol	a CAP Required	Workload			
Show	Status:	Level 2 Re	view	~				
Inve	stigated a ents	Assigned Investigator	Lead Investigator	Responsible Providers	Status	Under Hold?	Investigation Due Date	Incider Types
2110	00058	IMAOne AOIM		YAX'S, INC	Level 2 Review	No	11/21/2021	203



You'll be directed to the Details page

(a) Select "Administrative Closure" from the Action menu and click "Go"



(c) The investigation Status changes to "Administratively Closed"

INVESTIGATION Status: Administratively Closed

(b) Choose the reason for the Administrative Closure, add any notes, and click "OK"

