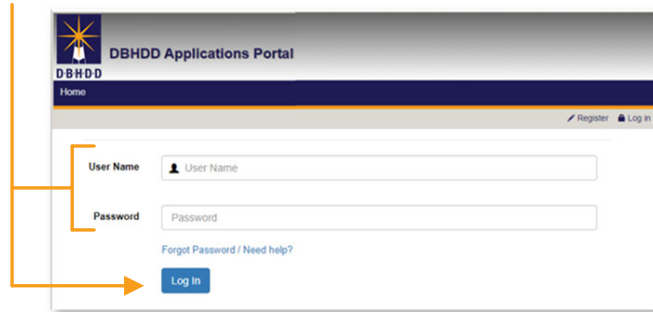
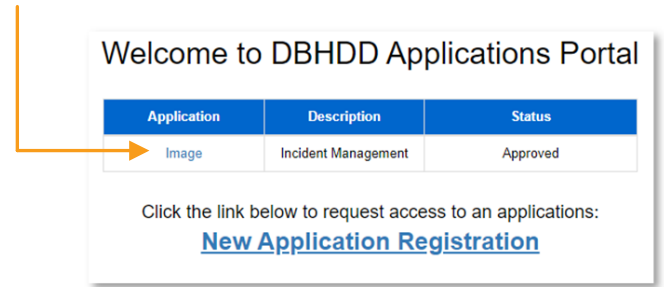


Administratively Close DP Workflow in Image

1 Visit the [DBHDD Applications Portal](#), enter your User Name and Password, and select "Login"



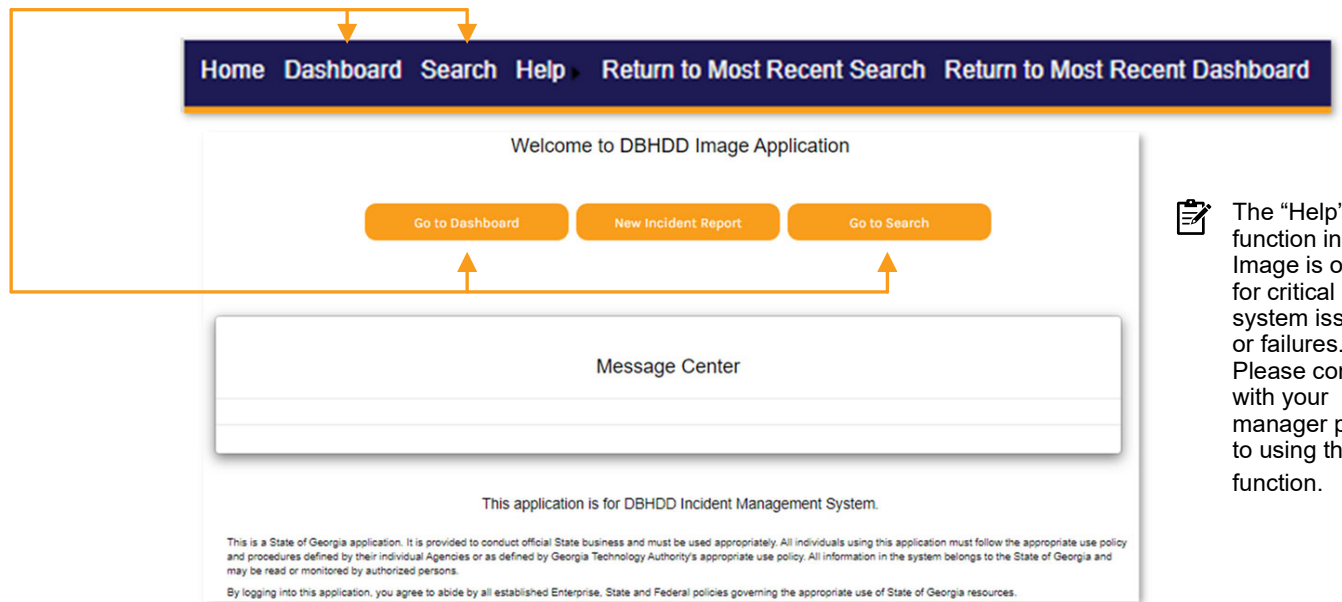
2 Select "Image" to access the system



Application	Description	Status
Image	Incident Management	Approved

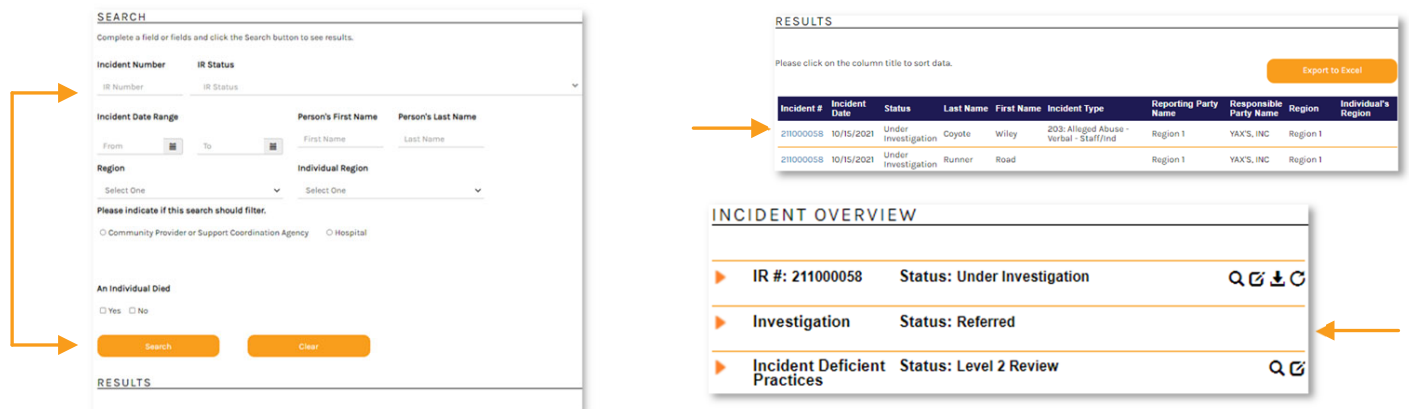
Click the link below to request access to an applications:
[New Application Registration](#)

3 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.

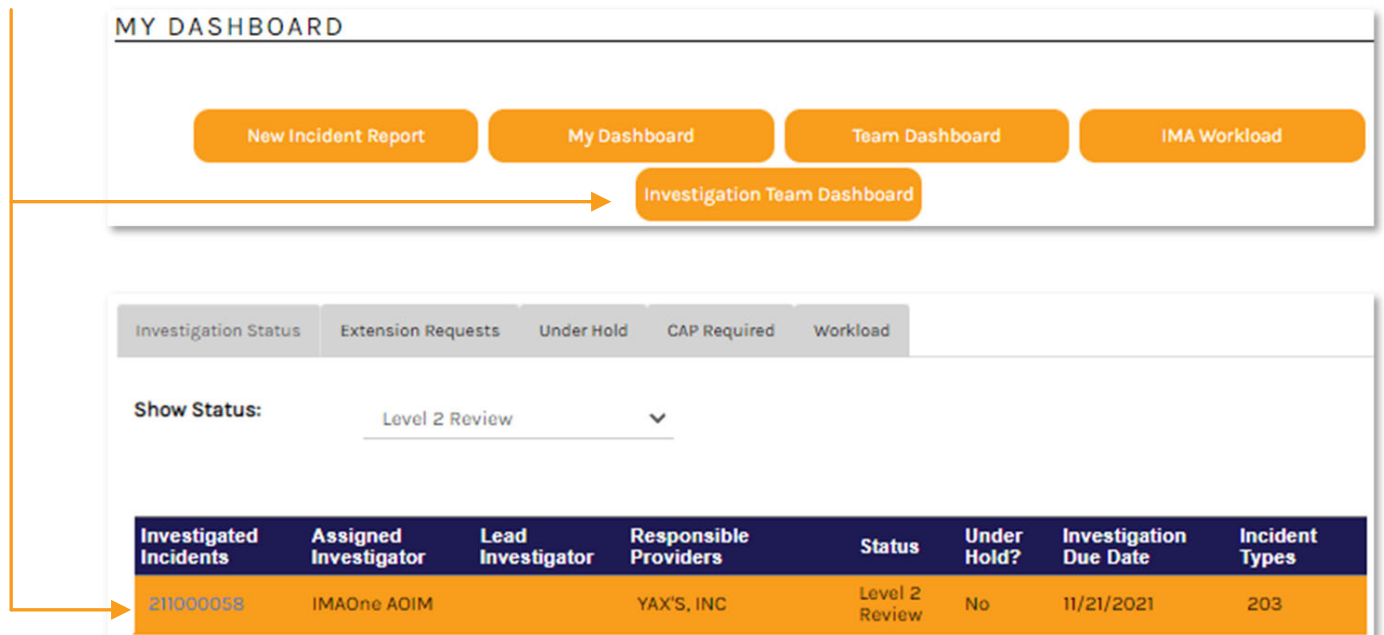


The "Help" function in Image is only for critical system issues or failures. Please consult with your manager prior to using this function.

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



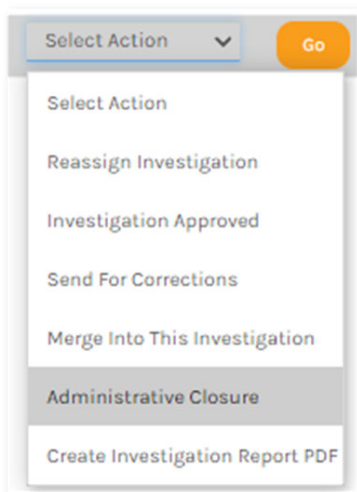
- 5 If using the Dashboard, select “Investigation Team Dashboard,” set the Show Status filter to “Level 2 Review,” and click the row for the investigation you want to administratively close



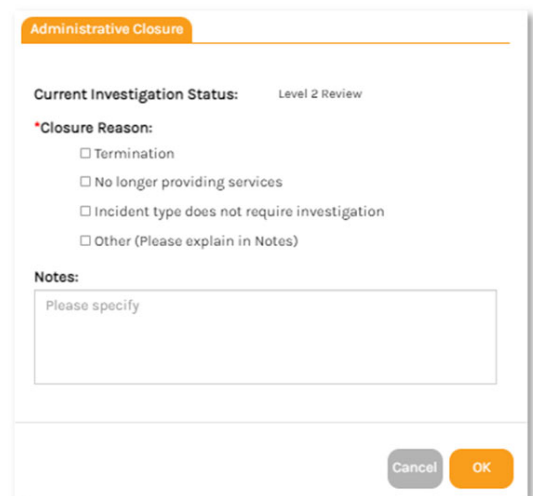
Investigated Incidents	Assigned Investigator	Lead Investigator	Responsible Providers	Status	Under Hold?	Investigation Due Date	Incident Types
211000058	IMAOne AOIM		YAX'S, INC	Level 2 Review	No	11/21/2021	203

- 6 You'll be directed to the Details page

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



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



(c) The investigation Status changes to “Administratively Closed”

