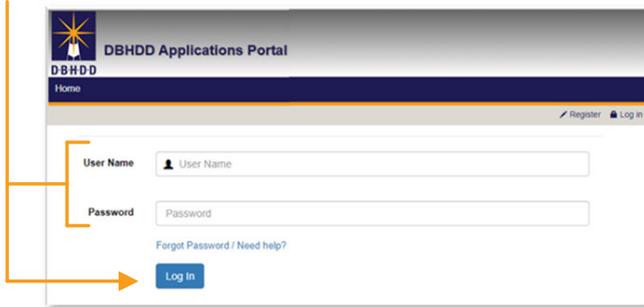
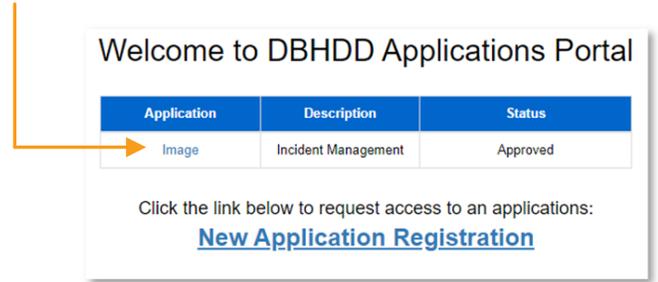


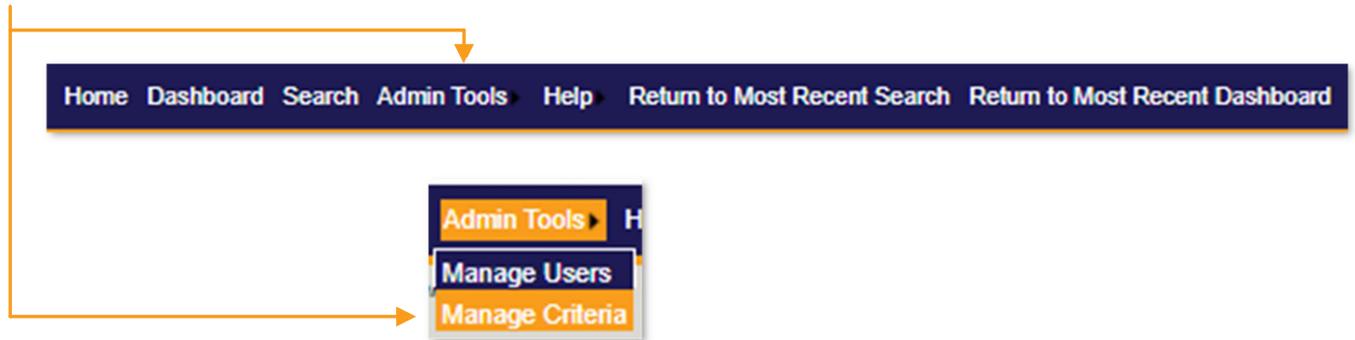
1 Visit the [DBHDD Applications Portal](#), enter your User Name and Password, and select "Login"



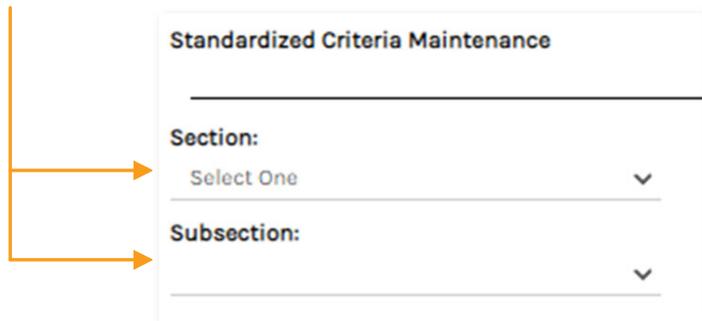
2 Select "Image" to access the system



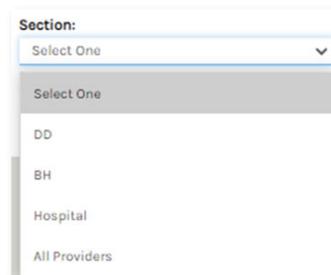
3 In the top menu, select "Admin Tools," then "Manage Criteria"



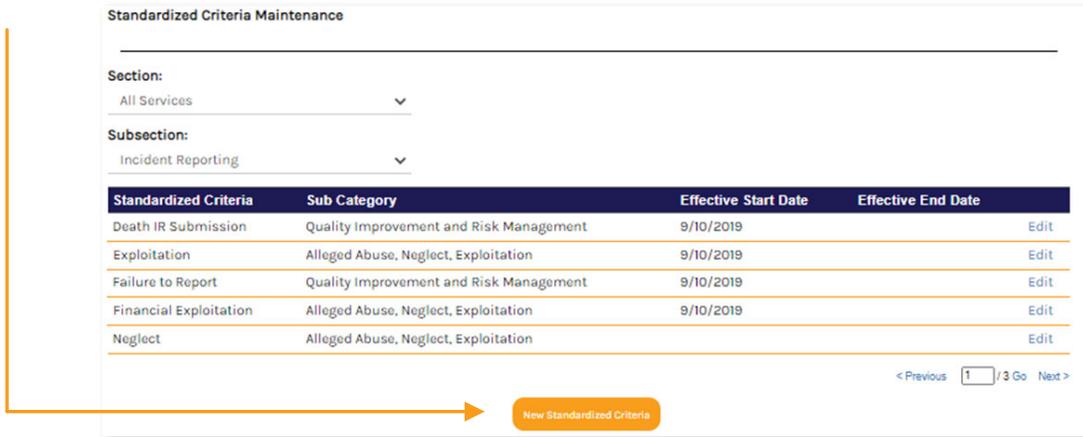
4 Choose your selections for "Section" and "Subsection" from the dropdowns



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

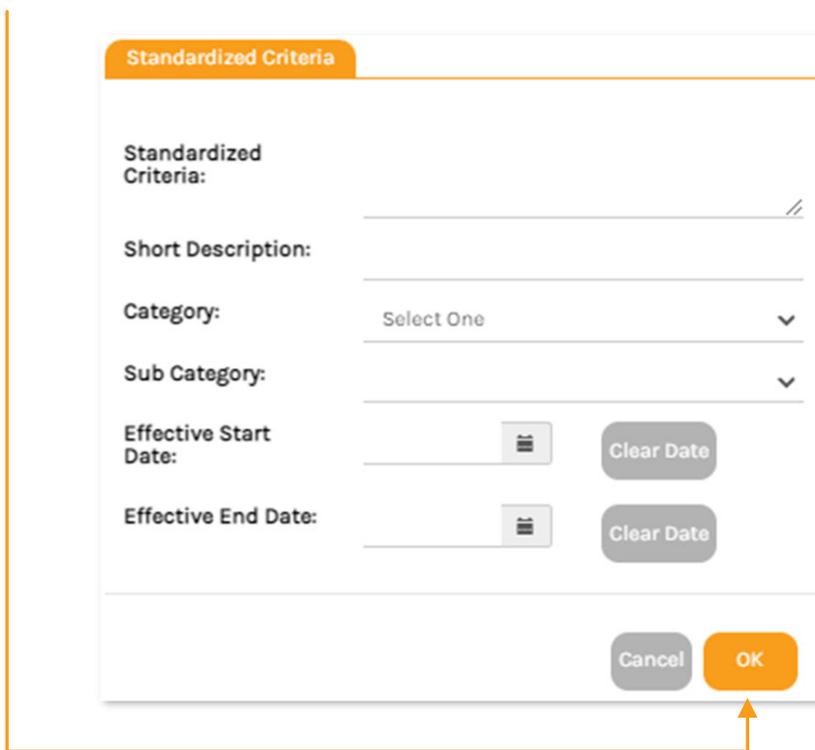


- 5 You'll be directed to the home page for the Section and Subsection. To enter new criteria, select the "New Standardized Criteria" button.



Standardized Criteria	Sub Category	Effective Start Date	Effective End Date
Death IR Submission	Quality Improvement and Risk Management	9/10/2019	Edit
Exploitation	Alleged Abuse, Neglect, Exploitation	9/10/2019	Edit
Failure to Report	Quality Improvement and Risk Management	9/10/2019	Edit
Financial Exploitation	Alleged Abuse, Neglect, Exploitation	9/10/2019	Edit
Neglect	Alleged Abuse, Neglect, Exploitation		Edit

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



 All fields are required

7 The new criteria you entered 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		<a href="#">Edit</a>
Other	Miscellaneous			<a href="#">Edit</a>
Incident Reporting Standards	Human Resources and Training	10/1/2021	12/31/2022	<a href="#">Edit</a>

 To edit a criteria, click the "Edit" link

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

Short Description: Incident Reporting Standards

Category: Program Planning and Leadership

Sub Category: Human Resources and Training

Effective Start Date: 6/1/2021

Effective End Date: 12/31/2022

 If you need to change anything other than effective dates, you'll need to enter a new criteria

 Do **not** clear both date fields to remove a criteria. Set the "Effective End Date" to the current date. Removing both dates may adversely affect data reporting.

9 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		<a href="#">Edit</a>
Other	Miscellaneous			<a href="#">Edit</a>
Incident Reporting Standards	Human Resources and Training	6/1/2021	12/31/2022	<a href="#">Edit</a>