



# Submitting a Follow Up In the IMS Provider Portal

Quick Reference Guide

# Quick Guide Contents

This quick guide is intended to assist Incident Management System Provider Portal users in completing a Follow Up after initial submission of an Incident Report.

After submitting an Incident Report, once ready for next actions it will populate in the 'Submitted Incident Reports' table

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Pending Incident Reports   Submitted Incident Reports

Incident Report Number	Name	Date of Incident	Incident Report Status	Client Type	Modified By	PASSE Agency	Provider Agency	PASSE Staff Assigned	Provider Staff Assigned	Action
IR-000567	Tom Peety	2023-07-24	Submitted	CES Waiver	Deb Provider User	PASSE_SIT_USE	DRJ HCBS Provider CSSP		Debbie Provider Staff	<a href="#">View</a>

Select 'View' to access a submitted Incident Report

Some fields have been locked and can not be edited at this time. If you are looking to edit/update a field that has been locked, please reach out to DDS staff. Thank you

Finalize Submission

- Submitter Information
- Injured Person
- Alleged Perpetrator Information
- Incident Details
- Provider/PASSE Information
- Medical Attention Required
- Notifications After Incident
- Other Persons Involved
- Related Actions**

### Related Actions

Submit a Follow-Up action  
View Findings

Select 'Submit a Follow-Up action' to be able to complete a follow up record

### Details

Provider Staff Assigned  
Debbie Provider Staff

Created By  
Deb Provider User

Modified By  
Deb Provider User

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Navigate to the 'Related Actions' tab of submitted Incident Reports

**Follow-Ups**

**New Follow Up: HCBS Provider Follow Up**

**Information**

**Follow Up Name**

**Incident Report**  
IR-000567

\* Who conducted the follow up?  
Monkey Wrench

\* Was there a change of HCBS Provider?  
No

Did follow-up visit resolve the issue?

**HCBS Provider**

**Record Type**  
HCBS Provider Follow Up

\* Date of Follow-Up Visit  
7/24/2023

\* Notes/Actions taken during Follow-Up  
Increased available staff

HCBS Provider if different from Report

\* Follow up Status  
Complete

**Provider Staff Assigned**

Cancel Save & New Save

New

Action

Complete the follow up record with the necessary information

Save the record so DDS staff can take the next actions