



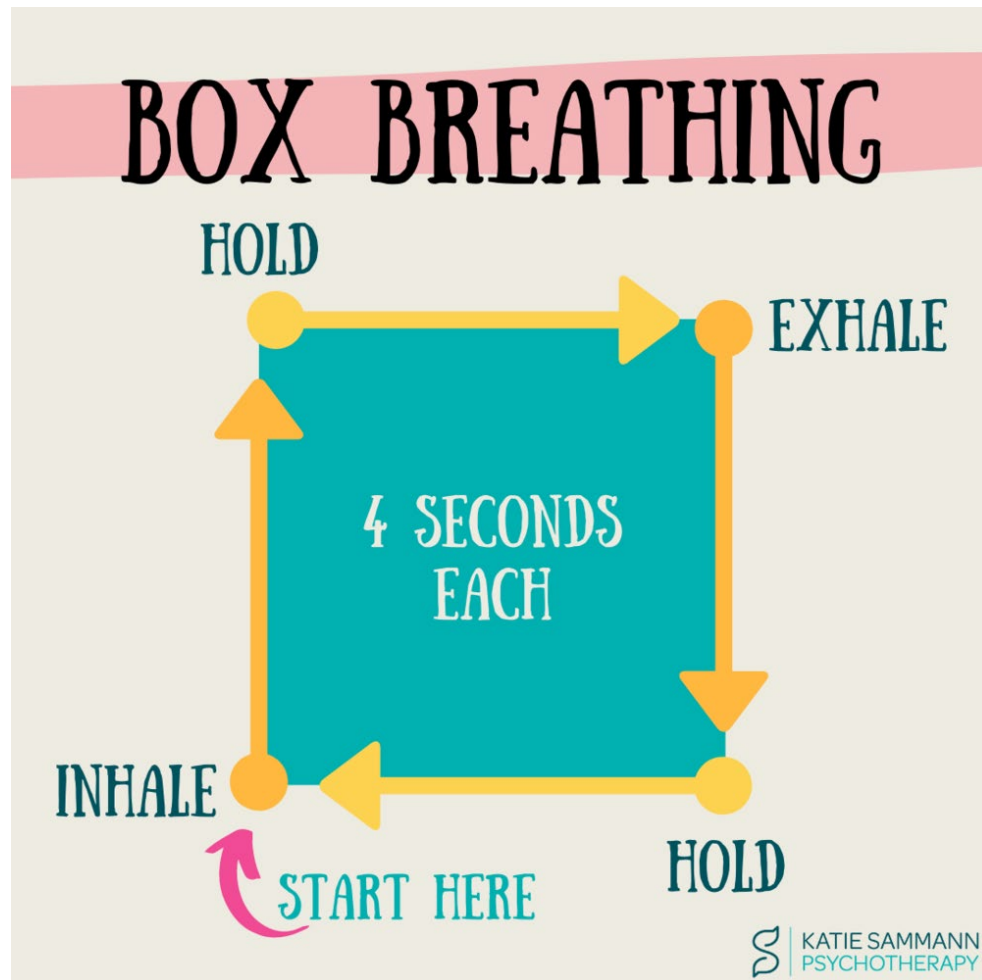
UI/MUI REPORTING REQUIREMENTS FOR DD PROFESSIONALS

UPDATED JUNE 2023



PRACTICE CALM

WHEN ANOTHER'S CRISIS BECOMES YOURS, HOW EFFECTIVE CAN YOUR SUPPORT BE?



- 1. Reports of MUIs involving individuals served in an ICF, or with round-the-clock waiver services will be filed regardless of where the incident occurred.
- 2. For all other individuals served, the following MUIs will be filed and reporting requirements followed regardless of where incident occurred:
 - Death; Attempted Suicide; Exploitation; Failure to Report; Law Enforcement; Misappropriation; Missing Individual; Neglect; Peer-to-Peer Acts; Physical Abuse; Prohibited Sexual Relations; Sexual Abuse; Verbal Abuse
- 3. Reports for the following MUIs will be filed and reporting requirements followed when incident occurs while individual is being served by a licensed or certified provider:
 - Medical Emergency; Rights Code Violation; Significant Injury; Unanticipated Hospitalization; UBS

- Immediate Actions:

- Immediately upon identification/notification of MUI, the provider &/or SSA will take all reasonable measures to ensure health and safety of at-risk individuals. Examples of such measures:
 - Immediate/ongoing medical attention, as appropriate.
 - Removal of an employee from direct contact with any individual
- As soon as a CB employee is made aware of an allegation of an MUI, the CB employee should:
 - Ensure immediate actions have been taken. Determine if additional measures are needed.
 - Notify DODD if a department-directed investigation is necessary.

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- The provider or CB staff will immediately, but no later than 4 hours after discovery of the MUI, notify the CB on-call or MUI Department of the following allegations:
 - Accidental or suspicious death; Exploitation; Misappropriation; Neglect; Peer-to-Peer Acts; Physical Abuse; Prohibited Sexual Relations; Sexual Abuse; Verbal Abuse
 - When the provider has received an inquiry from the media regarding an MUI



- Next Steps:

- The reporter will submit an incident report to MUI Coordinator by 3pm on the first working day following the day the reporter becomes aware of a potential or determined MUI.
- MUI Coordinator will enter preliminary information regarding MUI in the ITMS by 5pm.



- Additional information:

- If a provider has been placed on leave pending investigation outcome, the CB will keep the provider apprised of the status of the investigation.
- If provider is a DC, all reports required by this rule will be made directly to DODD.
- The County Board must have a system that is available 24/7 to ensure that reporting requirements can be followed.

- The Reporter will immediately report to the LE entity having jurisdiction of the location where the incident occurred, any allegation of a criminal act.
 - Note time, date and name of person notified.
- DODD will immediately report to the Ohio State Highway Patrol, any allegation of a criminal act occurring at a DC.

- All allegations of abuse or neglect of an individual under the age of 21 will be immediately reported to the local Children Services Agency. The notification may be made by the reporter or the CB.
 - **CB must ensure that this notification was made.
 - ACCS: 740-592-3061
 - *Important: Ensure proper spelling of name. Use Brittco for demographic information if needed. Always request mandated reporter letter.*

Over-reporting is better than under-reporting !

