

Reporting Unusual Incidents (UIs)

- **Assure immediate health and welfare**
- **Complete an Incident Report**
- **Assure notifications are made:**
 - staff, guardian, or other person whom the individual has identified at the person's residence
- **E-mail the completed UIR form to UI.Reporting@lcountydd.org**
 - Or fax the UIR to (740)349-1426 to the attention of **UI Reporting**
 - Or take the form to the Service Coordination office
 - Ask the receptionist to scan the form to ui.reporting@lcounty.org

Reporting Major Unusual Incidents (MUIs)

- **Notify the county board immediately, but no later than 4 hours of the following incidents:**
 - Death
 - Misappropriation
 - Neglect
 - Peer-to-Peer Act
 - Physical Abuse
 - Sexual Abuse
 - Verbal Abuse
 - When an inquiry has been received from the media regarding a Major Unusual Incident (MUI)
- **LCBDD has 24 hour on-call to report MUIs**
 - Call (740) 349-1420 during business hours
 - Call 211 outside of business hours and on the weekends
- **Notify Law Enforcement if there is a criminal act**
- **Notify Children's Services if the person is under 22 years of age**
- **Send written Incident Report to UI.Reporting@lcountydd.org and potentialMUI@meorc.com**
no later than 3pm the next working day following initial knowledge of the incident (sooner is always better)

Or, if unable to e-mail, fax to (740) 349-1426; put "**Potential MUI**" on cover sheet

Send Monthly log reports to Every July and January using: UILoggs@meorc.com

If you report MUI's, MEORC will send you a form to fill out and return to muiprovideranalysis@meorc.com