

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)344-2787 to the attention of **UI Reporting**
 - Or take the form to the ES Weiant Front Desk
 - 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 the service coordinator (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**
if it might be considered an MUI 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) 344-2787; put "**Potential MUI**" on cover sheet

Fill in the UI Log Sheets every month. Keep those in your notebook

MEORC will Email requests for these forms randomly. respond to those requests by emailing the requested month to: UILogs@meorc.com

EVEN IF YOU HAVE NO UIRs OR MUIs, every July and January:

Fill out the MUI analysis form send it to muiprovideranalysis@meorc.com