

# THE EXCELLENCE NETWORK

FOSTERING COLLABORATIVE LEADERSHIP  
TO DRIVE AGENCY EXCELLENCE IN  
LICKING COUNTY

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## Meeting Minutes

5/21/21

(Online virtual meeting)

### • Old Business/Updates

- **Reminder re: communicating service changes to teams!!!** Please remember to tell the team when people's needs change and you're providing more services. If you don't, you probably can't get paid for the additional services!
- **DJFS representative for upcoming meeting:** confirmed that they'll be joining us in June.

### • New Business

- **Brittco options:**
  - PAWS alerts
  - ISP & UIR notifications
  - Downloading funding info. – both local funds & waivers
    - If anyone in your agency is interested in learning more, David is happy to walk them through it.
- **Required UI log elements, & UI processes/procedures-**
  - UI log required elements:
    - Person's name
    - brief description of the incident,
    - any injuries,
    - time,
    - date,
    - location,
    - cause and contributing factors, and
    - preventive measures
  - UI log reviews: review all unusual incidents no less than monthly
    - ensure appropriate preventive measures have been implemented
    - trends and patterns identified and addressed as appropriate
    - be sure to sign and date the review
  - Quick review of DODD UI rule requirements (part of MUI rule)
    - The rule language is at the bottom of the agenda
- **POST-PANDEMIC Planning:**
  - What can the County Board in its role do to help you right now?

- With planned lifting of health orders and pending guidance from DODD, providers will likely see people wanting to return to services. Please feel free to reach out to any of us to let us know if there's anything we can do to help with that transition or just to brainstorm about challenges.
- **Transportation Update:**
  - At this point, no changes to transportation guidance.
  - Transit is still down on drivers, but has received several applications.
- **Miscellaneous**
  - **Grants available to pay for air purifying systems**
  - **Brittco Provider software**- interested in learning more about it? If so, we can invite a rep. to present.
  - **Virtual Book Club starting June 2<sup>nd</sup>**- FREE books for first 50 registrants!! The book is "Something's Brewing" and is a collection of short stories and plays that are for and about individuals with disabilities. The stories and plays feature typical challenges and everyday situations. Contact Mary Spain to sign up or for more info. mary@kickslc.com
  - **Gears & Co:** Have 17 people thus far
    - Using microphone covers

**Next Mtg.**  
**Friday, June 18<sup>th</sup>, 10:00**  
**Location TBD**

### **5123-17-02 Addressing major unusual incidents and unusual incidents...**

- 1) Unusual incidents shall be reported and investigated by the provider.
- (2) Each agency provider shall develop and implement a written unusual incident policy and procedure that:
  - (a) Identifies what is to be reported as an unusual incident which shall include unusual incidents as defined in this rule;
  - (b) Requires an employee who becomes aware of an unusual incident to report it to the person designated by the agency provider who can initiate proper action;
  - (c) Requires the report to be made no later than twenty-four hours after the occurrence of the unusual incident; and
  - (d) Requires the agency provider to investigate unusual incidents, identify the cause and contributing factors when applicable, and develop preventive measures to protect the health and welfare of any at-risk individuals.
- (3) The agency provider shall ensure that all staff are trained and knowledgeable regarding the unusual incident policy and procedure.
- (4) The provider providing services when an unusual incident occurs shall notify other providers of services as necessary to ensure continuity of care and support for the individual.

~~(5) Independent providers shall complete an unusual incident report, notify the individual's guardian or other person whom the individual has identified, as applicable, and forward the unusual incident report to the service and support administrator or county board designee on the first working day following the day the unusual incident is discovered.~~

(6) Each agency provider ~~and independent provider~~ shall review all unusual incidents as necessary, but no less than monthly, to ensure appropriate preventive measures have been implemented and trends and patterns identified and addressed as appropriate.

(7) The unusual incident reports, documentation of identified trends and patterns, and corrective action shall be made available to the county board and department upon request.

(8) Each agency provider ~~and independent provider~~ shall maintain a log of all unusual incidents. The log shall contain only unusual incidents as defined in paragraph (C)(25) of this rule and shall include, but is not limited to, the name of the individual, a brief description of the unusual incident, any injuries, time, date, location, cause and contributing factors, and preventive measures.

(9) Members of an individual's team shall ensure that risks associated with unusual incidents are addressed in the individual plan or individual service plan of each individual affected.

(10) A provider shall, upon request by the department or a county board, provide any and all information and documentation regarding an unusual incident and investigation of the unusual incident.