

## ➔ Reporting Unusual Incidents (UIs):

**Assure immediate health and welfare of everyone in your care**

**Complete an Incident Report**

*Alternatively, DODD has a hotline for reporting UIRs if there are any concerns about reporting to the County Board. This hotline is available M – F during business hours. 1-866-313-6733*

**Assure notifications are made:**

- Call the service coordinator (740)349-6588
  - For possible MUIs **speak directly** with the service coordinator, their caseload buddy or a Team Leader
    - **LCBDD has after hour and holiday on-call number when reporting MUIs**
    - Call 211, or 740-345-6166, ask for the developmental disabilities supervisor on call
  - If you are *certain* the situation is only an *Unusual Incident* (not a Major Unusual Incident) a voice mail to the service coordinator is acceptable
- Notify other Staff of the home, the guardian, or other person whom the individual has identified at the person's residence unless that notification could result in further harm to the person (ask the service coordinator if you have any doubt)
- Law enforcement (when a criminal act) and/or children's services (if victim is supported by Developmental Disabilities and is less than 21 years of age)

If the incident might be considered an MUI the report must be at the County Board office no later than 4:00 pm the next working day following initial knowledge of the incident (sooner is always better).

**MUIs should be emailed to:** [potentialMUI@meorc.com](mailto:potentialMUI@meorc.com)

**All MUIs and UIRs must be emailed to** [UI.Reporting@lcountydd.org](mailto:UI.Reporting@lcountydd.org) **at your earliest convenience**

- Or take the form to the ES Weiant Front Desk Ask the receptionist to scan the form to [UI.Reporting@lcountydd.org](mailto:UI.Reporting@lcountydd.org) Wait for the scan and take your original report with you.

## ➔ If this will likely be a Major Unusual Incidents (MUIs):

**The County Board must be notified within 4 hours and have the report to the office by 4 pm of the following business day (examples include):**

➤ Death	➤ Attempted Suicide
➤ Exploitation	➤ Misappropriation
➤ Neglect	➤ Peer-to-Peer Act
➤ Physical Abuse	➤ Prohibited Sexual Relations
➤ Sexual Abuse	➤ Verbal Abuse
➤ When an inquiry has been received from the media regarding a Major Unusual Incident (MUI)	

## ➔ 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 filling out the bottom portion of the sheet that contains the month requested. Follow the instructions in the email from MEORC.

## ➔ MUI Analysis:

Every January EVEN IF YOU HAVE NO UIRs OR MUIs

Fill out the MUI analysis form. MEORC will email instructions for submitting the form before the end of February.