

## Independent Provider UI/MUI Requirements

### UNUSUAL INCIDENTS (UIs):

- ✓ Make notification to Karen Bessette 867-5992 (Email [mui@butlerdd.org](mailto:mui@butlerdd.org)) or OIR main office 867-5660 on the same day as the incident occurs.
- ✓ The county board maintains a log of all UIs reported by independent providers.

### MAJOR UNUSUAL INCIDENTS (MUIs):

- ✓ Take all reasonable measures to protect the health and safety of ANY at-risk individuals. The provider and county will discuss disagreements to resolve them.
- ✓ Immediately report to law enforcement (or CSB if under 21) anything potentially criminal.
- ✓ Immediately (no later than 4 hours) notify the county board of the following MUIs:
  - Abuse, Exploitation, Misappropriation, Neglect, Suspicious or Accidental Death, or any incident where you receive a media inquiry.
  - During working hours, call Karen Bessette 867-5992 or OIR main office 867-5660.
  - IF AFTER-HOURS, call 513-867-5913.
- ✓ For all other MUIs, report the incident to OIR by 3:00 pm the next working day.
  - Call Karen Bessette 867-5992 or OIR main office 867-5660, OR
  - Fax to 513-887-8028 or email Karen Bessette at [mui@butlerdd.org](mailto:mui@butlerdd.org).
- ✓ Make the following notifications on the same day of the incident (or discovery):
  - Guardian/advocate, SC, Residential Provider, Person at the individual's home
  - If you can't reach someone, document the efforts.
  - DO NOT NOTIFY THE PPI (OR SPOUSE/SIGNIFICANT OTHER)
  - WHEN COMPLETING FOLLOW-UP OR PLACING A STAFF ON LEAVE, DO NOT PROVIDE THE PPI WITH INFORMATION ABOUT THE ALLEGATION.
- ✓ Collaborate with the team to create prevention plans for MUIs.
- ✓ Follow initial and annual training requirements as stated in <http://codes.ohio.gov/oac/5123%3A2-17-02>