

## Agency Provider UI Requirements

- ✓ Develop a policy and ensure staff are trained/understand the policy. The policy must:
  - Identify what is to be reported as a UI including UIs as defined by this rule;
  - Require anyone who becomes aware of a UI to report it to a designated person;
  - Require the report to be made no later than 24 hours after the incident;
  - Require appropriate actions be taken to protect the health and safety of ANY at-risk individuals.
  
- ✓ Maintain a log of all UIs. The log shall include, but not be limited to, the name of the individual, a brief description of the incident, any injuries, time, date, location, and preventive measures.
  
- ✓ Review all UIs (on your UI Logs) at least monthly, to ensure all MUIs were reported, appropriate preventive measures have been implemented and trends and patterns identified and addressed as appropriate. Notify the SC when you identify trends and patterns so the team is aware and can address.
  
- ✓ Make available to the county board upon request the UI reports (or logs), documentation of identified trends and patterns, and corrective action.
  - NOTE- Each month, the county board is required to review a representative sampling of provider logs to ensure that all MUIs have been reported and that trends and patterns have been identified and addressed. WE WILL REQUEST WHEN NEEDED.
  
- ✓ Ensure that trends and patterns of UIs are included and addressed in each individual's service plan.
  
- ✓ ***BUTLER COUNTY BEST PRACTICE RECOMMENDATIONS:***
  - ***PLEASE BRING UI LOGS FOR THE PRIOR YEAR TO EACH INDIVIDUAL'S LEVEL OF CARE MEETING.***
  - ***WE HIGHLY RECOMMEND NOTIFYING THE SUPPORT COORDINATOR OF ALL UIs THAT IMPACT SERVICES.***

Agency Provider MUI Requirements

- ✓ 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.
- ✓ Send the county board a written incident report by 3:00 pm the next working day.
  - 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.
- ✓ If you conduct an internal review of a MUI, you must submit your results including statements and documents within 14 days of the incident. You must also have a written procedure for the internal review of all MUIs.
- ✓ Collaborate with the team to create prevention plans for MUIs.
- ✓ Analyze MUIs for trends and patterns according to this schedule:

1 <sup>st</sup> quarter	Review and address trends and patterns.	Complete by 4/30. Send to county board by 5/31.
Semi-Annual (1 <sup>st</sup> 6 months)	In-depth analysis and action to address trends and patterns.	Complete by 7/31. Send to county board by 8/31.
3 <sup>rd</sup> quarter	Review and address trends and patterns.	Complete by 10/31. Send to county board by 11/30.
Annual Analysis (full year)	In-depth analysis and action to address trends and patterns.	Complete by 1/31. Send to county board by 2/28

- ✓ **BUTLER COUNTY BEST PRACTICE RECOMMENDATIONS:**
  - **IF YOU CONDUCT AN INTERNAL REVIEW, COORDINATE THAT WITH THE BUTLER COUNTY IA.**