



Board of Developmental Disabilities Services

25 Thorpe Dr.
Dayton, OH. 45420
937.258.1446
Fax: 937.457.2817
www.mcbdds.org

HOW TO REPORT A MAJOR UNUSUAL INCIDENT (MUI)

Mahoning County Board of DD Services (MCBDDS) operates a Major Unusual Incident (MUI) Intake Reporting Line for reporting all MUIs. This line is available 24 hours a day, seven days a week.

The MUI Intake Reporting Line Phone number is: **(937) 457-2765**

Please only use this *one designated* MUI E-Mail Address for submitting all Incident Reports in conjunction with your placed MUI Reporting call: MUI@montgomerydds.org

REPORTING PROCEDURES

Physical Abuse, Sexual Abuse, Verbal Abuse, Neglect, Peer to Peer Act, Misappropriation, Exploitation, Prohibited Sexual Relations, Failure to Report, Accidental or Suspicious Death and Media Inquiries about an MUI:

- Must be reported to the MUI Intake Reporting Line immediately but no later than 4 hours after discovery of the incident or allegation. All allegations of incidents must be verbally made by contacting the MUI Intake Reporting Line.
- By 3:00 PM the next business day, a written Incident Report must be submitted to the MCBDDS MUI designated email address.
- Reports of physical, sexual, and verbal abuse, neglect, misappropriation, exploitation, and failure to report, must also be reported to law enforcement **or** the CSB Child Abuse Intake Reporting Line **in addition** to a report to the MUI Intake Reporting Line:
 - *If the victim is 21 years of age or older*, contact and notify the law enforcement agency that has jurisdiction of the location where the incident occurred, to include any allegation of a criminal act
 - *If the victim is under the age of 21*, contact and notify CSB Child Abuse Intake Reporting Line at 937-224-KIDS (5347)
- All other categories of MUIs, should be reported to the MUI Intake Reporting Line as soon as possible but no later than 3:00 PM on the next business day after discovery of the MUI. All incidents must be verbally made by contacting the MUI Intake Reporting Line.
- A written incident report must be submitted to the MCBDDS MUI designated email address no later than 3:00 PM next business day after initial discovery of the MUI.



Board of Developmental Disabilities Services

25 Thorpe Dr.
Dayton, OH. 45420
937.258.1446
Fax: 937.457.2817
www.mcbdds.org

WHAT IS A MAJOR UNUSUAL INCIDENT (MUI)? [OAC 5123:17-02](#)

A MUI is an incident that has a **negative impact on the health and welfare of an individual**. It does not matter if the incident is actually seen, or it is only suspected or alleged. By law, if a DD employee hears about or suspects that an MUI has occurred, it must be reported. Failure to report an MUI may result in criminal or civil liability.

THE FOLLOWING MUIs MUST BE REPORTED WHEREVER OR WHENEVER THEY OCCUR. A REPORT MUST BE FILED WHEN THE INCIDENT IS ALLEGED, SUSPECTED OR WITNESSED:

- **ABUSE:**

- Physical abuse: The use of physical force that can reasonably be expected to result in physical harm of to an individual. Such force may include but is not limited to, hitting, slapping, pushing or throwing objects at an individual.
- Sexual abuse: Unlawful sexual conduct or contact with an individual, and unlawful acts such as public indecency, importuning (soliciting sexual activity with an individual who is a minor) and voyeurism when the sexual conduct, sexual contact, or act involves an individual.
- Verbal abuse: The use of words, gestures, or other communicative means to purposefully threaten, coerce, intimidate, harass or humiliate an individual.

- **PROHIBITED SEXUAL RELATIONS: A DD employee or employee's supervisor engaging in consensual sexual conduct or contact with an individual who is not the employee's spouse, and for whom the DD employee was employed, or under contract to provide care, or supervise the provision of care at the time of the incident**
- **ATTEMPTED SUICIDE: A physical attempt by an individual that results in emergency room treatment, in-patient observation, or hospital admission**
- **EXPLOITATION: The unlawful or improper act of using an individual or an individual's resources for monetary or personal benefit, profit, or gain**
- **FAILURE TO REPORT: Failure of a person who is mandated to report an incident of abuse, neglect or misappropriation involving an individual whose health and well-being can reasonably be expected to be substantially at risk**
- **LAW ENFORCEMENT: Any incident that results in an individual being arrested, charged with a crime, incarcerated or individual if tazed**
- **MISAPPROPRIATION: Taking (depriving or defrauding) something of value from an individual (money or personal property including medications) without his or her permission or knowledge, or against his or her will**
- **MISSING INDIVIDUAL: An incident that is not considered neglect in which an individual's whereabouts, after immediate and reasonable measures are taken, are unknown and the individual is believed to be at or pose an imminent risk of harm to self or others**
- **NEGLECT: When there is a duty to do so, failing to provide an individual with medical care, personal care, or other support that consequently results in serious injury or places an individual or another person at risk of serious injury. Serious injury means an injury that results in treatment by a physician, physician assistant or nurse practitioner**
- **PEER-TO-PEER ACTS: Acts committed by one individual against another including a physical act which means a physical altercation that: Results in examination or treatment by a physician, physician assistant or nurse practitioner or involves strangulation, a bloody nose, a bloody lip, a black eye, a concussion or biting which causes breaking of the skin or results in an individual being arrested, incarcerated, or the subject of criminal charges. Exploitation as described above; verbal act as described above; sexual act as described above and is non-consensual or there is no ability to consent; intentional misappropriation of money or property of at least \$20 or significant sentimental value**
- **All DEATHS**



Board of Developmental Disabilities Services

25 Thorpe Dr.
Dayton, OH. 45420
937.258.1446
Fax: 937.457.2817
www.mcbdds.org

THE FOLLOWING MUIs MUST BE REPORTED WHEN 1) THE INCIDENT OCCURS WHILE THE INDIVIDUAL IS UNDER THE CARE OF OR RECEIVING SERVICES FROM A DD PROVIDER OR 2) IF THE INDIVIDUAL LIVES IN AN ICF OR RECEIVES 24 HOUR WAIVER SERVICES AROUND THE CLOCK:

- **MEDICAL EMERGENCY:** An incident requiring the use of emergency medical intervention to save the individual's life such as choking relief techniques (Back Blows/Heimlich/Finger Sweep), CPR, Epi Pen or Automated External Defibrillator (AED) etc.
- **UNANTICIPATED HOSPITAL ADMISSION:** Any hospital admission or hospital stay over 24 hours that is not pre-scheduled or planned. A hospital admission associated with a planned treatment or pre-existing condition that is specified in the individual service plan indicating the specific symptoms and criteria that require hospitalization does not need to be reported
- **SIGNIFICANT INJURY:** An injury of known or unknown cause, and not considered abuse, that results in concussion, broken bone, dislocation, second or third degree burns, requires immobilization or casting, 5 or more sutures
- **UNAPPROVED BEHAVIORAL SUPPORT:** The use of any aversive strategy or intervention without approval by the human rights committee or behavior support committee or without informed consent that results in a likely risk to the individual's health and welfare
- **RIGHTS CODE VIOLATION:** Any violation of the rights of an individual which are enumerated in the Ohio Revised Code. The violation must create a reasonable risk to the individual's health and welfare