

**DATE:** July 6, 2009 – On-Going (Revised November 1, 2011)  
**TO:** Providers Serving Individuals with DD in Hamilton County  
**FROM:** Eric A. Metzger/MUIP Director  
**RE:** MUI and UI trend logs, review, and analysis guide

The following intends to support your efforts to meet rule requirements for “aggregate” MUI and UI reporting and reviewing per Rule OAC: 2-17-02 – Incidents Adversely Affecting Health and Safety.

The same initial process (as outlined below) is followed for both the UI and MUI process with the following exceptions:

- UI logs are required to be reviewed monthly. MUIs must be reviewed at least quarterly.
- Providers send UI Logs ONLY when HCDDS requests them.
- Providers send MUI quarterlies to HCDDS (time frames later in this document);
- Step 2 below is only necessary for UIs.
- INDEPENDENT PROVIDERS do not keep logs. Independent providers send all incidents to HCDDS who then handles the administrative oversight, log, etc.
- NOTE: A semi-annual and annual analysis of MUIs (only) is completed as well. Time schedules are included later in this document. These require extra information and action which is also included in this document.

#### **BASIC LOG AND REVIEW PROCESS FOR MUIs and UIs:**

- 1) Provider reviews **incidents** that were reported for the month. Log should include:
  - Name of the provider
  - Name of individuals
  - Time/date/location of each incident (category for MUIs)
  - Brief description of each incident
  - Immediate actions addressed health and safety needs
  - Contributing factors/causes
  - Preventative plan to reduce recurrence (must be clearly addressed).
- 2) If in doing the monthly UI review, the provider finds one or more incidents listed as UIs that they now realize should have been reported as MUIs, the provider follows through as required by OAC 5123:2-17-02 Incidents Adversely Affecting Health and Safety (MUI rule).
- 3) For each incident logged, provider determines whether the preventative measures provided sufficient information to ensure that the incident was reasonably addressed (will prevent or minimize recurrence).
- 4) If provider identifies trends and/or patterns, provider makes sure that those measures have been addressed and included in the individual’s My Plan.
- 5) For semi-annual and annual analysis, provider does all of the above and conducts a thorough analysis of the strengths, progress and areas of concern related to their handling of MUIs. The minimum areas for consideration for trends should be:
  - MUI category types such as more than 3 abuses, neglects, etc.
  - Locations where MUIs happened, and
  - Individuals involved (re-victimized or PPIs).
  - Age
  - Gender (Looking at categories by the combination of age and gender often reveals a lot...)

Provider should include a comparison between the current year and last year for the same review period at a minimum. A 3 years comparison is best practice. **NOTE: DODD provides training on these analyses, and HCDDS has posted that training material on its website.**

NOTE: DODD has made MUI reports available to provides on their Cognos System. Providers need simply complete the security affidavit and get it approved to access. Once done, providers have access to quarterly, semi-annual, and annual reports that contain all the MUI data (essential your log). Thus, from this, providers may simply complete narratives on what the data represents in terms of trends and what the agency intends to do in terms of addressing those trends.

**MUI/UI REVIEW TIMELINES:**

MUIs should be logged as they occur and reviewed at least quarterly. Rule requires providers to complete all quarterly reviews within 30 days of the end of a quarter. Actual analysis provides for a little more time as designated below.

- 1<sup>st</sup> Quarter – Provider completes their internal review by April 30.  
Due to HCDDS by May 15.
- Semi-Annual Review – Provider completes their internal review/analysis.  
Due to HCDDS by August 31.
- 3rd Quarter – Provider completes their internal review by October 30.  
Due to HCDDS by November 15.
- Annual Analysis – Provider completes their internal review/analysis.  
Due to HCDDS by February 28.

Robyn Ryan is the HCDDS contact for all MUI Quarterly Reports, MUI Semi-Annual & Annual Analysis and UI LOG Reviews. Do not hesitate to contact Robyn if you need assistance with any of those processes.

**Robyn’s contact info:**

Phone: 513-559-6723

Fax: 513-559-6610

Email: [muip@hamiltondds.org](mailto:muip@hamiltondds.org)

NOTE: Individual MUI incidents will continue to be reported through our regular intake process:

**24 hour MUI Emergency Hotline: (513) 794-3308**

MUIP Help Desk: (513) 559-6629 (M-F 8am-4pm)

Fax: (513) 559-6610

Email: [muip@hamiltondds.org](mailto:muip@hamiltondds.org)

We hope that this information will enable both you and the MUIP department to improve our compliance with the requirements of ODMRDD related to MUI and UI review and trends and analysis, but more importantly to protect the people we serve from harm.

Thank you for your efforts,

*Eric A. Metzger*

Eric A. Metzger

MUIP Manager – HCDDS