Hamilton County DD Services
Annual Review Procedure

Providers are required to complete an annual review of MUIs that took place in the prior year. The Annual Review is for the time of January through December and is due to the MUI Department by February 28. Providers should email each review to MUIP@hamiltondds.org or fax to (513) 559-6610. Each review should include the following information:

(a) Date of review;
(b) Name of person completing review;
(c) Time period of review;
(d) Comparison of data for previous three years;
(e) Explanation of data;
(f) Data for review by major unusual incident category type;
(g) Specific individuals involved in established trends and patterns (i.e., five major unusual incidents of any kind within six months, ten major unusual incidents of any kind within a year, or other pattern identified by the individual's team);
(h) Specific trends by residence, region, or program;
(i) Previously identified trends and patterns; and
(j) Action plans and preventive measures to address noted trends and patterns.

**Please note that if there were no MUIs in the review period, the provider should still send in an email or fax to state this information.

For a downloadable template of the MUI Annual Report, please follow the links below:

For Agency Providers:

For Independent Providers: