

Category A MUIs

DO THIS FOR: Accidental or suspicious death; exploitation; failure to report; misappropriation; neglect; peer-to-peer acts; physical abuse; prohibited sexual relations*; rights code violations causing risk*; sexual abuse; and/or verbal abuse.

** Discretionary call to law enforcement. Please ensure all other steps.*

1. Ensure health and welfare immediately
2. Notify the police or (513)-241-5437 (KIDS) immediately, or as soon as possible, for any protocol case (abuse, neglect, theft, etc.)
3. Notify MUI Intake as soon as possible, but within four hours for protocol (abuse, neglect, theft, etc.) or within 24 hours for all others (missing, hospitalization, significant injury, law enforcement, etc.).

During business hours:

(513) 559-6629*

*Option 1 to report

*Option 2 to speak with Intake

After hours:

(513) 559-6629 or (513) 794-3308*

*Option 1 to report

*Option 2 to speak with On Call

4. Notify team members, i.e. guardian, etc. as soon as possible, but within 24 hours
5. Complete incident report and send to MUI as soon as possible, but no later than 3 p.m. the following working day by fax: (513) 559-6610 or email muip@hamiltondds.org

Category B MUIs

DO THIS FOR: Attempted suicide/death other than accidental or suspicious**; medical emergency**; missing individual**; and/or significant injury**

*** MUI if served by ICFDD or 24-hour waiver, regardless of location or time. MUI when under the care of other DD provider types at the time of the incident.*

1. Ensure health and welfare immediately
2. Notify MUI Intake as soon as possible or within 24 hours.

During business hours:

(513) 559-6629*

*Option 1 to report

*Option 2 to speak with Intake

After hours:

(513) 559-6629 or (513) 794-3308*

*Option 1 to report

*Option 2 to speak with On Call

3. Notify team members, i.e. guardian, etc., as soon as possible, but within 24 hours
4. Complete incident report and send to MUI as soon as possible, but no later than 3 p.m. the following working day by fax: (513) 559-6610 or email muip@hamiltondds.org

Category C MUIs

DO THIS FOR: Law enforcement**; unapproved behavior support; and/or unscheduled hospitalization***.***

*** MUI regardless of provider, location, and/or time.*

****MUI if served by ICFDD or 24-hour waiver, regardless of location or time. MUI when under the care of other DD provider types at the time of the incident.*

1. Ensure health and welfare immediately
2. Notify MUI Intake as soon as possible or within 24 hours.

During business hours:

(513) 559-6629*

After hours:

(513) 559-6629 or (513) 794-3308*

*Option 1 to report

*Option 1 to report

*Option 2 to speak with Intake

*Option 2 to speak with On Call

3. Notify team members, i.e. guardian, etc., as soon as possible, but within 24 hours
4. Complete incident report and send to MUI as soon as possible, but no later than 3 p.m. the following working day by fax: (513) 559-6610 or email muip@hamiltondds.org
5. Complete Category C Form and email to the investigative agent or muip@hamiltondds.org

Unusual Incidents (UIs)

DO THIS FOR: all unusual incidents that do not meet the criteria for MUI

1. Ensure health and welfare immediately
2. Notify team members, i.e. guardian, etc., as soon as possible, but within 24 hours
3. Complete incident report
4. Complete UI Investigation: What Happened? (Incident); Why did it happen? (Cause and Contributing Factors); What are you going to do about it? (Prevention Plan)
5. Send completed incident report with UI investigation to Service and Support Administrator (SSA)