

# Incident Reporting Guidelines

<b>Required Notifications: must be made the same day</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Guardian, advocate, or person identified</li> <li><input type="checkbox"/> SSA for individual</li> <li><input type="checkbox"/> Licensed or certified residential provider</li> <li><input type="checkbox"/> Staff or family in the home</li> </ul>		<b>MUI Reporting:</b>  During business hours, and after hours:  MUI On-Call: (937) 328-5245 Submit Online Form: <a href="https://clarkdd.org/ui-mui/">https://clarkdd.org/ui-mui/</a> Email: MUIreport@clarkdd.org Fax: (937) 328-4575
<b>MUI = Major Unusual Incident (Category A)</b>	<b>MUI = Major Unusual Incident (Category B&amp;C)</b>	<b>UI = Unusual Incident</b>
Report to DDCC within <b>4 hours</b> and Report <b>immediately</b> to Law Enforcement or Children Services in cases of suspected child abuse (up to age 22): <ul style="list-style-type: none"> <li>○ Accidental or suspicious death</li> <li>○ Exploitation</li> <li>○ Neglect</li> <li>○ Prohibited Sexual Relations</li> <li>○ Misappropriation</li> <li>○ Physical Abuse</li> <li>○ Sexual Abuse</li> <li>○ Verbal Abuse</li> <li>○ Failure to Report</li> </ul>	Report to DDCC the within <b>4 hours:</b> <ul style="list-style-type: none"> <li>○ Attempted Suicide</li> <li>○ Death other than accidental or suspicious death</li> <li>○ Missing Individual</li> <li>○ Law Enforcement</li> <li>○ Medical Emergency</li> <li>○ Peer to peer act</li> <li>○ Unapproved Behavior Support</li> <li>○ Significant Injury</li> <li>○ Unscheduled Hospitalization</li> <li>○ Rights code Violation</li> </ul>	Report to DDCC by <b>3p.m. the next working day:</b>  Include but not limited to: <ul style="list-style-type: none"> <li>○ Minor medical emergencies: dental, falls, etc. that do not require doctor visits</li> <li>○ Emergency room or urgent care treatment center visits (not requiring hospitalization)</li> <li>○ Overnight relocation of an individual due to fire, natural disaster, or mechanical failure</li> <li>○ A minor incident involving two individuals served</li> <li>○ Rights code violations or unapproved behavior supports without a likely risk to health and welfare</li> <li>○ Program Implementation incidents-failure to follow a person centered support plan when such failure causes minimal risk or no risk Ex: no supervision for a short period, car accidents without harm, self-reported incidents with minimal risk</li> </ul>

