

## **Richland Newhope/Richland County Board of DD**

### **MUI and UI reporting**

- Your first responsibility is to ensure the individual's health and safety. Immediately report the incident to your supervisor and complete an incident report to be submitted to the County Board.
- For any potential Major Unusual Incidents (MUIs), please contact us by phone as soon as possible. A written incident report must also be sent to the MUI Unit and all appropriate team members.
- Not sure if it's an MUI? See the reference page below for guidance.

The following telephone numbers are provided to you for a quick reference:

- **Foundation Hall - Main Phone Number**
  - 419-774-4201
- **Juanita Shenberger – SSA Director**
  - jshenberger@rnewhope.org
  - 419-774-4320
- **Clearwater COG – Investigative Agent**
  - lRichland@clearwatercog.org
  - 567-262-3152
- **Emergency On-Call (after 5 pm, weekends, and holidays to report MUI's after-hours or other emergencies)**
  - 419-774-4244

Incidents of criminal abuse or neglect may also be reported directly to Children Services or local law enforcement.

- **Richland County Children Services**
  - 419-774-4100
- **Richland County Sheriff's Office**
  - 419-524-2412
- **Mansfield Police Department**
  - 419-522-1234
- **Shelby Police Department**
  - 419-347-2242

### When is it an MUI?

Category		When is it an MUI? *		Reporting timeline	
		always	Only if with a DD provider or county board staff when it happened	Immediately but no later than 4 hours of discovery	<b>County Board Staff:</b> By end of shift <b>Others:</b> Within 24 hours of the incident
Abuse- physical, sexual, verbal	A	X		X	
Neglect	A	X		X	
Exploitation	A	X		X	
Misappropriation	A	X		X	
Accidental/suspicious death	A	X		X	
Death other than accidental or suspicious	A	X		X	
Peer-to-peer acts	A	X		X	
Prohibited sexual relations	A	X		X	
Missing individual	B	X			X
Attempted Suicide	B	X			X
Failure to report	B	X		X	
Medical emergency*	B		X		X
Rights code violation*	B		X		X
Significant injury*	B		X		X
Unapproved behavior support*	C		X		X
Unscheduled hospitalization *	C		X		X
Law enforcement	C	X			X

**\* If the individual resides in an ICF or receives 24/7 waiver services, then all categories are MUIs, even if it happened when the individual was on alone time or with friends or family.**