

Richland Newhope/Richland County Board of DD

MUI and UI reporting

- Your immediate obligation is to assure the individual's health and safety; report to your supervisor; and fill out an incident report to send to the county board.
- Please contact us by telephone on any potential MUI's; send a copy of the written incident report to the MUI unit and all other appropriate team members.
- The MUI Unit for Richland Newhope is located at Foundation Hall, 220 Home Avenue, Mansfield, Ohio 44902.
- When is it an MUI? (see reference page below)

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
- **Brad Eith – Investigative Agent - Richland Newhope**
 - beith@rnewhope.org
 - 419-544-1775
- **Nick Schaffer – Investigative Agent – Richland Newhope**
 - nshaffer@rnewhope.org
 - 419-544-1873
- **MUI Fax Line**
 - 419-774-4202
- **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 | County Board Staff: By end of shift Others: 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.**