

"AT A GLANCE"
Independent Provider Responsibilities with MUIs

From Rule	REQUIREMENT
(D)(4) REPORTING	Immediately upon identification or notification of a major unusual incident, the provider shall take all reasonable measures to ensure the health and welfare of at-risk individuals. The provider and county board shall discuss any disagreements regarding reasonable measures in order to resolve them. If the provider and county board are unable to agree on reasonable measures to ensure the health and welfare of at-risk individuals, the department shall make the determination. Such measures shall include: (a) Immediate and ongoing medical attention, as appropriate; (b) Removal of an employee from direct contact with any at-risk individual when the employee is alleged to have been involved in abuse or neglect until such time as the provider has reasonably determined that such removal is no longer necessary; and (c) Other necessary measures to protect the health and welfare of at-risk individuals.
(D)(6)	Immediately, but no later than 4 hours after discovery of the incident, notify the county board through means identified by the county board for the incidents or allegations as listed in (D)(6)(a)-(i) of the rule. If the county board receives notification of an MUI through their on call system and they know that this meets the definition for a potential MUI then that is their discovery date. If additional information is needed the county board should contact the provider if there is health and welfare concerns or they can gather that information and determine if the incident is an MUI when they receive the UI by 3pm the following day. The county board should never wait past 3pm the following working day. If the provider has not sent in an incident report, the county board should file with the information received from the hotline call.
(D)(7)	Make the notification to the county board contact designated to receive or manage these reports no later than 3 p.m. the next working day following initial knowledge of a potential or determined MUI.
ALLEGED CRIMINAL ACTS (E)(2)	Immediately report to law enforcement any allegation of exploitation, failure to report, misappropriation, neglect, peer-to-peer act, physical abuse, sexual abuse, or verbal abuse, which may constitute a criminal act. Interpretation: The county board must ensure the notification has been made and it must be reported to the entity having jurisdiction of the location where the incident occurred.
ABUSED OR NEGLECTED CHILDREN (F)	Immediately report to Children Services all allegations of abuse or neglect involving individuals under the age of twenty-one years. Interpretation: The county board must ensure the notification has been made and it must be reported to the entity having jurisdiction of the location where the incident occurred.
(G)(1) NOTIFICATIONS	Make notifications to the individuals as identified in (G)(1)(a-e) of the rule, as applicable, when the incident or discovery of the incident occurs when such provider has responsibility for the individual. The notification shall be made on the same day the incident or discovery of the incident occurs and include immediate actions taken.
(G)(2)	All notifications or efforts to notify shall be documented.
(G)(3)	Notification shall not be made if the person to be notified is the PPI, the PPI's spouse or the PPI's significant other.
(G)(4)	Notifications shall be made to the individuals; guardians, and other persons whom the individual have identified in a peer to peer act unless such notification could jeopardize the health and welfare of an individual.
(G)(5)	Notification to a person is not required when the report comes from such person or in the case of a death when the family is already aware of the death.

(H)(8) GENERAL INVESTIG- ATION	All DD employees shall cooperate with administrative investigations conducted by entities authorized to conduct investigations and respond to requests for information from the county board or the department within the timeframe requested. The timeframes identified shall be reasonable.
(M1) UI REQS	Unusual incidents shall be reported and investigated by the provider.
(M)(5)	Independent providers shall complete an incident report, notify the individual's guardian or other person whom the individual has identified, as applicable and forward the incident report to the service and support administrator or county board designee on the same day the unusual incident is discovered.
(M)(6)	Each agency provider and independent provider shall review all unusual incidents as necessary, but no less than monthly, to ensure appropriate preventive measures have been implemented and trends and patterns identified and addressed as appropriate.
(M)(7)	The unusual incident reports, documentation of identified trends and patterns, and corrective action shall be made available to the county board and department upon request.
(M)(8)	Each agency provider and independent provider shall maintain a log of all unusual incidents. The log shall include, but is not limited to, the name of the individual, a brief description of the unusual incident, any injuries, time, date, location, and preventive measures.
(P)(2) TRAINING	Follow the requirements for initial training on the provisions of the rule according to their certification requirements and receive annual training from the date of certification on identification and reporting of MUIs and UIs and health and safety alerts released since the previous calendar year's training.