

"AT A GLANCE"
County Board as a Provider Responsibilities with MUIs

From Rule	Requirement
(D)(4) Reporting Requirements	Take all reasonable measures to ensure the health and welfare of any at-risk individuals.
(D)(6)	County board staff shall 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)-(l) of the rule.
(D)(7)	Submit a written incident report to the county board no later than 3 p.m. the next working day following initial knowledge of a potential or determined MUI. The report shall be submitted in a format prescribed by the department. CLARIFICATION: 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.
(E)(2) Reporting of Alleged Criminal Acts	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 <i>criminal act</i> . Interpretation: <i>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.</i>
(F) Abused or Neglected Children	Immediately report to Children Services all allegations of abuse or neglect involving individuals under the age of twenty-one years. Interpretation: <i>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.</i>
(G)(1) Notification Requirements	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. See (G) (2)-(5) for additional information on this process.
(H)(8) General Investigation Requirements	All DD employees shall cooperate with administrative investigations conducted by entities authorized to conduct investigations and shall respond to requests for information within the timeframe requested. The timeframes identified shall be reasonable.
(K)(1) Review, Prevention & Closure of MUIs	Implement a written procedure for the internal review of all MUIs and shall be responsible for taking all reasonable steps necessary to prevent the reoccurrence of MUIs.
(K)(2)	Collaborate on the development of preventative measures to address the causes and contributing factors to the incident.
(L)(1) Analysis of MUI Trends & Patterns	Analyze MUIs to identify trends and patterns semi-annually and annually. The Semi-Annual Time period is Jan-June 30 and annual contains MUI reviews from Jan-Dec 31.
(L)(3)	Conduct the analysis and follow-up for all entities operated by county boards such as workshops, schools and transportation. The county board shall send its analysis and follow-up actions to the department by August 31 for the semi-annual review and by February 28 for the annual review.

<p>(M)(3) UI Requirements</p>	<p>Ensure all staff are trained and knowledgeable regarding the unusual policy and procedure.</p>
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(M)(4)	If the UI occurs at a site operated by the county board or by an entity with which the county board contracts, then the county board or entity shall notify the licensed provider. The notification shall be made the same day the incident is discovered. If the UI occurs at a site operated by the county board or by an entity with which the county board contracts, then the county board or entity shall notify the licensed provider or staff, guardian, or other person whom the individual has identified, as applicable, at the individual's residence. The notification shall be made the same day the incident is discovered.
(M)(6)	Review all UIs as necessary, but no less than monthly, to ensure appropriate preventative measures have been implemented and trends and patterns identified and addressed as appropriate.
(M)(8)	Maintain a log of all UIs. The log shall include, but not be limited to, the name of the individual, a brief description of the unusual incident, any injuries, time, date, location and preventative measures.
(M)(9)	Ensure trends and patterns of UIs are included and addressed in each individual's service plan.
(P)(1) Training	Ensure staff employed in direct services positions is trained on the requirements of this rule prior to direct contact with any individuals. Thereafter, staff employed in direct services positions shall receive annual training on the requirements of this rule including a review of health and welfare alerts issues by the department since the previous year's training.
(P)(2)	Ensure staff employed in positions other than direct services positions are trained on the requirements of this rule. Thereafter, staff employed in positions other than direct services positions shall receive annual training on the requirements of this rule including a review of health and welfare alerts issued by the department since the previous year's training.

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