

MUIs must be reported immediately or within 24 hours based on the type of MUI. Each county board of developmental disabilities has designated a person to receive MUI reports. Reports may be made to the county board MUI contact. DODD also has a MUI reporting hotline at 1-866-313-6733.

MUIs that must be reported within four hours after the incident or discovery include

- Accidental or suspicious death
- Exploitation
- Misappropriation
- Neglect
- Peer-to-peer act
- Physical abuse
- Prohibited sexual relations
- Sexual abuse
- Verbal abuse
- Inquiry from the media about a MUI

Who is required to report MUIs

- All providers who are contracted, certified or licensed to serve people with disabilities are required to report MUIs to the county board
- All county board staff and department staff are also required to report MUIs
- A basic responsibility for anyone on a Medicaid waiver is to ensure health and welfare so anyone paid to provide Medicaid waiver services must report MUIs

After an incident happens, there is a MUI reporting process that providers, county boards, and DODD must follow.

Provider's Role

- Take immediate action to protect the health and safety of the person
- Notifies the person's legal guardian on the same day of the incident. (Parents who are not the legal guardians may only be notified with approval by the individual or the legal guardian)
- Notify the county board immediately and no later than four hours when the allegation is Abuse, Neglect, Misappropriation, Exploitation, Prohibited Sexual, Suspicious or Accidental Death
- Notifies the police or children's services when there is an alleged crime
- Files written Incident Report to the county board by 3 PM of the next working day

County Board's Role

- Ensures or notifies police if possible crime and Children's Services Board if suspected abuse or neglect and the person is under 21.
- Notifies county board SSA on the same day of the incident.
- Notifies on the same day of the incident the licensed or certified residential provider if the incident happened in the county board program.
- Ensures legal guardian is notified the same day

- Submits a report on DODD's Incident Tracking System by 5 PM the next working day following notification.
- Communicates preliminary findings with person, guardian, and provider within 14 working days of an alleged sexual/physical abuse (if case is not conducted by CSB/LE).
- Sends a summary letter to legal guardian and residential provider five calendar days after the case has been recommended for closure by the county board.

DODD's Role

- Intake reviews all initial reports to ensure immediate actions have occurred, notifications are made, and the MUI has been classified appropriately.
- Conducts investigations where it is a conflict for county boards to do so.
- Reviews cases prior to closure to ensure appropriate cause and contributing factor identification and prevention plan development.
- Notifies the Ohio Department of Medicaid via online incident reporting system.

Warren County Board MUI Contacts

mui@warrencountydd.org

Fax: (513) 932-1352

24 hour on-call hotline 1-800-800-6847

Investigative Agents

Chris Bunting – chris.bunting@warrencountydd.org

Melissa Hefelfinger – melissa.hefelfinger@warrencountydd.org

Rick Teubner – richard.teubner@warrencountydd.org