

Lake County Incident Reporting

1. Ensure the health and safety of the individual(s)
2. Complete a written Unusual Incident Report form
3. Make necessary notifications on the same day the incident occurred.
For certain MUI types, notifications must be made within 4 hours of the incident occurring

Unusual Incident (UI)	Potential Major Unusual Incident (MUI)
<ul style="list-style-type: none"> • Guardian or other person who the individual has identified • Other providers of services as necessary to ensure continuity of care and support for the individual • Staff or family living at the individual’s residence • SSA serving the individual 	<ul style="list-style-type: none"> • Investigative Services MUI Reporting Line 440.350.5253 • Guardian or other person who the individual has identified • SSA serving the individual • Other providers of services as necessary to ensure continuity of care and support for the individual, may include senior management • Staff or family living at the individual’s residence who have responsibility for the individual’s care • Law Enforcement (if applicable) • Children’s Services 440.350.4000 (if applicable)

Notification shall not be made if the person to be notified is the primary person involved(PPI), spouse or significant other of the PPI OR when notification could jeopardize the health and welfare of an individual involved

4. Submit the written Incident Report Form by 3:00pm the next working day following the incident/discovery
 - All Incident Report Forms (UI and Potential MUI) – uir@lakebdd.org
 - In addition, Incident Report Forms for Potential MUIs - IA@lakebdd.org or fax 440.350.5143

For Additional Information-

LCBDD - <https://lakebdd.org/reporting-muis/>

DODD - <https://dodd.ohio.gov/wps/portal/gov/dodd/health-and-welfare/ui-mui/mui-reporting>

Rule 5123-17-02 Addressing major unusual incidents and unusual incidents to ensure health, welfare, and continuous quality improvement

