



## **BVC BLAST**

**July 14, 2022**


### **Unusual Incident Report Logs & MUI Annual Reporting**

Issues with the completion of both Unusual Incident Report Logs and the MUI Annual Reporting analysis have been identified both internally through our Quality Control Review as well as state-wide which was recently noted in the OSSAS Webinar on Maintaining Compliance. The following, in fact, were among the current top citations for Independent Providers: MUI Analysis, UI Log and UI Review.

A Blanchard Valley Center internal review from Quarter 1 of 2022 alone showed that 7 Agency Providers and 14 Independent Providers were not completing the logs correctly and did not have the required elements.

Please find the following as ways to avoid UI/MUI citations in the future for both Agency and Independent Providers.

# Unusual Incident Report Logs

 Department of  
Developmental Disabilities

**UNUSUAL INCIDENT REPORT LOG**

Provider/Facility:					Month/Year:		County:		
Name	UI #	Date & Time	Injury	Home Name and Address	Location	Description of the Incident (Explain the risk of Harm)	Immediate Actions Taken to Ensure Health and Welfare	Causes and Contributing Factors	Prevention Plan

Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Trends and Pattern Identified? YES  NO  If yes, please complete section below.

Trends and Pattern Addressed? YES  NO

Action taken to address identified Patterns and Trends:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

O.A.C. 5123-17-02 (M)(8) Each agency provider and independent provider shall maintain a log of all unusual incidents. The log shall contain only unusual incidents as defined in paragraph (C)(25) of this rule and shall include, but is not limited to, the name of the of the individual, a brief description of the unusual incident, any injuries, time, date, location, cause and contributing factors and preventive measures. (M)(9) Members of an individual’s team shall ensure that risks associated with unusual incidents are addressed in the individual plan or individual service plan of each individual affected.

DODD MUI – UNUSUAL INCIDENT LOG – DECEMBER 2019

## Themes noted in the review:

- Logs not being completed in their entirety. The following required elements were missing:
  - County
  - Name of the person - Even if there were no UIs for the month, you still need to identify who that person is that you provide supports to.
  - Signature of who completed the review
  - Title for the person that completed the review
  - Date the review was completed

- Trends and Pattern Identified – Even if there were no UIs for the month, you still need to check one of the boxes.
- Logs are not being reviewed monthly.
  - According to DODD Rule 5123-17-02 (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.

This means that it is not acceptable to document multiple months on the same log. Numerous logs showed the review period of Jan/Feb/Mar on one log. This does not satisfy the requirement in rule of it being reviewed monthly.

This also means that it is not acceptable to wait for 2 or more months to pass before reviewing the log (i.e., Oct – Dec 2021 logs not reviewed until February 2022).

- Unusual Incident Reports are being used as a log.
  - These forms do not contain the required elements that goes along with a UI Log and should never be used for this purpose.
- Form was modified and does not contain the required elements.
  - Please ensure that if you are creating your own log that you still include all required elements.
  - Please note that a blank form that is compliant is available for use on the BVC website under the Provider Library.  
<https://dodd.ohio.gov/forms-and-rules/forms/Unusual-Incident-Report-Log>

# MUI Annual Reporting

**Ohio** Department of Developmental Disabilities

## ANNUAL REPORT – INDEPENDENT PROVIDER

INDEPENDENT PROVIDER NAME: \_\_\_\_\_

MUI ANNUAL REVIEW (January 1 through December 31) for theyear: \_\_\_\_\_

Independent providers are required to complete the Annual Review by January 31 and send to the County Board by February 28.

Total Number of MUI categories for previous year: \_\_\_\_\_

Total Number of MUI categories for the same period 2 years ago: \_\_\_\_\_

Total Number of MUI categories for the same period 3 years ago: \_\_\_\_\_

Number of MUI categories by type:

MUI Categories	Previous year	2 years ago	3 years ago
Accidental/suspicious death			
Attempted suicide			
Death-non-accidental			
Exploitation			
Failure to Report			
Law Enforcement			
Medical Emergency			
Misappropriation			
Missing Individual			
Neglect			
Peer-to-Peer Act			
Physical Abuse			
Prohibited Sexual Relations			
Rights Code Violation			
Sexual Abuse			
Significant Injury			
Unapproved Behavioral Support			
Unanticipated Hospitalization			
Verbal Abuse			

Explain the reasons for any significant differences from year to year and any MUI categories with a high number of incidents (use additional pages as necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ANNUAL REPORT – INDEPENDENT PROVIDER

**TRENDS and PATTERNS**

Individuals with 5 or more MUI categories in 6 months or 10 or more MUIs in 12 months in the current year: \_\_\_\_\_

Name: \_\_\_\_\_

MUI types: \_\_\_\_\_

Action plans and preventive measures taken to address this trend/pattern:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date the action plans and preventive measures were added to the individual's plan: \_\_\_\_\_

Previous year's trends and patterns:

Name of individual: \_\_\_\_\_

Have the MUI categories involving the individual increased, decreased, or stayed the same? \_\_\_\_\_

Were the action plans and preventive measures effective? \_\_\_\_\_  
(Use additional pages to add other individuals if needed.)

Date this review was completed: \_\_\_\_\_

Name of person completing this review: \_\_\_\_\_

DODD MUI UNIT – ANNUAL REVIEW FORM – INDEPENDENT PROVIDER – FEB. 2020

### Themes noted in the review:

- No date or signature of review
- 2<sup>nd</sup> page of the report not being sent at all
- Review being completed after date specified in DODD Rule 5123-17-02 (L)(1)

**By January thirty-first of each year**, a provider shall conduct an in-depth review and analysis of trends and patterns of major unusual incidents occurring during the preceding calendar year and compile an annual report which contains....

Even though rule reflects that the report has to be sent to the county board by February 28<sup>th</sup> of each year, the above requirement still stands.

Feel free to reach out to Cheryl Strohm and/or the MUI department if you have any questions. See contact information below:

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