

The MUI Process Overview

Upon identification of a possible MUI:

1. Ensure immediate health and safety of the individual(s):
 - a. Call the police if a crime was committed
 - b. Seek medical attention for injuries, including possible sexual assault
 - c. Remove PPI (Primary Person Involved) from all contact with all individuals for allegations of physical/sexual abuse. The PPI can be informed there is a MUI naming them as the PPI, however, neither the allegations nor the category should be discussed with the PPI.
 - d. Any other action that ensures the individual's safety i.e. increase supervision, retrain staff, safety plan, call 911.
2. Agency/Independent Providers are to follow MUI reporting guidelines set forth by DODD.
 - A. Verbally report the incident to the Marion County DD.
 - When calling to report a possible MUI or incident call the On-call at 740-225-9310. The IA will call you back within a timely manner if needed.
 - The On-Call SSA will do the following:
 - Take a report of the incident
 - Ensure immediate actions for the health and safety of the individual are taken
 - Send the information to the IA and administrators per County Board Policy
3. Agency/Independent Providers are to ensure an incident report is written; this should be completed by the staff and witnesses that was/were present during the incident.
4. The IA will complete follow-up with the Agency/Independent Provider and make the determination if an incident is a MUI/UI and advise accordingly.
5. Upon determination that the Incident is a MUI, the Incident Report is required to be submitted to the MUI unit by 3pm the next business day. The Incident Report shall be sent to MUIContact@marioncountydd.org.
6. MUIs initiated by IA who will then ask for additional/specific information.
7. The investigation process:
 - a. The following investigations **will involve in person interviews**, and the IA will reach out to confirm an interview schedule and request necessary documentation:
 - i. Accidental or Suspicious Death
 - ii. Exploitation
 - iii. Failure to Report
 - iv. Misappropriation
 - v. Neglect
 - vi. Physical/Sexual/Verbal abuse
 - vii. Prohibited Sexual Relations
 - viii. Rights Code Violation
 - ix. Peer-to-Peer Acts.

- b. The following MUI investigations **do not typically involve in person interviews but may** if the situation warrants:
- i. Significant Injury
 - ii. Attempted Suicide
 - iii. Death (other than accidental or suspicious death)
 - iv. Medical Emergency
 - v. Missing Individual
 - vi. Law Enforcement
 - vii. Unanticipated Hospitalization
 - viii. Unapproved Behavioral Support
- c. The IA will request documents including, but not limited to the following:
- Incident Reports
 - hospital/medical documents
 - photos of any injuries
 - Full picture of individual showing injury
 - Halfway photo showing injury
 - Close up photo of injury (use a reference for size comparison such as a quarter/dollar or ruler is available)
 - Documentation/information related to staff/Agency to include but not limited to the following:
 - Background check
 - Training logs
 - Policies/procedures
 - Financial documentation etc.
 - Residential logs if maintained
 - Copy of MAR if medication issue
 - Employee disciplinary files
 - Employee date of birth, date of hire, social security number (if PPI), personal phone and email address
- d. Once the IA has reviewed the documentation, MUI findings with causes and contributing factors will be sent to the team with a request for a prevention plan to be provided to the IA by the team with a deadline.
- e. Within thirty working days (extensions may occur), the IA will complete the investigation and submit the Final Report to DODD per DODD rules. A synopsis letter will be sent to the individual/guardian/SSA, and the provider as prescribed in the DODD Rule. A letter providing the disposition will be sent to PPIs who are certified through DODD.
- f. At times, there may be some additional information requested.
- g. At times, DODD will pose questions. The IA will provide the questions to the team and the timeline to provide responses to the questions.

**** Per MUI rule, “All developmental disabilities employees shall cooperate with administrative investigations conducted by entities authorized to conduct investigations. Providers and county boards shall respond to requests for information within the time frame requested. The time frames identified shall be reasonable”.**