



Champaign County Board of Developmental Disabilities

224 Patrick Avenue, P.O. Box 829, Urbana, Ohio 43078

Phone 937 653 5217 / fax 937 653 7516

How to Report an MUI (Major Unusual Incident)

To report a MUI to the Champaign County Board of Developmental Disabilities during business hours, the reporter should talk to the individuals SSA **by calling their SSAs direct number or the main line 937-653-5217**. If the SSA is unknown, the reporter should state that they need to report an MUI.

If it is after hours, on the weekend or a holiday the reporter can reach the SSA On Call to report an MUI by calling the **SSA On Call Emergency Phone: 937-653-5217 and then follow the prompts to report the MUI**.

When leaving a message, please provide the following information:

- 1. Your name and the agency you work for**
- 2. Your phone number**
- 3. The person's name you are reporting on**
- 4. A description of the incident**
- 5. How you have kept the individual safe and if you have contacted 911**

For Incidents or Allegations of:

Accidental or Suspicious Death, Exploitation, Misappropriation, Neglect, Peer-to-Peer Act, Physical Abuse, Prohibited Sexual Relations, Sexual Abuse, Verbal Abuse or when a provider has received an inquiry from the media regarding an MUI,

- Call the County Board immediately, but no later than 4 hours after the incident occurred.

For ANY allegation of a Criminal Act:

- Immediately report to the law enforcement by calling 911.
- Document the time, date and name of person notified of the alleged criminal act.
- Call the County Board immediately, but no later than 4 hours after the incident occurred.

For Incidents or Allegations of:

Failure to Report, Rights Code Violation, Attempted Suicide, Death (other than accidental or suspicious), Medical Emergency, Missing Individual, Significant Injury, Law Enforcement, Unanticipated Hospitalization and Unapproved Behavior Support,

- Call the County Board no later than 3:00 P.M. the next business day.

Abuse or Neglect for a child under 21:



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- Call Children's Services immediately at (937) 484-1500, Monday – Friday from 8:00 A.M. to 4:30 P.M., and ask for the "Intake Department." On weekends, holidays, or after 4:30 P.M. during the week, please call 911.

After the MUI is Reported:

Please submit an Incident Report (UIR) to Champaign County Board of DD by 3:00 P.M. the next business day in one of the following ways.

- Email: incidentreports@champaigncbdd.org
- Submit an incident report electronically by using the form on our website at www.champaigncbdd.org. The form is under the section: "Report an Incident"
- Deliver in person to: 224 Patrick Avenue, Urbana, Ohio 43078 during the hours of 8:00 am – 4:00 pm, Monday – Friday

All initial MUI reports must be made verbally by calling the County Board.

An Incident Report emailed, completed electronically or dropped off is **NOT** official notification of the MUI.

All Yearly MUI Reports and Monthly UI Logs should be sent to incidentreports@champaigncbdd.org