



**Board of Developmental
Disabilities Services**

**5450 Salem Avenue
Dayton, OH 45426
(937) 837-9200
www.mcbdds.org**

June 28, 2018

Dear Montgomery County Service Provider:

In a previous correspondence that was sent to all service providers on July 25, 2016, the Montgomery County Board of DDS implemented a new UI reporting system via the address at: ui@mcbdds.org.

The purpose of the correspondence was in accordance with the Ohio Administrative Code 5123:2111 (k)(v) which requires Service and Support Administrators (SSA) to review and revise the Individual Service Plan (ISP) at least every 12 months or more frequently to address identified trends and patterns of Unusual Incidents (UI) and/or Major Unusual Incidents (MUI).

Additionally, the new UI reporting system was developed to offer the following benefits:

- Eliminate the need for providers to send UI reports to multiple SSA addresses by allowing MCBDDS to centralize the UI reporting system
- Allow provider UI information to be aggregated and reviewed in a centralized database at MCBDDS, versus multiple SSAs tracking similar and/or same information
- Assist SSAs in more effectively managing and reviewing UI data for potential trends and/or patterns

To date, the new reporting system has been implemented and has been successful; but not without some challenges as it relates to the both reporting systems (MUI and UI). On occasion, we have identified some incident reports that have been sent to the incorrect reporting system address (MUI vs. UI). The errors in reporting to the correct reporting system address (MUI vs. UI) has caused undo delays in responding to some MUI incidents in an effective, efficient and mandated timeframe because the MUI information was sent in error to the UI reporting system instead of the MUI reporting system. When such reporting errors occur, it could potentially place individuals/alleged victims at greater risk of harm given the circumstances of the incident. Additionally, errors in reporting MUI incidents to the correct address can negatively impact the MCBDDS compliance rates with the Ohio Department of Developmental Disabilities, Incident Tracking System (ITS).

A Human Services Levy-Funded Agency

Nancy A. Banks, Superintendent

Board of Directors

William E. Linesch, President
Bonnie R. Parish, Vice President
Dean Heyne, Secretary

Board Members at Large

Janice D. Allen
Madeline J. Iseli
James J. McCarthy
Richard A. Schultze

While these innovative incident reporting systems (MUI and UI) have been developed to better serve individuals, families and service providers in an effective and efficient manner – **it is critical that the correct information (MUI vs UI) is sent to the appropriate reporting system address in a timely manner.**

Please keep in mind the new Unusual Incident (UI) reporting system **is separate and aside** from the Major Unusual Incident (MUI) reporting system that has been in place at MCBDDS since October, 2014. All Major Unusual Incidents (MUI) must be sent to MUI@mcbdds.org as required per ORC 5123:2-17-02. All Major Unusual Incidents (MUI) sent to the MUI@mcbdds.org address are managed and investigated by the Department of Safety & Protection.

In previous correspondence, we outlined the differences in the two reporting systems (MUI vs. UI) to ensure that all reporters clearly understand where MUI and UI reports are to be sent to the MCBDDS. It is our hope that you find each respective reporting system to be a valuable tool in your daily operations and for your dedicated workforce. **Please ensure that your entire workforce is informed and trained on each respective reporting system (MUI and UI) to ensure our agency does not miss critical and timely information pertaining to any/all individual's ongoing health and safety needs.**

If you continue using your current agency form, we please ask that you add the following information:

- The date and time of the incident
- The date, time and who was notified
- A full and thorough description of the incident
- Include any/all witness names to the incident report
- Space for both a printed name and a signature.

Please note that hand-written names can be difficult to read. If you would please remind your staff to write legibly, we would be grateful.

Thank you for your service to individuals with developmental disabilities. Feel free to contact me at [\(937\) 457-2819](tel:9374572819) or bangel@mcbdds.org with questions or concerns.

Sincerely,

William Angel, Jr.
Director of Safety & Protection

c: Kamarr Gage, Director of Residential and Family Services
Nancy Banks, Superintendent

