



HOW TO REPORT A MAJOR UNUSUAL INCIDENT (MUI)

Hamilton County Developmental Disabilities Services (HCDDS) operates a Major Unusual Incident (MUI) Hotline for reporting all MUIs. The hotline is a voicemail/on-call system available 24 hours a day, seven days a week.

MUI Hotline Number: (513) 559-6629

This hotline will be available 24 hours a day/7 days per week for reporting purposes.

Press 1 to report an MUI...Notification Only

See MUI Reporting Required Information

Press 2 to be connected to MUI Intake during business hours

After Hours Hotline Number: (513) 794-3308

Press 1 to report an MUI...Notification Only

See MUI Reporting Required Information

Press 2 to be connected with the 24 hour emergency line

All written/typed MUIs must be sent to MUI no later than 3 p.m. the following business day.

MUI Fax Number: (513) 559-6610

MUI E-mail Address: muip@hamiltondds.org



HAMILTON COUNTY
DEVELOPMENTAL DISABILITIES
SERVICES

MUI REPORTING PROCEDURES

Physical Abuse, Sexual Abuse, Verbal Abuse, Neglect, Exploitation, Misappropriation, Peer-to-Peer Act, Accidental or Suspicious Death, and Media Inquiries about an MUI

- Must be reported to the MUI Hotline immediately, but no later than 4 hours after discovery of the incident or allegation. All reports must be made verbally by contacting the MUI Hotline.
- By 3 p.m. the next business day, a written Incident Report must be submitted to the HCDDS MUI Unit. The incident report can be faxed or e-mailed to the MUI Unit.
- Reports of physical abuse, sexual abuse, verbal abuse, neglect, misappropriation, exploitation, failure to report, and peer-to-peer acts that are possible criminal acts must also be reported to law enforcement or the Child Abuse Hotline (241-KIDS) immediately in addition to the MUI Unit:
 - If the victim is 21 years of age or older, law enforcement that has jurisdiction where the incident occurred must be notified.
 - If the victim is under the age of 21, the Child Abuse Hotline (241-KIDS) should also be notified.

Prohibited Sexual Relations, Rights Violations, Failure to Report, Attempted Suicide, Non-Accidental/Non-Suspicious Death, Medical Emergency, Missing, Significant Injury, Law Enforcement, Unapproved Behavior Support, and Unscheduled Hospitalization

- All other categories of MUIs should be reported to the MUI Hotline as soon as possible, but no later than 3 p.m. on the next business day after discovery of the MUI. All reports must be made verbally by contacting the MUI Hotline.
- A written incident report must be submitted to the HCDDS MUI Unit no later than 3 p.m. next business day after initial discovery of the MUI.



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MUI Hotline Reporting Required Information

- 1) Name of Caller and Agency: _____
- 2) Telephone Number where caller can be reached immediately: _____
- 3) Name of the Individual: _____
- 4) Date of Incident: _____ Time: _____
- 5) Location of Incident: _____
- 6) Description of Incident: _____

7) Immediate Actions Taken to Ensure Individual's Immediate Health and Welfare

(Please note: this is more than simply notifications that were made): _____

8) Persons Notified of the Incident: _____

9) For reports of abuse, neglect, misappropriation, exploitation, and peer-to-peer only:

- Name of Law Enforcement Agency Notified: _____
- Name or Badge Number of Law Enforcement Agency Staff Contacted: _____
 - Accepting Case: _____
- Name of 241-KIDS Staff Contacted (if the individual is under the age of 21): _____
 - Accepting Case: _____
- Date and Time Notification Made: _____

*****This form is a tool to ensure all required information is reported and should not be confused with the actual incident report.*****