

## Hamilton County DD Services Semi-Annual Review and Annual Review Procedure

Twice per year, providers are required to complete a semi-annual and annual review of MUIs that took place in the prior six months. The Semi-Annual Review is for the time of January through June and is due to the MUI Prevention Department by August 31. The Annual Review is for the time of January through December and is due to the MUI Prevention Department by February 28. Providers should email each review to [MUIP@hamiltondds.org](mailto:MUIP@hamiltondds.org) or fax to (513) 559-6610. Each review should include the following information:

- (a) Date of review;
- (b) Name of person completing review;
- (c) Time period of review;
- (d) Comparison of data for previous three years;
- (e) Explanation of data;
- (f) Data for review by major unusual incident category type;
- (g) Specific individuals involved in established trends and patterns (i.e., five major unusual incidents of any kind within six months, ten major unusual incidents of any kind within a year, or other pattern identified by the individual's team);
- (h) Specific trends by residence, region, or program;
- (i) Previously identified trends and patterns; and
- (j) Action plans and preventive measures to address noted trends and patterns.

\*\*Please note that if there were no MUIs in the 6 month period, the provider should still send in an email or fax to state this information.