

## IMPORTANT MUI TIMELINES

**IMMEDIATELY** ensure that actions are taken and documented to protect the health and safety of the individual. Contact law enforcement or Children's Protective services for any criminal acts or concerns of child abuse/ neglect.

**WITHIN 4 HOURS** notify the County Board Investigations Department (During business hours 513-732-4828), SSA or On-call Emergency after hours (513-319-0179) of any Category A incidents or concerns that are critical in nature (Accidental or suspicious death, exploitation, misappropriation, neglect, peer to peer act, physical abuse, sexual abuse, verbal abuse, prohibited sexual relations) **TALK TO SOMEONE!**

All other incidents can be reported within 24 hours/ next business day.

**SAME DAY AS THE INCIDENT**, make and document verbal notification of legal guardians and other involved parties. Write an incident report, gather witness statements as soon as possible.

**BY NOON/ 12:00pm THE NEXT BUSINESS DAY** submit a written incident report. You can email to [investigations@clermontdd.org](mailto:investigations@clermontdd.org) or fax to 513-732-5020 or in person.

**WITHIN 5 DAYS**, the recommended time frame to respond to requests for information. Notify the Investigative agent if you need more time.

**SOMEWHERE BETWEEN 1 to 20 DAYS**, The Team must meet to identify cause and contributing factors and develop a prevention plan using the Category C form or Prevention Plan form depending on the type of MUI.

**30 WORKING DAYS**, the timeframe allotted for completion of an MUI by the Investigative Agent. An MUI Summary is submitted to DODD. Once the MUI is closed or submitted for closure, a summary letter will be sent to the team. Extensions may be granted.

**COMMUNICATION IS KEY!!** Incidents drag out longer when parties cease to communicate or move on to the next crisis and the outcome for the individual is affected. MUI communication should be written to best coordinate a positive outcome and decrease the likelihood of future incidents. If you leave a voice mail, also document!