

## MUI TO GO - Category A

*Category A - Accidental/ Suspicious Death, Exploitation, Failure to Report, Misappropriation, Neglect, Peer to Peer Act, Physical Abuse, Prohibited Sexual Relations, Rights Code Violation causing risk, Sexual/Verbal Abuse.*

- 1) Ensure health and safety (remove/minimize threat, check and care for injury, etc.)
- 2) Notify Law Enforcement or Children's Services (732-7173) immediately of criminal acts/ child abuse. Document time of notification.
- 3) Notify SSA, Investigations Dept. or On-Call SSA Emergency # after hours (319-0179) within 0-4 hours. You must speak with a person.
- 4) Notify the guardian, provider as soon as possible - same day. Document time of notification.
- 5) Send a written report to Investigations Dept. by 12 Noon the next working day: (FAX) 732-5020 or [investigations@clermontdd.org](mailto:investigations@clermontdd.org) You must do this step even if you have verbally notified.

## MUI TO GO - Category B & C

*Category B & C - Non accidental/ non suspicious death, attempted suicide, medical emergency, missing individual, significant injury, law enforcement, unscheduled hospitalization or unapproved behavior support*

- 1) Ensure health and safety (remove/ minimize threat, check and care for injury, etc.)
- 2) Notify guardian and provider. Notify SSA within 24 hours. Notify the Investigations Dept. within 24 hours (732-4828). You can leave a message for Category B & C. Document time of notification.
- 3) Send a written report to Investigations Dept. by 12 Noon the next working day. (F) 732-5020 or [investigations@clermontdd.org](mailto:investigations@clermontdd.org) You must do this step even if you have verbally notified.

*Unusual incidents are to be reported directly to the SSA for review/team prevention planning. If not sure incident is an MUI or a UI, do not hesitate to ask SSA or Investigations: 732-4828. For more info, click Investigations at [www.clermontdd.org](http://www.clermontdd.org).*