MUI TO GO - Category A


1) Ensure health and welfare (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 notification (date, time, to whom).
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 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, Peer-To Peer Act, Significant Injury, Law Enforcement, Unanticipated Hospitalization, or Unapproved Behavioral Support.

1) Ensure health and welfare (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 notification (date, time, to whom).
3) Send a written report to Investigations Dept. by 12 Noon the next working day. FAX) 732-5020 or 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.