

UI Reporting Procedure Related rule 5123: 17-02 Addressing major unusual incidents and unusual incidents to ensure health, welfare, and continuous quality improvements

1. Definition: Unusual Incident means an event or occurrence that poses a risk to the health and safety of an individual and is not consistent with routine operations, policies and procedures, or the individual's care or individual service plan, but is not a major unusual incident. Unusual Incidents include but are not limited to: dental injuries; falls; an injury that is not a significant injury (MUI definition); medication errors without likely risk to health and welfare; overnight relocation of an individual due to fire, natural disaster, or mechanical failure; peer to peer incidents that are not an MUI; rights code violations and unapproved behavior supports without a likely risk to health and safety.
2. Upon witnessing or discovering an incident, staff should immediately provide or arrange for actions to address the health and welfare needs of the individual. These actions may include but are not limited to general assessment, first aid, obtaining specialized services, providing comfort and care measures, ensuring notification of others necessary for support or with need to know.
3. Unusual incident reports are completed by the person who witnessed or discovered the incident. Documentation from other witnesses should be collected as well. Incident reports should be completed as soon as possible after the needs of the individual are met, or responsibility for continued care and treatment is transferred.
4. Unusual incident reports are submitted to the person designated by the agency or program immediately, but no later than 24 hours after discovery.
5. The individual's guardian, SSA, service provider, and any other person identified by the individual shall be notified of the unusual incident. Independently contracted providers must submit a copy of the incident report to the SSA.
6. The provider, agency or program shall review each incident report and identify causes and contributing factors where applicable, and develop preventative measure to protect the health and welfare of the individual.
7. The provider, agency or program shall insure that staff are trained and knowledgeable regarding incident identification and reporting.
8. The provider or agency shall maintain a log of unusual incidents occurring in the program or support service, using a format that contains at a minimum, name of individual, description of the incident, any injuries, time, date, location, and preventative measures.

9. The unusual incidents shall be analyzed and documented on at least a monthly basis to ensure that appropriate preventative measures are taken and that trends and patterns are identified and addressed.
10. Individual trends and patterns must be addressed in the individual plan.
11. The provider, agency, or program will participate in a quarterly review of UI logs by the County Board, to ensure that incidents are reported appropriately, preventative measures are taken, and trends and patterns identified and addressed. The provider, agency, or program will provide unusual incident reports to the County Board or department on request.