



Lorain County Board of DD The Murray Ridge Center

Independent Provider Information Sheet

This informational sheet has been prepared to assist Independent Providers by providing a general overview of the expanded responsibilities for each Independent Provider as identified in the Ohio Administrative Code 5123:2-17-02. Please refer to the actual revised rule [OAC 5123:2-17-02](#) and the DODD prepared [At-A-Glance - Independent](#) for full explanation.

Definition

"Independent Provider" means a self-employed person who provides services for which he or she must be certified under rule 5123:2-2-01 of the Administrative Code or approved by the Ohio Office of Medical Assistance and does not employ, either directly or through contract, anyone else to provide the services.

"Unusual incident" means an event or occurrence involving an individual that is not consistent with routine operations, policies and procedures, or the individual's care or service plan, but is not a major unusual incident.

Unusual incident includes, but is not limited to: dental injuries; falls; an injury that is not a significant injury; medication errors without a likely risk to health and welfare; overnight relocation of an individual due to a fire, natural disaster, or mechanical failure; an incident involving two individuals served that is not a peer-to-peer act major unusual incident; and rights code violations or unapproved behavior supports without a likely risk to health and welfare.

On 09/03/2013 the "MUI Rule" was revised. This has created new responsibilities for all Independent Providers. These include:

- ⦿ OAC 5123:2-17-02 (M)(5) of the new rule states *that Independent providers shall complete an incident report, notify the individual's guardian or other person whom the individual has identified, as applicable, and forward the incident report to the appropriate SSA on the day an unusual incident is discovered.*

Independent Providers will no longer be reporting their Unusual Incidents by calling the Independent Provider Hotline for reporting Unusual Incidents. Each Independent Provider will now manually complete a UI/MUI Incident Report Form. (To assist you, there is a [UI/MUI Incident Report Form](#), in a fillable format, available on the Murray Ridge Center website.) Additionally, each Independent Provider will then complete notification to the consumer's guardian, or other person

identified by the consumer, regarding the incident on the day that the incident occurs or is discovered. A copy of the Incident Report needs to be forwarded to the SSA assigned to the involved consumer(s).

- ☉ OAC 5123:2-17-02 (M)(8) of the new rule states *that Independent Providers will also maintain a log of unusual incidents. At a minimum, the log should include the name of the individual, a brief description of the unusual incident, any injuries, time, date, location, and preventive measures.*

Each Independent Provider will be responsible for maintaining a monthly Unusual Incident log that lists and identifies each Unusual Incident that occurs for any and all consumers that you provide service to during each month. (An Unusual Incident Monthly Log, in a fillable format, is available for your use on the Murray Ridge Center website.) Each quarter, the Lorain County Board of DD will request a sample of these logs from specific Independent Providers for review.

- ☉ OAC 5123:2-17-02 (M)(d) of the new rule ***requires the provider to investigate unusual incidents, identify the cause and contributing factors when applicable, and develop preventive measures to protect the health and welfare of any at-risk individuals.***

This means that all Independent Providers will complete investigations for every Unusual Incident they report. The UI/ MUI Incident Report (which is in a fillable format and available on the Murray Ridge Center website) can be utilized to complete and document the investigation process for each Unusual Incident.

- ☉ OAC 5123:2-17-02 (L)(1) of the new rule states *that all Independent Providers shall produce a semi-annual and annual report regarding MUI trends and patterns which shall be sent to the county board. The semi-annual report shall be cumulative for January first through June thirtieth of each year with the annual report cumulative for January first through December thirty-first of each year.*

Each Individual Provider will create a semi-annual and annual report/review of all MUIs that have occurred while they were providing service to their consumer during the identified time frame. The semi-annual review covers January through June, with the annual report covering January through December of each year.

- ☉ OAC 5123:2-17-02 (L)(2)(a-j) of the new rule states *that all reviews and analyses shall be completed within thirty calendar days following the end of the review period. The semi-annual and annual analyses shall contain the following elements:*

- *Date of review;*
- *Name of person completing review;*
- *Time period of review;*

- Comparison of data for previous three years;
- Explanation of data;
- Data for review by major unusual incident category type;
- 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);
- Specific trends by residence, region, or program;
- Previously identified trends and patterns; and
- Action plans and preventive measures to address noted trends and patterns.

Every semi-annual and annual report must be completed within the 30 days following the end of the review period. Each report must contain the above listed information regarding you as the Independent Provider, the appropriate timeframe, and any MUIs that occurred during that identified time frame. (See the [Analysis Tips for Independent Provider](#) for further clarification in writing a semi-annual or annual report.) In the event that no MUIs occurred during the identified timeframe, you can complete and submit the [Review and Analysis Report](#) to the Lorain County Board of DD.

Please feel free to contact an Investigative Agent with any questions or clarification needs.

Daily IA Contact Number:
(440) 329-3734

After Hours Reporting:
(440) 282-1131

**Completed UI/MUI Incident Report Forms
should be sent to:**
MUI Fax: (440) 326-0247
or
Email: mui@murrayridgecenter.org

**Lorain County Board of DD
Investigative Agents**

Valerie Deptula
Kelly Moe
Debra Streibel

Revised 07/19/2016