

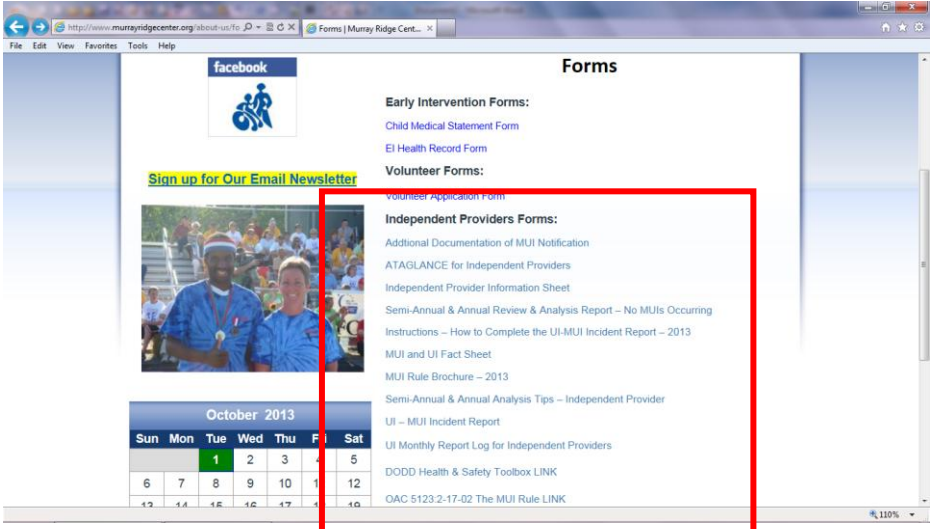


All Independent Provider forms are now available for use on Lorain County Board of Developmental Disabilities - The Murray Ridge Center website. Use the following steps to access the forms:

1. Go to <http://www.murrayridgecenter.org>.
2. Click on the "About Us" tab.
3. Go down to "Forms" and select.



4. This takes you to the "Forms" page and scroll down to "Independent Providers".
5. There you will find a listing of 9 forms and 2 links for use by Independent Providers, as discussed during training.
6. Click on any listed form or link and you will be taken directly to that form.



An explanation of each form is provided below:

Additional Documentation of MUI Notification - *This is a form that can be completed online.*

This form is to be used to document when you need to make multiple notifications of a designated Major Unusual Incident (MUI).

AT A GLANCE for Independent Providers

This is a state form that summarizes the responsibilities of an Independent Provider and the sections of the O.A.C. MUI Rule that correspond to those responsibilities.

Independent Provider Information Sheet

This informational sheet has been prepared by the Investigative Agents of LCBDD 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 and discussed at your training session. *Please refer to the actual revised rule OAC 5123:2-17-02 and the DODD prepared 'At-A-Glance - Independent' for full explanation.*

Semi-Annual & Annual Review & Analysis Report - No MUIs Occurring - *This is a form that can be completed & submitted online.*

This is a form prepared for use by an Independent Provider **only** when no MUIs occurred during the review period. This is a form that can be filled in online, and, once completed, automatically submitted to the County Board Investigative Agent by clicking on the 'Submit by Email' button located at the bottom right of the form. It can also be printed out and faxed to 440.326-0247, or scanned and attached to an email sent to IPemail@murrayridgecenter.org. **(A copy of each completed Semi-Annual & Annual Analysis Report must be maintained in the files of each Independent Provider.)**

Instructions - How to Complete the UI-MUI Incident Report - 2013 - *This is a form that can be completed online.*

These are the line-by-line instructions for how to complete the UI/MUI Incident Report Form. It can then be printed out and either faxed, or scanned and attached to an email, to the appropriate SSA. It can also be printed out and faxed to an Investigative Agent at 440.326-0247 for a potential MUI, or scanned and attached to an email sent to an Investigative Agent at MUI@murrayridgecenter.org for a potential MUI. (No Unusual Incidents should be sent to the Investigative Agents, only to the SSA. Only potential MUIs are to be sent to the Investigative Agents.)

MUI and UI Fact Sheet

This is a state form that defines and summarizes the facts regarding Unusual Incidents and Major Unusual Incidents.

MUI RULE Brochure - 2013

This is a copy of the tri-fold brochure that was dispersed at the MUI training on the Revised MUI Rule. It gives a general overview of MUI categories and types of MUIs. It also identifies the reporting guidelines for MUIs and was prepared by LCBDD Investigative Agents and reviewed during your training.

Semi-Annual & Annual Analysis Tips - Independent Provider

This is a state form prepared by DODD that gives information to the Independent Provider regarding what the content is for the Semi-Annual & Annual Review & Analysis Report for MUIs.

UI-MUI Incident Report - *This is a form that can be filled in online and then printed out.*

This is the LCBDD Unusual Incidents/Major Unusual Incident Report form that is to be completed by Independent Providers for all Unusual Incidents and potential Major Unusual Incidents. It can be completely filled in on-line and then printed for faxing to the appropriate SSA and/or Investigative Agent as described in the Instructions for Completion located above. To print the form, click the 'Print' button located at the top right of the first page. **(A copy of every form completed by an Independent Provider must be maintained in the files of that Independent Provider.)**

UI Monthly Report Log for Independent Providers - *This is a form that can be completed & submitted online.*

This form can be used by an Independent Provider to list all Unusual Incidents that occurred during each month. At the end of the month, the Independent Provider can then review the listing of any Unusual Incidents that occurred during that month, document their actions at the bottom of the form, and sign/date the form. The current form will need to be submitted to the County Board Investigative Agent on the following schedule:

If the last name of the Independent Provider begins with	Submit the UI log for the month of	Fax, Email or deliver to Investigative Agent by
Letters 'A' through 'F'	March	April 10th
Letters 'G' through 'N'	June	July 10th
Letters 'O' through 'S'	September	October 10th
Letters 'T' through 'Z'	December	January 10th
<i>Fax to 440.326-0247, or email to IPemail@murrayridgecenter.org, or deliver to Investigative Agents at 1091 Infirmary Road, Elyria, Ohio 44035</i>		

This log form can be completed and submitted online by clicking on the 'Submit by Email' button located at the top right of the form. **(A copy of this form must be maintained in the files of each Independent Provider.)**

DODD Health & Safety Toolbox LINK

This is a direct link to the forms, training presentations and information provided by the Ohio DODD for use by providers. Specific forms and information to be used by Independent Providers are listed.

OAC 5123:2-17-02 The MUI Rule LINK

This is a direct link to the Ohio Administrative Code 5123:2-17-02 *Addressing major unusual incidents and unusual incidents to ensure health, welfare, and continuous quality improvement*, commonly referred to as The MUI Rule, that was revised and enacted with an effective date of 9/3/2013. **All Independent Providers are expected to follow all requirements as outlined within this rule and will be held accountable for their compliance.**

Please call if you have questions concerning any of these forms or the current requirements of the MUI Rule for all Independent Providers.

- *Deb*

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