



## Incident Reporting Guidelines

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| <p><b>Required Notifications: must be made the same day</b></p> <ul style="list-style-type: none"> <li>· Guardian, advocate, or person identified</li> <li>· SSA for individual</li> <li>· Licensed or certified residential provider</li> <li>· Staff or family in the home</li> </ul>   |  | <p><b>MUI Reporting:</b></p> <p><a href="mailto:report@greenedd.org">report@greenedd.org</a></p> <p>During business hours, and after hours:<br/>(937) 562-6500</p>   |
| <p><b>MUI = Major Unusual Incident (Protocol)</b></p>   | <p><b>MUI = Major Unusual Incident (Non-Protocol)</b></p>  | <p><b>UI = Unusual Incident</b></p>  |
| <p>Report to GCBDD within <b>4 hours</b> and Report <b>immediately</b> to Law Enforcement or Children Services in cases of suspected child abuse (up to age 22):</p> <ul style="list-style-type: none"> <li>○ Abuse</li> <li>○ Suspected Abuse</li> <li>○ Neglect</li> <li>○ Exploitation</li> <li>○ Misappropriation</li> <li>○ Suspicious or accidental death</li> <li>○ Media inquiries</li> </ul> | <p>Report to GCBDD the <b>same day:</b></p> <ul style="list-style-type: none"> <li>○ Attempted Suicide &amp; Death</li> <li>○ Injury from a known cause</li> <li>○ Law Enforcement</li> <li>○ Medical Emergency</li> <li>○ Missing Individual</li> <li>○ Unapproved Behavior Support</li> <li>○ Unknown Injury</li> <li>○ Unscheduled Hospitalization</li> </ul> | <p>Report to GCBDD by <b>3p.m. the next working day:</b></p> <ul style="list-style-type: none"> <li>○ Minor Injuries: lacerations, scrapes, contusions or discolorations of known origin, minor burns, rash.</li> <li>○ Behavioral episode: a physical or verbal outburst of an eligible individual that does not require physical intervention.</li> <li>○ Self-medication errors: an individual who administers their own medication fails to administer the medication as prescribed (with no adverse effects).</li> <li>○ Atypical behavior: an occurrence where an eligible individual displays behavior that is unusual or displays a typical behavior increasingly which causes concern for health and safety.</li> </ul> |