



Incident Reporting Guidelines

<p>Required Notifications: must be made the same day</p> <ul style="list-style-type: none"> · Guardian, advocate, or person identified · SSA for individual · Licensed or certified residential provider · Staff or family in the home 		<p>MUI Reporting:</p> <p>report@greenedd.org</p> <p>During business hours, and after hours: (937) 562-6500</p>
<p>MUI = Major Unusual Incident (Protocol)</p>	<p>MUI = Major Unusual Incident (Non-Protocol)</p>	<p>UI = Unusual Incident</p>
<p>Report to GCBDD within 4 hours and Report immediately to Law Enforcement or Children Services in cases of suspected child abuse (up to age 22):</p> <ul style="list-style-type: none"> ○ Physical Abuse ○ Verbal Abuse ○ Sexual Abuse ○ Peer to Peer Acts ○ Prohibited Sexual Relations ○ Neglect ○ Exploitation ○ Misappropriation ○ Suspicious or accidental death ○ Media inquiries 	<p>Report to GCBDD the same day:</p> <ul style="list-style-type: none"> ○ Attempted Suicide ○ Death (not suspicious or accidental) ○ Significant Injury ○ Law Enforcement ○ Medical Emergency ○ Missing Individual ○ Unapproved Behavioral Support ○ Failure to Report ○ Unanticipated Hospitalization ○ Rights Code Violation 	<p>Report to GCBDD by 3p.m. the next working day:</p> <ul style="list-style-type: none"> ○ Dental injuries ○ Falls ○ Injury that is not “significant” ○ Medication errors (without likely risk of harm) ○ Overnight relocation due to fire, natural disaster, or mechanical failure ○ Peer to peer (not MUI) ○ Emergency Room or Urgent Care visits ○ Program Implementation Incidents