

# BVC BLAST

July 14, 2022

### **Unusual Incident Report Logs & MUI Annual Reporting**

Issues with the completion of both Unusual Incident Report Logs and the MUI Annual Reporting analysis have been identified both internally through our Quality Control Review as well as state-wide which was recently noted in the OSSAS Webinar on Maintaining Compliance. The following, in fact, were among the current top citations for Independent Providers: MUI Analysis, UI Log and UI Review.

A Blanchard Valley Center internal review from Quarter 1 of 2022 alone showed that 7 Agency Providers and 14 Independent Providers were not completing the logs correctly and did not have the required elements.

Please find the following as ways to avoid UI/MUI citations in the future for both Agency and Independent Providers.

## **Unusual Incident Report Logs**

Provider/Facility:				Month/Year:		County:		
Name	UI#	Date & Inju	Home Name and Address	Location	Description of the Incident (Explain the risk of Harm)	Immediate Actions Taken to Ensure Health and Welfare	Causes and Contributing Factors	Prevention Plan
Reviewed	l by:				Title:	Da	te:	
		attern Identified?		NO NO	If yes, please comple	ete section below.		
on taken	to addres	s identified Patte	rns and Trends:					
.C. 5123-17	-02 (M)(8) E	ach agency provider	and independent provi	der shall maint	ain a log of all unusual incidents. T	he log shall contain only unusual	ncidents as defined	in paragraph (C)(25) of

#### Themes noted in the review:

- Logs not being completed in their entirety. The following required elements were missing:
  - o County
  - Name of the person Even if there were no UIs for the month, you still need to identify who that person is that you provide supports to.
  - o Signature of who completed the review
  - $\circ\quad \mbox{Title for the person that completed the review}$
  - o Date the review was completed

- Trends and Pattern Identified Even if there were no UIs for the month, you still need to check one of the boxes.
- Logs are not being reviewed monthly.
  - According to DODD Rule 5123-17-02 (M)(6)

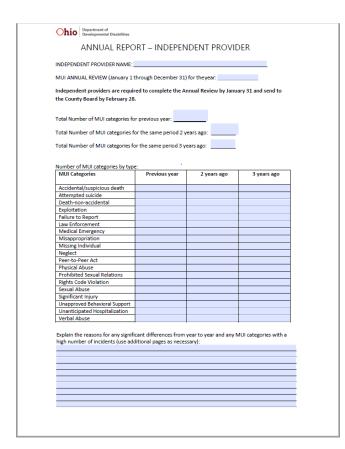
Each agency provider and independent provider shall review all unusual incidents as necessary, **but no less than monthly**, to ensure appropriate preventive measures have been implemented and trends and patterns identified and addressed as appropriate.

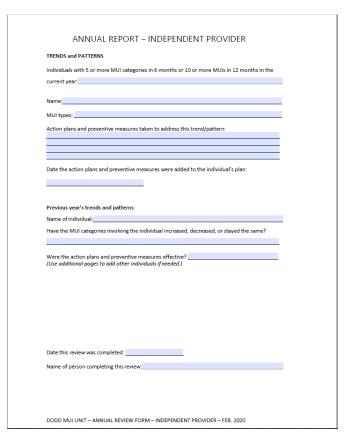
This means that it is not acceptable to document multiple months on the same log. Numerous logs showed the review period of Jan/Feb/Mar on one log. This does not satisfy the requirement in rule of it being reviewed monthly.

This also means that it is not acceptable to wait for 2 or more months to pass before reviewing the log (i.e., Oct – Dec 2021 logs not reviewed until February 2022).

- Unusual Incident Reports are being used as a log.
  - These forms do not contain the required elements that goes along with a UI Log and should never be used for this purpose.
- Form was modified and does not contain the required elements.
  - Please ensure that if you are creating your own log that you still include all required elements.
  - Please note that a blank form that is compliant is available for use on the BVC website under the Provider Library. <a href="https://dodd.ohio.gov/forms-and-rules/forms/Unusual-Incident-Report-Log">https://dodd.ohio.gov/forms-and-rules/forms/Unusual-Incident-Report-Log</a>

## **MUI Annual Reporting**





#### Themes noted in the review:

- No date or signature of review
- 2<sup>nd</sup> page of the report not being sent at all
- Review being completed after date specified in DODD Rule 5123-17-02

   (L)(1)

By January thirty-first of each year, a provider shall conduct an in-depth review and analysis of trends and patterns of major unusual incidents occurring during the preceding calendar year and compile an annual report which contains....

Even though rule reflects that the report has to be sent to the county board by February 28th of each year, the above requirement still stands.

Feel free to reach out to Cheryl Strohm and/or the MUI department if you have any questions. See contact information below:

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