



How to Report an MUI (Major Unusual Incident)

The Sandusky County Board of Developmental Disabilities operates a Major Unusual Incident (MUI) Hotline for anyone to call **24 hours a day, 7 days a week, 365 days a year** to report an MUI.

Sandusky County Board MUI Hotline: 419-307-0562

All initial MUI reports must be made verbally by calling the County Board MUI Hotline.

While a voicemail left on the hotline number is an acceptable format of notification, best practice however would be to follow up with an additional text notification. An Incident Report, email or fax is not official notification of the MUI.

When calling to report an MUI, please provide the following information: your name and the agency you work for, your phone number, the person's name you are reporting on, a description of the incident, how you have kept the individual safe and if you have contacted law enforcement.

For Incidents or Allegations of (Category A MUI's):

- **Emotional abuse, Exploitation, Misappropriation, Neglect, Peer-to-Peer Act, Physical Abuse, Prohibited Sexual Relations, Sexual Abuse, Unexplained or unanticipated Death, and when the provider has received an inquiry from the media regarding a MUI**
- Call the County Board MUI Hotline immediately, but no later than 4 hours after the incident occurred.

For ANY allegation of a Criminal Act:

- Immediately report to law enforcement.
- Document the time, date and name of person notified of the alleged criminal act.
- Call the County Board MUI Hotline number immediately, but no later than 4 hours after the incident occurred.

For All Other Incidents or Allegations:

- Call SCBDD's MUI Hotline number or submit an Incident Report upon discovery, no later than 3:00 P.M. the next business day.

Abuse or Neglect for a person under the age of 21 (ie: child with developmental disabilities):

- Call Sandusky County Children Services immediately at 419-334-8708. The agency is available 24 hours a day, seven days a week to take calls concerning abused or neglected children.

After the MUI is Reported:

Please submit an Incident Report (IR) to SCBDD by 3:00 P.M. the next business day in one of the following ways. All incident reports are sent to these contact mechanisms regardless of MUI status. Medical and seizure reports should also be sent to this email.

- Email: incident-report@scbdd.org
- Fax: 419-332-9571
- Deliver in person to: 1001 Castalia Street, Fremont, OH 43420

ICF Providers will contact the WestCON COG IA directly to report any incidents.

All MUI and UI reporting timelines and details can be found in the Ohio Administrative Code 5123-17-02.

All Yearly MUI Reports should be sent to incident-report@scbdd.org by January 31st.