

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0885 (SS) Subject: UIR Reporting Process for all Service Providers
Effective Date: 6/15/2018 Last Revision: 11-06-2024
Person Responsible: Director of Service & Support Admin.

Approvals/Date: Brent Casan 11/12/24 Superintendent, WCBDD Date
Amy Benikow 11/7/24 Department Director/Coordinator Date

The following definitions will apply:

Unusual Incident Report (UIR) – Document outlining an event or occurrence involving an individual that is not consistent with routine operations, policies and procedures, or the individual's care or individual service plan.

Unusual Incident - Unusual incident includes, but is not limited to, dental injuries; falls; an injury that is not a significant injury; medication errors without a likely risk to health and welfare; overnight relocation of an individual due to a fire, natural disaster, or mechanical failure; an incident involving two individuals served that is not a peer-to-peer act major unusual incident; and rights code violations of unapproved behavior supports without likely risk to health and welfare.

Major Unusual Incident (MUI)- The alleged, suspected, or actual occurrence of an incident when there is reason to believe the health or welfare of an individual may be adversely affected or an individual may be placed at a likely risk of harm, if such individual is receiving services through the developmental disabilities service delivery system or will be receiving such services as a result of the incident.

1. All agency/independent providers will submit all UIRs immediately to the Wood County Board of DD via e-mail to uir@woodcountydd.org or enter into the Brittco Incident Reporting system.
2. Investigative Agents (IA's) will be responsible for checking the inbox a minimum of three times per workday: morning, midday, and late afternoon
 - a. IA's will complete necessary MUI reporting based upon required timelines.
 - b. IA's will route UIR (via e-mail) to appropriate Service & Support Administrator (SSA), Support Specialist(s), and Nursing if applicable.
 - c. Back-up monitors/reviewers for the IA's is the SSA Manager.
3. IA's will monitor UIRs for trends and patterns.

References: 02-ALL-ALL-0054 (AD)

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