**5123:2-17-02**

Category B MUI Investigation Standards

1. Determine that the MUI is properly coded.

2. Review relevant documents, which may include recent medical history,

individual service plan, progress notes, nursing notes, hospital records, police

report, and behavior support documentation.

1. Develop a timeline to describe what happened before, during, and after the incident.

3. Interview witnesses as necessary to determine the cause or resolve conflicting

information.

4. Interview others with relevant information as necessary.

5. Maintain a summary of each interview conducted.

6. Identify the cause(s) and any contributing factors to the incident.

7. Review past related incidents as appropriate, including but not limited to,

prior immediate health and safety measures taken and other preventive

measures.

8. Verify that the preventive measures have been implemented.

9. In the case of a death, complete the required questions as specified by the

department.

Category C MUI Investigation Standards

For the three types of MUIs in Category C, a form will be filled out and reviewed by the investigative agent to ensure that all of the information is contained in the form and that the MUI is properly coded. This form does not take the place of an incident report.

***Unscheduled Hospitalization***

Name, title and phone number of person who reported to the CB.

List of documents reviewed

1. Medical history discussion- recent similar illnesses, chronic /acute
2. Individual’s health during prior 72 hours.
3. Were the symptoms addressed in a timely manner, if not, why?
4. Description of incident
5. Diagnosis and discharge summary.
6. Follow up appointment.
7. Cause and Contributing Factors
8. If individual had the flu of pneumonia, had that person gotten a flu shot or pneumonia vaccine?
9. Prevention planning

***Law Enforcement***

Name, title and phone number of the staff reporting to the CB

1. Prior history of Law Enforcement involvement.
2. Individual’s activities prior to the incident. (E.G.: followed normal routine, no problems, or increased agitation, etc.)
3. Individual’s supervision level?
4. Was the supervision level met?
5. Describe immediate actions taken to ensure health and safety (e.g. alerting jail of medical concerns, dietary restrictions, medications are available to individual)
6. Describe the incident in detail.
7. Describe injuries, if any to the individual or to the individual’s victim.
8. Outcome of court hearing.
9. Cause and Contributing Factors
10. Prevention planning

***UBS***

Name, title and phone number of the staff reporting to the CB

1. Does the individual have a BSP?
2. What happened prior to the incident, develop a timeline
3. Description of the intervention used
4. Injury to the individual? Was there excessive force used?
5. List the health and safety risk.
6. How long did the UBS last
7. Were other measures taken first? If so, list these measures.
8. Cause and Contributing Factors
9. Prevention planning.