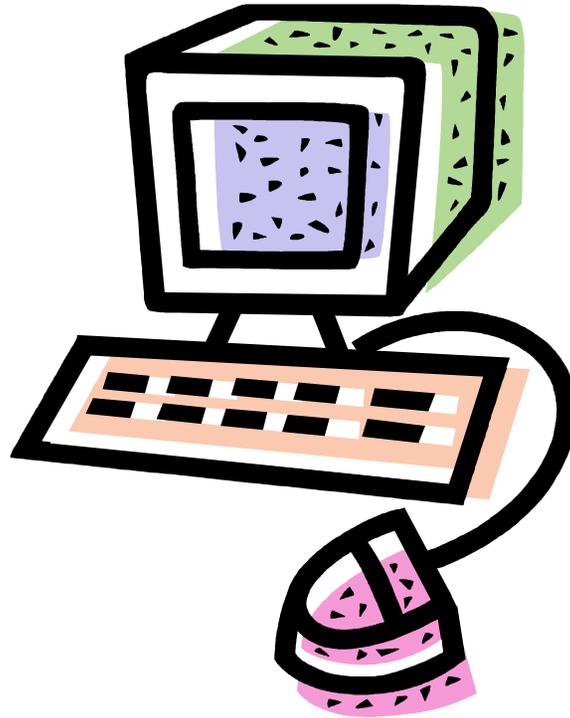


# User Manual New ITS



Debbie McGuire, Regional Manager Supervisor  
DODD MUI/Registry Unit  
For Questions: 614-752-0092  
614-995-3810

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## Incident Tracking System (ITS)

Welcome Debbie L McGuire 12:09:39 PM

MUI UNIT | TECH SUPPORT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application
- Find
- Tools
- Documentation

**User Logged On:** Debbie L McGuire  
**Group:** All Counties Group  
**Access Privileges:** Create/Modify  
Abuser Registry Admin  
**Email:** debbie.mcguire@dodd.ohio.gov



### Quick Links

- Flagged MUIs (last 180 days)
- Assigned Tasks (last 180 days)
- Any Task Due 120 Days Ago/Forward

- This is the home page for ITS. It contains menu options to email the MUI Unit, email Tech Support, exit to the Apps List and to Log Out.
- It also includes the current ITS time, which is the official time used to determine if timelines are met regarding entry of an MUI.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 12:09:39 PM

MUI UNIT | TECH SUPPORT |

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

Find

Tools

Documentation

**User Logged On:** Debbie L McGuire  
**Group:** All Counties Group  
**Access Privileges:** Create/Modify  
Abuser Registry Admin  
**Email:** debbie.mcguire@dodd.ohio.gov



### Quick Links

Flagged MUIs (last 180 days)

Assigned Tasks (last 180 days)

Any Task Due 120 Days Ago/Forward

- Listed under the log in name is the access role; group; and state agency with department, if applicable.
- Access roles include:
  - user for county/dc/cog;
  - read only;
  - abuser registry; and
  - leave supervisor for county board users who need to reassign someone to receive automatic emails for MUIs when they are out of the office.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 12:09:39 PM

MUI UNIT | TECH SUPPORT |

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application
- Find
- Tools
- Documentation

**User Logged On:** Debbie L McGuire  
**Group:** All Counties Group  
**Access Privileges:** Create/Modify  
Abuser Registry Admin  
**Email:** debbie.mcguire@dodd.ohio.gov



### Quick Links

- Flagged MUIs (last 180 days)
- Assigned Tasks (last 180 days)
- Any Task Due 120 Days Ago/Forward



- Under **Quick Links**, you can access a list of incidents have been flagged by the user within the last 180 days. We will discuss how to flag an incident later.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

Find

Tools

Work Queues

Reports

Manage Investigators

Extension Requests

Documentation

MUI Flagged By: Debbie L McGuire

- Any Request -

Sort by MUI Number

Begin Date: 8/26/2008

- Any County/DC -

End Date: 2/22/2009

-- Any Open/Closed Status --

Process Queue

Records Found: 4

Incident Number	Category	Created Date	Action Due	Description	Days OverDue
2008-025-0011	Alleged Abuse - SEXUAL	12-04-2008	12-04-2008	Flagged Date 0	
2008-025-0011	Alleged Abuse - SEXUAL	12-04-2008	2-13-2009	Flagged Date 0	
2008-025-0011	Alleged Abuse - SEXUAL	12-04-2008	2-13-2009	Flagged Date 0	
2009-025-0006	Missing Individual	1-14-2009	1-14-2009	Flagged Date 0	

- The list of flagged MUIs will include only those MUIs flagged by the user.
- On the left hand side of the screen, the Work Queues Menu is now being shown. Flagged MUIs can also be accessed through this menu.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 12:09:39 PM

MUI UNIT | TECH SUPPORT |

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

Find

Tools

Documentation

**User Logged On:** Debbie L McGuire  
**Group:** All Counties Group  
**Access Privileges:** Create/Modify Abuser Registry Admin  
**Email:** debbie.mcguire@dodd.ohio.gov



### Quick Links

Flagged MUIs (last 180 days)

Assigned Tasks (last 180 days)

Any Task Due 120 Days Ago/Forward



- Also under **Quick Links**, Assigned Tasks, is a list of MUIs that are assigned to anyone who is a member of the group listed at the top. In this example, Debbie McGuire is listed as part of the Franklin County Group and can be assigned to Franklin county cases.
- We will discuss how to assign incidents later.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application**
- Find
- Tools
- Work Queues**
- Reports
- Manage Investigators
- Extension Requests
- Documentation**

MUI Assigned To Debbie L McGuire

- Any Request - Sort by MUI Number

Begin Date: 8/26/2008

- Any County/DC - -- Any Open/Closed Status --

End Date: 2/22/2009

Process Queue

Records Found: 17

Incident Number	Category	Created Date	Action Due	Description	Days OverDue
2008-001-0005	Unapproved Behavior Support	12-15-2008	12-15-2008	Assigned Date	0
2008-025-0001	Injury (Unknown)	11-25-2008	12-03-2008	Assigned Date	0
2008-025-0003	Missing Individual	12-02-2008	12-03-2008	Assigned Date	0
2009-001-0002	Alleged Abuse - SEXUAL	1-20-2009	1-20-2009	Assigned Date	0
2009-025-0002	Alleged Abuse - PHYSICAL	1-07-2009	1-07-2009	Assigned Date	0
2009-025-0002	Alleged Abuse - PHYSICAL	1-07-2009	1-07-2009	Assigned Date	0
2009-025-0003	Rights Code Violation	1-13-2009	1-13-2009	Assigned Date	0
2009-025-0004	Alleged Abuse - VERBAL	1-13-2009	1-13-2009	Assigned Date	0
2009-025-0006	Missing Individual	1-14-2009	1-14-2009	Assigned Date	0
2009-025-0006	Missing Individual	1-14-2009	1-14-2009	Assigned Date	0

1 2

- The list of assigned tasks is useful for Investigative Agents to track those cases they are responsible for.
- Only a user with supervisory capacity can assign the incident to another user within their particular group.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 12:09:39 PM

MUI UNIT | TECH SUPPORT |

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

Find

Tools

Documentation

**User Logged On:** Debbie L McGuire  
**Group:** All Counties Group  
**Access Privileges:** Create/Modify  
Abuser Registry Admin  
**Email:** debbie.mcguire@dodd.ohio.gov



### Quick Links

Flagged MUIs (last 180 days)

Assigned Tasks (last 180 days)

Any Task Due 120 Days Ago/Forward



- Also under **Quick Links**, you can see:
  - any task past due, including replies due
  - missing statements
  - incidents past due, which includes those incidents due in the next 4 months.
- Each list will show the MUIs for the entire group. For instance, since Debbie McGuire is a member of the Franklin County Group, the listing will show tasks for the entire county.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application**
- Find
- Tools
- Work Queues
- Reports
- Manage Investigators
- Extension Requests
- Documentation**

- Any User Type -
- Any User -
- Any Request -
Sort by MUI Number

Begin Date:

- Any County/DC -

End Date:

-- Any Open/Closed Status --

Records Found: 48

Incident Number	Category	Created Date	Action Due	Description	Days OverDue
2008-025-0001	Injury (Unknown)	11-25-2008	1-07-2009	Final Due Date: MUI Still Open	46
2008-025-0001	Injury (Unknown)	11-25-2008	12-09-2008	Question Asked: No Reply Received	75
2008-025-0003	Missing Individual	12-02-2008	1-05-2009	No Prevention Plan Entered	48
2008-025-0003	Missing Individual	12-02-2008	1-05-2009	Final Due Date: MUI Still Open	48
2008-025-0003	Missing Individual	12-02-2008	12-03-2008	No Immediate Action Entered	81
2008-025-0004	Missing Individual	12-02-2008	12-03-2008	No Immediate Action Entered	81
2008-025-0004	Missing Individual	12-02-2008	1-05-2009	Final Due Date: MUI Still Open	48
2008-025-0004	Missing Individual	12-02-2008	1-05-2009	No Prevention Plan Entered	48
2008-025-0005	Unscheduled Hospitalization	12-02-2008	12-24-2008	No Prevention Plan Entered	60
2008-025-0005	Unscheduled Hospitalization	12-02-2008	12-24-2008	Final Due Date: MUI Still Open	60

1 2 3 4 5

- When reviewing the “Any Task Due” list, the number shown under “Days OverDue” is the amount of time left before the incident is considered late. If the number listed appears to be a negative amount (i.e. -35), it means there are 35 days left and would not be considered late until it becomes a “positive” number (i.e. 35). Those incidents listed at ‘0’ are currently due on the day the list is being accessed.
- Also note that this list is five pages long (see numbers in lower left corner); you can click on any number to see the listing for that page.



# Entering a New MUI

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 12:27:37 PM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application**
  - New MUI
  - Schedule Leave
  - Abuser Registry
- Find
- Tools
- Documentation

**User Logged On:** Debbie L McGuire  
**Group:** All Counties Group  
**Access Privileges:** Create/Modify  
Abuser Registry Admin  
**Email:** debbie.mcguire@dodd.ohio.gov



### Quick Links

Flagged MUIs (last 180 days)	Assigned Tasks (last 180 days)	Any Task Due 120 Days Ago/Forward
------------------------------	--------------------------------	-----------------------------------

- To file a new MUI click on the “+” beside “Application” and a list of choices will appear (Schedule Leave only appears for supervisory users).
- Select “New MUI,” being sure to click on part of the word and not just in the gray box.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Incident Tracking System (ITS)**

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

New MUI

Schedule Leave

Abuser Registry

Find

Tools

Documentation

Incident Number: 2009-025-XXXX UNSAVED

Version: 0 of 0

Owner: Franklin County

Go To Version

Save MUI

Email: [Text Field]

Email Reason: [Dropdown]

Email MUI

Incident: [Text Field]

Discovery: [Text Field]

Fax: [Text Field]

Final Due: [Text Field]

Ext. Until: [Text Field]

Days Due: [Text Field] days

Incident Date Unknown

Creation Date: 2/22/2009 10:15:37 AM

Reporter: [Text Field]

Status: Open with Information Pending

Root MUI: Referring MUI

Allegation Category

- Category - [Dropdown]

- Category Type - [Dropdown]

- Investigation - [Dropdown]

- Investigation Finding - [Dropdown]

- Additional Factor - [Dropdown]

Decided Category

- Category - [Dropdown]

- Category Type - [Dropdown]

- Investigation - [Dropdown]

- Investigative Findings - [Dropdown]

- Additional Factor - [Dropdown]

Injuries

- Severity - [Dropdown]

- Cause - [Dropdown]

- Result - [Dropdown]

- Location - [Dropdown]

Location

Adams County [Dropdown]

- Location - [Dropdown]

- Area - [Dropdown]

- Area Type - [Dropdown]

- Room - [Dropdown]

- This is the initial screen for entering an MUI. At this point, the incident does not have a number and is marked as unsaved. Each time a Category change is made and re-saved, a new version is created. This MUI has not yet been saved so it is version 0 of 0. The new ITS allows you to view all versions of an MUI.
- Begin by entering the incident and discovery dates. The final due date and days due will automatically calculate. If the incident date is unknown, enter Unknown in the Incident Date, and select the “Incident Date Unknown” check box.
- The “Reporter” box should be completed with the reporter’s title or other relevant information. There is a drop down box as well.
- If the incident is for Failure to Report, you would select the “Root MUI” box to enter the associated MUI number.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot displays the ITS interface with a sidebar on the left containing navigation options: Home, Application (New MUI, Schedule Leave, Abuser Registry), Find, Tools, and Documentation. The main content area includes:

- Incident Number: 2009-025-XXXX UNSAVED
- Owner: Franklin County
- Version: 0.0
- Buttons: Go To Version, Save MUI
- Email field and Email Reason dropdown
- Buttons: Email MUI
- Tabs: MUI, Data Info, Consumer, Prov, Others, Inves, Sum, Notice, Actions, Review, Email
- Dates section: Incident (2/19/09), Discovery (2/20/09), Fax, Final Due (4/3/2009), Ext. Until, Days Due, Incident Date (Unknown), Creation Date (2/22/2009 10:40:11 AM)
- Reporter field and Status dropdown (Open with Information Pending)
- Root MUI: Referring MUI
- Allegation Category section with dropdowns for Category, Category Type, Investigation, Investigative Findings, and Additional Factor
- Decided Category section with similar dropdowns
- Injuries section with dropdowns for Severity, Cause, Result, and Location
- Location section with dropdowns for Adams County, Location, Area, Area Type, and Room

A red arrow points to the 'Allegation Category' section.

- This version of ITS can record both the Allegation and Decided Categories.
- The initial MUI category information is entered under “Allegation Category.”

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot shows the ITS interface with a sidebar on the left containing navigation options like Home, Application, Find, Tools, and Documentation. The main area contains several form sections: Incident Number (2009-025-XXXX UNSAVED), Owner (Franklin County), Version (0.0), Email, Dates (Incident: 2/19/09, Discovery: 2/20/09), Final Due (4/3/2009), and Reporter/Status fields. A red arrow points to the 'Allegation Category' dropdown menu, which is open and lists various categories such as 'Alleged Abuse - PHYSICAL', 'Alleged Abuse - SEXUAL', 'Alleged Abuse - VERBAL', 'Alleged Neglect', 'Attempted Suicide', 'Death', 'Exploitation', 'Failure To Report', 'Injury (Known)', 'Injury (Unknown)', 'Law Enforcement', 'Medical Emergency', 'Misappropriation', 'Missing Individual', 'Peer-to-Peer Acts', 'Prohibited Sexual Relations', 'Rights Code Violation', 'Unapproved Behavior Support', and 'Unscheduled Hospitalization'.

- After entering the incident and discovery dates, a category needs to be chosen. This is similar to the current version of ITS and the category choices are the same.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

New MUI

Schedule Leave

Abuser Registry

Find

Tools

Documentation

Incident Number: 2009-025-XXXX UNSAVED

Owner: Franklin County

Version: 0 0

Go To Version

Save MUI

Email:

Email Reason:

Email MUI

MUI Data Info Consumer Prov Others Invs Sum Notice Actions Review Email

Dates

Incident: 2/19/09 Discovery: 2/20/09 Fax:

Final Due: 4/3/2009

Ext. Until:

Days Due:  days

Incident Date Unknown

Creation Date 2/22/2009 10:40:11 AM

Reporter:  Status: Open with Information Pending

Root MUI: Referring MUI

Allegation Category

Alleged Abuse - PHYSICAL

Investigative Findings

Decided Category

Investigative Findings

Injuries

Severity Cause

Result Location

Location

Adams County

Location Area

Area Type Room

- The second drop down is also similar to the current version of ITS; simply choose who the PPI is (PPIs relationship to the individual).
- Please disregard the titles for each drop down; they are used for information systems purposes and may or may not indicate what choices are listed below. Just continue completing dropdowns as long as there is a choice.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

New MUI

Schedule Leave

Abuser Registry

Find

Tools

Documentation

Incident Number: 2009-025-XXXX UNSAVED

Owner: Franklin County

Version: 0 0

Go To Version

Save MUI

Email:

-- Email Reason --

Email MUI

MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

Dates

Incident: 2/19/09 Discovery: 2/20/09 Fax:

Final Due: 4/3/2009

Ext. Until:

Days Due:  days

Incident Date Unknown

Creation Date 2/22/2009 10:40:11 AM

Reporter:

Status: Open with Information Pending

Root MUI: Referring MUI

Allegation Category

Alleged Abuse - PHYSICAL

Staff

- Investigative Findings -

- Additional Factor -

Decided Category

- Category -

- Category Type -

- Investigative Findings -

- Additional Factor -

Injuries

- Severity -

- Cause -

- Result -

- Location -

Location

Adams County

- Location -

- Area -

- Area Type -

- Room -

- There is now a third drop down under Staff PPI incidents of abuse, neglect and misappropriation to indicate what type of staff was the PPI in the incident. Simply select the appropriate choice.
- The next two dropdowns (Investigative Findings and Additional Factor) may or may not be required for initial entry and can be used at a later date.

The screenshot shows the Incident Tracking System (ITS) interface. The top navigation bar includes 'Home', 'Application', 'Find', 'Tools', and 'Documentation'. The 'Application' section contains 'New MUI', 'Schedule Leave', and 'Abuser Registry'. The 'Find' section has 'MUI', 'Data Info', 'Consumer', 'Prov', 'Others', 'Inves', 'Sum', 'Notice', 'Actions', 'Review', and 'Email'. The 'Tools' section includes 'Incident:', 'Discovery:', and 'Fax:'. The 'Documentation' section includes 'Final Due:', 'Ext. Until:', 'Days Due:', 'Incident Date', and 'Creation Date'. The 'Allegation Category' section includes 'Alleged Abuse - PHYSICAL', 'Staff', 'Administrative Staff', '- Investigative Findings -', and '- Additional Factor -'. The 'Decided Category' section includes '- Category -', '- Category Type -', '- Investigation -', '- Investigative Findings -', and '- Additional Factor -'. The 'Injuries' section is expanded, showing a dropdown menu for 'Severity' with options: Minor, Moderate, Serious, None, and N/A. A red arrow points to the 'Severity' dropdown menu.

- The next required field is under “Injuries” and is required for all MUIs regardless of whether there was an injury or not and includes choices of N/A and None.
- Definitions of Injury levels are in the appendix at the end of this manual.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER w/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot displays the Incident Tracking System (ITS) interface. On the left is a navigation menu with options: Home, Application, New MUI, Schedule Leave, Abuser Registry, Find, Tools, and Documentation. The main content area includes:

- Incident Number: 2009-025-XXXX UNSAVED
- Owner: Franklin County
- Version: 0.0
- Buttons: Go To Version, Save MUI
- Email field and Email Reason dropdown
- Email MUI button
- Tabs: MUI, Data Info, Consumer, Prov, Others, Inves, Sum, Notice, Actions, Review, Email
- Dates section: Incident (2/19/09), Discovery (2/20/09), Fax, Final Due (4/3/2009), Ext. Until, Days Due, Incident Date (Unknown), Creation Date (2/22/2009 10:40:11 AM)
- Reporter field and Status dropdown (Open with Information Pending)
- Root MUI: Referring MUI
- Allegation Category: Alleged Abuse - PHYSICAL, Staff, Administrative Staff
- Decided Category: Category, Category Type, Investigation
- Injuries: Minor, Result, Cause dropdown (highlighted with a red arrow), Location (Adams County), Area Type, Room

- After the level of injury is chosen, the cause needs to be selected.
- The choices of Alleged Abuse and Alleged Neglect have been added.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

New MUI

Schedule Leave

Abuser Registry

Find

Tools

Documentation

Incident Number: 2009-025-XXXX UNSAVED

Version: 0 0

Owner: Franklin County

Go To Version

Save MUI

Email:

-- Email Reason --

Email MUI

MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

Dates

Incident: 2/19/09 Discovery: 2/20/09 Fax:

Final Due: 4/3/2009

Ext. Until:

Days Due:  days

Incident Date Unknown

Creation Date 2/22/2009 10:40:11 AM

Reporter:  Status: Open with Information Pending

Root MUI: Referring MUI

Allegation Category

- Result -

Bite

Bone Fracture(s)

Bruise(s)

Burn

Dental injury

Dislocation

Laceration w/o sutures

Laceration(s) w/closure

Other non-routine medical attention

Puncture

Red Mark

Scratch

Sprain

Swelling

- Result -

Staff

Administrative Staff

- Additional Factor -

- Category Type -

- Investigation -

- Additional Factor -

Alleged Abuse

- Location -

Location

Adams County

- Location -

- Area -

- Area Type -

- Room -



- The next dropdown is for the result of the injury (or what the injury was).

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

Incident Number: 2009-025-XXXX UNSAVED Version: 0.0  
Owner: Franklin County Go To Version Save MUI

New MUI  
Schedule Leave  
Abuser Registry

Find

Tools

Documentation

MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

Dates

Incident: 2/19/09 Discovery: 2/20/09 Fax:   
Final Due: 4/3/2009 Incident Date: 2/22/2009 10:40:11 AM  
Ext. Until:   
Days Due: days Unknown

Reporter: Status: Open with Information Pending

Root MUI: Referring MUI

Allegation Category

Alleged Abuse - PHYSICAL Staff Administrative Staff  
- Investigative Findings - - Additional Factor -

Decided Category

- Category - - Category Type - - Investigation -  
- Investigative Findings - - Additional Factor -

Injuries

Minor Alleged Abuse  
Bruise(s) - Location -  
Location Adams County - Location -  
- Area Type - - Room -

Chest/Torso/Back  
Fingers/Hand/Arm  
Genitalia  
Head  
Neck/Face  
Toes/Feet/Leg

Done

- Next, choose the location on the body where the injury occurred.
- Ribs are considered torso.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER w/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application
  - New MUI
  - Schedule Leave
  - Abuser Registry
- Find
- Tools
- Documentation

Incident Number: 2009-025-XXXX UNSAVED    Version: 0.0

Owner: Franklin County       

Email:     -- Email Reason --

**MUI**    Data Info    Consumer    Prov    Others    Inves    Sum    Notice    Actions    Review    Email

**Dates**

Incident:	2/19/08	Discovery:	2/20/08	Fax:	<input type="text"/>
Final Due:	4/3/2009	<input type="checkbox"/> Incident Date		Creation Date	2/22/2009 10:40:11 AM
Ext. Until:	<input type="text"/>	Unknown			
Days Due:	<input type="text"/> days				

Reporter:     Status: Open with Information Pending

Root MUI:  Referring MUI

**Allegation Category**

Alleged Abuse - PHYSICAL	Staff	Administrative Staff
- Investigative Findings -	- Additional Factor -	

**Decided Category**

- Category -	- Category Type -	- Investigation -
- Investigative Findings -	- Additional Factor -	

**Injuries**

Minor	Alleged Abuse
Bruises	Fingers/Hand/Arm

**Location**

Franklin County	- Location -	- Area -
- Area Type -	<ul style="list-style-type: none"> <li>- Location -</li> <li>County Operated MRDD Program</li> <li>Non-County Operated Program</li> <li>State Operated Developmental Center</li> </ul>	

- The “Location” box dropdowns are mostly self explanatory.
- The first one is for the county.
- The next has three choices: State Operated Developmental Center; County Operated MRDD Program; and Non-county Operated Program, which is used for incidents that occurred at neither of the other two choices.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot displays the Incident Tracking System (ITS) interface. The top navigation bar includes the department name and system title. Below it, a user welcome message and access information are shown. The main interface is divided into several sections:

- Application:** Contains fields for Incident Number (2009-025-XXXX), Version (0.0), Owner (Franklin County), and Email. Buttons for "Go To Version", "Save MUI", and "Email MUI" are present.
- Find:** A tabbed interface with options like "Data Info", "Consumer", "Prov", "Others", "Inves", "Sum", "Notice", "Actions", "Review", and "Email".
- Tools:** Includes date pickers for Incident (2/19/09), Discovery (2/20/09), and Fax.
- Documentation:** Features fields for Final Due (4/3/2009), Ext. Until, Days Due, and Incident Date (Unknown). A "Creation Date" field shows 2/22/2009 10:40:11 AM.
- Reporter:** A text input field and a "Status" dropdown menu set to "Open with Information Pending".
- Root MUI:** A "Referring MUI" button.
- Allegation Category:** Includes dropdowns for "Alleged Abuse - PHYSICAL", "Staff", and "Administrative Staff".
- Decided Category:** Includes dropdowns for "Category", "Category Type", and "Investigation".
- Injuries:** Includes dropdowns for "Minor", "Bruise(s)", "Alleged Abuse", and "Fingers/Hand/Arm".
- Location:** Includes dropdowns for "Franklin County", "Non-County Operated Program", and "Area".

A red box highlights the "Area" dropdown menu, which is currently open, showing a list of options: "- Area -", "Adult Day Care", "Community", "Other", "Residence", "Senior Program", "Transportation/Bus/Van/Automobile", "Workshop", and "- Area -".

- The “Area” drop down is the actual location where the incident occurred.
- The choices are similar to the current version of ITS for County Operated and Non County Operated programs.
- The Developmental Centers do not have quite as many choices.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER w/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot displays the Incident Tracking System (ITS) interface. On the left is a navigation menu with options: Home, Application, New MUI, Schedule Leave, Abuser Registry, Find, Tools, and Documentation. The main content area shows an incident form for Incident Number 2009-025-XXXX (UNSAVED) owned by Franklin County. The form includes fields for Version (0.0), Email, and various dates (Incident: 2/19/09, Discovery: 2/20/09, Final Due: 4/3/2009). It also features tabs for Data Info, Consumer, Prov, Others, Inves, Sum, Notice, Actions, Review, and Email. Below the main form are sections for Reporter, Root MUI (Referring MUI), Allegation Category (Alleged Abuse - PHYSICAL, Staff, Administrative Staff), Decided Category, and Area Type (Family Home, I/O Waiver Licensed Facility, ICF/MR, Individual Option, Nursing Home, Other Residence, Respite, Supported Living, etc.). A dropdown menu for Area Type is currently open, showing a list of options.

- The next location dropdown shows either the type of residence when it is for a county board/non county board location or the rooms in the residence if it is a developmental center.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot displays the Incident Tracking System (ITS) interface. On the left is a navigation menu with options: Home, Application, New MUI, Schedule Leave, Abuser Registry, Find, Tools, and Documentation. The main content area includes:

- Application:** Incident Number: 2009-025-XXXX UNSAVED, Version: 0.0, Owner: Franklin County, Save MUI, Go To Version.
- Email:** Input field, Email Reason dropdown, Email MUI.
- Find:** Tabs for MUI, Data Info, Consumer, Prov, Others, Inves, Sum, Notice, Actions, Review, Email.
- Tools:** Dates section with Incident: 2/19/08, Discovery: 2/20/08, Fax: [empty].
- Documentation:** Final Due: 4/3/2009, Ext. Until: [empty], Days Due: [empty] days, Incident Date: Unknown, Creation Date: 2/22/2009 10:40:11 AM.
- Reporter:** [empty], Status: Open with Information Pending.
- Root MUI:** Referring MUI.
- Allegation Category:** Alleged Abuse - PHYSICAL, Staff, Administrative Staff, Investigative Findings, Additional Factor.
- Decided Category:** Category, Category Type, Investigation, Investigative Findings, Additional Factor.
- Injuries:** Minor, Bruise(s), Room dropdown (Bathroom, Bedroom, Dining Room, Hallway, Kitchen, Living Room, Other, Sidewalk, Stairs, -Room -), Alleged Abuse, Fingers/Hand/Arm.
- Location:** Franklin County, Individual Option (IO), -Room -.

A red arrow points to the 'Room' dropdown menu in the Injuries section.

- After you choose the type of residence for either the county/non county operated programs, you can choose the room.

# Entering Consumer Information



THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot shows the Incident Tracking System (ITS) interface. The top navigation bar includes 'Home', 'Application', 'New MUI', 'Schedule Leave', and 'Abuser Registry'. The main content area is divided into several sections: 'Find', 'Tools', and 'Documentation'. The 'Find' section is currently active, showing a 'Consumer' tab selected. Below the tabs, there are search fields for 'Individual#', 'Medicaid#', 'SSN', and 'DOB'. The 'Documentation' section contains fields for 'Intellectual Disability', 'Gender', 'Race', 'DOB', 'Living Arrange', 'Age', 'Waiver', 'Address', 'City', 'State (2)', and 'Zip (5)'. There are also radio buttons for 'Previous MH Dx' and 'Receiving Treatment'. At the bottom, there are fields for 'Other MUIs' and '\*IDS#', along with a 'Find Consumer' button and a note '(Click Consumer Name to Add)'. A red arrow points to the 'Find Consumer' button.

- Search for the correct consumer by choosing the “Consumer” section and then typing the consumer’s last name or enter the IDS# at the bottom of the page.
- If you do not know the correct spelling, you can enter a partial spelling but remember it will result in a larger list to choose from.

# Incident Tracking System (ITS)

Welcome Debbie L. McGuire 1:07:06 PM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

**Application**

- New MUI
- Schedule Leave
- Abuser Registry

**Find**

**Tools**

**Documentation**

Incident Number: 2009-025-XXXX      Version: 0 of 0

**UNSAVED**           

Owner: Franklin County     

Email:       -- Email Reason --

MUI    Data Info    **Consumer**    Prov    Others    Inves    Sum    Notice    Actions    Review    Email

Individual#:       Medicaid#:       SSN:       DOB:

Intellectual Disability: - Select -      Gender:       Race: - Race -      DOD:

Living Arrange: Community Living      Age:       Waiver: - Code -

Address:       City:       State (2):       Zip (5):

Previous MH Dx:  Unknown  Yes  No      Receiving Treatment:  Unknown  Yes  No      Substance Abuse (Describe Substance):

Type CLEAR in box to the right to clear selection:

Place Selection Here If No Consumers Served Can Be Located!

Place Selection Here If Consumer(s) Are Not Served!

Name of Consumer (Not Located)  
 First:       Middle:   
 Last:       SurName:   
 Date of Birth:       ID:

**Other MUIs**            Adams      \*Name

\*IDS#            (Click Consumer Name to Add)

Medicaid Number	First Name	Last Name	Date of Birth	County
	Aaron	Adams		11
	AARON	ADAMS		18
	AARON	ADAMS		18
	Aaron	Adams	12:00:00 AM	18

- After clicking on 'Find Consumer,' the results will look similar to this (the DOB and Medicaid numbers have been removed from this example). It is recommended you search by IDS#, if available, as it is much more effective and faster.

- Once the consumer for the MUI is found, click on the name and it will populate the information found in the IDS into the ITS.
- To enter information for a “group” incident, go to the bottom of the screen and search for the next consumer and then add the consumer to the incident.
- Continue adding consumers until all consumer names have been added.

Home

Application

Incident Number: 2009-025-XXXX  
UNSAVED  
Version: 0 of 0  
Owner: Franklin County  
Email:  - Email Reason -  Email MUI

Find

MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

Tools

Remove Consumer

Documentation

Individual#:  Medicaid#:  SSN:  DOB:

Intellectual Disability:  Gender:  Race:  DOD:

Living Arrange:  Age:  Waiver:

Address:  City:  State (2):  Zip (5):

Previous MH Dx:  Receiving Treatment:

Unknown  Yes  No  Unknown  Yes  No

Substance Abuse (Describe Substance)

Name of Consumer (Not Located)

First:  Middle:

Last:  SurName:

Date of Birth

ID:

Other MUIs

\*IDS#

Adams \*Name

Find Consumer (Click Consumer Name to Add)

- The name of the individual chosen will be entered in this box.
- The individual's name and IDS information can be displayed separately by selecting the consumer name under the dropdown arrow to the right of the name.

# Removing a Consumer from a Group Incident



### Incident Tracking System (ITS)

Welcome Debbie L McGuire 2:00:23 PM

MUI UNIT | TECH SUPPORT | APPS LIST | LOG

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

New MUI

Schedule Leave

Abuser Registry

Find

Tools

Documentation

Incident Number: 2009-025-XXXX  
UNSAVED

Version: 0 of 0

Owner: Franklin County

Email:

-- Email Reason --

MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

AARON ADAMS Remove Consumer

Individual#:  Medicaid#:  SSN:  DOB: 5/12/1986

Intellectual Disability: - Select - Gender:  Race: - Race - DOD:

Living Arrange: Community Living Age: 23 Waiver: - Code -

Address:  City:  State (2):  Zip (5):

Previous MH Dx:  Unknown  Yes  No Receiving Treatment:  Unknown  Yes  No Substance Abuse (Describe Substance):

Type CLEAR in box to the right to clear selection:   
 Place Selection Here If No Consumers Served Can Be Located!  
 Place Selection Here If Consumer(s) Are Not Served!

Name of Consumer (Not Located)  
First:  Middle:   
Last:  SurName:   
Date of Birth:  ID:

Other MUIs  Adams \*Name

\*IDS#  Find Consumer (Click Consumer Name to Add)

- To remove a consumer from a group incident, choose the consumer name from the drop down and then click on “Remove Consumer”.

# Adding the Provider(s)



# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home	Incident Number: 2009-025-XXXX <b>UNSAVED</b>		Version: 0 of 0	Save MUI
Application	Owner: Franklin County	Go To Version		
New MUI	Email:	-- Email Reason --		Email MUI
Schedule Leave				
Abuser Registry				
Find	MUI   Data Info   Consumer   <b>Prov</b>   Others   Inves   Sum   Notice   Actions   Review   Email			
Tools	<b>Provider at time of incident</b>	Name: Champaign	- Provider Type -	Find
Documentation	<b>Residential Provider</b>	Name:	- Provider Type - Family w/Waiver ICF/MR Licensed Facility Own Own w/Waiver	Find
	<b>Workshop</b>	Name:	Find	
	Add Provider (Click to Add)		Current Provider (Check and Click Button to Remove)	
Remove Checked Providers				



- There are three options for provider: Provider at time of incident; Residential Provider; or Workshop.
- Similar to the consumer search, the provider must also be located by conducting a search. Start by entering several letters of the provider's name, then choose a provider type from the drop down and select "Find." For this example, Champaign and ICF/MR were entered in the box under "Provider at Time of Incident."

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot shows the ITS interface with a search for 'Champaign' under the 'Provider at time of incident' section. The search results are displayed in a table with two columns: 'Add Provider (Click to Add)' and 'Current Provider (Check and Click Button to Remove)'. A red arrow points to the list of providers in the 'Add Provider' column.

Provider Name	Current Provider
CHAMPAIGN COUNTY/PINE HOME	
CHAMPAIGN COUNTY/DALTON I	
CHAMPAIGN COUNTY/O'GRADY HOME	
CHAMPAIGN COUNTY/CEDAR HOME	
CHAMPAIGN COUNTY/DALTON II	
CHAMPAIGN COUNTY RESIDENCE	
CHAMPAIGN COUNTY RESIDENT HOME #2	
CHAMPAIGN COUNTY/SOUTH HIGH STREET	
CHAMPAIGN COUNTY/HILL STREET HOME	
CHAMPAIGN RESIDENTIAL/WOODHAVEN GROUP HOME	

1 2 3

- This is the result of the search for Champaign as an ICF/MR. The results are statewide rather than by county.
- It is important that the correct choice of provider be made. If an incorrect choice is made, the chosen provider WILL be able to access information about this MUI and the actual provider will NOT have access to the information.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

A provider of type - Incident: was added!

Home

**Application**

Incident Number: 2008-025-XXXX **UNSAVED** Version: 0 of 0  
Owner: Franklin County [v] [Go To Version] [Save MUI]

Email: [ ] -- Email Reason -- [ ] [Email MUI]

**Find**

MUI Data Info Consumer **Prov** Others Inves Sum Notice Actions Review Email

**Provider at time of incident**

Name: Champaign [ICF/MR] [v] [Find]

**Residential Provider**

Name: [ ] - Provider Type - [v] [Find]

**Workshop**

Name: [ ] [Find]

Add Provider (Click to Add)	Current Provider (Check and Click Button to Remove)
<b>Provider Name</b> CHAMPAIGN COUNTY/PINE HOME CHAMPAIGN COUNTY/DALTON I CHAMPAIGN COUNTY/O'GRADY HOME CHAMPAIGN COUNTY/CEDAR HOME CHAMPAIGN COUNTY/DALTON II CHAMPAIGN COUNTY RESIDENCE CHAMPAIGN COUNTY RESIDENT HOME #2 CHAMPAIGN COUNTY/SOUTH HIGH STREET CHAMPAIGN COUNTY/HILL STREET HOME CHAMPAIGN RESIDENTIAL/WOODHAVEN GROUP HOME 1 2 3	<input type="checkbox"/> CHAMPAIGN COUNTY/CEDAR HOME [Incident: 22] [3] [Remove Checked Providers]

- Once selected, Champaign County/Cedar Home is now listed to the right of the list with the word “Incident” in brackets, which means Champaign County/Cedar Home was the provider at the time of the incident.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

A provider of type - Incident: was added!

Home

Application

Incident Number: 2008-025-XXXX UNSAVED    Version: 0 of 0

Owner: Franklin County    Go To Version    Save MUI

Email:    - Email Reason -    Email MUI

MUI    Data Info    Consumer    **Prov**    Others    Inves    Sum    Notice    Actions    Review    Email

**Find**

Provider at time of incident

Name: Champaign    ICF/MR    Find

---

Residential Provider

Name:    - Provider Type -    Find

---

Workshop

Name:    Find

Add Provider (Click to Add)	Current Provider (Check and Click Button to Remove)												
<table border="1"><thead><tr><th>Provider Name</th></tr></thead><tbody><tr><td>CHAMPAIGN COUNTY/PINE HOME</td></tr><tr><td>CHAMPAIGN COUNTY/DALTON I</td></tr><tr><td>CHAMPAIGN COUNTY/O'GRADY HOME</td></tr><tr><td>CHAMPAIGN COUNTY/CEDAR HOME</td></tr><tr><td>CHAMPAIGN COUNTY/DALTON II</td></tr><tr><td>CHAMPAIGN COUNTY RESIDENCE</td></tr><tr><td>CHAMPAIGN COUNTY RESIDENT HOME #2</td></tr><tr><td>CHAMPAIGN COUNTY/SOUTH HIGH STREET</td></tr><tr><td>CHAMPAIGN COUNTY/HILL STREET HOME</td></tr><tr><td>CHAMPAIGN RESIDENTIAL/WOODHAVEN GROUP HOME</td></tr></tbody></table>	Provider Name	CHAMPAIGN COUNTY/PINE HOME	CHAMPAIGN COUNTY/DALTON I	CHAMPAIGN COUNTY/O'GRADY HOME	CHAMPAIGN COUNTY/CEDAR HOME	CHAMPAIGN COUNTY/DALTON II	CHAMPAIGN COUNTY RESIDENCE	CHAMPAIGN COUNTY RESIDENT HOME #2	CHAMPAIGN COUNTY/SOUTH HIGH STREET	CHAMPAIGN COUNTY/HILL STREET HOME	CHAMPAIGN RESIDENTIAL/WOODHAVEN GROUP HOME	<table border="1"><tbody><tr><td><input checked="" type="checkbox"/> CHAMPAIGN COUNTY/CEDAR HOME [Incident: 22] [3]</td></tr></tbody></table> <p>Remove Checked Providers</p>	<input checked="" type="checkbox"/> CHAMPAIGN COUNTY/CEDAR HOME [Incident: 22] [3]
Provider Name													
CHAMPAIGN COUNTY/PINE HOME													
CHAMPAIGN COUNTY/DALTON I													
CHAMPAIGN COUNTY/O'GRADY HOME													
CHAMPAIGN COUNTY/CEDAR HOME													
CHAMPAIGN COUNTY/DALTON II													
CHAMPAIGN COUNTY RESIDENCE													
CHAMPAIGN COUNTY RESIDENT HOME #2													
CHAMPAIGN COUNTY/SOUTH HIGH STREET													
CHAMPAIGN COUNTY/HILL STREET HOME													
CHAMPAIGN RESIDENTIAL/WOODHAVEN GROUP HOME													
<input checked="" type="checkbox"/> CHAMPAIGN COUNTY/CEDAR HOME [Incident: 22] [3]													

1 2 3

- Once selected, Champaign County/Cedar Home is now listed to the right of the list with the word “Incident” in brackets, which means Champaign County/Cedar Home was the provider at the time of the incident.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

A provider of type - Incident: was added!

Home

Application: Incident Number: 2008-025-XXXX UNSAVED | Version: 0 of 0 | Go To Version | Save MUI  
Owner: Franklin County

New MUI

Schedule Leave

Abuser Registry

Find: MUI | Data Info | Consumer | **Prov** | Others | Inves | Sum | Notice | Actions | Review | Email

Tools: Provider at time of incident  
Name: Champaign | ICF/MR | Find

Documentation: **Residential Provider**  
Name: Champaign | ICF/MR | Find

Workshop  
Name: Find

Add Provider (Click to Add)	Current Provider (Check and Click Button to Remove)
<b>Provider Name</b>	
CHAMPAIGN COUNTY/PINE HOME	
CHAMPAIGN COUNTY/DALTON I	
CHAMPAIGN COUNTY/O'GRADY HOME	
CHAMPAIGN COUNTY/CEDAR HOME	
CHAMPAIGN COUNTY/DALTON II	
CHAMPAIGN COUNTY RESIDENCE	
CHAMPAIGN COUNTY RESIDENT HOME #2	<input type="checkbox"/> CHAMPAIGN COUNTY/CEDAR HOME [Incident: 22] [3]
CHAMPAIGN COUNTY/SOUTH HIGH STREET	
CHAMPAIGN COUNTY/HILL STREET HOME	
CHAMPAIGN RESIDENTIAL/WOODHAVEN GROUP HOME	
1 2 3	<input type="button" value="Remove Checked Providers"/>

- To search for the Residential Provider, enter the criteria in the box located under “Residential Provider.”
- The Residential Provider can be the same as the provider at the time of incident or different.
- For this example, Champaign and ICF/MR have again been entered as the search criteria.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

A provider of type - Resident: was added!

Home

**Application**

Incident Number: 2008-025-XXXX **UNSAVED** Version: 0 of 0  
Owner: Franklin County Go To Version Save MUI  
Email: -- Email Reason -- Email MUI

**Find**

MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

**Provider at time of incident**

Name: Champaign ICF/MR Find

**Residential Provider**

Name: Champaign ICF/MR Find

**Workshop**

Name: Find

Add Provider (Click to Add)	Current Provider (Check and Click Button to Remove)
<b>Provider Name</b> CHAMPAIGN COUNTY/PINE HOME CHAMPAIGN COUNTY/DALTON I CHAMPAIGN COUNTY/O'GRADY HOME CHAMPAIGN COUNTY/CEDAR HOME CHAMPAIGN COUNTY/DALTON II CHAMPAIGN COUNTY RESIDENCE CHAMPAIGN COUNTY RESIDENT HOME #2 CHAMPAIGN COUNTY/SOUTH HIGH STREET CHAMPAIGN COUNTY/HILL STREET HOME CHAMPAIGN RESIDENTIAL/WOODHAVEN GROUP HOME 1 2 3	<input type="checkbox"/> CHAMPAIGN COUNTY/CEDAR HOME [Incident: 22] [3] <input type="checkbox"/> CHAMPAIGN COUNTY RESIDENCE [Resident: 2031] [3] Remove Checked Providers



- For this example, “Champaign County Residence” was chosen as the Residential Provider.
- At this point, both providers are listed to the right of the list each with their respective role in brackets, which helps to identify one from the other.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER w/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

A provider of type - Resident: was added!

Home

Application Incident Number: 2008-025-XXXX **UNSAVED** Version: 0 of 0  
 Owner: Franklin County Go To Version Save MUI

New MUI  
 Schedule Leave  
 Abuser Registry

Find MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

Tools Provider at time of incident  
 Name: Champaign ICF/MR Find

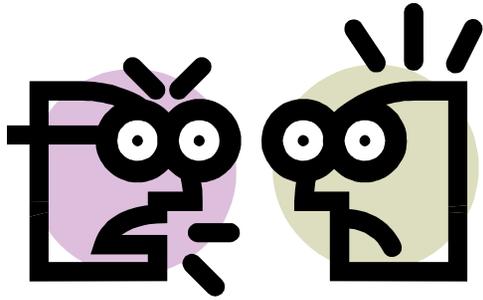
Documentation Residential Provider  
 Name: Champaign ICF/MR Find

**Workshop**

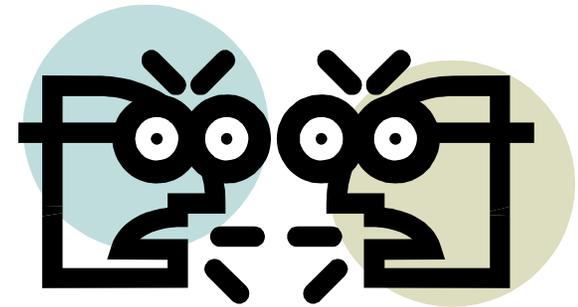
Name:  Find

Add Provider (Click to Add)	Current Provider (Check and Click Button to Remove)
<b>Provider Name</b>	
CHAMPAIGN COUNTY/PINE HOME	
CHAMPAIGN COUNTY/DALTON I	
CHAMPAIGN COUNTY/O'GRADY HOME	
CHAMPAIGN COUNTY/CEDAR HOME	
CHAMPAIGN COUNTY/DALTON II	
CHAMPAIGN COUNTY RESIDENCE	
CHAMPAIGN COUNTY RESIDENT HOME #2	<input type="checkbox"/> CHAMPAIGN COUNTY/CEDAR HOME [Incident: 22] [3]
CHAMPAIGN COUNTY/SOUTH HIGH STREET	<input type="checkbox"/> CHAMPAIGN COUNTY RESIDENCE [Resident: 2031] [3]
CHAMPAIGN COUNTY/HILL STREET HOME	<input type="button" value="Remove Checked Providers"/>
CHAMPAIGN RESIDENTIAL/WOODHAVEN GROUP HOME	
1 2 3	

- If a provider is added by mistake, just mark the box to left of the name of the provider to be removed and select “Remove Checked Providers.”
- Both providers can be selected at the same time and a new provider can then be entered or left blank.
- The Workshop search works the same as the other provider searches, except there is no “Provider Type” selection.
- If a specific workshop is not listed, the MUI unit should be contacted and the workshop will be added to the listing.



Adding the PPI and Others



# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot shows the ITS interface with a sidebar on the left containing 'Home', 'Application', 'New MUI', 'Schedule Leave', 'Abuser Registry', 'Find', 'Tools', and 'Documentation'. The main content area displays incident details: Incident Number 2008-025-XXXX (UNSAVED), Owner Franklin County, Version 0 of 0, and an Email field. Below this is a tabbed interface with 'Others' selected. The 'Other Identification' form includes a Name field (John Doe), an Identifying Information field, and a dropdown menu for 'Other Type' with options PPI and Witness. A 'Direct Care Staff' dropdown and an 'Add Other' button are also present. A 'List of Others' section titled 'Unsaved Others' is visible below. Two red arrows point to the 'Tools' sidebar item and the 'Other Type' dropdown menu.

- Under “Others” is where the PPI or witness information is entered by typing in the name of the individual in the box below “Other Identification” and then choosing whether or not they are a PPI or Witness.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot shows the 'Other Identification' form in the ITS. The form has several tabs: MUI, Data Info, Consumer, Prov, Others, Inves, Sum, Notice, Actions, Review, and Email. The 'Others' tab is selected. The form contains the following fields and elements:

- Incident Number: 2008-025-XXXX UNSAVED
- Owner: Franklin County
- Version: 0 of 0
- Go To Version button
- Save MUI button
- Email: [Text Input]
- Email Reason -- [Dropdown]
- Email MUI button
- Name: John Doe
- Other Type - [Dropdown]
- Identifying Information: [Text Input]
- Social Security: [Text Input]
- List of Others: Unsaved Others

The dropdown menu for 'Other Type' is open, showing the following options:

- Direct Care Staff
- Direct Care Staff
- Individual with MR/DD
- Nursing Staff
- Personal Aide Staff
- Volunteer Staff
- Transportation Staff
- Guardian
- Administrative Staff
- Family
- Payee
- Physician
- Dentist
- Other
- No Relationship

- Choose the relationship of the other individual to the consumer from the drop-down and enter identifying information, if applicable, in the box listed and then select what type of information was entered (i.e. Social Security Number).
- This information is not required at the time of initial entry of the MUI and can be done at any time prior to closing the MUI.

Home

- Application
  - New MUI
  - Schedule Leave
  - Abuser Registry
- Find
- Tools
- Documentation

Incident Number: 2008-025-XXXX **UNSAVED**      Version: 0 of 0  
Owner: Franklin County      Go To Version      Save MUI

Email:       -- Email Reason --      Email MUI

MUI | Data Info | Consumer | Prov | **Others** | Inves | Sum | Notice | Actions | Review | Email

**Other Identification**

Name:       - Other Type -      Direct Care Staff

Identifying Information:       Social Security Number      **Add Other**

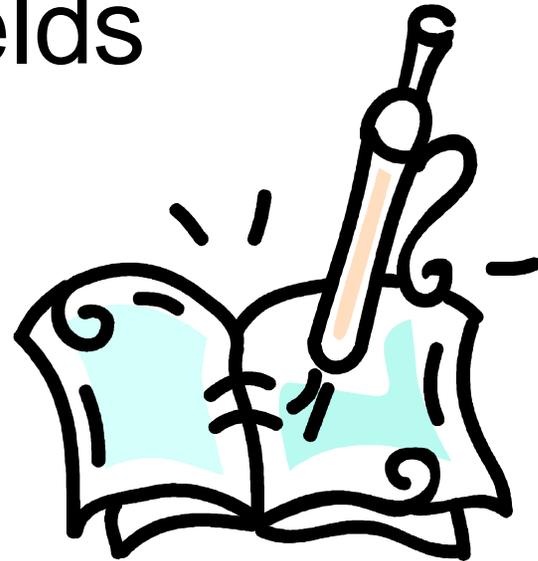
**List of Others**

**Unsaved Others**

## John Doe ## - Other Type - ## Social Security Number ## Direct Care Staff

- Once all the information is entered, select “Add Other” and the information will be added to the MUI and appear towards the bottom of the screen under “Unsaved Others.”
- The information will not actually be saved until the MUI is saved and an incident number is provided.

# Adding Statements and Other Text Fields



## Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot displays the Incident Tracking System (ITS) interface. On the left is a navigation menu with categories: Home, Application (containing New MUI, Schedule Leave, Abuser Registry), Find, Tools, and Documentation. The main content area shows incident details: Incident Number: 2008-025-XXXX (UNSAVED), Owner: Franklin County, Version: 0 of 0, and Email: [empty]. Below this is a tabbed interface with tabs: MUI, Data Info, Consumer, Prov, Others, Inves, Sum (highlighted with a red box), Notice, Actions, Review, and Email. The 'Sum' tab is active, showing a 'New Comment' section with a dropdown menu set to 'Initial Report' and a 'Response:' field. Below are two text areas: 'Initial Allegation' containing 'This is a test MUI.' and 'Immediate Action' containing 'The PPI was placed on administrative leave and the consumer was assessed for injury and provided first aid as needed. Consumer was offered sympathy and reassurance.'

- The initial statement and immediate action are entered under the “Sum” section.
- Clicking on the “Sum” tab will show the default screen for an initial report.
- Simply type in the information for the initial allegation and immediate action into their respective box. NOTE: ITS does NOT spell check so you may want to paste the information from your word processing application.
- The information does not have to be saved after each section. If the MUI is attempted to be saved at any time prior to all the required information being entered, an error message will appear. There is an appendix of various error messages at the end of this manual.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application**
- New MUI
- Schedule Leave
- Abuser Registry
- Find**
- Tools**
- Documentation**

Incident Number: 2008-025-0028 **ACTIVE**      Version: 2 of 2

Owner: Franklin County           

Email:       -- Email Reason --

**New Comment**

-- Select Comment Type --      Response:

Comment Type	Created Date	Reply Received
Initial Report	12/15/2008	
Immediate Action	12/15/2008	

- After the incident is saved, the comments (statements) are listed in a box on the right hand side of the “Sum” tab. To review any statement listed, just click on it.

# Notifications



- Home
- Application
  - New MUI
  - Schedule Leave
  - Abuser Registry
- Find
- Tools
- Documentation

Incident Number: 2008-025-XXXX **UNSAVED**      Version: 0 of 0  
Owner: Franklin County      Go To Version      Save MUI

Email:       -- Email Reason --      Email MUI

MUI | Data Info | Consumer | Prov | Others | Inves | Sum | **Notice** | Actions | Review | Email

**Notifications**

Law Enforcement:	<input type="text"/>	Guardian:	<input type="text"/>
Family:	<input type="text"/>	SSA:	<input type="text"/>
Licensed Certified Provider:	<input type="text"/>	County by Provider:	<input type="text"/>
		Other: <b>Describe:</b>	<input type="text"/>

- Notifications are entered under “Notice” by typing the date in the box next to the applicable type.
- At least one notification is required in order to save the MUI.

# Saving the MUI



# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application**
- New MUI
- Schedule Leave
- Abuser Registry
- Find**
- Tools**
- Documentation**

Incident Number: 2008-025-XXXX <b>UNSAVED</b>	Version: 0 of 0	<b>Save MUI</b>
Owner: Franklin County	<input type="button" value="Go To Version"/>	<input type="button" value="Email MUI"/>
Email: <input type="text"/>	-- Email Reason --	

- MUI
- Data Info
- Consumer
- Prov
- Others
- Inves
- Sum
- Notice**
- Actions
- Review
- Email

### Notifications

Law Enforcement:	12/14/08	Guardian:	12/14/08
Family:	<input type="text"/>	SSA:	12/14/08
Licensed Certified Provider:	12/14/08	Other: <b>Describe:</b>	12/14/08
County by Provider:	<input type="text"/>		Ohio Legal Rights



- To save the MUI, click the “Save MUI” button.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application: Incident Number: 2008-025-0028 **ACTIVE** Version: 1 of 1  
 Owner: Franklin County Go To Version Save MUI

New MUI  
 Schedule Leave  
 Abuser Registry

Find: MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

Tools: Incident: 12/14/2008 Discovery: 12/14/2008 Fax:   
 Final Due: 1/29/2009 Incident Date:  Request Extension Creation Date: 12/15/2008 7:47:50 PM  
 Ext. Until:   
 Days Due: 45 days Unknown

Documentation: Reporter:  Status: Open with Information Pending  
 Root MUI: Referring MUI

Allegation Category  
 Alleged Abuse - PHYSICAL Staff Direct Care  
 - Investigation Finding - - Additional Factor - .

Decided Category  
 - Category - - Category Type - - Investigation -  
 - Investigative Findings - - Additional Factor - .

Injuries  
 Minor Alleged Abuse  
 Bruise(s) Chest/Torso/Back

Location  
 Franklin County Non-County Operated Program Residence  
 ICF/MR Living Room

- The MUI has been successfully saved when:
  - The MUI number is visible;
  - It is listed as an “ACTIVE” MUI; and
  - The “Version” is now 1 of 1.
- At this point, if required information was not entered, an error message would have appeared describing what information was missing.

# How to Enter the Final MUI Information and Recommend for Closure or Close



# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application
- New MUI
- Schedule Leave
- Abuser Registry
- Find
- Tools
- Documentation

Incident Number: 2008-025-0028 **ACTIVE**    Version: 1 of 1

Owner: Franklin County    Go To Version    Save MUI

Email:     -- Email Reason --    Email MUI

**MUI**    Data Info    Consumer    Prov    Others    Inves    Sum    Notice    Actions    Review    Email

**Dates**

Incident: 12/14/2008    Discovery: 12/14/2008    Fax:

Final Due: 1/29/2009     Incident Date Unknown    Request Extension    Creation Date: 12/15/2008 7:47:50 PM

Ext. Until:

Days Due: 44 days

Reporter:     Status: Open with Information Pending

Root MUI: Referring MUI

**Allegation Category**

Alleged Abuse - PHYSICAL    Staff    Direct Care

- Investigation Finding -    - Additional Factor -

**Decided Category**

Alleged Abuse - PHYSICAL    Staff    Direct Care

- Investigative Findings -    - Additional Factor -

**Injuries**

Minor    Alleged Abuse

Bruise(s)    Chest/Torso/Back

**Location**

Franklin County    Non-County Operated Program    Residence

ICF/MR    Living Room



- When submitting a final report, the decided category is the first item entered. In most cases, this will be the same as the allegation category; however, this is an opportunity to ensure neglect has been ruled out in any Appendix B cases and can also be used to reflect the outcomes from the investigation process.
- The drop downs are completed in the same manner as the allegation category (see entering an initial incident).

# Data Analysis Information



Home

Application

New MUI

Schedule Leave

Abuser Registry

Find

Tools

Documentation

Incident Number: 2008-025-0028 ACTIVE

Version: 1 of 1

Owner: Franklin County

Go To Version

Save MUI

Email:

-- Email Reason --

Email MUI

MUI | Data Info | Consumer | Prov | Others | Inves | Sum | Notice | Actions | Review | Email

Supervision

-- Supervision Level --

-- Supervision Level --

1 on 1

Minute visual checks / awake time

Within Audible distance of staff / awake time

No detailed level defined within plan

Other

-- Restriction Reason --

Met

Not Met

Other Details

-- Type Restraints Used --

Restrained From

to mins

Restrained By:

Type of Injury As Result of Restraint

Location on Body:

Law Enforcement Involved

Yes  No

-- CSB/Law Outcome --

-- Type of Offense --

-- Law Action --

Force (Category Specific)

-- Type of Force --

-- Level of Force --

Describe Type Force:

Describe Victim Reaction:

- Now included as a step to closing the MUI, is entering information that is used for data analysis.
- This information is entered under the “Data Info” section and each MUI now requires entries on supervision level, behavior support plan, restraint usage, law enforcement/CSB outcomes, as well as, other incident category specific information. Please note that the decided category must be entered before the incident specific information appears.
- In this example, the first drop down is to identify the supervision level and then whether or not it was met. Note that the level needs to be chosen before met or not met can be selected.
- Other pertinent information can be typed into the “other details” box.

The screenshot displays the Incident Tracking System (ITS) interface. The top navigation bar includes the department name, user information, and utility links. The main content area shows an incident record for 'Incident Number: 2008-025-0028 ACTIVE' owned by 'Franklin County'. The 'Behavior Support Plan for' section is highlighted, and a red arrow points to the 'Restriction Reason' dropdown menu. The dropdown menu is open, showing options: 'No Plan', 'Not approved (HRC & Guardian)', and 'Unapproved manner'. Other fields in the form include 'Supervision' (Met/Not Met), 'Type of Offense', 'Law Action', and 'Force (Category Specific)'.

- The next section is related to the Behavior Support Plan and restraint use.
- Select whether or not the individual had a behavior support plan; if there is an unapproved restraint related to, or part of the MUI, then please select why under the “Restriction Reason” drop down.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

- New MUI
- Schedule Leave
- Abuser Registry

Find

Tools

Documentation

Incident Number: 2008-025-0028 **ACTIVE**    Version: 2 of 2  
 Owner: Franklin County    Go To Version    Save MUI

Email:    -- Email Reason --    Email MUI

MUI    Data Info    Consumer    Prov    Others    Inves    Sum    Notice    Actions    Review    Email

Supervision

No detailed level defined within plan     Met    Other Details  
 Not Met

Behavior Support Plan for

Yes    -- Type Restraints Used --    Restrained By:  
 No    Restrained From    Type of Injury As Result of Restraint

Unapproved manner    to    mins    Location on Body:

-- Restraint Reason --  
 No Plan  
 Not approved (HRC & Guardian)  
 Unapproved manner

-- CSB/Law Outcome --    -- Type of Offense --    -- Law Action --

Force (Category Specific)

-- Type of Force --    -- Level of Force --  
 Describe Type Force:  
 Describe Victim Reaction:

- The choices for “Restraint Reason” include:
  - No Plan – the Method of Restraint is an approved technique ie. CPI, COPE, PACES, BITS, etc., but not in the plan;
  - Not approved by HRC & Guardian – the plan has not yet been approved or has expired; and
  - Unapproved Manner – Restraint is not an approved technique, which includes prone restraints and those methods created by staff.

The screenshot displays the Incident Tracking System (ITS) interface for incident 2008-025-0028. The interface includes a navigation menu on the left with categories like Application, Find, Tools, and Documentation. The main form area contains several sections: Incident Information (Incident Number: 2008-025-0028 ACTIVE, Owner: Franklin County, Version: 2 of 2), Supervision (No detailed level defined within plan, Met/Not Met radio buttons), Behavior Support Plan (Yes/No radio buttons, Unapproved manner dropdown), Law Enforcement Involved (Yes/No radio buttons, CSB/Law Outcome dropdown), and Force (Type of Force and Level of Force dropdowns, Describe Type Force and Describe Victim Reaction text boxes). A dropdown menu for 'Type Restraints Used' is open, showing options: Time Out, Time Out Room, Physical, Chemical, Mechanical, and Withheld Food/Rewards. The dropdown is highlighted with a red box.

- Select the restraint used in the “Type Restraints Used” drop down.
- The definitions of each type of restraint can be found in the appendix at the end of this manual.

Home

Application

- New MUI
- Schedule Leave
- Abuser Registry

Find

Tools

Documentation

Incident Number: 2008-025-0028 **ACTIVE**

Owner: Franklin County

Version: 2 of 2

Go To Version

Save MUI

Email:

-- Email Reason --

Email MUI

MUI | **Data Info** | Consumer | Prov | Others | Inves | Sum | Notice | Actions | Review | Email

Supervision

No detailed level defined within plan

Met

Not Met

Other Details

Behavior Support Plan for

Yes

No

Unapproved manner

Restrained By:

Type of Injury As Result of Restraint

Location on Body:

Law Enforcement Involved

Yes  No

-- CSB/Law Outcome --

Force (Category Specific)

-- Type of Force --

-- Level of Force --

Describe Type Force:

Describe Victim Reaction:

Physical

-- Type Restraint --

Prone

Supine

Escort

Wheelchair Escort

Carry

Egress

Held Extremity

Basket Hold

Other

- If the restraint was physical, please indicate what type in the “Type Restraint” drop down.
- Definitions of the choices are found in the appendix located at the end of this manual.

Home

Application

- New MUI
- Schedule Leave
- Abuser Registry

Find

Tools

Documentation

Incident Number: 2008-025-0028 **ACTIVE**

Owner: Franklin County

Version: 2 of 2

Go To Version

Save MUI

Email: \_\_\_\_\_

-- Email Reason --

Email MUI

MUI | **Data Info** | Consumer | Prov | Others | Inves | Sum | Notice | Actions | Review | Email

Supervision

No detailed level defined within plan

Met

Not Met

Other Details

Behavior Support Plan for

Yes

No

Unapproved manner

Physical

-- Type Restraint --

Restrained From

\_\_\_\_\_ to \_\_\_\_\_ mins

Restrained By:

Type of Injury As Result of Restraint

Location on Body:

Law Enforcement Involved

Yes  No

-- CSB/Law Outcome --

-- Type of Offense --

-- Law Action --

Force (Category Specific)

-- Type of Force --

-- Level of Force --

Describe Type Force:

Describe Victim Reaction:

- Enter the amount of time the restraint was used in the boxes under “Restrained From.” The time entered can be measured in seconds, minutes or hours and can be changed by selecting the drop down arrow.
- Enter the title of the person who restrained the individual in the box next to “Restrained By:” – choices include, but are not limited to, staff, administrative staff, workshop staff, family and police.
- If applicable, indicate the type of injury as a result of the restraint and the location on the individual’s body; otherwise, mark as N/A.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application**
- New MUI
- Schedule Leave
- Abuser Registry
- Find**
- Tools**
- Documentation**

Incident Number: 2008-025-0028 **ACTIVE**      Version: 2 of 2

Owner: Franklin County           

Email:       -- Email Reason --

MUI **Data Info** Consumer Prov Others Inves Sum Notice Actions Review Email

**Supervision**

No detailed level defined within plan       Met       Not Met      Other Details

---

**Behavior Support Plan for**

Yes       No      Physical      Restrained By: Direct Care Staff

-- Restraint Reason --      -- Type Restraint --      Type of Injury As Result of Restraint: None

1 to 2 mins      Location on Body: N/A

---

**Law Enforcement Involved**

Yes       No      -- Type of Offense --      -- Law Action --

-- CSB/Law Outcome --      -- Level of Force --

Notification (no action)  
Took Report  
Investigated

Describe Type Force:

Describe Victim Reaction:

- The next section under “Data Info” is “Law Enforcement Involved.”
- Select yes or no and then choose the outcome from the “CSB/Law Outcome” dropdown.
- The “Type of Offense” and “Law Action” drop downs are optional.

Home

Application

- New MUI
- Schedule Leave
- Abuser Registry

Find

Tools

Documentation

Incident Number: 2008-025-0028 **ACTIVE**

Owner: Franklin County

Version: 2 of 2

Go To Version

Save MUI

Email: \_\_\_\_\_

-- Email Reason --

Email MUI

MUI **Data Info** Consumer Prov Others Inves Sum Notice Actions Review Email

Supervision

No detailed level defined within plan

Met

Not Met

Other Details

Behavior Support Plan for

Yes

No

-- Restraint Reason --

Physical

-- Type Restraint --

Restrained From

1 to 2 mins

Restrained By: Direct Care Staff

Type of Injury As Result of Restraint

None

Location on Body: N/A

Law Enforcement Involved

Yes  No

Notification (no action)

-- Type of Offense --

-- Law Action --

Force (Category Specific)

-- Type of Force --

-- Type of Force --

Slap/Hit

Grab

Pull

Push

Punch

Bite

Thrown Object

Other

Kick

-- Level of Force --

- The last section under “Data Info” is category specific, based on the decided category of the MUI. In this example, the decided category is physical abuse, so the level and type of force are the data elements collected.
- Select the type of force from the drop down. Examples are listed in the Appendix at the end of this manual.

- Home
- Application
  - New MUI
  - Schedule Leave
  - Abuser Registry
- Find
- Tools
- Documentation

Incident Number: 2008-025-0028 **ACTIVE**      Version: 2 of 2  
Owner: Franklin County      Go To Version      Save MUI

Email: \_\_\_\_\_      -- Email Reason --      Email MUI

MUI | **Data Info** | Consumer | Prov | Others | Inves | Sum | Notice | Actions | Review | Email

**Supervision**

No detailed level defined within plan       Met       Not Met      Other Details

**Behavior Support Plan for**

Yes       No      Physical      -- Type Restraint --  
-- Restraint Reason --      Restrained From      Restrained By: Direct Care Staff  
1 to 2 mins      Type of Injury As Result of Restraint: None  
Location on Body: N/A

**Law Enforcement Involved**

Yes       No      -- Type of Offense --      -- Law Action --  
Notification (no action)

**Force (Category Specific)**

Slap/Hit      -- Level of Force --  
Describe Type Force: \_\_\_\_\_  
Describe Victim Reaction: \_\_\_\_\_  
There was injury  
There was potential for injury  
Other

- Next, indicate the level of force and enter a brief description of the type of force and the victim's reaction in the appropriate boxes.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application
  - New MUI
  - Schedule Leave
  - Abuser Registry
- Find
- Tools
- Documentation

Incident Number: 2008-025-0028 <b>ACTIVE</b>	Version: 2 of 2	<input type="button" value="Save MUI"/>
Owner: Franklin County	<input type="button" value="Go To Version"/>	
Email: <input type="text"/>	-- Email Reason --	<input type="button" value="Email MUI"/>

MUI | **Data Info** | Consumer | Prov | Others | Inves | Sum | Notice | Actions | Review | Email

**Supervision**

No detailed level defined within plan	<input checked="" type="radio"/> Met <input type="radio"/> Not Met	Other Details <input type="text"/>
---------------------------------------	---	---------------------------------------

**Behavior Support Plan for**

<input type="radio"/> Yes <input checked="" type="radio"/> No Unapproved manner	Physical Held Extremity Restrained From 1 to 2 mins	Restrained By: Direct Care Staff Type of Injury As Result of Restraint None Location on Body: N/A
---	--	--

**Law Enforcement Involved**

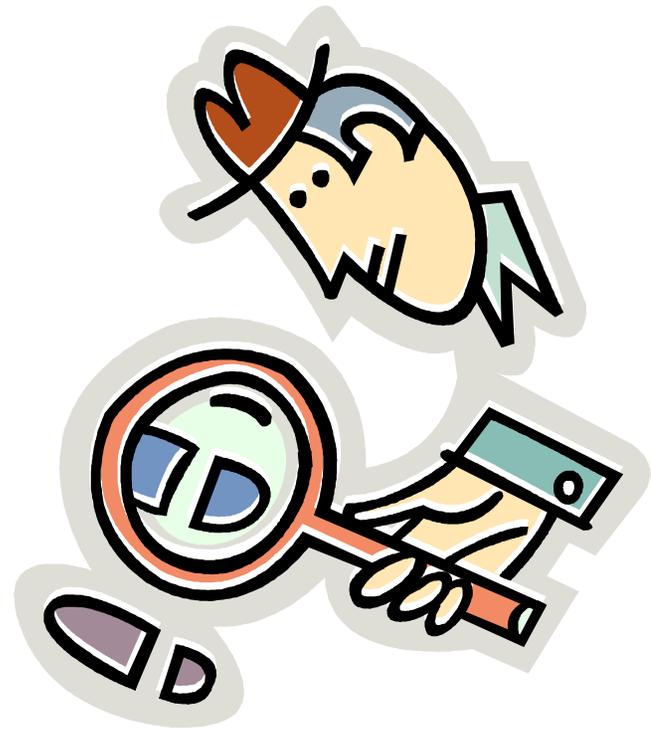
<input type="radio"/> Yes <input checked="" type="radio"/> No Notification (no action)	-- Type of Offense --	-- Law Action --
---	-----------------------	------------------

**Force (Category Specific)**

Slap/Hit	There was potential for injury
Describe Type Force: the PPI used an open hand to strike the individual	
Describe Victim Reaction: the individual's head jerked back, he looked stunned, and ran away, cursing	

- This is an example of what a completed Data Info section for physical abuse might look like.

Investigator



The screenshot displays the Incident Tracking System (ITS) interface. On the left, there is a navigation menu with sections: Home, Application (containing New MUI, Schedule Leave, Abuser Registry), Find, Tools, and Documentation. The main content area shows an incident record for Incident Number 2008-025-0028, which is ACTIVE. The owner is Franklin County. The interface includes tabs for MUI, Data Info, Consumer, Prov, Others, Inves (selected), Sum, Notice, Actions, Review, and Email. Below the tabs, there is a dropdown menu for 'Investigator' with a red box highlighting the list of options: -- Investigator --, Investigative Agent, Law Enforcement, CSB, ODH, ODJFS Homecare Waiver, DODD (highlighted), and Provider. To the right of the dropdown, there are fields for Name and Entity, and a 'Find Investigator' button. Below these fields, there is a note: 'Disabled Unless Investigator is Investigative Agent or ODMRDD \*'. At the bottom, there is a box labeled 'Current Investigators (Click to Remove)'.

- The next required section is under “Invest.”
- Select who conducted the actual investigation from the “Investigator” drop down.

The screenshot shows the Incident Tracking System (ITS) interface. On the left is a navigation menu with sections: Home, Application (containing New MUI, Schedule Leave, Abuser Registry), Find, Tools, and Documentation. The main content area displays incident details for Incident Number 2008-025-0028, which is ACTIVE. The owner is Franklin County. There are buttons for 'Go To Version', 'Save MUI', and 'Email MUI'. Below this is a tabbed interface with tabs for MUI, Data Info, Consumer, Prov, Others, Inves (selected), Sum, Notice, Actions, Review, and Email. The 'Inves' tab contains a form with 'Investigative Agent' and 'Name' fields. The 'Entity' dropdown menu is open, showing options: '- Any Group -', '- Any Group -', and 'Franklin County Group'. The 'Franklin County Group' option is highlighted. A 'Find Investigator' button is located to the right of the dropdown menu. Below the form are two buttons: 'Add Investigator (Click To Add)' and 'Current Investigators (Click to Remove)'.

- If an Investigative Agent completed the investigation, the IA's name is entered by accessing the list of Investigators and is a required field.
- To find an investigator, go to the "Entity:" drop down and click on the "Group" the investigator belongs to. In this example, Franklin County has access to only the Franklin County group and only the Franklin County administrator can add or delete names from this group (See also Administrative Functions).
- After selecting the group, click on "Find Investigator."

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

**Application**

New MUI

Schedule Leave

Abuser Registry

**Find**

**Tools**

**Documentation**

Incident Number: 2008-025-0028 **ACTIVE**      Version: 2 of 2

Owner: Franklin County           

Email:       -- Email Reason --

MUI | Data Info | Consumer | Prov | Others | **Inves** | Sum | Notice | Actions | Review | Email

Investigative Agent:  Name:  Entity: Franklin County Group

Add Investigator  
(Click To Add)

Group	First Name	Last Name
Franklin County Group	Lee	Childs
Franklin County Group	Jennifer	Johansson
Franklin County Group	Debbie	McGuire

Current Investigators  
(Click to Remove)



- To select an investigator, click on their name and it will appear under “Current Investigators.”
- Additional names can be added by clicking on them one at a time.
- To remove an investigator’s name from the “Current Investigators” list, click on it and it will move back to the left hand side.

# Entering the Final Report



# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application**
- New MUI
- Schedule Leave
- Abuser Registry
- Find**
- Tools**
- Documentation**

Incident Number: 2008-025-0028 **ACTIVE**

Owner: Franklin County

Email:

Version: 2 of 2

Go To Version

-- Email Reason --

Save MUI

Email MUI

MUI
Data Info
Consumer
Prov
Others
Inves
Sum
Notice
Actions
Review
Email

**New Comment**

-- Select Comment Type --  Response:

Comment Type	Created Date	Reply Received
Initial Report	12/15/2008	
Immediate Action	12/15/2008	

- The final MUI report is entered under the “Sum” section, which is where all the text information on the MUI is located.
- This screen allows access to information that has already been entered and is also where new information can be entered.
- In this example, the MUI already has an initial report and an immediate actions entered as shown by the box in the lower right hand corner of the page; the box also includes the date each was created.
- When a reply is received (for questions only), that date will be listed in the “Reply Received” column.
- To view an entry, simply click on the name of the comment under “Comment Type.”

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application**
- New MUI
- Schedule Leave
- Abuser Registry
- Find**
- Tools**
- Documentation**

Incident Number: 2008-025-0028 **ACTIVE**      Version: 2 of 2

Owner: Franklin County           

Email:       -- Email Reason --

MUI   Data Info   Consumer   Prov   Others   Inves   **Sum**   Notice   Actions   Review   Email

**New Comment**

-- Select Comment Type --      Response:      

-- Select Comment Type --

- Cause And Contributing Factors
- Children's Services Results
- Closing Remarks
- Criminal Investigation Results
- DODD Action
- Extension Request Update
- Final Report
- Findings and Conclusions
- Immediate Action
- Initial Report
- Interim Report
- Job and Family Services Remarks
- Licensure Remarks
- Physician Remarks
- Prevention Plan
- Question
- Witness Statement

Comment Type	Created Date	Reply Received
Initial Report	12/15/2008	
Immediate Action	12/15/2008	



- All comments that can be entered are listed under the “Select Comment Type” drop down.
- Selecting “Final Report” includes all the elements required for an investigation report and eliminates the need to save each section separately.
- The REQUIRED sections of a final report include:
  - Cause and contributing factors;
  - Findings and conclusions; and
  - Prevention plan.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

New MUI

Schedule Leave

Abuser Registry

Find

Tools

Documentation

Incident Number: 2008-025-0028 ACTIVE

Owner: Franklin County

Version: 2 of 2

Go To Version

Save MUI

Email:

-- Email Reason --

Email MUI

MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

**New Comment**

Final Report Response: **Add**

Comment Type	Created Date	Reply Received
Initial Report	12/15/2008	
Immediate Action	12/15/2008	

List of persons interviewed and documents reviewed

Summary of interviews and documents reviewed

Findings and Conclusions

Causes and Contributing Factors

Prevention Measures

- Enter the information for each section of the final report directly into the appropriate box and then selecting “Add.”
- Each box has to have text before it will save.
- Do not leave blank spaces or lines at the beginning of each box or it will not save.

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

New MUI

Schedule Leave

Abuser Registry

Find

Tools

Documentation

Incident Number: 2008-025-0028 ACTIVE

Owner: Franklin County

Version: 2 of 2

Go To Version

Save MUI

Email:

-- Email Reason --

Email MUI

MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

**New Comment**

Final Report Response: Add

List of persons interviewed and documents reviewed

Comment Type	Created Date	Reply Received
Immediate Action	12/15/2008	
Initial Report	12/31/2008	
Question	1/2/2009	Yes
Question	1/2/2009	No

Summary of interviews and documents reviewed

Joe said he saw Josh hit Daniel, etc.

Daniel said that he must have made Josh mad and he didn't mean to do that and that he was sorry he made Josh mad enough to hit him.

Findings and Conclusions

It appears that Josh did lose his cool and smack Daniel in the mouth with no injury resulting from the incident. The allegation of physical abuse is substantiated.

Causes and Contributing Factors

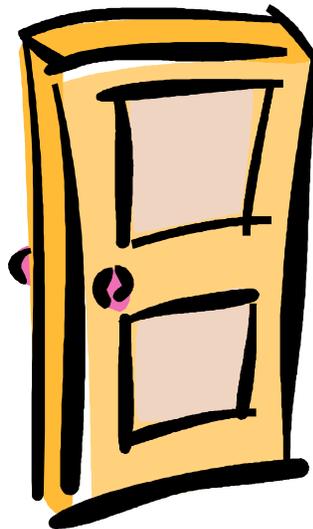
Daniel had been picking on his roommate all day and Josh was not familiar with Daniels plan.

Prevention Measures

All staff in the home have been retrained on methods to redirect Daniel when he picks on his roommate. PPI was terminated from employment.

- After all the information has been entered and added, it can be accessed from the box listing all Comment Types.
- Because the sections are listed separately, the information can now easily be reviewed for trends and patterns.

# **Case Substantiation and Recommending a Case for Closure**



# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application**
- New MUI
- Schedule Leave
- Abuser Registry
- Find**
- Tools**
- Documentation**

Incident Number: 2008-025-0028 **ACTIVE**
Version: 2 of 2

Owner: Franklin County
Go To Version
Save MUI

Email: 
-- Email Reason --
Email MUI

MUI Data Info Consumer Prov Others Inves Sum Notice Actions Review Email

**Substantiations**

- Category -  - Subst Cat 2 -  - Type -

- Category -
- Alleged Abuse - PHYSICAL
- Alleged Abuse - SEXUAL
- Alleged Abuse - VERBAL
- Alleged Neglect
- Exploitation
- Failure To Report
- Misappropriation
- Peer-to-Peer Acts
- Prohibited Sexual Relations
- Rights Code Violation

Done By	
<input type="text"/>	<input type="button" value="Recommend Closure"/>
<input type="text"/>	

- Under the “Actions” section and the “Category” drop down below “Substantiations,” choose the decided category and then access the “Subst Cat 2” drop down to indicate the next drop down under the category and then access “Type” to indicate whether it is substantiated, insufficient evidence or unfounded.

Home

Application

- New MUI
- Schedule Leave
- Abuser Registry

Find

Tools

Documentation

Incident Number: 2008-025-0028 **ACTIVE**

Owner: Franklin County

Version: 2 of 2

Go To Version

Save MUI

Email:

-- Email Reason --

Email MUI

MUI | Data Info | Consumer | Prov | Others | Inves | Sum | Notice | **Actions** | Review | Email

**Substantiations**

Alleged Abuse - VERBAL | Staff | Substantiated | Add

	Incident Category	Incident Category	Substantiation Type	Date Added	Added By
Delete	Alleged Abuse - PHYSICAL	Staff	Insufficient evidence	12/28/2009 4:15:36 PM	Debbie McGuire
Delete	Alleged Abuse - VERBAL	Staff	Substantiated	12/28/2009 4:15:48 PM	Debbie McGuire

**Closure**

Date

Done By

Recommend Closure:

Closed:

Recommend Closure

**Mark MUI**

Flag MUI

**Manage MUI**

ASSIGN MUI

- Each substantiation must be added individually by selecting the “Add” button after each entry. For this example, Physical Abuse is unsubstantiated and verbal abuse is substantiated.
- The information can be deleted by selecting the “Delete” option located to the left of the “Incident Category.”
- Next, click on the “Recommend Closure” button.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

**Application**

New MUI

Schedule Leave

Abuser Registry

**Find**

**Tools**

**Documentation**

Incident Number: 2008-025-0028 **ACTIVE**      Version: 2 of 2

Owner: Franklin County      Go To Version

Email:       -- Email Reason --      Save MUI

Email MUI

MUI | Data Info | Consumer | Prov | Others | Inves | Sum | Notice | **Actions** | Review | Email

**Substantiations**

Alleged Abuse - VERBAL      Substantiated      Add

	Incident Category	Substantiation Type	Date Added	Added By
<a href="#">Delete</a>	Alleged Abuse - PHYSICAL	Insufficient evidence	12/31/2008 3:45:12 PM	Debbie L McGuire
<a href="#">Delete</a>	Alleged Abuse - VERBAL	Substantiated	12/31/2008 3:45:20 PM	Debbie L McGuire

**Closure**

Date	Done By
Recommend Closure: 12/31/2008	Debbie L McGuire
Closed: <input type="text"/>	<input type="text"/>

Close MUI

**Mark MUI**

Flag MUI

**Manage MUI**

ASSIGN MUI

- In this example, when the MUI was recommended for closure, the incident status on the initial screen will change from open information pending to open recommend closure.
- The date and name of the person who recommended it for closure was automatically entered.

- Home
- Application
  - New MUI
  - Schedule Leave
  - Abuser Registry
- Find
- Tools
- Documentation

Incident Number: 2008-025-0029 <b>ACTIVE</b>	Version: 1 of 1	Save MUI
Owner: Franklin County	Go To Version	
Email: <input type="text"/>	-- Email Reason --	Email MUI

- MUI
- Data Info
- Consumer
- Prov
- Others
- Inves
- Sum
- Notice
- Actions
- Review
- Email

-----MUI NOT SAVED - BELOW ARE THE REASONS WHY!-----

- o Decided Category (1st DropDown) Cannot Be Left Blank!
- o BSP Plan Selection Needs to be Made!
- o Investigator Type Selection must be made!
- o Prevention Plan Has Not Been Entered for MUI - Cannot Recommend Closure!
- o Cause And Contributing Factors Has Not Been Entered for MUI - Cannot Recommend Closure!
- o Findings and Conclusions Has Not Been Entered for MUI - Cannot Recommend Closure!
- o Final Report Has Not Been Entered for MUI - Cannot Recommend Closure!

- When attempting to recommend a case for closure and some required fields have not been entered, an error message will appear listing the specific reason(s).
- To correct the error, add any missing information in the appropriate section(s) and then recommend the incident for closure again.
- Entries do not need to be saved separately. As long as the “Add” button is used when entering statements, PPI information and Substantiation, the information will save upon recommending closure.

# Questions/Responses



Home

**Application**

- New MUI
- Schedule Leave
- Abuser Registry

**Find**

**Tools**

**Documentation**

Incident Number: 2008-025-0028 **ACTIVE**

Owner: Franklin County

Version: 2 of 2

Go To Version

Save MUI

Email:

-- Email Reason --

Email MUI

MUI | Data Info | Consumer | Prov | Others | Inves | **Sum** | Notice | Actions | Review | Email

**New Comment**

-- Select Comment Type --

Response:

Add

Comment Type	Created Date	Reply Received
Immediate Action	12/15/2008	
Initial Report	12/31/2008	
Final Report	12/31/2008	
Findings and Conclusions	12/31/2008	
Prevention Plan	12/31/2008	
Cause And Contributing Factors	12/31/2008	
Question	1/2/2009	No



- In this example, a question has been entered by the regional manager and the individual who entered this MUI has received an automatic email notification of the question.
- To answer the question, go to the “Sum” section and a box listing all the comments for the MUI will appear in the lower right hand corner of the screen; click on the word “Question” listed in the first column.

- Home
- Application**
  - New MUI
  - Schedule Leave
  - Abuser Registry
- Find**
- Tools**
- Documentation**

Incident Number: 2008-025-0028 **ACTIVE**      Version: 2 of 2  
 Owner: Franklin County      Go To Version      Save MUI  
 Email: \_\_\_\_\_      -- Email Reason --      Email MUI

- MUI
- Data Info
- Consumer
- Prov
- Others
- Inves
- Sum**
- Notice
- Actions
- Review
- Email

**New Comment**

Response: \_\_\_\_\_      Response: \_\_\_\_\_      **Add**

New Response

Current Comment      Non-Responsive      Send Email

< Question >  
 What is the working status of the PPI?  
 < Debbie McGuire on 1/2/2009 >

Delete Current Statement      Response Due: 1/9/2009 12:00

Comment Type	Created Date	Reply Received
Immediate Action	12/15/2008	
Initial Report	12/31/2008	
Final Report	12/31/2008	
Findings and Conclusions	12/31/2008	
Prevention Plan	12/31/2008	
Cause And Contributing Factors	12/31/2008	
Question	1/2/2009	No

- The question will appear in a comment box along with the date the response is due.
- To answer the question, type the response in the “New Response” text box and then click “Add.”

The screenshot displays the Incident Tracking System (ITS) interface. On the left is a navigation menu with categories: Home, Application (New MUI, Schedule Leave, Abuser Registry), Find, Tools, and Documentation. The main content area shows incident details for 'Incident Number: 2008-025-0028 ACTIVE' with owner 'Franklin County'. Below this is a 'New Comment' form with a 'Response' dropdown, a text input field containing 'No he was terminated.', and an 'Add' button. A 'Current Comment' section shows a question: 'What is the working status of the PPI?' and a response: 'No he was terminated.' A red arrow points to the response text. To the right is a table of comment history.

Comment Type	Created Date	Reply Received
Immediate Action	12/15/2008	
Initial Report	12/31/2008	
Final Report Findings and Conclusions	12/31/2008	
Prevention Plan	12/31/2008	
Cause And Contributing Factors	12/31/2008	
Question	1/2/2009	No

- The response entered will appear below the question and an automatic email notification is sent to the regional manager informing them of the response.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application
  - New MUI
  - Schedule Leave
  - Abuser Registry
- Find
- Tools
- Documentation

Incident Number: 2008-025-0028 **ACTIVE**      Version: 2 of 2  
 Owner: Franklin County      Go To Version      Save MUI  
 Email:       -- Email Reason --      Email MUI

MUI   Data Info   Consumer   Prov   Others   Inves   **Sum**   Notice   Actions   Review   Email

**New Comment**

-- Select Comment Type --      Response:       Add

Comment Type	Created Date	Reply Received
Immediate Action	12/15/2008	
Initial Report	12/31/2008	
Final Report	12/31/2008	
Findings and Conclusions	12/31/2008	
Prevention Plan	12/31/2008	
Cause And Contributing Factors	12/31/2008	
Question	1/2/2009	Yes
Question	1/2/2009	No



- If there is more than one question, each one is listed along with the date created.
- After a question is answered, the “Reply Received” column changes to “Yes” so questions and replies can be tracked.

# How to Find an MUI



## Incident Tracking System (ITS)

Welcome Debbie L McGuire 4:25:35 PM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

Find

- MUI
- PPI
- Provider

Tools

Documentation

**User Logged On:** Debbie L McGuire  
**Group:** All Counties Group  
**Access Privileges:** Create/Modify Abuser Registry Admin  
**Email:** debbie.mcguire@dodd.ohio.gov



### Quick Links

Flagged MUIs (last 180 days)

Assigned Tasks (last 180 days)

Any Task Due 120 Days Ago/Forward

- Click on the + sign to the left of the word “Find.” This menu can be accessed at any time while logged in to ITS; however, if an MUI is being entered and has not yet been saved, any information entered will be lost.
- Select “MUI.”

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 4:30:08 PM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home	<b>MUI#:</b> <input type="text"/>				<b>Consumer Name:</b> <input type="text"/>		<b>Individual#:</b> <input type="text"/>		<b>Medicaid#:</b> <input type="text"/>	
Application	-- Any Location 1 -- ▼		<b>MUI Date Start:</b> <input type="text"/>		<b>MUI Date End:</b> <input type="text"/>		- Any County/DC - ▼		<b>Order By:</b> MUI Number ▼	
Find	-- Any Location 2 -- ▼		- Any Date Type - ▼		- Any Category - ▼		Decided/Alleged ▼		-- Dir Alert. - Any -- ▼	
MUI	- Any Status - ▼		-- Any Invest Type -- ▼		# Recurring: <input type="text"/>		Active ▼		Find MUIs	
PPI										
Provider										
Tools										
Documentation										

- Search for an MUI using any of the fields on the screen above.
- MUIs can be searched by the following criteria:
  - MUI number (any part of it).
  - Any part of a consumer's name, their IDS number or Medicaid #.
- When using part of a name as search criteria, the results will include anywhere those letters are in the name. For instance, "Deb" will find Debbie, Debra, Deborah, Deboard, Debit, etc.
- The search will return only the first 200 results. If that occurs, you will need to refine the search data.

The screenshot shows the search interface of the Incident Tracking System (ITS). On the left is a sidebar with navigation options: Home, Application, Find, MUI, PPI, Provider, Tools, and Documentation. The main search area contains several input fields and dropdown menus for filtering results. A dropdown menu for 'Any Date Type' is open, showing options like Incident, Discovery, Created, Final Due, LastUpdate, Closed, Rec. Closure, and various notification options. A red arrow points to the 'Any County/DC' dropdown menu.

- MUIs can also be sorted by date type. For example, to sort by created date, select “Created” from the “Any Date Type” drop down and then enter the date range in the “MUI Date Start” and the “MUI Date End” boxes.
- The search could be further refined to include a specific county/DC if you had access to more than one.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:15:36 AM

MUI UNIT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot shows the search interface of the Incident Tracking System (ITS). On the left is a sidebar with navigation options: Home, Application, Find, MUI, PPI, Provider, Tools, and Documentation. The main search area contains several input fields and dropdown menus:

- MUI#:** [Text input]
- Consumer Name:** [Text input]
- Individual#:** [Text input]
- Medicaid#:** [Text input]
- Location 1:** -- Any Location 1 -- [Dropdown]
- Location 2:** -- Any Location 2 -- [Dropdown]
- Date Type:** - Any Date Type - [Dropdown]
- MUI Date Start:** [Text input]
- MUI Date End:** [Text input]
- Category:** - Any Category - [Dropdown]
- Dir Alert:** - Dir Alert. - Any -- [Dropdown]
- Order By:** MUI Number [Dropdown]
- Status:** - Any Status - [Dropdown menu is open, showing options: All Open, Open with Information Pending, Open With Information Submitted, Open with Questions, Open With Response Submitted, Closed with Recommendations, **Closed**, Closed by Intake Mgmt, Flagged for Abuse Registry]
- Active:** Active [Dropdown]
- Find MUIs:** [Button]

Two red arrows point to the 'MUI Date Start' and 'MUI Date End' fields.

- MUIs can also be searched by the current status. For instance, to list only those incidents that are Open with Questions, select that status on the “Any Status” drop down and enter the date range in the same boxes similar to a date type search.

Home	<b>MUI#:</b> <input type="text"/>	<b>Consumer Name:</b> <input type="text"/>	<b>Individual#:</b> <input type="text"/>	<b>Medicaid#:</b> <input type="text"/>
<b>Application</b>	Non-County Operated Program	<b>MUI Date Start:</b> <input type="text"/>	<b>MUI Date End:</b> <input type="text"/>	<b>Order By:</b> MUI Number
<b>Find</b>	- Any Location 2 - - Any Location 2 - Adult Day Care Community Day Program Other Residence Senior Program Transportation/Bus/Van/Automobile Workshop	- Any Category - Decided/Alleged	- Any County/DC -	-- Dir Alert. - Any -- Active
<b>MUI</b>		# Recurring: <input type="text"/>		<input type="button" value="Find MUIs"/>
<b>PPI</b>				
<b>Provider</b>				
<b>Tools</b>				
<b>Documentation</b>				

- MUIs can also be searched by location. If, for instance, you want to see only MUIs that occurred at workshops at Non-County Operated Programs, you could get a list of them by entering in the location fields and start and end dates.

**Incident Tracking System (ITS)**

Welcome Debbie L McGuire 10:51:33 AM

MUI UNIT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

<ul style="list-style-type: none"> <li>Home</li> <li>Application</li> <li>Find             <ul style="list-style-type: none"> <li>MUI</li> <li>PPI</li> <li>Provider</li> </ul> </li> <li>Tools</li> <li>Documentation</li> </ul>	<b>MUI#:</b> <input type="text"/>	<b>Consumer Name:</b> <input type="text"/>		<b>Individual#:</b> <input type="text"/>	<b>Medicaid#:</b> <input type="text"/>
	-- Any Location 1 -- <input type="text"/>	<b>MUI Date Start:</b> <input type="text"/>	<b>MUI Date End:</b> <input type="text"/>	- Any County/DC - <input type="text"/>	<b>Order By:</b> MUI Number
	- Any Location 2 - <input type="text"/>	- Any Date Type - <input type="text"/>	- Any Category - * Appendix A MUIs * * Appendix B MUIs * Alleged Neglect Exploitation Misappropriation Attempted Suicide <b>Missing Individual</b> Law Enforcement Medical Emergency Death Unapproved Behavior Support Rights Code Violation Unscheduled Hospitalization Failure To Report Prohibited Sexual Relations Injury (Unknown) Peer-to-Peer Acts Injury (Known) Alleged Abuse - PHYSICAL Alleged Abuse - SEXUAL Alleged Abuse - VERBAL	- Dir Alert. - Any -- <input type="text"/>	<input type="button" value="Find MUIs"/>
	- Any Status - <input type="text"/>	-- Any Invest Type -- <input type="text"/>	-- Dir Alert. - Any -- Active	<input type="button" value="Find MUIs"/>	

- MUIs can also be sorted by Category.
- It is best to enter a date type and start/end dates so the search will not be overly cumbersome to the system.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 11:00:07 AM

MUI UNIT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home	<b>MUI#:</b> <input type="text"/>	<b>Consumer Name:</b> <input type="text"/>	<b>Individual#:</b> <input type="text"/>	<b>Medicaid#:</b> <input type="text"/>
<b>Application</b>	-- Any Location 1 -- ▼	<b>MUI Date Start:</b> <input type="text"/>	<b>MUI Date End:</b> <input type="text"/>	<b>Order By:</b> MUI Number ▼
<b>Find</b>	- Any Location 2 - ▼ - Any Date Type - ▼	- Any Category - ▼ Decided/Alleged ▼	- Any County/DC - ▼ -- Dir Alert. - Any -- ▼ Active ▼	MUI Number Name Category <input type="button" value="Find MUIs"/>
<b>Tools</b>	- Any Status - ▼	# Recurring: <input type="text"/>		
<b>Documentation</b>	-- Any Invest Type -- ▼			

- During any search you can also define the sort order by MUI number, consumer Name, or incident Category.

Home

Application

Find

MUI

PPI

Provider

Tools

Documentation

MUI#:	Consumer Name:	Individual#:	Medicaid#:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-- Any Location 1 --	MUI Date Start:	MUI Date End:	- Any County/DC -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-- Any Location 2 --			Order By:
<input type="text"/>			MUI Number
- Any Date Type -			
<input type="text"/>			
- Any Status -	- Any Category -		
<input type="text"/>	<input type="text"/>		
	Decided/Alleged	-- Dir Alert. - Any --	
	<input type="text"/>	<input type="text"/>	
-- Any Invest Type --	# Recurring.	Active	Find MUIs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- MUIs can also be sorted by decided/alleged categories or either one separately; for any director's alerts, by investigator type, and by number of MUIs.
- The "Active" drop down can be changed to inactive to view those MUIs that have been deleted or marked as a UI.

- Home
- Application
- Find
  - MUI
  - PPI
  - Provider
- Tools
- Documentation

<b>MUI#:</b> <input type="text"/>	<b>Consumer Name:</b> <input type="text"/>	<b>Individual#:</b> <input type="text"/>	<b>Medicaid#:</b> <input type="text"/>
-- Any Location 1 -- <input type="text"/>	<b>MUI Date Start:</b> 11/1/09	<b>MUI Date End:</b> 11/30/09	<b>Order By:</b> Name
-- Any Location 2 -- <input type="text"/>	-- Any Date Type -- <input type="text"/>	- Any County/DC - <input type="text"/>	
- Any Status - <input type="text"/>	- Any Category - Decided/Alleged	-- Dir Alert. - Any -- Active	
-- Any Invest Type -- <input type="text"/>	# Recurring: 4	<input type="text"/>	<input type="button" value="Find MUIs"/>

Records Found: 55

Incident Number	Category	Last Name	First Name	Discovery	Final Due
2009-025-1295	Unapproved Behavior Support			10/2 /2009	11/16/2009
2009-025-1371	Injury (Known)			10/20/2009	12/3 /2009
2009-025-1384	Injury (Unknown)			10/23/2009	12/7 /2009
2009-025-1448	Alleged Abuse - PHYSICAL			11/2 /2009	12/16/2009
2009-025-1454	Attempted Suicide			11/4 /2009	1 /15/2010
2009-025-1493	Attempted Suicide			11/13/2009	12/28/2009
2009-025-1532	Missing Individual			11/23/2009	1 /7 /2010
2009-025-1535	Unscheduled Hospitalization			11/24/2009	1 /8 /2010
2009-009-0453	Missing Individual			11/5 /2009	12/21/2009
2009-009-0468	Missing Individual			11/15/2009	12/30/2009

1 2 3 4 5 6

- By using the # Recurring option, you can get a list of individuals with a certain number of MUIs within a time frame. This example also had the MUIs listed by name so that I could see incidents belonging to individuals with 4 or more MUIs in a one month time frame.

Home

Application

Find

MUI

PPI

Provider

Tools

Documentation

<b>MUI#:</b> <input type="text"/>	<b>Consumer Name:</b> <input type="text"/>	<b>Individual#:</b> <input type="text"/>	<b>Medicaid#:</b> <input type="text"/>
-- Any Location 1 -- - Any Location 2 - Created	<b>MUI Date Start:</b> 12/28/09	<b>MUI Date End:</b> <input type="text"/>	- Any County/DC -
Open with Questions	- Any Category - Decided/Alleged	-- Dir Alert. - Any -- Active	<b>Order By:</b> MUI Number
-- Any Invest Type --	# Recurring: <input type="text"/>		<input type="button" value="Find MUIs"/>

Records Found: 7

Incident Number	Category	Last Name	First Name	Discovery	Final Due
2009-012-0339	Unscheduled Hospitalization			12/26/2009	2/10/2010
2009-012-0340	Unscheduled Hospitalization			12/28/2009	2/10/2010

- After the search is performed, clicking on an incident number will open that specific MUI.
- To return to this search screen after reviewing an incident, use the web browser “back” button.

# Searching for a PPI



## Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application MUI:  PPI:  -- Any Stage --

Find -- Any Date --

MUI  to

PPI  - All Categories -

Provider  -- Any/None Substantiation Type --

Tools

Documentation

- Type in First Name, Last Name or Both. Either may be partial.
- For example: If the DataBase Includes Names Such As Bobby Doe, Jane Doe, Bobby White, Peter Jones
- By typing in Bobby, you would return all individuals who had either Bobby in their first or their lastname...in this case 2.
- By typing in Bob D, you would only get Bobby Doe.
- By typing in Doe, you'd get both people with the lastname of Doe and if there were any, those with the firstname of Doe too.
- Leave Registry Date Fields Blank to Search Whole Registry Regardless of Date Placed on Registry!
- Date Dropdown driven by Stage Selection

Place Check Here If You Want to go to MUI Directly!

- MUIs can now be searched by PPI. This can be used to review the status of an abuser registry case or to see if the PPI has been previously listed.
- The search can be conducted By MUI number, if known and all or part of the PPI's name. Dates can also be entered.
- There are additional instructions on the screen to help aid in entering search criteria.

- Home
- Application
- Find
  - MUI
  - PPI
  - Provider
- Tools
- Documentation

MUI:

-- Any Date --

to

PPI:  -- Any Stage --

- All Categories -  -- Any County/DC --

-- Any/None Substantiation Type --

- Type in First Name, Last Name or Both. Either may be partial.
- For example: If the DataBase Includes Names Such As Bobby Doe, Jane Doe, Bobby White, Peter Jones
- By typing in Bobby, you would return all individuals who had either Bobby in their first or their lastname...in this case 2.
- By typing in Bob D, you would only get Bobby Doe.
- By typing in Doe, you'd get both people with the lastname of Doe and if there were any, those with the firstname of Doe too.
- Leave Registry Date Fields Blank to Search Whole Registry Regardless of Date Placed on Registry!
- Date Dropdown driven by Stage Selection

Records Found: 4

Place Check Here If You Want to go to MUI Directly!

Incident Number	Category	PPI Name	Prov. Time of Incident
2008-025-0018	Misappropriation	Josh Zimmerman	Unknown
2008-025-0019	Alleged Abuse - PHYSICAL	Josh Zimmerman	Unknown
2008-025-0028	Alleged Abuse - PHYSICAL	Josh Zimmerman	CHAMPAIGN COUNTY/CEDAR HOME
2008-025-0029	Alleged Abuse - PHYSICAL	Josh Zimmerman	ADD/ADULT RESIDENTIAL FACILITY

- In this example, a search for Josh resulted in all PPI's with the name "Josh."
- PPIs can also be searched by any Abuser Registry stage or any incident category to limit your search.

Home

Application MUI:

Find -- Any Date --

MUI  to

PPI

Provider

Tools

Documentation

PPI: Josh -- Any Stage --

- All Categories -

Substantiated

- Any MDC --

Find PPI



- Type in First Name, Last Name or Both. Either may be partial.
- For example: If the DataBase Includes Names Such As Bobby Doe, Jane Doe, Bobby White, Peter Jones
- By typing in Bobby, you would return all individuals who had either Bobby in their first or their lastname...in this case 2.
- By typing in Bob D, you would only get Bobby Doe.
- By typing in Doe, you'd get both people with the lastname of Doe and if there were any, those with the firstname of Doe too.
- Leave Registry Date Fields Blank to Search Whole Registry Regardless of Date Placed on Registry!
- Date Dropdown driven by Stage Selection

Records Found: 2

Place Check Here If You Want to go to MUI Directly!

Incident Number	Category	PPI Name	Prov. Time of Incident
2008-025-0018	Misappropriation	Josh Zimmerman	Unknown
2008-025-0029	Alleged Abuse - PHYSICAL	Josh Zimmerman	ADD/ADULT RESIDENTIAL FACILITY

- This example shows the same search, but limited to include only those cases substantiated.
- To go directly to the MUI rather than the abuser registry section of this MUI, select the box to the left of the search results before clicking on the incident number.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot shows the ITS interface for incident 2008-025-0029. The left sidebar has a menu where 'Application' is circled in red, containing 'New MUI', 'Schedule Leave', and 'Abuser Registry'. The main content area has tabs for 'MUI', 'Data Info', 'Consumer', 'Prov', 'Others' (selected), 'Inves', 'Sum', 'Notice', 'Actions', 'Review', and 'Email'. Below the tabs is the 'Other Identification' section with fields for Name, Other Type, Direct Care Staff, and Identifying Information. At the bottom, a red box highlights the 'List of Others' section, which contains a PPI for 'Josh Zimmerman - (Social Security Number)' under the 'Unsaved Others' category.

- To go directly to the abuser registry information from a substantiated MUI, click on the “Others” section, expand the “Application” menu by clicking on the “+” sign, choose “Abuser Registry” and a list of PPIs and others for that incident will appear towards the bottom of the screen.
- A message will appear if the case has not yet been substantiated.
- Clicking on the PPI’s name will move you to the abuser registry section of ITS.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

**Application**

Find

Tools

Documentation

Administration

Registry Intake
Receipt of File
Registry Review
Processing
Notice
Service of Notice
Hearing
Affidavit
Final Decision

MUI#	PPI Name	# MUIs w/ PPI	Category	# MUIs w/ PPI and w/ Category
<a href="#">2008-025-0029</a>	Josh Zimmerman	5	Alleged Abuse - PHYSICAL	3

SSN:  DOB:

Alias:

Alias2:

Provider Stds/Cert Date  **Closed Date**

Need More Info Date  Request File Date

- In the abuser registry section of ITS, there are different sections at the top of the page, which represent the various steps in the abuser registry process.
- A case can be closed at any time during the abuser registry review process. In this example, the closed date of 1/2/09 under the “Registry Intake” (first step) section indicates this case will not be considered for the abuser registry.

# Searching for a Provider



## Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

**Find**

- MUI
- PPI
- Provider

Tools

Documentation

Provider Name:

Provider Type: - Select Provider Type -

Contract#:

- Any County -

\*PROVIDER TYPE MUST BE SELECTED BEFORE ANY PROVIDERS CAN BE LOCATED!\*

- To search for a provider, click on the “+” sign to the left of the word “Find” and select “Provider.”
- Enter the provider name (or any part of), select a provider type (this is required!) and, if applicable, contract number or county and click on “Find Provider.”

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application
- Find
  - MUI
  - PPI
  - Provider**
- Tools
- Documentation

**Provider Name:**

**Provider Type:** Certified Provider

**Contract#:**

- Any County -

\*PROVIDER TYPE MUST BE SELECTED BEFORE ANY PROVIDERS CAN BE LOCATED!\*

Provider Name	Provider Number
CHAMP KATHERINE	4636
CHAMPAIGN COUNTY BOARD OF COMMISSIONERS	8684
Champaign County Board of MR/DD	3416
CHAMPAIGN COUNTY ESC	3415
<u>Champaign County General Health Department</u>	6250
<u>CHAMPAIGN RESIDENTIAL SERVICES INC</u>	2989
Champion <small>Click on Provider Name to Show All Facilities for that provider</small>	12795
CHAMPION COUNSELING OFFICE, INC.	7373
CHAMPION LOCAL SCHOOLS	3268
LUCY CHAMPLIN	444

1 2

- In this example, “Champ” was entered (for Champaign Residential Services) and Certified Provider as the Provider Type, which resulted in two pages of results.
- The Provider Number listed to the right of the Provider Name is the number used for the Cognos Report--MUI by facility number.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Home
- Application
- Find
- MUI
- PPI
- Provider**
- Tools
- Documentation

**Provider Name:**

**Provider Type:** Certified Provider

**Contract#:**

**County:** - Any County -

\*PROVIDER TYPE MUST BE SELECTED BEFORE ANY PROVIDERS CAN BE LOCATED!\*

Provider Name	Provider Number	MUI
CHAMP KATHERINE	4636	2002-025-0074
CHAMPAIGN COUNTY BOARD OF COMMISSIONERS	8684	2002-025-0319
Champaign County Board of MR/DD	3416	2002-025-0444
CHAMPAIGN COUNTY ESC	3415	2002-025-0567
Champaign County General Health Department	6250	2002-025-1292
CHAMPAIGN RESIDENTIAL SERVICES INC.	2989	2002-025-1301
Champion City Windows & Siding, LLC	12795	2002-025-1356
CHAMPION COUNSELING OFFICE, INC.	7373	2002-025-1604
CHAMPION LOCAL SCHOOLS	3268	2002-025-1809
LUCY CHAMPLIN	444	2002-025-1866

1 2

1 2 3 4 5

- After selecting the provider to view, a list of all MUIs for that provider will appear to the right of the results.
- For more specific information on the MUIs listed, the provider number could be entered in the Cognos Report – MUI by facility number.

# Extension Requests



# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot displays the Incident Tracking System (ITS) interface. On the left is a navigation menu with sections: Home, Application (New MUI, Schedule Leave, Abuser Registry), Find, Tools, and Documentation. The main content area shows incident details for Incident Number 2008-025-0028, which is ACTIVE. The owner is Franklin County, and it is version 2 of 2. A red arrow points to the 'Request Extension' button in the 'Dates' section. Below this are fields for Reporter, Status (Open with Questions), Root MUI (Referring MUI), and various category dropdowns (Allegation, Decided, Injuries, Location).

Incident Number: 2008-025-0028 <b>ACTIVE</b>		Version: 2 of 2	Save MUI
Owner: Franklin County	Go To Version		
Email:	-- Email Reason --	Email MUI	
<b>MUI</b>   Data Info   Consumer   Prov   Others   Inves   Sum   Notice   Actions   Review   Email			
<b>Dates</b>			
Incident: 12/14/2008	Discovery: 12/14/2008	Fax:	
Final Due: 1/29/2009	<input type="checkbox"/> Incident Date Unknown	<b>Request Extension</b>	Creation Date: 12/16/2008 4:18:59 PM
Ext. Until:	days		
Reporter:	Status: Open with Questions		
Root MUI: Referring MUI			
<b>Allegation Category</b>			
Alleged Abuse - PHYSICAL	Staff	Direct Care	
- Investigation Finding -	- Additional Factor -		
<b>Decided Category</b>			
Alleged Abuse - PHYSICAL	Staff	Direct Care	
- Investigative Findings -	- Additional Factor -		
<b>Injuries</b>			
Minor	Alleged Abuse		
Brui(e)s	Chest/Torso/Back		
<b>Location</b>			
Franklin County	Non-County Operated Program	Residence	
ICF/MR	- Room -		

- To request an extension for an incident, go to the incident and select the “Request Extension” box on the initial screen.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

Find

Tools

- Work Queues
- Reports
- Manage Investigators
- Extension Requests

Documentation

MUI: [2008-025-0028](#) Due Date: 1/29/2009

Requested Date:  Reason (Other Must Be Selected Below):

Reason Categories (Select All Applicable)  
 - Use Ctrl Key to Select Multiple -

- Outside Entity
- Numerous Interviews
- Unavailable Key Witness
- New Allegations Uncovered

Submit Extension Return to MUI

Show Only

Pending

Show Requests

Process Requests for Current Page \*NONACTIVE MUI DUE DATES WILL NOT SHOW

- Enter the requested final due date for the extension and then select the reason(s) for the extension (to select more than one, hold down the Control key and click on each reason) - include "OTHER."
- OTHER should be chosen for ALL extension requests!
- In the box under "Requested Date," enter the specific reason for requesting the extension. For example, if the reason is Outside Entity, explain who the entity is and when they were last contacted.
- Click on the "Submit Extension" button.
- Return to the MUI by clicking on the "Return to MUI" button.

A requirement for all extension requests is a statement indicating the status of the consumer and/or PPI, including what current steps are being taken to ensure the health and safety of the individual while the investigation continues. This statement should be entered as an “Extension Request Update” under the SUM tab of the incident.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot shows the ITS interface with the following elements:

- Home** menu
- Application** menu
- New MUI** menu
- Schedule Leave** menu
- Abuser Registry** menu
- Find** menu
- Tools** menu
- Documentation** menu

The main content area displays incident details for Incident Number 2008-025-0007 (ACTIVE) owned by Franklin County. It includes fields for Email and a dropdown for Email Reason. A navigation bar contains tabs: MUI, Data Info, Consumer, Prov, Others, Inves, **Sum** (highlighted with a red box), Notice, Actions, Review, and Email.

The **New Comment** section features a dropdown menu for 'Select Comment Type' with the following options:

- Select Comment Type --
- Cause And Contributing Factors
- Children's Services Results
- Criminal Investigation Results
- Extension Request Update** (highlighted by a red arrow)
- Final Report
- Findings and Conclusions
- Immediate Action
- Initial Report
- Interim Report
- Prevention Plan

Next to the dropdown is a 'Response:' text box and an 'Add' button.

Comment Type	Created Date	Reply Received
Initial Report	12/4/2008	
Immediate Action	12/4/2008	

- To add an update to an existing extension request, go to the “Sum” section within the MUI and select “Extension Request Update” under the “Select Comment Type” drop down.

THE OHIO DEPARTMENT OF DEVELOPMENTAL DISABILITIES  
**Incident Tracking System (ITS)**

Welcome Debbie L McGuire 10:58:13 AM

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

The screenshot displays the Incident Tracking System (ITS) interface. On the left is a navigation menu with categories: Home, Application (containing New MUI, Schedule Leave, Abuser Registry), Find, Tools, and Documentation. The main content area shows incident details for Incident Number 2008-025-0007 (ACTIVE), owned by Franklin County. Below this is a 'New Comment' section with a dropdown menu set to 'Extension Request Update' and an 'Add' button highlighted with a red box and a red arrow. A text area contains the comment: 'New Extension Request Update IA discussed case with Franklin Co. Sheriffs office on 1/5/08; they continue to investigate. The PPI remains on leave. Other staff have been reinserviced and the individual does not seem to have any fear of further physical abuse.' To the right of the text area is a table of comments:

Comment Type	Created Date	Reply Received
Initial Report	12/4/2008	
Immediate Action	12/4/2008	
Extension Request Update	1/6/2009	

The 'Extension Request Update' row in the table is highlighted with a red box, and a red arrow points to it from the right.

- Enter the necessary update information in the “New Extension Request Update” box and click the Add button.
- The update has been added to the list of comments (located on the right hand side) for this incident.

# How to Find the Status of a Registry Case



Home

Application

Find

MUI

PPI

Provider

Tools

Documentation

**User Logged On:** Debbie L McGuire  
**Group:** All Counties Group  
**Access Privileges:** Create/Modify Abuser Registry Admin  
**Email:** debbie.mcguire@dodd.ohio.gov



**Quick Links**

Flagged MUIs (last 180 days)	Assigned Tasks (last 180 days)	Any Task Due 120 Days Ago/Forward
------------------------------	--------------------------------	-----------------------------------

- FIND PPI

There are two ways to find the status of a specific Registry case.

The 1<sup>st</sup> way is through the Find – PPI screen.

The 2<sup>nd</sup> way is through the Find – MUI – Others-PPI.

The next slides will walk through the Find – PPI option.

## Incident Tracking System (ITS)

Welcome Debbie L McGuire 11:51:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application MUI:  PPI:  -- Any Stage --

Find -- Any Date -- -- All Categories -- -- Any County/DC --

MUI  to

PPI  -- Any/None Substantiation Type --

Provider

Tools

Documentation

- Type in Last Name, First Name or Both (Last Name must be entered before First Name). Either may be partial.
- For example: If the DataBase Includes Names Such As Bobby Doe, Jane Doe, Bobby White, Peter Jones
- By typing in Bobby, you would return all individuals who had either Bobby in their first or their lastname...in this case 2.
- By typing in Doe B, you would only get Bobby Doe.
- By typing in Doe, you'd get both people with the lastname of Doe and if there were any, those with the firstname of Doe too.
- Leave Registry Date Fields Blank to Search Whole Registry Regardless of Date Placed on Registry!
- Date Dropdown driven by Stage Selection

Place Check Here If You Want to go to MUI Directly!

To find a specific case the easiest way is to enter the MUI #.

Entering just the year and the county board / developmental center three digit number will return all cases.

When doing a PPI search remember to do first name, then last name.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 11:51:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

Application

MUI:

PPI:  -- Any Stage --

Find

-- Any Date --

- All Categories -

-- Any County/DC --

MUI

to

-- Any/None Substantiation Type --

PPI

Provider

Tools

Documentation

- Type in Last Name, First Name or Both (Last Name must be entered before First Name). Either may be partial.
- For example: If the DataBase Includes Names Such As Bobby Doe, Jane Doe, Bobby White, Peter Jones
- By typing in Bobby, you would return all individuals who had either Bobby in their first or their lastname...in this case 2.
- By typing in Doe B, you would only get Bobby Doe.
- By typing in Doe, you'd get both people with the lastname of Doe and if there were any, those with the firstname of Doe too.
- Leave Registry Date Fields Blank to Search Whole Registry Regardless of Date Placed on Registry!
- Date Dropdown driven by Stage Selection

Place Check Here If You Want to go to MUI Directly!

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 11:53:59 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

- Type in Last Name, First Name or Both (Last Name must be entered before First Name). Either may be
- For example: If the DataBase Includes Names Such As Bobby Doe, Jane Doe, Bobby White, Peter Jones
- By typing in Bobby, you would return all individuals who had either Bobby in their first or their lastname...in this case 2.
- By typing in Doe B, you would only get Bobby Doe.
- By typing in Doe, you'd get both people with the lastname of Doe and if there were any, those with the firstname of Doe too.
- Leave Registry Date Fields Blank to Search Whole Registry Regardless of Date Placed on Registry!
- Date Dropdown driven by Stage Selection

- Search for registry offenses category;
- Search for any stage of registry processing

## • Registry Stages

- HOME
- Application
- Find
- Tools
- Documentation
- Administration

- Registry Intake
- Receipt of File
- Registry Review
- Processing
- Notice
- Service of Notice
- Hearing
- Affidavit
- Final Decision

MUI#	PPI Name	# MUIs w/ PPI	Category	# MUIs w/ PPI and w/ Category
<a href="#">2001-018-0410</a>	F: <input type="text"/> M: <input type="text"/> L: <input type="text"/> Sur: <input type="text"/>	2	Misappropriation	2
SSN:	<input type="text"/>	DOB:	<input type="text"/>	
Alias:	<input type="text"/>			
Alias2:	<input type="text"/>			

Provider Stds/Cert Date  Closed Date

Need More Info Date  Request File Date

Save to Registry



Appendix

# Definitions of Injury Level

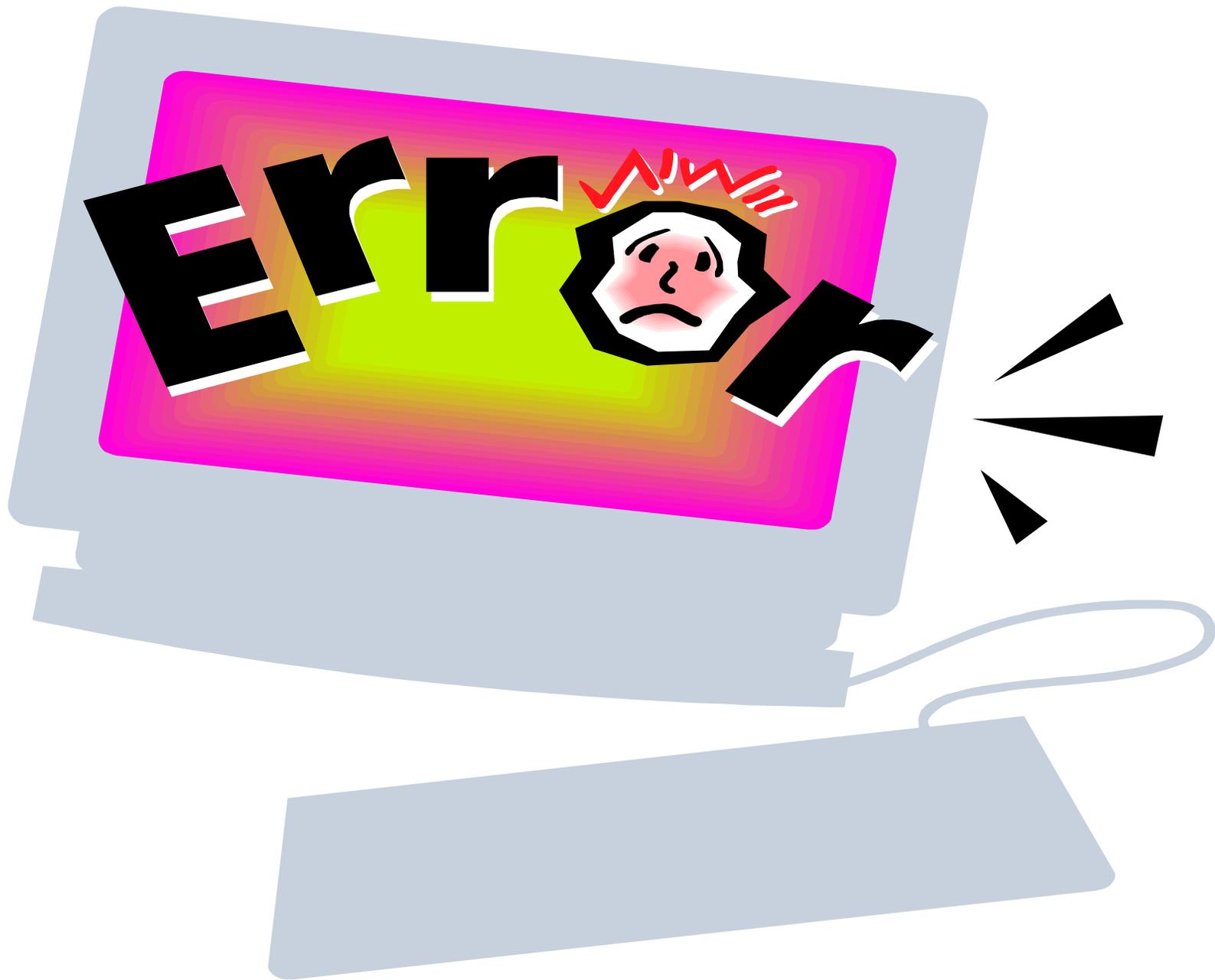
- Minor – Did not affect day-to-day activities, e.g., broken toe, fingers, sutures, splint, wrap.
- Moderate – Did affect day-to-day activities, e.g., missed work, crutches, casts, adaptive equipment, bed rest.
- Severe – Injury required hospitalization, off weeks from work.
- None – no injury.
- N/A – not applicable to this category.

# Definitions of Neglect

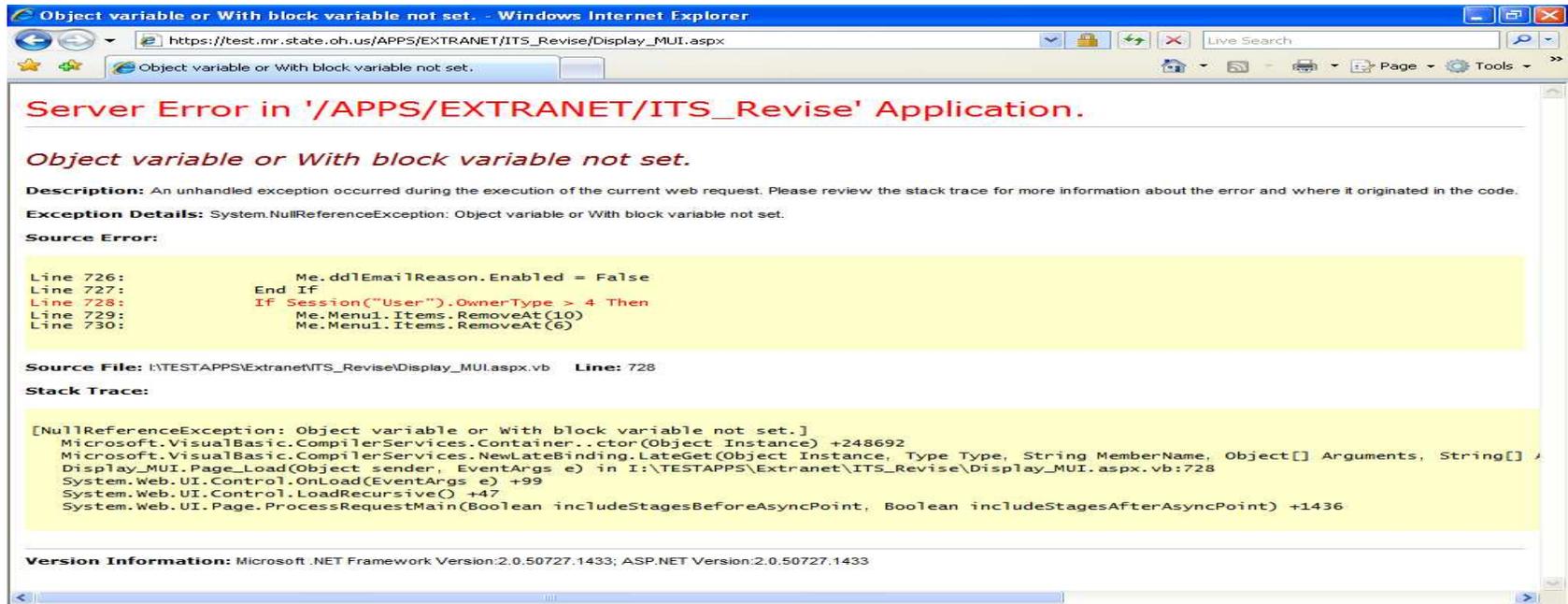
- Home Alone – Individuals are left at home alone and this action places them at risk. Instances can include, but are not limited to, the staff/caregiver leaving the home for a period of time, not showing up for work, leaving the shift early, or leaving prior to being replaced by the next shift.
- Staff Sleeping – While responsible for providing supervision and/or care, staff fall asleep and fail to provide this service, which places the individuals at risk.
- Left In Vehicle – When the individual is left in a vehicle without supervision, which places them at risk of harm, particularly with seasonal concerns (high or low temperature). Examples include, but are not limited to, being left on a school bus after the route is finished, being left in a vehicle while staff shop, or being told to stay in the car while staff visit family members inside.
- Staffing Ratios Not Met – Incidents that are caused due to staffing levels below the required levels. These incidents are typically ones involving a behavior, injury or medical emergency that could have been avoided if the proper staffing were in place.
- Impaired Staff – Incidents where the staff person is impaired by the use of alcohol or another intoxicating substance. Examples include attempting to transport an individual while impaired, failure to supervise due to impairment and failure to provide treatment due to impairment.

- Failure To Follow Policy – Incidents that include any failure of the staff to follow the provider’s policies and procedures that result in a risk to the individuals served. Some examples include, but are not limited to, failing to maintain equipment or monitors, failure to use safety belts, failure to train staff or individuals appropriately, or failure to implement preventive measures.
- Failure To Follow Supervision Plan – Incidents that include any failure of staff to follow the specific supervision plan for an individual. Examples of this include, but are not limited to, failing to provide 1:1 supervision, not completing required checks on time, failure to provide a specific type of supervision (visual, auditory, within a certain distance, etc.).
- Medication Errors – Instances where the individual(s) do not receive the appropriate types and/or amounts of medication as directed by the physician, which places them at risk. Examples of this include, but are not limited to, not being administered medication, not being administered all prescribed medications, administration of an incorrect dose, being given medications that are not prescribed to the individual, or that are given at an incorrect time.
- Routine Medical – Incidents where individuals are not taken for regular medical appointments, which places them at risk and includes a failure to access appropriate follow-up care after an incident.

- Dietary – Incidents that are caused by the failure of staff or another caregiver to follow a required special diet. This can include, but is not limited to, failure to follow a diabetic diet plan, failure to provide food in the appropriate texture and/or size, feeding food to which the individual has a known allergy, or not providing the appropriate number of calories.
- Behavior – Incidents where an individual’s behavior is not managed appropriately. This includes, but is not limited to, failure to implement part or all of a behavior plan, implementing behavior modification techniques that are not approved and place the individual at risk of harm, and/or intentionally causing behaviors.
- Emergency Medical – Incidents where there is a failure to access emergency medical care, or a failure to access it in a timely manner. This includes, but is not limited to, incidents in which the emergency squad is not called or the individual is not transported to the emergency room despite evidence that this care is needed.
- Other – Incidents, not fitting any other category, where the individual is placed at risk due to the lack of care or treatment by a staff person/caregiver.



# Timed Out!



- Solution: Start over by re-accessing the website. Regretfully, any info already entered has been lost.

# Incident Tracking System (ITS)

Welcome Debbie L McGuire 10:58:13 AM

MUI UNIT | TECH SUPPORT | APPS LIST | LOGOUT

ACCESS: USER W/ AR\* | GROUP: ALL COUNTIES GROUP | STATE DEPT: N/A

Home

**Application**

- New MUI
- Schedule Leave
- Abuser Registry

**Find**

**Tools**

**Documentation**

Incident Number: 2008-025-0029 <b>ACTIVE</b>	Version: 1 of 1	Save MUI
Owner: Franklin County	Go To Version	
Email: <input type="text"/>	-- Email Reason --	Email MUI

MUI | Data Info | Consumer | Prov | Others | Inves | Sum | Notice | **Actions** | Review | Email

-----MUI NOT SAVED - BELOW ARE THE REASONS WHY!-----

- o Decided Category (1st DropDown) Cannot Be Left Blank!
- o BSP Plan Selection Needs to be Made!
- o Investigator Type Selection must be made!
- o Prevention Plan Has Not Been Entered for MUI - Cannot Recommend Closure!
- o Cause And Contributing Factors Has Not Been Entered for MUI - Cannot Recommend Closure!
- o Findings and Conclusions Has Not Been Entered for MUI - Cannot Recommend Closure!
- o Final Report Has Not Been Entered for MUI - Cannot Recommend Closure!

- When attempting to recommend a case for closure and some required fields have not been entered, an error message will appear listing the specific reason(s).
- To correct the error, add any missing statements in the appropriate section(s) and then recommend the incident for closure again.
- Entries do not need to be saved separately. As long as the “Add” button is used when entering statements, PPI information and Substantiation, the information will save upon recommending closure.