



HOW TO REPORT A MAJOR UNUSUAL INCIDENT (MUI)

CCBDD operates a Major Unusual Incident (MUI) Intake Reporting Line for reporting all MUIs. This line is a voice mail available 24 hours a day, seven days a week.

The MUI Intake Reporting Line Phone number is: (440) 333-6841

The MUI Intake Reporting Line Fax number is: (216) 736-3399



The **NEW** E-Mail Address for submitting all UIRs *in conjunction* with a placed MUI Reporting call is: UIR@cuyahogabdd.org

REPORTING PROCEDURES

Physical Abuse, Sexual Abuse, Verbal Abuse, Neglect, Peer to Peer Act, Misappropriation, Exploitation, Prohibited Sexual Relations, Failure to Report, Accidental or Suspicious Death and Media Inquiries about an MUI

*****NEW: For Peer to Peer Acts (Exploitation/Theft/Physical Act): Law Enforcement Notification should be made ONLY if criminal charges are being pursued*****

- Must be reported to the MUI Intake Reporting Line immediately but no later than 4 hours after discovery of the incident or allegation. All reports must be made verbally by contacting the MUI Intake Reporting Line.
- By 3:00 PM the next business day, a written Incident Report must be submitted to the CCBDD MUI Unit. The Incident Report can be faxed or e-mailed to the MUI Unit (see above information listed).
- Reports of physical, sexual, and verbal abuse, neglect, misappropriation, exploitation, and failure to report, must also be reported to law enforcement or the child abuse Intake Reporting Line (DCFS) in addition to a report to the MUI Intake Reporting Line:
 - If the victim is 21 years of age or older, law enforcement that has jurisdiction where the incident occurred must be notified
 - If the victim is under the age of 21, the Child Abuse Intake Reporting Line, 216-696-KIDS, must be notified.
- All other categories of MUIs should be reported to the MUI Intake Reporting Line as soon as possible but no later than 3:00 PM on the next business day after discovery of the MUI. All reports must be made verbally by contacting the MUI Intake Reporting Line.
- A written incident report must be submitted to the CCBDD MUI Unit no later than 3:00 PM next business day after initial discovery of the MUI.