

Tips for Completing MUI Appendix Review Forms

First Tip (and most common error):

Complete Part 1 and submit the form! There are a significant number of situations where forms are not being submitted, or not submitted timely. **Per rule the form is to be submitted at the time the incident is called in and the UIR is sent over, no later than 3PM the next working day.**

- If it is not possible to meet that criteria and send the Review Form at the time the incident is reported, it is to be sent to the assigned IA as soon as possible. If there is unknown information send what you have and work with the IA to fill in the rest.
- A lot of information on the Review Form is the same as the Incident Report. However, the review form does ask for more details and covers more questions about what happened before the incident as well as prevention measures going forward (prevention planning is still required!).
 - Examples on DODD Website in the “2025 MUI Rule Resources Toolkit” for additional information about each section <https://dodd.ohio.gov/health-and-welfare/toolkit/2025-mui-new-rule>
- Supplemental information is required for the IA to complete their part. This includes things such as:
 - Hospital discharge paperwork – this is required and is submitted to DODD
 - Additional items such as training verification for staff involved in a UBS may be requested by IA to verify prevention planning measures
- Make sure the form is legible and in a format the IA can edit so they can complete Part 2. Forms that are illegible or unable to be opened properly will be sent back and need to be redone. There are word versions available on Cuyahoga DD Website that can be used.

Other common errors:

- 1) Dates of hospital admissions/discharge do not match the UIR or what was reported
- 2) Diagnosis on the review form does not match the hospital paperwork
- 3) Dates/times of UBS do not match
- 4) Names of individuals involved in UBS are not the same in UIR and Review Form
- 5) Incomplete information - all boxes in Part 1 should have information sufficient to answer the question/prompt. Examples:

For UBS if “History/Antecedents” is marked YES, then give a brief description of the history or antecedent

For Hospitalizations if it is marked YES that the person complained of feeling unwell then describe what the concern was