

CB AS PROVIDER-TIPS TO REMEMBER WHEN CONDUCTING SEMI-ANNUAL AND ANNUAL ANALYSIS OF MUIS

Only include MUIs that OCCURRED at County Board Operated Programs (i.e. workshop, school, transportation).

- Example: If Johnny is AT school/workshop/transportation and claims that the C.B. staff hit him while he was in the bathroom – that incident did occur at a county operated program. This would be included in your analysis.
- Example: If Johnny comes to school/workshop/transportation and states that his staff at home hit him last night– that incident did not occur at a county operated program. This would not be included in your analysis.

Make sure you include:

- Date of the review: Names/titles of the person/persons who conducted the review.
- Time span of the review: The Semi-Annual Analysis should be completed for the time period of January-June 30 while the Annual should contain information from Jan-December 31.
- List of the county board operated programs being reviewed (school, workshop, transportation, etc.)
- Total number of consumers being served in each county board program.
- Total number of Independent Providers and the total number of consumers they serve.
- Comparison data for previous 3 years: (i.e. 2010, 2011, and 2012. You should always be comparing the data from year to year to identify trends/patterns comparatively.
- Explanation of data.
- Data for review by major unusual incident category type; Total number of consumers being served in each program (residential, vocational, etc.
- Specific individuals involved in established trends and patterns (i.e., five major unusual incidents of any kind within six months, ten major unusual incidents of any kind within a year, or other pattern identified by the individual's team);
- Previously identified trends and patterns; and
- Action plans and preventive measures to address noted trends and patterns

Tips:

- Review and compare the data to of specific individuals (i.e. Johnny A. has had five unapproved behavior supports incidents at the school or Ethel B. has had five incidents of choking at the workshop).
- Include causes and contributing factors as to why these trends are occurring (i.e. Johnny has had an increase in aggression at the workshop and Ethel B's health is declining which has caused her increase in choking incidents).
- Include causes and contributing factors as to why these trends are occurring (i.e. a decrease in misappropriation was noted due to the addition of personal lockers being provided to consumers in 2010 and an increase in choking incidents at the school was noted due to the school's increase in the number of students being served who are more medically fragile than was noted in 2010.

- Review previously identified trends and patterns from the previous year (both program specific and individual specific) and discuss the effectiveness of the action plans that were initiated.
- Example of individual specific: In 2010, an increase in misappropriation was identified. The committee addressed this by retraining staff on providing consumers with reminders to secure their personal belongings and also by providing personal lockers to the consumers. The initiation of this action plan has proven effective as misappropriation has decreased from 10 incidents in 2011 to 2 incidents in 2012. It was discovered that the individuals were leaving their wallets and purses unattended and multiple individuals had access to them.
- Example of individual specific: In 2011, Ethel B had five incidents of choking incidents. The committee shared this data with Ethel's team and a swallow study was completed. Ethel's diet was changed and there have been no other incidents of choking reported. The initiation of this action plan has proven effective as Ethel's incidents of choking have decreased from 5 incidents in 2011 to 0 incidents in 2012.
- Review current year's data, identify trends and patterns (both program specific and individual specific), and then develop an action plan to address the trends. Make sure to include when the plan will be initiated, who will initiate the plan, and who will be responsible to ensure that it is completed.
- Example of program specific: When comparing the data from 2010 to 2011, a trend in medical emergencies for incidents of choking at the workshop was identified. The committee will ensure that all staff will be retrained on the Heimlich maneuver in the event that additional choking incidents occur. The causes to the choking included not following the proper diet and a lack of supervision during meal time for individuals with risks. Staff will receive training that will address these causes and contributing factors.
- Example of individual specific: When comparing individual specific data for 2010 to 2011, a trend for Ron D. for incidents of unapproved behavior supports was identified. The committee shared this data with Ron's team and data collection of Ron's behaviors will begin in March, 2011 in order to determine if a formal BSP is necessary. Ron's team will continue to collect and review this behavior documentation and report the outcome to the SSA director.