

**ISU DEPARTMENT - Important Timelines/Dates to Remember**

DEADLINE		DETAILS
<u>Same Day</u>		<ul style="list-style-type: none"> <li>❖ Providers must notify Help Hotline (330-747-2696) of a major unusual incident or a possible major unusual incident on the same day if it is a non-protocol matter.</li> <li>❖ Providers must notify Help Hotline (330-747-2696) within <b>FOUR</b> hours in incidents that would be categorized as PROTOCOL: Accidental/Suspicious Death, Exploitation, Misappropriation, Neglect, Peer to Peer act, Physical abuse, Sexual abuse, Verbal abuse or should media contact provider regarding an MUJ.</li> <li>❖ Providers must notify Children's Services (for those under 22) of any allegations of abuse or neglect.</li> <li>❖ Providers must immediately notify Law Enforcement regarding allegations of a criminal nature, including exploitation, misappropriation, neglect, peer to peer act, physical abuse, sexual abuse or verbal abuse.</li> <li>❖ Providers must provide an incident report to the County Board by 3 p.m. the next day via email (<a href="mailto:kgallagher@mahoningcountyoh.gov">kgallagher@mahoningcountyoh.gov</a>) or via fax 330-799-2794.</li> </ul>
<u>7<sup>th</sup> of each month</u>		<ul style="list-style-type: none"> <li>❖ Providers submit UI logs for month prior</li> </ul>
January	7 <sup>th</sup> 31 <sup>st</sup>	<ul style="list-style-type: none"> <li>❖ County Board requests analysis from providers via email</li> <li>❖ Providers run Annual Analysis on DODD site (or utilize analysis form provided by ISU Dept/K Gallagher)</li> </ul>
February	28 <sup>th</sup>	<ul style="list-style-type: none"> <li>❖ Providers submit completed Annual Analysis to County Board</li> <li>❖ County Board completes Annual Analysis</li> </ul>
March		<ul style="list-style-type: none"> <li>❖ County Board sends Stakeholder documentation to members 10 days prior to Stakeholders' meeting</li> <li>❖ County Board holds Stakeholders Meeting to review Providers' Annual Analysis</li> </ul>
July	7 <sup>th</sup> 31 <sup>st</sup>	<ul style="list-style-type: none"> <li>❖ County Board requests analysis from providers via email</li> <li>❖ Providers run Semi-Annual Analysis on DODD site (or utilize analysis form provided by ISU Dept/K Gallagher)</li> </ul>
August	31 <sup>st</sup>	<ul style="list-style-type: none"> <li>❖ Providers submit completed Semi-Annual Analysis to County Board</li> <li>❖ County Board completes Semi-Annual Analysis</li> </ul>
September		<ul style="list-style-type: none"> <li>❖ County Board sends Stakeholder documentation to members 10 days prior to Stakeholders' meeting</li> <li>❖ County Board holds Stakeholders Meeting to review Providers' Semi-Annual Analysis</li> </ul>