

**Complaint Form for Certified Specialized Developmental Disabilities
 Community Based Service Providers**

For information, complaints or issues related to other Developmental Disability Services including eligibility, please visit the DHHS [DDD](#) website.

For complaints related to other types of services or facilities, please visit the [Public Health](#) site.

Please complete as much information as possible to help ensure the proper follow up.

Name(s) of Person(s) receiving services involved in the complaint:	
Name(s) of Certified Specialized Service Provider(s) Involved: (Link to Provider List)	
Location of incident: Street Address:	
City:	Apt/Room #:
Date of Incident:	Time of Incident:
All certified providers are required to have an internal complaint system. Have you talked to the provider about this issue? <input type="checkbox"/> Yes <input type="checkbox"/> No*	
Have you talked to the person's service coordinator about this issue? <input type="checkbox"/> Yes <input type="checkbox"/> No*	
Have you reported this situation to any other agency? <input type="checkbox"/> Yes <input type="checkbox"/> No*	
If yes to any: Name of person you spoke to, date, and any other pertinent information. Attach an additional page if needed.*	
*No other notifications are required to file a complaint, but doing so may help speed up the process. What occurred that led to this complaint? Attach an additional page if needed.	
Other witnesses to the incident: Name(s):	
Phone number if known:	
Witness relationship to person receiving services (if any):	
Your name:	Your relationship to the person:
May we contact you for additional information? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Your contact information? (address, phone number, &/or email address)	

Completed form may be **mailed** to: DHHS Division of Public Health, CBS DD Surveyor Complaint, P.O. Box 94986, Lincoln NE 68509-4986 or **fax** to 402-742-2352 or securely **e-mail** to DHHS.CommunityBasedService@Nebraska.gov.

Please note that due to confidentiality requirements, it may not be possible to release the outcomes or information generated as a result of this complaint even to the person submitting the complaint.