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 DHHS Facility Complaints website

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

Name(s) of Individual(s) receiving services involved in the complaint:
Name(s) of Certified Specialized Service Provider(s) Involved: Certified DD Provider List
Location of incident involved:
Physical address:
Apt. or Room #:
Town/City:
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? ☐ Yes ☐ No*
Have you talked to the person's service coordinator about this issue? ☐ Yes ☐ No*
Have you reported this situation to any other agency? ☐ Yes ☐ No*
If yes to any, please provide information about who you talked to, when, and any other pertinent information. You may attach an additional page if needed.*
*Although no other notifications are required to file a complaint, doing so may resolve issues more quickly and easily. Information about previous reports increases the speed and accuracy of this unit's next steps.
What occurred to result in this complaint? You may provide an additional page if needed.
Please list any other witnesses to the incident:
Name
Phone number if known
Witness relationship to person receiving services (if any)
Your name:
Your relationship to the person:
May we contact you if additional information is needed? ☐ Yes ☐ No
How may we contact you? (address, telephone number, &/or email address)

Completed form may be mailed to:
DHHS Division of Public Health,
CBS DD Surveyor Complaint, P.O. Box 94669, Lincoln, NE 68509-4669
Or faxed to (402)742-2352 or sent by secure email to DHHS.CBSCert@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.