

DD Provider Submission Points

<i>Issue/Regulation</i>	<i>Contact Point</i>
Requests for Alternative Compliance 1-003.01	DDD – send in Therap via SCOMM to “DHHSDDAlternative Compliance”. Please note that provider bulletin 17-08 issued May 4, 2017 ONLY eliminates alternative compliance requirements for CDDs.
<i>Initial</i> application & letter of Intent to apply for certification 4-002.02 & .04	DDD – Provider Relations/Technical Assistance DHHS.DDProviderRelations@Nebraska.gov
Application for <i>Recertification</i> 4-002.09	Public Health Community Based Services DD surveyor shared mailbox DHHS.CBSCert@Nebraska.gov
Plans of Improvement (certification and complaint) and POI updates 4-002.10B	Public Health Community Based Services DD surveyor shared mailbox DHHS.CBSCert@Nebraska.gov if no protected health information (PHI) is included; all documents with PHI should be sent via SCOMM to the surveyor identified in the letter or DHHS.CBS
Provider policy and procedure manuals and updates 4-002.09A 14.d and 4-003.04	DDD DHHS.DDProviderRelations@Nebraska.gov
Notification Requirements 4-002.09D	DDD - DHHS.DDProviderRelations@Nebraska.gov
Provider Internal Investigation Reports 4-008.01 #5c	Therap GER Resolution Form or attachment (reference current DDD GER reference guide)
Quarterly incident report summaries (QA/QI) 4-008.01 #5d	DDD Contact point requesting information or Sarah.Henrichs@Nebraska.gov or via SCOMM for all communication containing PHI
Subcontracts 11-002.01 #3	Service Coordination prior to utilization of services
Annual Audits 11-005.02A	DDD - DHHS.DDcostreports@Nebraska.gov

General guidance for other issues:

Interpretation of regulations - DDD Provider Relations/Technical Assistance
DHHS.DDProviderRelations@Nebraska.gov

For other questions including billing, contracts, or technical assistance; contact the appropriate unit in Developmental Disabilities.

Questions or issues related to the **certification process**, citations, or other compliance issues, contact the surveyor involved or the survey team manager in Public Health. Public Health Manager for Community Based Certification Susan.Kotas@Nebraska.gov

Mailing Address for DDD:

DDD Central Office (including the Quality Unit)
DHHS Division of Developmental Disabilities
P.O. Box 98947
NSOB 3rd Floor
Lincoln, NE 68509-8947
DHHS.DDProviderRelations@Nebraska.gov

DHHS website <https://dhhs.ne.gov>

DDD website <https://dhhs.ne.gov/Pages/Developmental-Disabilities.aspx>

DDD Provider website <https://dhhs.ne.gov/Pages/Medicaid-Home-and-Community-Services-Provider-Information.aspx>

Community Based Services **Public Health**

General [email: DHHS.CBSCert@Nebraska.gov](mailto:DHHS.CBSCert@Nebraska.gov)

Do NOT send information about individuals to this address. Use Therap's SCOMM (secure communication) when sending confidential identifying information about individuals to specific surveyors.

URL for Provider Resources <https://dhhs.ne.gov/Licensure/Pages/DD-Certified-Provider-Resource-Page.aspx>

URL for reference documents for the Certification Process

<https://dhhs.ne.gov/Licensure/Pages/DD-Certified-Provider-Certification-Review-Sample-Forms.aspx> <https://dhhs.ne.gov/Licensure/Pages/DD-Certified-Provider-Resource-Page.aspx>