## Creating A Complaint Report

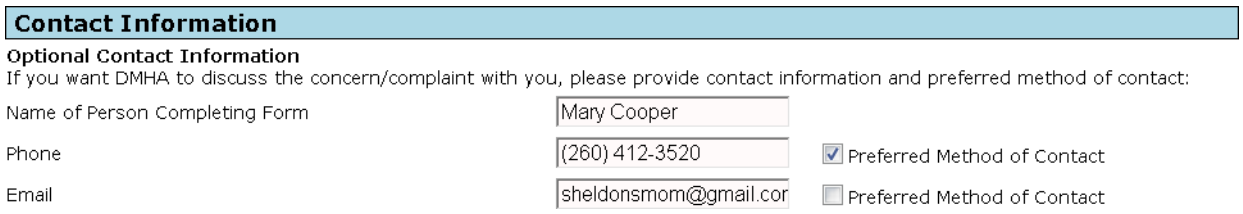
- Start a report by selecting Submit a Complaint or Concern from the menu




Fill out the necessary information in the following sections

- Contact Information
- Program, Participant and Provider
- Description of Grievance or Complaint
- Additional Information

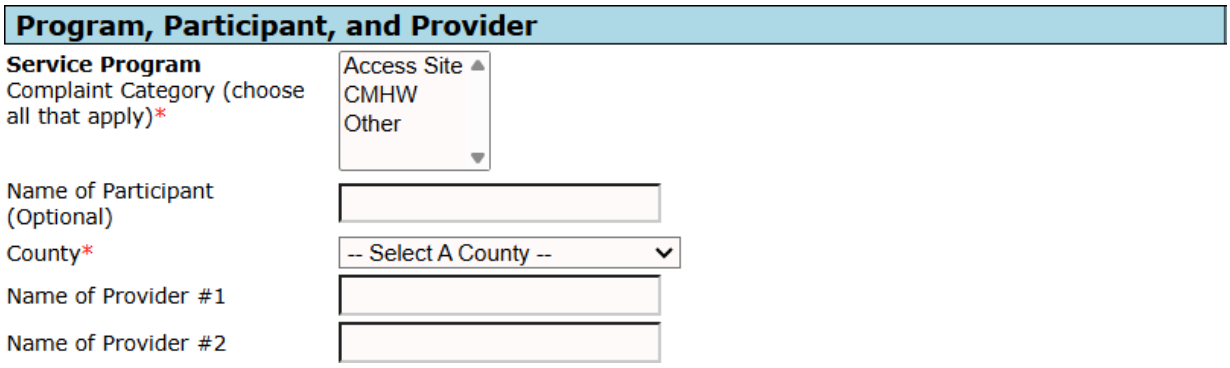
## Contact Information




## Program, Participant and Provider

Required information:

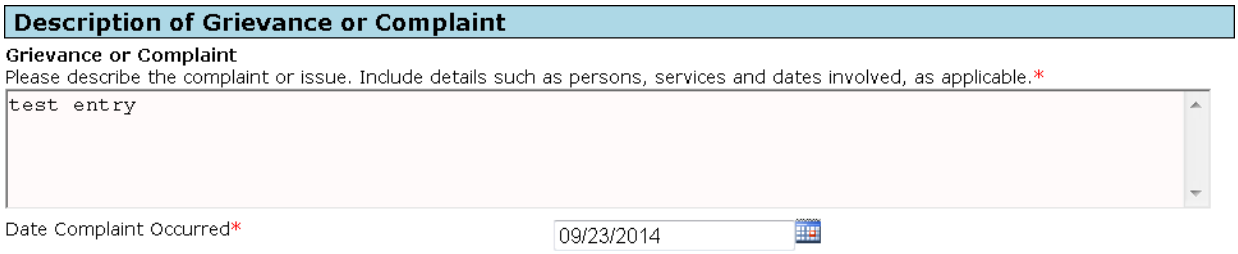
- Service program



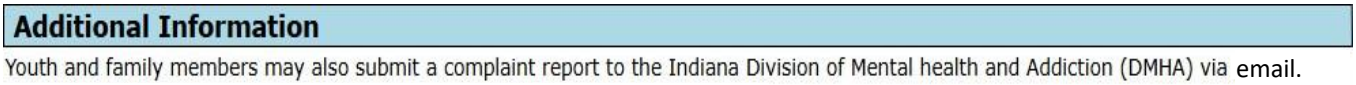
## Description of Grievance or Complaint

Required information:

- Grievance or complaint
- Date complaint occurred




Additional information is listed in a section below with instructions on sending a complaint via email.




**E-Mail:** DMHAyouthservices@FSSA.in.gov



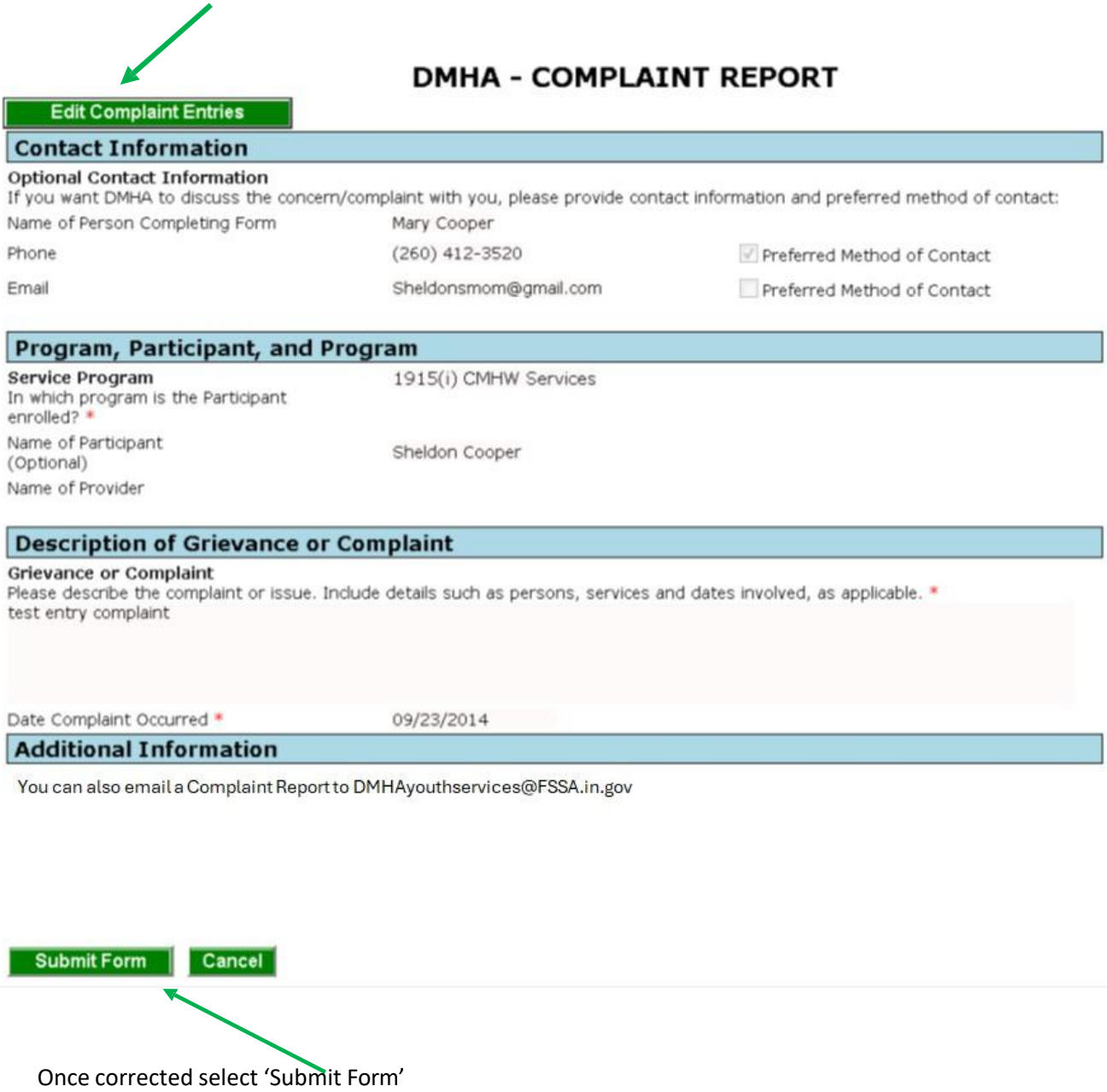

Select . If any information is missing or invalid an error message will appear below.

The following fields are required:

- Service Program
- Grievance/Complaint
- Date Complaint Occurred

## Submitting Complaint Reports

To edit select 'Edit Complaint Entries'



DMHA - COMPLAINT REPORT

Edit Complaint Entries

**Contact Information**

**Optional Contact Information**
If you want DMHA to discuss the concern/complaint with you, please provide contact information and preferred method of contact:

| | | |
|---|---|---|
| Name of Person Completing Form | Mary Cooper | |
| Phone | (260) 412-3520 | ☑ Preferred Method of Contact |
| Email | Sheldonsmom@gmail.com | ☐ Preferred Method of Contact |

**Program, Participant, and Program**

| | |
|---|---|
| **Service Program** In which program is the Participant enrolled? * | 1915(i) CMHW Services |
| Name of Participant (Optional) | Sheldon Cooper |
| Name of Provider | |

**Description of Grievance or Complaint**

**Grievance or Complaint**
Please describe the complaint or issue. Include details such as persons, services and dates involved, as applicable. *
test entry complaint

Date Complaint Occurred * 09/23/2014

**Additional Information**

You can also email a Complaint Report to DMHAyouthservices@FSSA.in.gov

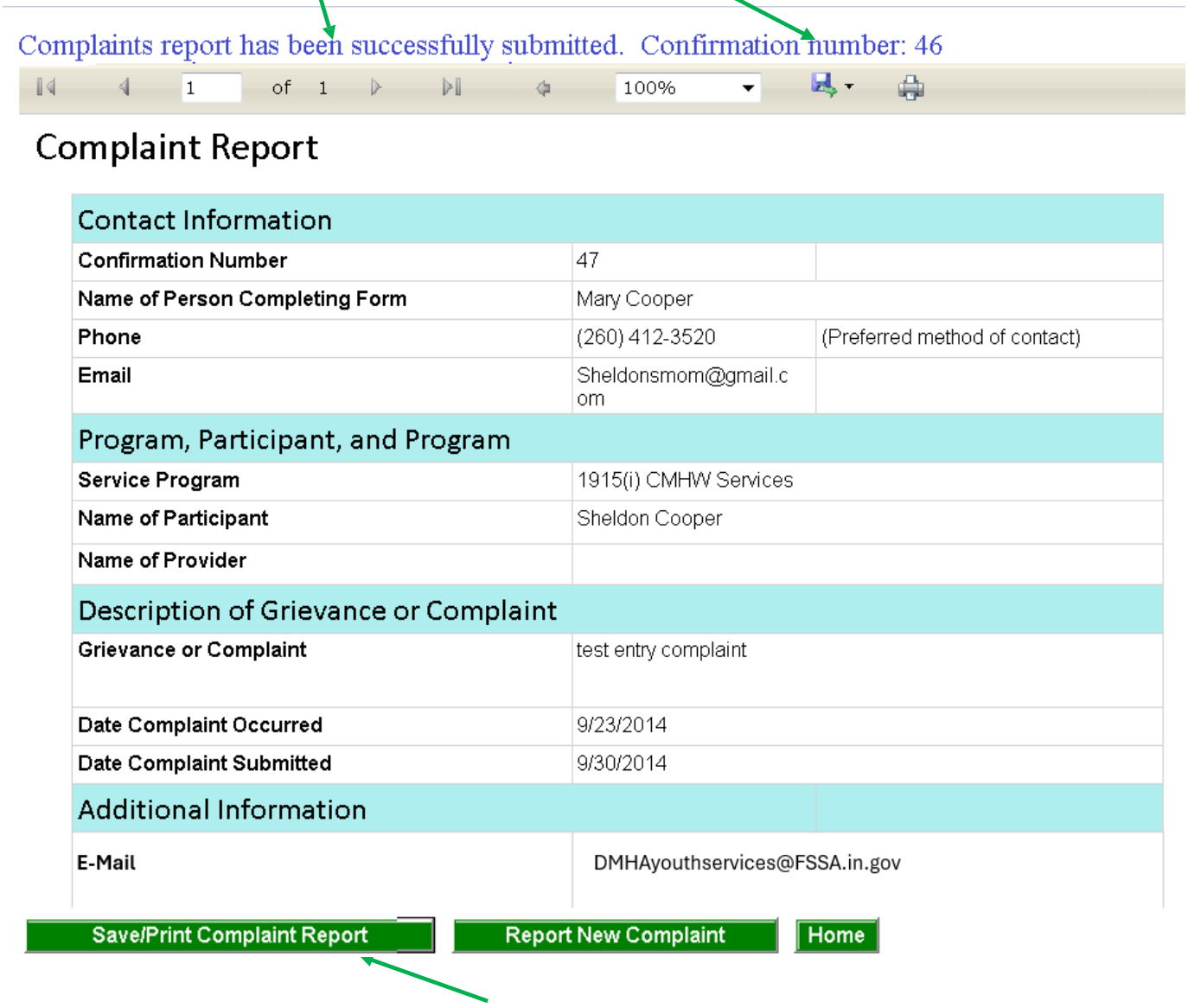
Submit Form Cancel

Once corrected select 'Submit Form'

## Saving/Printing Complaint Reports

After your report is submitted the following screen will appear showing two important things

- Confirmation number
- Successfully submitted message




To Save/Print your report select 'Save/Print Complaint Report

The following box will appear

- Open to Print
- Save to place file in folder

