

Region V Systems

Incident / Complaint Report

Note: Complete this report with as much detail as possible so that Region V Systems can adequately address your concern. If the issue being reported contains allegations against the Corporate Compliance Officer (Kim Michael), your report must be submitted confidentially to C.J. Johnson, Regional Administrator.

Unless otherwise stated below, reports should be submitted within 3 business days after the occurrence.

Today's Date: _____ Your Name (print): _____

If you are not a Region V Systems employee, provide the following:

Telephone # where you can be reached during the day: () _____

E-mail address: _____ @ _____ Do not have e-mail.

Complete mailing address: _____

Check off the area that best describes this concern:

- Health and/or safety incident (e.g. serious illness, contagious exposure, threats or violence, building issue)
- Client-related incident
- Concern about a program at Region V (state program name): _____
- Concern about a Region V employee (state their full name): _____
- Concern about an agency Region V Systems funds (state agency name): _____
- Sexual harassment and/or hostile work environment
- Unethical work practices
- Breach of confidentiality/security
- Theft
- Other (state topic): _____

If you are reporting any of these events.....	Also Attach this Form
<input type="checkbox"/> Injury, accident, or fall while performing work (on or off-site) <i>(This Incident Report must be submitted within 1 business day.)</i>	NWCC Form 1 (NE Workers' Comp) (Employees ONLY)
<input type="checkbox"/> Vehicle accident (your car or Region V's) <i>(This Incident Report must be submitted within 1 business day)</i>	Police Report you completed

1. What was exact date and time incident occurred? _____
2. In one or two sentences, what is your complaint, concern, or report about? _____

3. **Attach a typed separate sheet of paper** to explain in detail the circumstances that led to this issue. **If you are with the FYI program and this is a client-related incident**, you must complete FYI Form 1 **and** provide a copy of your Contact Note within 1 business day to your supervisor. Final Incident Report must be submitted to Kim Michael within 2 business days of the incident occurring (Contact Note is done **in place of** separate sheet of paper).

4. Is there a way to verify this report (other staff, documents, etc.)? Yes No

If yes, who or what?

5. Does this incident identify any potential causes or trends? (e.g., has this happened before?) Yes No

If yes, describe when and what happened:

6. Does this impact Region V Systems? Yes No

If yes, explain how:

7. Is the individual(s) whom this report is about aware of this issue? Yes No N/A

8. What steps, if any, have been taken to address the issue with the employee(s) involved? (Explain) N/A

9. How would you like to see your report resolved? Be specific.

Your Signature

Date

Where to File Your Report

You can mail or scan in your report via e-mail to:

Kim Michael, Corporate Compliance Officer
Region V Systems
1645 N Street
Lincoln, NE 68508
kmichael@region5systems.net

Questions?

Contact Kim Michael at:

kmichael@region5systems.net or
402-441-4343

Next Steps

You will be notified by e-mail (or by letter if no e-mail is listed) to confirm that your report was received and whether or not additional information is needed. As applicable, a final notice will be sent to you once your report has reached a resolution.

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