

Washington County Behavioral Health Board
Client Complaint/Grievance Form

Name of Grievant: _____ Date: _____

Client Representative: _____

Client Rights Officer: _____

RELEASE OF CONFIDENTIAL INFORMATION (3/25)

I, _____, authorize

The Washington County Behavioral Health Board to share information with _____

_____ about _____

_____, whose date of birth is _____ for the purpose of resolving this

grievance.

Signature

Date

Step One:

Description of the complaint (continue on the back if needed):

Action being requested by the grievant:

Signed (grievant) _____
(Please print name)

(Grievant's signature)

Proposed action to resolve the complaint/Grievance (to be completed by the Client Right's Officer - continue on the back if needed):

This resolution is accepted:

Grievant's signature: _____ Date: _____

This resolution is **NOT** accepted:

Grievant's reason(s) for not accepting the proposed resolution:

Grievant's signature: _____ Date: _____

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Step Two:

I request that this complaint be considered as a formal grievance and **referred to the Executive Committee of the Board for review:**

_____ Yes _____ No

(Grievant's initials)

Members of the Board Executive Committee:

Proposed action to resolve the grievance (to be completed by the Chairperson of the Board Executive Committee - continue on the back if needed):

Chairperson of the Board Executive Committee _____

This proposed resolution is accepted:

Grievant's signature: _____ Date: _____

This proposed resolution is **NOT** accepted:

Grievant's reason(s) for not accepting the proposed resolution:

Grievant's signature: _____ Date: _____

I understand that I have the right to further grieve my issue(s) with other resource agencies as identified in this Board's "Client's Rights and Client Grievance Procedures" which I have been provided by the Board Client Right's Officer.

Grievant's signature: _____ Date: _____

Client Right's Officer: _____ Date: _____

Please Note: all additional memoranda or other written documents which assist in defining the complaint, grievance, resolution or other action taken must be attached to this form and maintained as a part of the complaint/grievance record.

(revised 11/97)