

<b>SUBJECT:</b>	<b>CLIENT RIGHTS &amp; PROTECTIONS</b>		
<b>POLICY TITLE:</b>	<b>GRIEVANCE-CHILD WELFARE PROGRAMS</b>		
<b>RESPONSIBLE PARTY:</b>	<b>COMPLIANCE OFFICER &amp; DIRECTOR OF QUALITY</b>		
<b>POLICY #:</b>	<b>RI 201.02</b>	<b>EFFECTIVE DATE:</b>	<b>09/96</b>
<b># OF PAGES:</b>	<b>03</b>	<b>REVISION/APPROVAL DATE:</b>	<b>07/23</b>
<b>APPROVED BY:</b>	<b>JACOB SCHMITT, PRESIDENT &amp; CEO</b>		

**APPLICABLE LAWS, REGULATIONS AND/OR STANDARDS:**

**Federal Laws:**

N/A

**State Laws:**

[A.R.S. § 8-529 – Children in foster care, rights](#)

**Regulations:**

N/A

**COA Standards:**

[CR 1: Protection of Rights and Ethical Obligations](#)

[CR 3: Grievance Procedures](#)

**POLICY:**

Clients are afforded the right to grieve the services received and request and/or receive information about any alternative services or agencies available. Clients are informed of their right to file a grievance as part of their Client Rights. The grievance procedure is provided to the client, along with the Client Rights at the time of intake.

**PROCEDURES:**

**1.0**

**Step One:** Within 2 working days of receiving a request from a client to use the grievance procedure the assigned staff receiving the complaint will document the complaint on the Critical Incident Report Form and attach any additional information from the client. At this time, the client is also given another copy of this grievance procedure.

- a) The Incident Report Process is implemented: the client and those named in the grievance must meet within 5 working days of having initiated the Incident Report to attempt resolution. If resolved, no further action is needed. Documentation of such will be entered on/attached to the Critical Incident Report and given to the client.

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- b) If the client is not satisfied with the results of step one, he/she will request within 5 working days of the previous meeting, to proceed to Step Two. The request is addressed to the Program Manager.

**Step Two:** Within 7 working days of the client's request, the Program Manager will review the grievance, provide opportunity for complainant to be heard and respond, in writing, to the client and include a copy of the response in the case record. If the client is not satisfied with the results of Step Two, he/she will request, in writing, within 5 working days of receipt of the above letter to proceed to Step Three. The request is addressed to the Sr. Director of Child Welfare Programs.

**Step Three:** Within 7 working days of receipt of the client's request, the Sr. Director of Child Welfare Programs or delegate will review the grievance and respond, in writing, to the client with a copy of the response in the case record. If the client is not satisfied with Step Three, he/she will request, in writing, within 7 working days of receipt of the above letter to proceed to Step Four. The request is directed to the Chief Program Officer.

**Step Four:** Within 10 working days of receipt of the client's request, the Chief Program Officer will review the grievance and respond, in writing, to the client with a copy of the response in the case record. If the client is not satisfied with step four, he/she will request, in writing, within 7 working days of receipt of the above letter to proceed to step five. The request is directed to the Chief Executive Officer.

**Step Five:** Within 14 working days of receipt of the client's request, the Chief Executive Officer will review and address the complaint. The findings of the Chief Executive Officer are final and will be communicated to the client in writing. \*\*

\*\* Grievances may also be addressed to the Arizona Department of Child Safety and/or any other funding source related to their service (current list is attached to the Client Rights Form).

**2.0**

Clients may grieve dissatisfaction with the care, services, intake, closure, transfer issues, fees charged for services or any other displeasures. AzCA will not close nor discriminate, in any way, against any client by whom, or on whose behalf, a complaint has been submitted or who has participated in a complaint investigation process. Clients may provide an advocate in order to understand, exercise and protect their rights. They have the right to provide their own legal counsel and all other requirements of due process.

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**3.0**

A client may request to use the Grievance Procedure at any time. It shall be the responsibility of the assigned primary service provider to assist the client, his or her family, the advocate (if applicable) with the entire process. If the primary service provider is the subject of the grievance the Program Administrator will appoint a staff member to assist the client.

- a) Another copy of the grievance procedure will be given to the client at the time a grievance is initiated.
- b) The client will receive a written response that includes documentation of the response.

