

COMMUNITY LIVING BRANT
POLICY AND PROCEDURE MANUAL

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FILE UNDER SECTION: 8 - PROGRAM	EFFECTIVE DATE: January 21, 1992 REVISION DATE: May 7, 2012 APPROVED DATED: January 21, 1992

PURPOSE

Community Living Brant is committed to providing respectful, quality services to people and families. It is recognized that concerns, complaints and disagreements will arise as we strive to work together.

When a concern or complaint arises, it is our goal that the people directly involved are able to resolve the concern/complaint in a timely and informal manner to the extent that the issue and circumstances permit. However, in some situations, greater care and detail in both verbal and written communications may be required.

This policy applies to the individual/family as well as to community agencies and community members who may have concerns regarding our services.

POLICY

1. The Agency's Complaint Process is available upon request and will also be available on the Agency's website at www.clbrant.com. The REACH Out Self-Advocate's Complaint Procedure video is located on the homepage of the CL Brant website.
2. The REACH Out Self-Advocate's group will conduct regular Complaints Procedure information sessions for people receiving support from CL Brant.
3. Each person and their families/guardians (if applicable) will receive a copy of the Complaints Procedure when they begin service with Community Living Brant.
4. Once a year, all people and their families/guardians (as applicable) will be sent a brochure of the Complaints Procedure.
5. There will be no negative repercussions on the person receiving service should he/she have a complaint or concern.
6. Staff has the right to know when a concern or complaint involving them has been made. Staff has the right and responsibility to be part of the resolution.
7. ***The Complaints Procedure is not for emergency situations.***

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PROCEDURE (CONTINUED)

PROCEDURE

Community Living Brant will listen and respond to your concern or complaint. We want to ensure people are satisfied with the quality of their services, supports and the operations of the Agency.

If your concern is with a staff;

- And if you are comfortable talking to that person, you may tell them in person, in writing, or by email.
- You can ask for help from a friend or family member you trust.

OR

- Find a staff in Community Living Brant that you trust and respect to help you bring your concern or complaint forward to the right person.
- They can help you to call or write a letter, or fill out a complaint form on the Agency's AIMS database.

If you have any other type of concern or complaint:

- Find a staff in Community Living Brant that you trust and respect to help you bring your concern or complaint forward to the right person.
- They can help you to call or write a letter, or fill out a complaint form on the Agency's AIMS database

1. After the concern or complaint has been made to the Agency, the following will happen:

- 1.1. You will be in contact with someone who can help you within three (3) working days of receiving your concern or complaint.
- 1.2. You will be given the chance to talk about your concern or complaint with someone. The Agency will have the staff who is the best person to help meet with you. This will probably be a Community Living Brant Supervisor **or** one of the Directors of Services. The Director of Support Services or alternate will review the circumstances of your concern or complaint and ensure that any person assigned to review or resolve your concern or complaint is not on a conflict of interest. This will be done by considering a variety of factors including but not limited to current and past relationships, previous involvement in past concerns/complaints, etc, role or relationship in the organization.
- 1.3. When you meet to discuss your concern or complaint, you may bring a friend or family member to help you.

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PROCEDURE (CONTINUED)

- 1.4 Community Living Brant will do its best to meet and resolve your concerns within five (5) working days. More serious concerns or complaints may take a longer time to resolve.
- 1.5 There is a written record kept of all formal complaints, and if you wish, you can ask for a copy.
- 1.6 After your meeting to resolve your concern or complaint, you will receive an answer in person or in writing with the decision within three (3) days of this meeting.

2. If you do not feel your concern or complaint was resolved at this time you may bring your concern to the Executive Director.

- 2.1. You can tell your concern to the Executive Director or his/her Administrative Assistant.
- 2.2. If needed, a meeting time for you with the Executive Director will be arranged by the Executive Director's Administrative Assistant.
- 2.3. The Executive Director will have information prior to the meeting to determine the steps the Director have taken in an effort to resolve your concern.

3. Board of Directors Of Community Living Brant

- 3.1 If after these attempts your concern or complaint remains unresolved, you can direct your concern or complaint in writing to the Board of Directors. In your letter, outline what steps have been taken to help solve your concern or complaint and why you feel the situation has not been resolved.

Board of Directors, Community Living Brant,
366 Dalhousie Street
Brantford, ON
N3S 3W2
Email: board@clbrant.com

- 3.2 A meeting with a member/ members of the Board of Directors and the Executive Director will take place at which time you can share your concerns. Once again, you should feel free to bring with you a friend or family member if you would find that helpful.

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PROCEDURE (CONTINUED)

- 3.3 The person/people meeting with you will have been provided with a summary of all previous attempts to resolve your concern/complaint. Following the meeting, you will receive a letter outlining the recommendations and decisions.
4. **If following your efforts within Community Living Brant your concern or complaint remains unresolved, your final step is to ask the Ministry of Community and Social Services (adult services) or the Ministry of Children & Youth Services (OEYC:Brant) to review your complaint.**

They can be reached as follows:

Attention: Program Supervisor for Community Living Brant
Ministry of Community and Social Services
or
Ministry of Children & Youth Services
19 King Street West
Hamilton, ON L8P 4Y7

REVIEW AND ANALYSIS OF COMPLAINTS AND FEEDBACK

1. Senior Management will conduct an annual review analysis of any complaints/concerns that have been raised in the previous year.
 - 1.1 The annual review and analysis will be discussed and documented in Senior Management meeting minutes
 - 1.2 Appropriate changes will be made to address any trends or concerns. These changes may include revising policies and procedures, training for staff and/or people receiving services, etc.
 - 1.3 Community Living Brant will provide information about its complaints/feedback process, and/or about complaints/feedback, as part of the Ministry's Risk Assessment process, upon request by the Ministry.
2. The Quality Enhancement Committee conducts regular satisfaction surveys and focus groups on various topics affecting quality of services. A summary report of findings and recommendations will be made and given to Community Living Brant for review and consideration.