COMPLAINT FORM

We understand that you have a concern about the Clara Martin Center. This form is to be used for you to document your concern. Please fill out this form and return it to the receptionist or mail it to the attention of the Clinical Director, Clara Martin Center, P.O. Box G, Randolph, VT 05060. You will be contacted by someone from the agency about your concern. All complaints are reviewed by the Executive Director.

Date of Report: _________________________________________________
Name of Person Reporting: _______________________________________
Telephone Number: _____________________________________________
Address: _______________________________________________________
________________________________________________________________
________________________________________________________________

Please give as much detail as possible about the situation you are concerned about.
________________________________________________________________
________________________________________________________________

Who are the people involved with the situation you are concerned about?
________________________________________________________________
________________________________________________________________

What actions have you already taken to resolve the situation?
________________________________________________________________
________________________________________________________________

Please list possible solutions that you feel may be of help to you in this situation:
________________________________________________________________
________________________________________________________________

Date received by Clinical Director: _________________________________
Action/Response by Clinical Director: _______________________________
Date reviewed with Client: _________________________________________

Advocate Information – Should you wish to contact an advocate
Legal Aid: 800-889-2047
Vermont Protection and Advocacy: 800-834-7890
Civil Rights Unit, VT-Attorney General’s Office: 888-745-9195

Revised: 3/1/17