



Corporate Compliance and Grievance Reporting form. PG # 1

Any employee, who believes this standard may have been violated, may report his or her concern to the CCO, and a full investigation will occur. If reasonable grounds exist to support the claim, a corrective action plan will be developed, which may include disciplinary action against any person involved. All investigations will begin within 48 hours of the reported alleged action and will be completed within six business days. If the investigation takes longer than six days, the CCO will inform the CEO daily of the status of the investigation through a verbal report.

There will be no reprisal for coming forward to discuss any alleged allocations.

The "Guidelines" are to help the writer answer questions that may be applicable to the incident. Please do NOT include the questions in the submitted Investigative Report.

Date of Report:

Investigator:

Date of Incident(s):

Type of Incident(s): *Same as listed on CIR, Grievance Form, or Corporate Compliance Form*

Individual Receiving Service Name: *Include ALL individuals that were included on the CIR, Grievance Form or Corporate Compliance Form*

Address:

Date of Birth:

Age at time of incident:

SUMMARY OF ALLEGATION(S)/INCIDENT:

Guidelines

What happened? Who reported it, and to whom was the incident or allegation reported to? Where, When, and How was it reported? (List each allegation or problem area separately)

CHRONOLOGY OF INCIDENT:

What happened from the time of the immediate precipitating or causal events of the incident or allegation until the time of the investigation? (Date and time of each significant event) What or who is the source of information? If occurring at a residential site/group home/program site, when was assistance (such as emergency or administrative) requested? Was the individual examined for injury? If the staff was directed to or decided to obtain medical treatment, when was it obtained, and if not obtained immediately, what was the reason for waiting?

INVESTIGATIVE METHODS:

Date and time investigation initiated What physical, written documents, interviews, witness statements, and evidence were collected and considered? What agencies were involved in the incident? What agencies were notified of the incident?