



Melody Cares, Inc.

<b>POLICY AND PROCEDURE ON GRIEVANCES</b>
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**I. PURPOSE**

The purpose of this policy is to promote service recipient right by providing persons served and/or legal representatives with a simple process to address complaints or grievances.

**II. POLICY**

Each person served and/or legal representative will be encouraged and assisted in continuously sharing ideas and expressing concerns in informal discussions with management staff and in support team meetings. Each concern or grievance will be addressed, and attempts will be made to reach a fair resolution in a reasonable manner. Should a person and/or legal representative feel an issue or complaint has not or cannot be resolved through informal discussion, they should file a formal grievance. Staff and persons served and/or legal representatives will receive training regarding the informal and formal grievance procedure. This policy will be provided, orally and in writing, to all persons served and/or legal representatives. If a person served and/or legal representative feel that their formal complaint has not or cannot be resolved by other staff, they may bring their complaint to the highest level of authority in the program, the CEO, who may be reached at the following:

Name: John Rentschler, CEO  
Address: 1304 1<sup>st</sup> St N, Stillwater, MN 55082  
Telephone Number: 651-503-8618

The company will ensure that during the service initiation process that there is orientation for the person served and/or legal representative to the company's policy on addressing grievances. Throughout the grievance procedure, interpretation in languages other than English and/or with alternative communication modes may be necessary and will be provided upon request. If desired, assistance from an outside agency (i.e. ARC, MN Office of the Ombudsman, local county social service agency) may be sought to assist with the grievance.

Persons served and/or legal representatives may file a grievance without threat or fear of reprisals, discharge, or the loss of future provision of appropriate services and supports.

**III. PROCEDURE**

- A. All complaints affecting a person's health and safety will be responded to immediately by the manager.
- B. Direct support staff will immediately inform the manager of any grievances and will follow this policy and procedure. If at any time, staff assistance is requested in the complaint process, it will be provided. Additional information on outside agencies that also can provide assistance to the person served and/or legal representative are listed at the end of this procedure.
- C. If for any reason a person served and/or legal representative chooses to use the formal grievance process, they will then notify in writing or discuss the formal grievance with the manager will initially respond in writing within 14 calendar days of receipt of the complaint.



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- D. If the person served and/or legal representative is not satisfied with the manager response, they will then notify in writing or discuss the formal grievance with the CEO, who will then respond within 14 calendar days.
- E. All complaints must and will be resolved within 30 calendar days of receipt of the complaint. If this is not possible, the CEO will document the reason for the delay and the plan for resolution.
- F. If the person served and/or legal representative believe their rights have been violated, they retain the option of contacting the county's Adult or Child Protection Services or the Department of Human Services. In addition, persons may contact advocacy agencies (listed at the end of this policy) and state they would like to file a formal grievance regarding their services, provider company, etc.
- G. As part of the complaint review and resolution process, a complaint review will be completed by the Executive Director or the CEO and documented by using the *Internal Review* form regarding the complaint. The complaint review will include an evaluation of whether:
  1. Related policies and procedures were followed.
  2. The policies and procedures were adequate.
  3. There is a need for additional staff training.
  4. The complaint is similar to past complaints with the persons, staff, or services involved.
  5. There is a need for corrective action by the company to protect the health and safety of persons served.
- H. Based upon the results of the complaint review, the company will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by staff or the company, if any.
- I. A written summary of the complaint and a notice of the complaint resolution to the person served and/or legal representative and case manager will be provided by using the *Complaint Summary and Resolution Notice* form. This summary will:
  1. Identify the nature of the complaint and the date it was received.
  2. Include the results of the complaint review.
  3. Identify the complaint resolution, including any corrective action.
- J. The *Complaint Summary and Resolution Notice* will be maintained in the service recipient record.

Outside Agency Name	Telephone Number	Address and Email Address
ARC MN	952-920-0855 833-450-1494	641 Fairview Avenue N., St. Paul, MN 55104 <a href="http://www.arcminnesota.org">www.arcminnesota.org</a> <a href="mailto:info@arcminnesota.org">info@arcminnesota.org</a>
ARC Greater Twin	(952) 920-0855	641 Fairview Avenue N., St. Paul, MN 55104



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Cities	833-450-1494	<a href="http://www.arcminnesota.org">www.arcminnesota.org</a> <a href="mailto:info@arcminnesota.org">info@arcminnesota.org</a>
ARC Northland	(218) 726-4725	222 E Superior St, Suite 302, Duluth, MN 55802 <a href="http://www.arcnorthland.org">www.arcnorthland.org</a> <a href="mailto:info@arcnorthland.org">info@arcnorthland.org</a>
Disability Law Center	1-800-292-4150	111 N. Fifth St., Suite 100, Minneapolis, MN 55403 <a href="http://www.mylegalaid.org">www.mylegalaid.org</a> <a href="mailto:info@mylegalaid.org">info@mylegalaid.org</a>
MN DHS-Licensing	(651) 431-6500	444 Lafayette Road, St. Paul, MN 55115 <a href="http://www.mn.gov/dhs/general-public/licensing/">www.mn.gov/dhs/general-public/licensing/</a> <a href="mailto:dhs.info@state.mn.us">dhs.info@state.mn.us</a>
MN Office of the Ombudsman for Families (and Children)	1-888-234-4939	1450 Energy Drive, Suite 106 St. Paul, Minnesota 55108 <a href="http://mn.gov/ombudfam/">http://mn.gov/ombudfam/</a>
MN Office of the Ombudsman for MH/DD	(651) 757-1800 (800) 657-3506	332 Minnesota Street, Suite W1410, First National Bank Building, St. Paul, MN 55101 <a href="http://www.mn.gov/omhdd">www.mn.gov/omhdd</a> <a href="mailto:ombudsman.mhdd@state.mn.us">ombudsman.mhdd@state.mn.us</a>
MN Office of the Ombudsman for Long-Term Care	(651) 431-2555 (800) 657-3591	P.O. Box 64971, St. Paul, MN 55164 <a href="http://www.mn.gov/ooltc">www.mn.gov/ooltc</a> <a href="mailto:MBA.OOLTC@state.mn.us">MBA.OOLTC@state.mn.us</a>

### MN Area on Aging:

Please select the specific row (below) for applicable telephone number or address based upon your location

	MN Area on Aging	Telephone Numbers	Address and Email Address: <a href="http://mn4a.org/aaas/">http://mn4a.org/aaas/</a>
1.	Arrowhead Area Agency on Aging	Main: 218-722-5545 Toll Free: 1-800-232-0707 Fax: 218-529-7592	221 West 1st Street Duluth, Minnesota 55802 Serves: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake & St. Louis counties.
2.	Central MN Council on Aging	Main: 320-253-9349 Fax: 320-253-9576	3333 W. Division St., Suite 217 St. Cloud, Minnesota 56301-3456 Serves: Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, & Wright counties.
3.	Dancing Sky Area Agency on Aging	Main: 218-745-6733	109 South Minnesota Street Warren, Minnesota 56762 Serves: Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomens, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau,



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	MN Area on Aging	Telephone Numbers	Address and Email Address: <a href="http://mn4a.org/aaas/">http://mn4a.org/aaas/</a>
			Stevens, Traverse & Wilkin.
4.	Metropolitan Area Agency on Aging	Main: 651-641-8612 Fax: 651-641-8618	3001 Broadway St. NE, Suite 170, Minneapolis, MN 55413 Serves: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, & Washington counties
5.	Indian Agency on Aging	218-679-2122	PO Box 27 Cass Lake, Minnesota 56633 Serves: Bois Forte, Fond du Lac, Grand Portage, Leech Lake, Lower Sioux, Mille lacs, Prairie Island, Red Lake, Upper Sioux & White Earth reservations
6.	MN River Area Agency on Aging	507-387-1256	201 N. Broad St., Suite 102, Mankato, MN 56001 Serves: Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Faribault, Jackson, Kandiyohi, Lac Qui Parle, Le Sueur, Lincoln, Lyon, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Swift, Waseca, Watonwan, & Yellow Medicine counties.
7.	Southeastern MN Area Agency on Aging	Main: 507-288-6944 Fax: 507-288-4823	2746 Superior Drive NW, Suite 300 Rochester, MN 55901 Serves: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, & Winona counties