

Were there any other witnesses? (If so, how can we reach them?)

What are you hoping will happen as a result of filing a complaint?

I promise that everything I have said is true to the best of my memory:

Client's signature

Client's printed name

For Entry Point Lead Team use only:

Date complaint received: ___/___/___

Findings:

Resolution:

Date client informed of disposition: / /

Date agency informed of disposition: / /

Entry Point Lead Team staff signature: _____

Entry Point Lead Team printed name: _____