POLICY AND PROCEDURE MANUAL



VERSION 1.0

[] Yes
[] No
Have you provided a copy of your advance directive to Joyful Family LLC?
[] Yes
[] No
If no, do you plan to provide one?
[] Yes
[] No
Acknowledgment
I acknowledge that I have received information about my right to make advance directives and that I
have been given the opportunity to ask questions. I understand that I am not required to have an
advance directive in order to receive care from Joyful Family LLC.
Client or Authorized Representative Name:
Relationship to Client (if applicable):
Signature:
Date:
Staff Name and Title:
Staff Signature:
Date:



VERSION 1.0

Client Complaint/Grievance Form

Joyful Family LLC
Client Complaint/Grievance Form
Client Information
Client Full Name:
Date of Birth:
Phone Number:
Address:
Date of Incident (if applicable):
Complaint/Grievance Details
Please describe your complaint or grievance:
Date complaint was made:
Location where incident occurred (if applicable):
Staff involved (if applicable):