

# Fremont Counseling Service

Mental Health and Recovery Services Serving Fremont County

An Equal Opportunity Provider

748 Main St., Lander, WY 82520 ~ (307) 332-2231, Fax (307) 332-9338  
1110 Major Ave., Riverton, WY 82501~ (307) 856-6587, Fax (307) 856-2668  
TTY Hearing Impaired - 1-800-877-9975

## COMPLAINT / GRIEVANCE FORM

*This form may be completed anonymously. If you give us your name and contact information, you will receive a response in regard to this issue within thirty (30) working days of receipt of this form by the Executive Director.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

FCS Employee(s) against whom complaint is being filed: \_\_\_\_\_

*If additional space is required for any of the following sections, please attach blank pages to this form.*

Complaint/grievance (please explain specific action(s) and date(s) the incident took place):

How would you like to see the complaint/grievance resolved?

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Complaint received by: \_\_\_\_\_ Date: \_\_\_\_\_

Action(s) taken and date. If additional space is needed, please attach blank pages to this form.

\_\_\_\_\_  
Executive Director or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE ATTACH ANY SUPPORTING DOCUMENTATION FOR THIS CLAIM**

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## CONTACT INFORMATION FOR GRIEVANCE ADVOCACY SERVICES

You have the right to contact the following agencies for assistance at any time.

### **Department of Health-Mental Health Division**

6101 Yellowstone Rd, Room 259 B  
Cheyenne, WY 82002  
307-777-7997

### **Department of Health-Substance Abuse Division**

6101 Yellowstone Rd  
Cheyenne, WY 82002  
307-777-6494

### **Protection and Advocacy System (P & A)**

PO Box 58	350 City View Drive, Suite 207A
Lander, WY 82520	Evanston, WY 82930
307-332-6907	307-789-3035

### **Protection and Advocacy System (P & A)**

320 West 25th Street, 2nd Floor  
Cheyenne, WY 82001  
Mental Health Program (PAIMI)  
1-800-654-7972 or 307-635-7817  
Protection and Advocacy of Individual Rights (PAIR)  
1-800-632-3491 or 307-632-3497  
Protection and Advocacy for Developmental Disabilities (PADD)  
1-800-632-3491 or 307-632-3496

### **Wyoming Guardianship Corporation**

Mental Health Omsbudman Program  
PO Box 2778  
Cheyenne, WY 82003  
1-888-857-1942 or 307-632-5519

### **Office of Civil Rights**

US Department of Health and Human Services  
200 Independence Ave., S.W.  
Room 509F, HHH Building  
Washington DC 20201

### **Privacy Official**

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