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*TCH*  
*ADA Complaint*  
*Procedure and Forms*  
*(English)*

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*Developed 9-2019*

**ADA-Related Service Complaint Process**  
(Developed 9-2019)



The Centers for Habilitation/TCH welcomes comments, complements, and complaints from customers on their experiences using TCH's services. Customer input helps us identify areas needing improvement, and commendations are always appreciated.

Whether our customers are submitting complaints about service problems or sharing a great experience, we welcome the opportunity to be of service

All customer complaints are carefully reviewed, and those submitted by customers who experience accessibility or ADA-related problems are additionally reviewed for adherence to TCH's policies by the TCH HR representative.

To file an ADA-related service complaint, customers may contact TCH using any of the following methods:

□ **Via Mail to:**

TCH

c/o Human Resources Department

215 West Lodge Drive

Tempe, AZ 85283

□ **Via Phone**

480-730-4132

□ **Via Email**

kendellgans@tch-az.com

TCH will investigate the complaint and promptly communicate a response to the customer with 10 business days.



All submittal methods will result in the Customer Relations department receiving the complaint information and entering it into the customer comment information folder, which documents every complaint received and all related follow-up activities. Customers with an ADA-related complaint will receive a complaint confirmation/tracking reference number, usually within the same day but no later than ten (10) business days from the day TCH receives the complaint. If the customer does not receive a response within the ten (10) day timeframe, he or she can call the Human Resources Department Representative Department at the number listed above to obtain status update of the claim.

Responsible TCH operating divisions or administrative departments investigate all complaints and implement any corrective actions to be taken. Complaints involving ADA or accessibility elements receive an additional review by HR Director after the investigation has been completed. After the ADA Compliance oversight review has been completed, Customer Relations will provide a written reply to the complainant at the contact address provided within ninety (90) days of receiving the complaint. All complaints are investigated within a few weeks, but some may require more extensive investigation, or require more time to identify corrective measures. In any case, a written reply will be provided to the customer within ninety (90) days.