

**CLIENT PERSONAL RIGHTS AND COMPLAINT INFORMATION
AT AN AOD CERTIFIED/LICENSED PROGRAM
FORM INSTRUCTIONS**

REQUIRED FORM:

This form is a required document in the client file

WHEN:

Completed at Intake/Admission

COMPLETED BY:

Authorized agency representative

REQUIRED ELEMENTS:

- **Review the form with the client**

ACKNOWLEDGEMENT:

- **Program Name:** Document the name of the program providing the service.
- **Client's Printed Name/Client's Signature/Date:** Client must print name, sign name, and date the form.

CLIENT PRINTED NAME, SIGNATURE, AND COPY:

The client must review, print and sign name, and date the form. The client is to be provided a copy of this form at admission. The program shall place the original signed document in the client's file.