



# Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Colonial Behavioral Health.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, location, date, and description of the alleged discrimination. Alternative means of filing complaints, such as personal interviews or tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Kisha Young, ADA Coordinator - Facilities**

1657 Merrimac Trail, Williamsburg, VA 23185

Phone: 757-220-3200

Email: [ADACoordinator@colonialbh.org](mailto:ADACoordinator@colonialbh.org)

TTY: 711

Within 15 calendar days after receipt of the complaint, ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting, ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain Colonial Behavioral Health's position and offer options for substantive resolution of the complaint.

If Colonial Behavioral Health's response does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Virginia Department of Rail and Public Transportation.



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All written complaints received by the ADA Coordinator or his/her designee, appeals to the Department of Rail and Public Transportation or their designee, and responses from these two offices will be retained by Colonial Behavioral Health for at least three years.

[Colonial Behavioral Health ADA Complaint Form.](#)