

## **BRIAR HILL**

### **Nondiscrimination and Accessibility Requirements Notice**

Briar Hill Health Care Residence complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Briar Hill does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Briar Hill:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
  - Qualified sign language interpreters; and
  - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
  - Qualified interpreters
  - Information written in other languages

If you need these services, contact the facility Administrator.

If you believe that Briar Hill has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with: Administrator, Briar Hill Health Care Residence, PO Box 277, 15950 Pierce Street, Middlefield, Ohio 44062, telephone number 440-632-5241, fax number 440-632-9362, or email address [aohman@briarhillhealthcare.com](mailto:aohman@briarhillhealthcare.com). You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the facility Administrator is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201, 1-800-868-1019, 800-537-7697 (TDD). Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

## **BRIAR HILL**

### **Section 1557 Grievance Procedure**

It is the policy of Briar Hill Health Care Residence not to discriminate on the basis of race, color, national origin, sex, age or disability. Briar Hill has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 1557 of the Affordable Care Act (42 U.S.C. 18116) and its implementing regulations at 45 CFR part 92, issued by the U.S. Department of Health and Human Services. Section 1557 prohibits discrimination on the basis of race, color, national origin, sex, age or disability in certain health programs and activities. Section 1557 and its implementing regulations may be examined in the office of the Administrator, Briar Hill Health Care Residence, PO Box 277, 15950 Pierce Street, Middlefield, Ohio 44062, telephone number 440-632-5241, fax number 440-632-9362, or email address [aohman@briarhillhealthcare.com](mailto:aohman@briarhillhealthcare.com), who has been designated to coordinate the efforts of Briar Hill to comply with Section 1557 (the “Responsible Employee”).

Any person who believes someone has been subjected to discrimination on the basis of race, color, national origin, sex, age or disability may file a grievance under this procedure. It is against the law for Briar Hill to retaliate against anyone who opposes discrimination, files a grievance, or participates in the investigation of a grievance.

#### **Procedure:**

- Grievances must be submitted to Briar Hill’s Responsible Employee within (60 days) of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- Briar Hill’s Responsible Employee (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it will be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. Briar Hill’s Responsible Employee will maintain the files and records of Briar Hill relating to such grievances. To the extent possible, and in accordance with applicable law, Briar Hill’s Responsible Employee will take appropriate steps to preserve the confidentiality of files and records relating to grievances and will share them only with those who have a need to know.
- Briar Hill’s Responsible Employee will issue a written decision on the grievance, based on a preponderance of the evidence, no later than 30 days after its filing, including a notice to the complainant of their right to pursue further administrative or legal remedies.
- The person filing the grievance may appeal the decision of Briar Hill’s Responsible Employee by writing to the Administrator within 15 days of receiving Briar Hill’s

Responsible Employee's decision. The Administrator shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from pursuing other legal or administrative remedies, including filing a complaint of discrimination on the basis of race, color, national origin, sex, age or disability in court or with the U.S. Department of Health and Human Services, Office for Civil Rights. A person can file a complaint of discrimination electronically through the Office for Civil Rights Complaint Portal, which is available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at: U.S. Department of Health and Human Services, 200 Independence Avenue SW., Room 509F, HHH Building, Washington, DC 20201.

Complaint forms are available at: <http://www.hhs.gov/ocr/office/file/index.html>. Such complaints must be filed within 180 days of the date of the alleged discrimination.

Briar Hill will make appropriate arrangements to ensure that individuals with disabilities and individuals with limited English proficiency are provided auxiliary aids and services or language assistance services, respectively, if needed to participate in this grievance process. Such arrangements may include, but are not limited to, providing qualified interpreters, providing taped cassettes of material for individuals with low vision, or assuring a barrier-free location for the proceedings. Briar Hill's Responsible Employee will be responsible for such arrangements.

## **BRIAR HILL**

### **Ohio Taglines for Significant Publications and Communications**

#### **English**

ATTENTION: If you speak English, language assistance services, free of charge, are available to you. Call 1-440-632-5241.

#### **Spanish**

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-440-632-5241.

#### **Chinese**

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-440-632-5241。

#### **German**

ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: 1-440-632-5241.

#### **Arabic**

ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1-440-632-5241 (رقم هاتف الصم والبكم).

#### **Pennsylvania Dutch**

Wann du [Deutsch (Pennsylvania German / Dutch)] schwetzscht, kannscht du mitaus Koschte ebber gricke, ass dihr helft mit die englisch Schprooch. Ruf selli Nummer uff: Call 1-440-632-5241.

#### **Russian**

ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1-440-632-5241.

#### **French**

ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez le 1-440-632-5241.

#### **Vietnamese**

CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số 1-440-632-5241.

#### **Cushite**

XIYYEEFFANNAA: Afaan dubbattu Oroomiffa, tajaajila gargaarsa afaanii, kanfaltiidhaan ala, ni argama. Bilbilaa 1-440-632-5241.

**Korean**

주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1-440-632-5241 번으로 전화해 주십시오.

**Italian**

ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1-440-632-5241.

**Japanese**

注意事項 : 日本語を話される場合、無料の言語支援をご利用いただけます。1-440-632-5241 まで、お電話にてご連絡ください。

**Dutch**

AANDACHT: Als u nederlands spreekt, kunt u gratis gebruikmaken van de taalkundige diensten. Bel 1-440-632-5241.

**Ukrainian**

УВАГА! Якщо ви розмовляєте українською мовою, ви можете звернутися до безкоштовної служби мовної підтримки. Телефонуйте за номером 1-440-632-5241.

**Romanian**

ATENȚIE: Dacă vorbiți limba română, vă stau la dispoziție servicii de asistență lingvistică, gratuit. Sunați la 1-440-632-5241.