

PROGRAM POLICY - ICF/DD-H

- 1 Maintenance of supported person's valuables
 - 1.1 Valuables will be accounted for on admission, separate, intact and free from any liability the licensee incurs.
 - 1.2 Each person will be allowed to retain and use his/her personal possessions and clothing as space permits.
 - 1.3 All reasonable precautions will be taken to ensure the safety of personal belongings.
 - 1.4 The Inventory of personal valuables will be initiated on admission by the Program Supervisor as a part of the admission process; updated as indicated and reviewed annually.
 - 1.5 The valuables list will be finalized on discharge.
- 2 Documentation
 - 2.1 Record the valuables at the time of a person's admission. Obtain signature(s) and give a copy to the person and/or responsible party.
 - 2.2 Place the signed valuables list in the person's record.
 - 2.3 Add to the valuables list as indicated throughout the person's stay. Record any items taken home, lost or damaged.
 - 2.4 Evaluate the Inventory of personal valuables list at least annually to determine if it is current or if the person has additional personal property needs.
 - 2.5 At the time of discharge, complete the Inventory of personal valuables list and obtain signature(s) from the client or responsible party as a release.

POLICY DATE: February 1996
REVISED: April 2004
REVISED: January 2011