DEVELOPMENTAL DISABILITIES ADMINISTRATION
RESIDENTIAL HABILITATION CENTER
STANDARD OPERATING PROCEDURE

TITLE: CLIENT PROPERTY INVENTORY 102.3

PURPOSE

This procedure holds Residential Habilitation Center (RHC) staff accountable for tracking a client's possessions in a client property inventory.

SCOPE

This procedure applies to RHC superintendents, attendant counselor managers, attendant counselors, habilitation plan administrators, case manager resource nurses, patient care coordinators, and their designees.

POLICY

A. An RHC must maintain a client property inventory for each client living in the facility.

B. The client property inventory must be completed upon admission, updated as the client's possessions change, and reviewed at least annually.

C. The RHC may exclude gift cards and pocket money from the client's property inventory.

PROCEDURES

A. Creating the client property inventory

Upon admission, the RHC must:

1. Discuss with the client and the client's family or legal representative the facility's methods for labeling the client's property;

2. Create the client's property inventory; and

3. Label the client’s property.

B. Adding items to the client property inventory

1. No more than 24 hours after a client acquires a new possession–including purchased items, gifts, and items with sentimental value–the RHC must label the item and add it to the client’s property inventory.

2. When items are added to the client’s property inventory, the RHC must include sufficient detail about the item (e.g., size, color, description of the item) so that it can be easily distinguished from similar possessions.

3. For a newly purchased item:

    a. Two employees must independently verify the client has the item, a receipt exists for the item, and the item is in the client’s property inventory.

    b. The client or an employee must submit the original purchase request and receipt to the RHC’s business office no more than one business day after the item is purchased.

    c. The RHC must label the client’s property.

C. Removing items from the client property inventory

1. If an item is removed from the client’s property inventory, two employees must acknowledge that the item was removed.

2. The consent and service agreement must indicate if the client’s parent or guardian wishes to be notified when an item valued under one hundred dollars is removed from the inventory.

3. The client’s parent or guardian must be contacted any time an item valued at one hundred dollars or more, based on the original purchase price, is being removed from the inventory.

D. Monitoring the client property inventory

1. The facility must complete a sample of random inventory audits at least quarterly.

2. Consolidated Institutional Business Services must periodically audit client purchases to verify:

    a. A purchase was validated with two employees; and
    b. The client’s property inventory accurately reflects the purchase.

AUTHORITY

42 C.F.R. Section 483.10	*Resident rights.*
42 C.F.R. Section 483.420	*Condition of participation: client protections.*

DEFINITIONS

Pocket money is cash that the client has been assessed to keep on their person, typically in low amounts for incidentals.

SUPERSESSION

RHC Standard Operating Procedure 102.3
ISSUED October 15, 2019

Approved: __*/s/: Debbie Roberts*___________________ Date: February 14, 2020
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