

Reference 411-325-0370

Rights: Individual's Personal Property (pg. 63 – 2010 OAR) Adopted 01/01/04

POLICY:

The program shall prepare and maintain a cumulative individual written record of each individual's personal property. In general, non-clothing items with a purchase price of less than \$20.00 or clothing articles with a purchase price of less than \$75.00 are not listed on the Property Record. However, items of special importance to the individual, prosthetic devices, and adaptive equipment shall be listed regardless of the purchase price. Records shall be reviewed for accuracy at six-month intervals. The program encourages and supports individuals having possessions reflecting their interest and choice.

An individual's personal property shall not be utilized by staff or any other individual without prior, written consent of the ISP team and the guardian. Neither staff nor any other individual associated with the program shall purchase items from or sell items to an individual without prior, written consent of the ISP team and the guardian.

1. Initial Entry

Upon entry into the program a Property Record shall be established for each individual showing:

- a) A complete and accurate description of each qualifying item;
- b) A serial number or another identifying mark such as the individual's initials;
- c) Date of inclusion on the record;
- d) Purchase price of the item (if the actual purchase price is unknown include an estimated value and designate this on the record);
- e) Date of removal from the record;
- f) Reason for removal from the record;
- g) Signature of the staff making each entry; and
- h) A signed and dated review of the record for accuracy at six month intervals.

2. Additions

Additional items purchased or received as gifts that meet the qualifying guidelines for inclusion on the Property Record shall be listed in a timely manner.

3. Deletions

Discarded items shall be deleted from the Property Record in a timely manner.

Items which are missing or appear to have been stolen shall be deleted from the Property Record and an Incident Report shall be generated. The program shall investigate the incident and document the outcome of the investigation, any actions taken to prevent future incidents, and any reimbursement to the individual on the Incident Report.

Items broken due to staff carelessness require and Incident Report and shall be replaced with as identical an item as possible by the program. Incidents of items broken by another individual receiving services shall be reviewed by the ISP team for that individual to determine responsibility for replacement.

4. Reviews

Each Property Record shall be reviewed at six-month intervals for accuracy. The Property Record shall be used to inventory the individual's property and cross-referenced with their financial records. Necessary additions or deletions shall be recorded at this time prior to the review being noted as an entry on the Property Record.

Approved by: _____ Date: _____
Jon Cooper, Director

