

PROGRAM POLICY - ICF/ID-H

Valuables Inventory

Policy No. 300.1.6

Page 1

- 1 Maintenance of person's valuables
 - 1.1 Valuables will be accounted for upon admission.
 - 1.2 Each person will be allowed to retain and use their personal possessions and clothing as space permits.
 - 1.3 All reasonable precautions will be taken to ensure the safety of personal belongings. Persons served may request to have a lock on their door to secure their property, unless it is determined by the IDT and written in the ISP, that a lock would pose a safety concern.
 - 1.4 Persons served are responsible for the care of their own personal property.
 - 1.5 The inventory of personal valuables will be initiated upon admission by the Program Supervisor as a part of the admission process and will be updated on an annual basis.
 - 1.5 The valuables list will be finalized upon discharge.
- 2 Documentation
 - 2.1 A list of valuables will be made at the time of a person's admission. The person served will sign the property inventory and a copy will be given to the person and/or responsible party, if applicable as desired.
 - 2.2 The signed valuables list will be maintained in the person's record file.
 - 2.3 The valuables list will be updated as needed throughout the person's stay as new items are obtained or removed. New items or items removed, lost or damaged will be recorded on the inventory list when staff are aware of the addition/removal of an item.
 - 2.4 The inventory of personal valuables list will be reviewed at least annually to determine if it is current and update as needed.
 - 2.5 At the time of discharge, the inventory of personal valuables list will be completed and reviewed and signed by the person served or responsible party as a release.

POLICY DATE: February 1996

REVISED: April 2004, January 2011, May 2012, August 2014, November 2016

REVIEWED: October 2017, October 2018, November 2019, November 2020,

PROGRAM POLICY - ICF/ID-H

Valuables Inventory

Policy No. 300.1.6

Page 2

REVIEWED: January 2023

REVISED: May 2024

REVIEWED: May 2025

REVISED: May 2026