

DEVELOPMENTAL DISABILITIES ADMINISTRATION  
RESIDENTIAL HABILITATION CENTER  
STANDARD OPERATING PROCEDURE

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TITLE: CLIENT PROPERTY INVENTORY 102.3

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**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. Label the client's property; and

3. Create the client's property inventory.
- 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. For a 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; and
    - b. The client or an employee must submit the original purchase request and receipt to the RHC's business office no more than 24 hours after the item is purchased.
- C. Removing items from the client property inventory
1. The RHC must remove an item from the client's property inventory if the client no longer owns the item. Two employees must sign the client's property inventory any time an item is removed.
  2. The client's property inventory must indicate if the client's parent or guardian wishes to be notified any time an item 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  
42 C.F.R. Section 483.420

*Resident rights.*  
*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**

None.

Approved: /s/Deborah Roberts  
(Interim) Deputy Assistant Secretary  
Developmental Disabilities Administration

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