

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: CLIENT PROPERTY INVENTORY POLICY 17.02.07

Authority: [42 C.F.R. 483.10](#) *Resident rights*
[42 C.F.R. 483.420](#) *Condition of participation: Client protections*

PURPOSE

This policy establishes a process for tracking a client's personal property.

SCOPE

This policy applies to all residential habilitation center (RHC) staff.

DEFINITIONS

Consumable means an item that is used and then replaced, such as: toothpaste; grooming or hygiene supplies; smoking materials; food; underwear; bras; gift cards and cash.

Discharge means the permanent movement of a client to another facility or setting not under the jurisdiction of the current RHC governing body.

Property means a client's personal possession, regardless of apparent value to others, that: holds intrinsic sentimental value to the client; is purchased for or by the client; or is a gift for the client.

Verified means confirmation that all items on the current property inventory are present and accounted for.

POLICY

- A. An RHC must maintain a property inventory for each client admitted to the facility, including clients admitted to nursing facilities for planned respite.

B. The RHC must maintain the client's property inventory in the client's electronic health record.

C. The client property inventory must be:

1. Created no more than 24 hours after admission;
2. Updated no more than 24 hours after obtaining new property;
3. Updated each time property is discarded;
4. Reviewed at least annually;
5. Verified when discharging from the RHC; and
6. Verified within three business days of the client's death.

Note: If this verification is not possible, the RHC must complete a progress note in the electronic health record stating the reason for the delay.

D. Each time an RHC employee makes an entry on the client's property inventory, a second RHC employee must confirm the update was made by writing a progress note in the client's electronic health record.

E. The client's inventory must not include consumable items.

F. When labeling a client's personal property, the method used must be inconspicuous yet visible enough to help the client and staff identify the item.

PROCEDURES

A. Creating the client's property inventory

1. Upon admission, the RHC must discuss with the client, and legal representative if the client has one, the facility's methods for labeling the client's property.
2. The RHC must finish creating the client's property inventory no more than 24 hours after admission.

B. Adding items to the client's property inventory

1. No more than 24 hours after a client acquires new property, the RHC must 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, brand, model number, and serial number) so that it can be easily distinguished from similar property.

3. For a newly purchased item:
 - a. The RHC must verify the client has the item and a receipt exists for the item, prior to adding the item to the client's property inventory.
 - b. The client or an RHC 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. Removing items from the client property inventory
 1. The consent and service agreement must indicate if the client's legal representative wishes to be notified before the RHC discards an item with an original purchase price or current resale value over one hundred dollars.
 2. If an item is removed from the client's property inventory, the RHC must record in the client's property inventory the date and reason the item was discarded.

SUPERSESSION

DDA Policy 17.14, *Client Property Inventory*
Issued April 15, 2023

Approved:



Deputy Assistant Secretary
Developmental Disabilities Administration

Date: April 15, 2023¹

¹ This policy was reissued under a new number without substantive changes.