

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

POLICY AND PROCEDURE MANUAL

Section: Recipient Rights
Policy Number: 14
Subject: **Personal Property and Funds**

Effective Date: 6/18/97
Last Revision Date: 5/12/16
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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that the right of recipient's to receive, possess, and use all personal property including clothing, except in the circumstances and under the conditions set forth in this document, will be ensured. It will be ensured that a recipient's money will be made available for use as desired by the resident unless limited by the treatment plan.

Purpose

To safeguard the use of personal property and funds of recipients of SCCMHA services.

To safeguard a recipient's property or living area from an unauthorized search.

To ensure compliance with the Michigan Mental Health Code and the Department of Health and Human Services Administrative Rules.

Application

This policy applies to all agency staff, independent contractors, and contract agencies.

Standards

1. Each program will provide a reasonable amount of storage space to each recipient for his/her clothing and other personal property.
2. Specifically excluded items will not be allowed in the program. Such items will be identified to the recipient at the time of admission into the program.
3. A list of excluded property will be posted and will include, but not limited to, all of the following:
 - a. Weapons, such as firearms, knives or other sharp objects.
 - b. Drugs, whether prescribed or not, unless possession of the drug is specifically authorized by the attending physician or is indicated in the recipient's individual written plan of service.


- c. Monetary items such as expensive jewelry, stocks, and bonds.
 - d. Alcoholic beverages.
 - e. Any item which violates federal, state, or local laws.
4. The person centered team may limit access to personal property guaranteed by this policy for the recipient only if one of the following conditions applies:
 - a. To prevent theft, loss or destruction of property unless a waiver is signed.
 - b. To prevent the recipient from physically harming him/herself or others.
5. Individual limitations or a waiver of the above will be documented in the recipient's individual plan of service and be included in the consumer's record.
6. The program will inventory all personal property in the possession of a recipient at the time of admission and at the time of discharge from the program. The program will keep the personal property inventory of a consumer current and update it as instances of lost, worn-out or destroyed property occur or when additions occur. The recipient and an individual designated by the recipient will receive copies of the personal property inventory at the time of admission, quarterly, and at the time of discharge.
7. Individuals may inspect personal belongings at any reasonable time.
8. A search may be conducted of a recipient, his/her belongings or room (if in a residential program) for the purpose of protecting the safety of an individual consumer, all recipients, staff, visitors and the premise from the presence of any dangerous items, excluded items or contraband.
9. Searches will not be employed as a punishment to the consumer.
10. A recipient's property or living area will not be searched by a provider unless such a search is authorized in the resident's plan of service or there is reasonable cause to believe that the resident is in possession of contraband or property that is excluded from the recipient's possession by the written policies, procedures or rules of the provider. The following conditions apply to all searches:
 - a. A search of the recipient's living area or property will occur in the presence of a witness. The recipient will also be present unless he/she declines to be present.

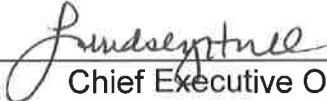
- b. The circumstances surrounding the search will be entered in the recipient's record, and will include all the following:
 - i. The reason for initiating the search.
 - ii. The names of the individuals performing and witnessing the search.
 - iii. The results of the search, including a description of the property seized.
11. Recipients will have the right to appeal personal searches or limitations of their belongings or rooms (if in a residential program) either verbally or in writing to the Right's Office.

References

Internal: SCCMHA Finance Policy #1, "Client Funds Accounts"

External: Michigan Mental Health Code 330.1728
Michigan Department of Health and Human Services Administrative Rule 330.7009

Approved by:  9-26-2016
Board Chairperson Date

 9/28/16
Chief Executive Officer Date

Review/Revision Dates:

Date:	By:
8/6/98, 1/19/05	Revised
1999-2008	Reviewed by Board
4/2/09	New formatting
7/27/09	Revised by Becke Browne
7/21/11	Reviewed by Recipient Rights Advisory Committee
7/19/12	Reviewed by Recipient Rights Advisory Committee
10/17/13	Reviewed by Recipient Rights Advisory Committee
12/11/14	Reviewed by Recipient Rights Advisory Committee
01/21/16	Annual Review by Recipient Rights Advisory Committee
5/12/16	Revised by Rebecca Browne