

	POLICIES AND PROCEDURES State of Tennessee Department of Intellectual and Developmental Disabilities	Policy #: Policy 100.1.5	Page 1 of 3
Policy Type: Intermediate Care Facilities for Individuals with Intellectual Disabilities		Effective Date: September 15, 2015	
Approved by:  <hr/> Commissioner		Supersedes: Policy 100.1.5 dated July 6, 2012	Last Review or Revision: Reviewed August 2014, Revised May 14, 2015
Subject: PERSONAL PROPERTY			

- I. **AUTHORITY:** Tennessee Code Annotated (TCA) 4-3-2708, TCA 4-4-103, TCA 33-3-101, TCA 33-1-103
- II. **PURPOSE:** The purpose of this policy is to ensure property belonging to a persons supported is under their control, and is protected through inventory and documentation procedures in the Department of Intellectual and Developmental Disabilities (DIDD) Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICFs – IID) and the Day One ICF/IID Unit at the Harold Jordan Center (HJC).
- III. **APPLICATION:** This policy is applicable to employees, contract employees and volunteers who provide services and supports to persons supported in DIDD ICFs/IID and the Day One ICF/IID Unit at HJC.
- IV. **DEFINITIONS:**
 - A. **Behavior Support Plan (BSP)** shall mean the document written by a Behavior Analyst which clearly defines the actions and steps direct support professionals and other care givers will take to change the behavior of a person supported.
 - B. **Circle of Support (COS)** shall mean a group of people who meet together on a regular basis to help a person supported plan for and accomplish his/her personal outcomes and actions. The person supported is the focus or the center of the COS. At a minimum, this includes the person supported, his/her family member(s) and/or conservator(s), a QIDP/Case Manager, and the providers of any supports and services the person receives. Friends, advocates, and other non-paid supports are included at the invitation of the person.
 - C. **Human Rights Committee (HRC)** shall mean the group of appointed persons responsible for ensuring that appropriate mechanisms and safeguards are in place to promote and protect individual rights and that any limitations of rights will not occur without due process. The Human Rights Committee meets on a regular basis to review and approve support plans that include restrictive interventions, review support guidelines, review psychotropic medication usage, and review complaints of rights violations and other rights-related issues.
 - D. **Individual Support Plan (ISP)** shall mean a person centered document that provides an individualized, comprehensive description of the person supported as well as guidance for how to accomplish unique outcomes that are important to the individual in achieving a good quality of life in the setting in which they reside.

Subject: PERSONAL PROPERTY

- E. Inventory** shall mean a record, either electronic or paper, used to account for personal property. Items that are liable to be used up or depleted, such as shampoo, favorite snacks, cigarettes or paper, are not included unless specified by the person's Circle of Support.
- F. Personal Property** shall mean all items given as gifts, or purchased by or for a person, such as adaptive equipment, clothing, personal grooming items, and personal effects.
- V. POLICY:** All DIDD ICF/IID and the Day One ICF/IID Unit at HJC shall ensure that persons supported shall be involved to the greatest extent possible in the selection, care, and control of their personal property, and shall have direct access to their property. Personal property shall be maintained, inventoried and monitored.
- VI. PROCEDURES:**
- A.** Each DIDD ICF/IID and the Day One ICF/IID Unit at HJC shall designate a staff person(s) responsible for completing the personal property inventory process.
- B.** A personal property inventory shall be completed on the date the person supported moves into or out of their home.
- C.** The personal property inventory shall be updated as new items are purchased, acquired, or discarded.
- D.** Inventories shall be monitored quarterly, at a minimum.
- E.** All electrical items shall be checked for safety.
- F.** If personal items are outgrown, lost/misplaced, destroyed, discarded, or stolen, the disposition of the items shall be documented on the personal property inventory.
- G.** Using the personal funds or property of a person supported for the benefit of another individual is prohibited except in the following circumstances.
1. In the case of two people who are married and who have chosen to share expenses and property as specified in their Individual Support Plans (ISP); or
 2. When the person desires to purchase a gift for a relative or friend (paid staff persons are excluded) for a special occasion (e.g., Christmas, Mother's Day, a birthday).
 3. Borrowing personal funds or property between persons supported shall be permissible providing both persons agree (staff persons are excluded per Policy #100.1.1 Protection From Harm in Intermediate Care Facilities for Persons with Intellectual Disabilities and Policy #100.1.4 Personal Fund and Special Fund Accounts) and the following occurs:
 - a. The Circle of Support determines and documents in the ISP, the person's ability to understand the responsibility of loaning or borrowing property.
 - b. Personal property loaned to another person shall be documented and tracked in the home communication log, and

c. Borrowing shall be initiated between the persons supported, not by staff.

H. An individual's personal property may not be restricted unless due process (via a Human Rights Committee review) has been afforded the person and as specified in their approved plan (e.g., ISP or Behavior Support Plan).

I. Until the person takes possession, their money or items purchased for them shall be kept in a secure location in the home.

J. Disposition of property when a person dies shall be in accordance with Policy #100.1.4 Personal Fund and Special Fund Accounts.

VII. **CQL STANDARDS:** The organization implements sound fiscal practices. Persons supported are free from exploitation. People can exercise rights.

VIII. **REVISION HISTORY:** May 14, 2015

IX. **TENNCARE APPROVAL:** N/A

X. **ATTACHMENTS:** None