

# PERSONAL PROPERTY PROCEDURES (RCFE)

FACILITY NAME	FACILITY NUMBER
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The following are the policies and procedures for safeguarding residents' personal property.

**INVENTORY** - It is our policy to maintain a current inventory (Licensing form LIC 621) of all personal property identified by residents. The following are our inventory procedures:

Admission: \_\_\_\_\_  
 \_\_\_\_\_

Additions: \_\_\_\_\_  
 \_\_\_\_\_

Discharge: \_\_\_\_\_  
 \_\_\_\_\_

**THEFT AND LOSS** - Our policy is to document loss of personal property. When a theft exceeds \$100 or more, a report shall be filed with a Law Enforcement Agency within 36 hours of the theft. Our procedures for theft/loss documentation are as follows:

Documentation of Theft Loss: \_\_\_\_\_  
 \_\_\_\_\_

Documentation Methods used to Evaluate Loss: \_\_\_\_\_  
 \_\_\_\_\_

Documentation Measure of Controlling Future Loss: \_\_\_\_\_  
 \_\_\_\_\_

**IDENTIFICATION** - It is our policy to label resident's personal property for their protection. Our procedures for marking, labeling and engraving resident's property are as follows:

Marking & Labeling: \_\_\_\_\_  
 \_\_\_\_\_

Engraving: \_\_\_\_\_  
 \_\_\_\_\_

**SECURITY** - It is our policy to provide locked and secured space for resident's personal property. Our procedures for providing locked and secure space are as follows:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTIFICATION** - It is our policy to notify interested parties about our loss prevention program and provide them with copies of applicable laws (H & S code, Sections 1569.152, 1569.153 & 1569.154). Our procedures for posting, giving notice and distribution are as follows:

Posting & Notice: \_\_\_\_\_  
 \_\_\_\_\_

Distribution Procedures: \_\_\_\_\_

**REVIEW AND UPDATE**

DATE:	REVIEWERS:	DATE:	REVIEWERS:
DATE:	REVIEWERS:	DATE:	REVIEWERS:
DATE:	REVIEWERS:	DATE:	REVIEWERS:
DATE:	REVIEWERS:	DATE:	REVIEWERS:

## **PERSONAL PROPERTY PROCEDURES**

HEALTH AND SAFETY CODE, SECTION 1569.153 REQUIRES EVERY RESIDENTIAL CARE FACILITY FOR THE ELDERLY TO HAVE A THEFT AND LOSS PROGRAM TO SAFEGUARD ITS RESIDENTS' PERSONAL PROPERTY. EACH FACILITY IS REQUIRED TO ESTABLISH POLICY AND PROCEDURES TO INSURE THAT THE RESIDENTS' PERSONAL PROPERTY IS SAFEGUARDED. THIS FORM IS DESIGNED TO PROVIDE GUIDELINES TO BE USED BY THE FACILITY IN DEVELOPING POLICY AND PROCEDURES IN COMPLIANCE WITH THIS MANDATE.

AT LEAST SEMIANNUALLY, THE FACILITY SHALL DOCUMENT ITS EFFORTS TO CONTROL THEFT AND LOSS. THIS SHALL INCLUDE THE REVIEW OF THEFT AND LOSS DOCUMENTATION, INVESTIGATIVE PROCEDURES AND THE RESULTS OF ANY INVESTIGATION(S) BY THE ADMINISTRATOR AND, WHEN FEASIBLE, THE RESIDENT COUNCIL.

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### **INSTRUCTIONS FOR COMPLETING THE LIC 9059**

PLEASE FOLLOW THE INSTRUCTIONS, LISTED BELOW, TO COMPLETE THE LIC 9059:

#### **A. INVENTORY**

All resident personal items must be inventoried unless the resident refuses the inventory and the refusal is documented.

Under this section specify:

1. How the inventory of personal items will be documented at the time of admission;
2. Who receives copies of the inventory;
3. How new items will be added to the inventory; and
4. How items will be removed from the inventory and/or surrendered at the time of discharge or death of resident.

#### **B. THEFT AND LOSS**

Under this section specify:

1. How and when the facility will record theft or loss;
2. How long the records will be maintained;
3. Who will receive copies of the theft and loss of records;
4. In case of theft or loss, when will the law enforcement agency be notified;
5. How will the value of missing items be estimated;
6. What follow-up measures will be implemented to control future losses.

#### **C. IDENTIFICATION**

State when and how the facility will mark, label or engrave resident's property.

#### **D. SECURITY**

State where the secured area for safeguarding resident's property is located. This may include cabinets and drawers and any other safeguard methods used by the facility for safekeeping residents' property.

#### **E. NOTIFICATION**

Specify the following:

1. Where the facility will post its policy and procedures for safeguarding of residents' property;
2. How the facility will notify its residents of its Theft and Loss Program;
3. How copies of these procedures and applicable law will be provided to interested parties.

**NOTE:** During facility evaluations and as part of a complaint investigation, the licensing agency shall require licensees to show evidence that they have, twice a year, reviewed their Theft and Loss Policies and Procedures, taking into consideration specific losses and loss investigations.

#### **F. REVIEW AND UPDATE**

Signing and dating this section of the Theft and Loss Procedures will serve as verification that the licensee/designated staff person acknowledges that he/she has reviewed and updated the Facility Policy and Procedures as required by California Health and Safety Code, Section 1569.153.