BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: INDIVIDUALS SUPPORTED INFORMATION

SUBMITTED BY: Kathleen Swantek	**DATE SUBMITTED:** 10/11/84	**SECTION:** Individual Supported	
BOARD APPROVED ON: 10/11/84	**DATE REVISED:** 05/23/17, 06/20/18	**SUBJECT:** Personal Property	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 11/16/17, 06/20/18, 09/18/19, 9/16/2021, 9/7/2023, 9/15/2026		**POLICY #:** IC-006	**PAGE #:** 1 of 2

I. APPLICATION

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization to keep accurate documentation of personal property and clothing brought into the group home and items purchased and/or disposed of while residing in the home.

III. NOTIFICATION/PROCEDURE

UPON PLACEMENT INTO HOME

WHO	DOES WHAT
Program Supervisor/Designee	1. Upon placement in the home, will inventory on the form personal property and clothing coming into the home with the individual supported. 2. Verifies items with guardian and has guardian sign document. Signs and dates personal property form. Files in the individual's case record. 3. Individuals property and clothing will be appropriately marked upon entrance into the home. A secured place will be provided upon request.

PURCHASING OF CLOTHING OR PERSONAL ITEMS WHILE LIVING AT THE GROUP HOME

WHO	DOES WHAT
Program Supervisor/Designee	1. Identifies clothing needs of individuals supported and submits detailed description on personal allowance purchase order to

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executive director via email and includes the division director.

Executive Director

2. Reviews personal allowance purchase order and makes decision.
3. If approved, returns signed purchase order to supervisor/designee.

Program Supervisor/Designee

4. Insures that the approved items are purchased, and receipt attached to the approved purchase order and forwarded to the administration office.
5. Documents the items purchased on the personal property inventory form.
6. Ensures new items purchased by the individual are appropriately marked.

Employee

7. Informs program supervisor of the need to discard of clothing/personal items.

Program Supervisor/Designee

8. Acts on request for discarding. If disposing of item valued at over $50.00, verify condition and if it cannot be repaired. Notifies guardian for approval and requests signature. All identifying information or markings shall be removed.
9. Documents on the personal property form whether items were donated, disposed, or returned to guardian.

IV. EXHIBITS

A. Personal Property Inventory