



CMHA-CEI Policies and Procedure Manual

Title:	3.6.24, Property and Funds		
Subject:	RECIPIENT RIGHTS		
Section:	Clinical		
Policy: X Procedure: <input type="checkbox"/>	Issued by: Director Quality Customer Service and Recipient Rights	Effective Date: 04/12/94	Applies to: <input type="checkbox"/> All CMHA-CEI staff <input checked="" type="checkbox"/> Contract Providers
Page: 1 of 2	Approved by: Board of Directors	Review Date: 2/13/17	X Other:

I. **Purpose:**

To establish guidelines to ensure that recipients in residential treatment programs have the right to receive, possess, and use all personal property.

II. **Policy:**

- A. A resident of a center, facility, or hospital is entitled to receive, possess, and use all personal property, including clothing and funds. Exceptions shall be detailed in posted house or program rules, or in individual plans of services.
- B. The residential service provider may exclude particular kinds of personal property, such as weapons, sharp objects, explosives, drugs, alcohol, etc. These items shall be identified in written, and posted, house rules.
- C. Limitations to a resident's access to property and funds shall be justified and documented in the plan of service. The limitation shall be removed when no longer clinically justified.
- D. The residential service provider shall provide a receipt for any personal property taken into the possession of the facility to the resident and an individual designated by the resident.
- E. Any personal property in the possession of the residential service provider at the time of discharge shall be returned to the resident.

III. **Responsibilities:**

- A. The Director of Quality, Customer Service, and Recipient Rights is responsible for ensuring that procedures to implement the intent of this policy are developed, reviewed, and revised as necessary.
- B. Residential service providers are responsible for establishing, posting, and enforcing house rules which restrict access to recipient's property and funds.
- C. The staff person in charge of the written plan of service shall ensure the development and implementation of treatment plans involving limitations to a recipient's right to property and funds.

D. Staff are responsible for implementing house rules and treatment plans.

IV. **Definitions:**

N/A

V. **Monitoring and Review:**

This policy is reviewed annually by the Director of Quality, Customer Service and Recipient Rights. It is monitored by accrediting bodies and regulatory agencies as applicable.

VI. **References:**

MHC 330.1728
MHC 330.1730

VII. **Related Policies and Procedures:**

N/A

VIII. **Review Log:**

Review Date	Reviewed By	Changes (if any)
03/16/04	-	-
06/10/05	-	-
02/01/07	-	-
11/20/07	-	-
05/26/10	-	-
02/01/12	-	-
03/10/13	-	-
02/13/17	QCSRR Director	Update to new format