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PURPOSE:

To establish procedures for the selection, purchase, accountability, maintenance and disposition of clothing and personal property items of individuals served.

POLICY:

It is the policy of the South Carolina Department of Disabilities and Special Needs (DDSN) that all individuals residing in Regional Centers be clothed in accordance with general accepted standards of age, size, gender, culture, and season. All personal possessions, regardless of their apparent value to others, must be treated with respect for what they may represent to the individual. As appropriate, each individual's program plan should maximize opportunities for choice and self-direction with regards to choosing and shopping for clothing and personal property items. It is also our policy that the family or guardian of the individual assist as needed, in the purchase and disposition of clothing and personal property items.

BACKGROUND:

DDSN recognizes the purchase, care and maintenance of clothing and personal property items is an important concern and will strive to insure that concerns are proactively addressed to protect the rights of all individuals served. It is also recognized that clothing requirements are not common to every individual. Modification or adaptations to clothing should be considered based on the needs of the individual.

It is possible for each individual to dress in appropriate, seasonal and stylish items if the individual, their family or guardian and facility staff work together.

PROCEDURES:

These procedures cover the following: pre-admission notification; inventory at admission and inventory maintenance; family/guardian orientation; laundering of clothing; storage of clothing; daily selection of clothing items; clothing replacement; clothing repair; unserviceable clothing disposition; travel away from living residence; discharge of individual; and death of individual.

A copy of the policy will be given to the individual and their family or guardian at the time of the admission.

A. Pre-Admission Notification:

The individual and their family or guardian will be notified, in writing, as to the type and quantities of clothing desired to accompany them on admission day. Six (6) changes of clothing are suggested, five (5) changes of everyday, comfortable clothes and one (1) dress outfit, in addition to underwear, shoes, socks, sleepwear, rain gear, coat(s), gloves and swimsuit. Appropriate personal care and hygiene items are also recommended. As appropriate, personal effects (i.e., wheelchair, CD player, coin collection), should also accompany the person on admission day.

B. Clothing and Personal Property Inventory at Admission and Inventory Maintenance:

Staff will be responsible to see that a joint inventory of the individual's property is performed at the time of admission (e.g., individual, their family or guardian and staff). The "Personal Property Record" (See Attachment A and Attachment A Sample) will be used for this inventory and filed in the "Personal Needs" section of the individual's record. The "Personal Property Record" will be kept current and will reflect at least a quarterly inventory of individual's personal property. An audit of the individual's personal property and the inventory record will be conducted by a staff member who is not responsible for maintaining the inventory or purchase of the individual's personal property. This audit will be conducted at least once every three years. Only items of $50.00 or more will be inventoried unless otherwise recommended.

C. Labeling of Clothing and Personal Property:

It is the responsibility of the individual to insure that all personal items are labeled for identification purposes. A method of labeling should be used that is inconspicuous and does not damage the item. The individual's family/guardian or staff will provide assistance as needed.

D. Orientation:

Each individual and their family or guardian will be oriented to procedures listed in this policy. The orientation should include an explanation of the inventory procedure; clothing record; storage method/labeling; maintenance/repair; replacement of items; travel away from the residence; and disposition of items.

E. Laundering of Clothing:

All clothing will be laundered as needed to insure clothes are clean and in good repair. As appropriate, each individual's program plan should maximize opportunities for choice and self-direction with regards to washing, drying and putting up their own clothes. Staff will provide assistance as needed.

F. Storage of Clothing and Personal Property:

Bedrooms will have enough space for a reasonable amount of personal items to be stored. Staff are to insure that closet racks and shelves are accessible to individuals who use wheelchairs or have other physical challenges. If additional storage space is needed outside of the bedroom area, the individual's property will be securely stored and labeled with the individual's name.

G. Daily Selection of Clothing:

Individuals will have free access to their own clothing. Individuals will be dressed in their own clothes as appropriate; each individual's program plan should maximize opportunities for choice and self-direction with regards to choosing clothes and dressing needs. Staff will assist individuals as needed. Individuals who are unable to access and use personal possessions and clothing appropriately, will be involved in programs to learn the necessary skills to do so. Appropriate sleeping apparel will be used.

H. Clothing and Personal Property Replacement:

The individual will be responsible for purchasing clothing and personal property items. The individual's family, guardian or advocate will provide assistance as needed. When assistance is needed, insure purchases meet the individual's need, interest and choice. Priority for purchasing personal items is by: (1) the individual, (2) the individual's family/guardian or (3) state.

1. Individual Purchase: Funds for replacement clothing or personal property will be taken from the individual's personal account. Facility staff will initiate a Personal Funds Draft (PFD) and will coordinate with the Regional Accounting Office. All

parties should ensure responses are made in a timely manner. If said purchase would cause the balance in the individual's account to drop below $100, proceed to next funding source. Facility staff will communicate with the individual and his/her family prior to purchase of items using individual funds to assure that purchase is consistent with individual's needs/desires.

2. Family/Guardian: Phone or letter contact should be made to the family/guardian to request a specific amount of funding for specific replacement item(s). If the family/guardian is unable, refuses or does not respond within ten (10) days, proceed to next funding source.

3. State Purchase: Facility staff will initiate the request and will coordinate with the Regional Accounting Office. All parties should ensure responses are made in a timely manner.

I. Clothing or Personal Property Repair:

The individual will make the decision to repair damaged items. The individual's family/guardian or advocate will assist in the decision as needed. If an item is sent from the residence for repair, a note shall be entered on the "Personal Property Record" noting the item article is "deleted" and reference the article as "out for repair." When returned to the residence, note "returned" and reference the item as "repaired." These entries can be made in the next blank column.

J. Disposition of Unserviceable Clothing/Personal Property:

The individual will identify personal property items that are unserviceable and need to be disposed of. The individual's family/guardian or advocate will assist in the decision as needed. If the individual does not want the item(s), staff will notify the Director of Purchasing and Supply for disposition instructions. In no case will unserviceable clothing/personal property be taken by unauthorized personnel (e.g., DDSN and non-DDSN persons). All disposition transactions must be entered on the "Personal Property Record" as a "Deletion" (See Attachment A and Attachment A Sample).

K. Travel Away from Residence:

The individual is responsible for seeing that he/she has sufficient suitable clothing for all trips and home visits. Staff will assist individuals as needed. Request from the individual's family or guardian for specific clothing items will be honored if possible. A separate listing of items will be made prior to the trip or visit and checked upon return (See Attachment B). Differences will be reflected on the "Personal Property Record."

L. Discharge of Individual:

All clothing and personal property items will accompany the individual upon discharge. The individual should insure he/she has sufficient/suitable clothing prior to discharge. Staff will assist individuals as needed. The "Personal Property Record" will be posted accordingly.

M. Death of Individual:

Administrative staff will contact the individual's family or guardian to determine the disposition of all clothing and personal property items. The "Personal Property Record" will be posted accordingly.

STAFF IN-SERVICE: Staff will be trained on these procedures, and the contents of this directive will be made a part of the new employee orientation program for appropriate staff.

INDIVIDUAL'S PERSONAL PROPERTY

Transfer of Ownership must be approved by the individual, with as needed assistance from the individual's family/guardian or advocate, and completed as follows:

A. The appropriate department shall establish a fair market appraisal of the equipment.

B. A bill of sale endorsed by the individual and/or guardian shall be prepared for that equipment and forwarded to the Business Office following the standard procedures for purchasing equipment.

C. The Personal Property Record shall be updated to reflect these transactions.

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To access the following attachments, please see the agency website page "Attachments to Directives" under this directive number.

Attachment A: Personal Property Record
Attachment B: Inventory of Personal Property for Overnight Visits