

Policy & Procedure Concerning Financial Resources of Persons Served
Appendix B

INSTRUCTIONS FOR COMPLETING POSSESSIONS INVENTORY

A Possessions Inventory will be kept for each person who receives assisted residential services. All items with an initial value over \$100 **or** an expectancy of use for at least three years and any materials/equipment for training/therapy purposes, regardless of the initial cost will be recorded. The completed form is kept in the person's working file.

Item: Each item with an initial value over \$100 **or** an expectancy of use for at least three years and any materials/equipment for training/therapy purposes, regardless of the initial cost, will be recorded, including the description, brand name, serial number, etc.

Initials & Date: The staff person recording the item will record their initials and the date the item was listed

Method of Disposal: How each item is disposed will be recorded

Initials & Date: The staff person making the entry will record their initials and the date the item was disposed

4/03
9/05
10/06