

## The Right Door for Hope, Recovery and Wellness

Chapter Title <b>Recipient Rights</b>	Chapter # <b>RR</b>		Subject # <b>124</b>
Subject Title <b>Property and Funds (Residential)</b>	Adopted <b>3/29/99</b>	Last Revised <b>6/15/16</b>	Reviewed 12/27/04; 6/26/06; 1/24/08; 12/21/09; 12/27/10; 1/23/12; 3/25/13; 9/22/14; 9/23/15; 6/15/16; 9/13/17

### **POLICY**

#### **Application**

This policy shall apply to The Right Door for Hope, Recovery and Wellness and all services operated by or under contract with it.

#### 1.0 Purpose:

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

#### 2.0 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. Each residential service provider shall provide a reasonable amount of storage space to each resident for his or her clothing and other personal property. The resident shall be permitted to inspect personal property at reasonable times.
- C. 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.
- D. 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.
- E. The residential service provider shall provide a receipt for any personal property taken into the possession of the facility to the resident and/or individual designated by the resident.
- F. The individual in charge of the plan of service may limit property in order to prevent the resident from physically harming himself, herself, or others; theft, loss, or destruction of the property, unless a waiver is signed by the resident.

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- G. Any personal property in the possession of the residential service provider at the time of discharge shall be returned to the resident.

3.0 Responsibilities:

- A. The Recipient Rights Office 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 recipients' 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.

4.0 Monitoring and Review:

This policy is reviewed by the Recipient Rights Office. It is reviewed and monitored internally by the Recipient Rights Advisory Committee and The Right Door for Hope, Recovery and Wellness Board. It is monitored externally by the MDHHS.

References:

CEI CMH Policy #3.6.24

MH Code: 330.1728 Personal Property  
330.1730 Money  
330.1732 Accept fund for use of resident  
330.1755 Office of Recipient Rights  
CARF: Business Practices Rights of Persons Served  
General Program Standards Orientation

Melissa McKinstry, Board Chairperson	Date		

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