

The Right Door for Hope, Recovery, and Wellness

Chapter Title Recipient Rights	Chapter # RR		Subject # 124.1
Subject Title Residential Services: Consumer Access to Money	Adopted 09/26/96	Last Revised 8/1/13	Reviewed 07/18/06 03/21/02 04/22/99; 3/29/10; 8/1/13; 1/4/17

PROCEDURE

Application

This procedure shall apply to all services operated by or under contract with The Right Door for Hope, Recovery, and Wellness. All consumer funds and valuables shall be in compliance with the licensing rules for Adult Foster Care small group homes (R400.14315). Providers must pass site reviews performed by the Department of Health and Human Services related to AFC licensing requirements to The Right Door for Hope, Recovery, and Wellness. This procedure shall serve as a guide to assure compliance with Board policy regarding Recipient Rights.

1.0 Upon Admission to Program

- 1.1 Agency employees or independent contractors and their employees, upon the consumer's admission to a residential services program, shall verbally and in writing explain to the consumer (or legal representative when applicable) the following information:
 - The residential program's general limitations regarding a resident's access to their money. The explanation shall include a verbal and written notice that individual limitations may be imposed under certain circumstances.
 - That individual limitations regarding a resident's access to his/her money may be appealed either verbally or in writing to the Recipient Rights Officer.
- 1.2 Agency employees or independent contractors and their employees, upon the consumer's admission to the residential program, shall
 - (1) inventory all money in the possession of the consumer.
 - (2) ensure that the consumer signs and dates money inventory.

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(3) provide a copy of the money inventory and a receipt to the consumer, (or legal representative when applicable)

(4) maintain the original money inventory and a copy of the receipt in the resident's record

2.0 Money Inventory

2.1 The agency staff or independent contractors and their staff shall inventory consumer's money that is to be held by the agency or independent contractor for safekeeping both at the time of admission and the time of discharge from a residential program.

2.2 The program shall keep the money inventory of a resident current and shall update it as changes occur (i.e., deposits, withdrawals, etc.)

2.3 The resident or legal representative, when appropriate, shall receive copies of the money inventory at the time of admission, quarterly, and at the time of discharge from the residential program or upon request.

3.0 Limitations

3.1 General limitations applicable to all consumers in a residential program shall be posted on bulletin boards and written in the program rules.

3.2 Individual limitations must be approved by the Person-Centered Planning Team and monitored by the Support Coordinator or designated person.

3.3 When access to money is individually limited, it shall be documented in the resident's Plan of Service and be included in the record. The documentation shall include

- justification of the limitation

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- termination of the limitation
- review date of the limitation
- when and by whom the limitation was explained to the resident and, when applicable, to the legal representative

3.4 Individual limitations shall be removed when the circumstances, which justified its adoption, cease to exist.

4.0 Documentation

4.1 Agency employees or independent contractors and their employees shall

- (1) document in a resident's record the money inventory including instances of withdrawals, deposits, etc.
- (2) document any changes in the money inventory of a resident within twenty-four (24) hours of the change
 - (1) submit to the resident (or legal representative and an individual of the consumer's choice) a copy of the money inventory form on a quarterly basis from the time of admission
 - (2) maintain the money inventory in the record of the resident

5.0 Upon Discharge

5.1 Agency employees or independent contractors and their employees, upon the consumer's discharge from the residential program, shall

- (1) return all money which belongs to the resident/consumer
- (2) submit a final copy of the money inventory to the consumer (or legal representative, when applicable)

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(3) maintain the final money inventory in the record of the consumer
References

Mental Health Code 330.1752
Licensing Rules for Adult Foster Care Small Group Homes
(R400.14315)

Robert S. Lathers, Chief Executive Officer	Date		