



QA “QUICK TIP”

Consumer Property and Valuables and the Inventory Process

Administrators must safeguard resident's property and valuables and maintain an accurate record of each item:

- Item Quantity
- Item Description
- Item Location
- Removal of Items

Administrators should use the Licensing form known as LIC 621. The Licensee/Administrator and resident must sign each entry. Explain why, if resident does not sign. Provide a copy to the resident and maintain a copy in the resident's file. When a property/valuable is removed, explain the reason for removal, enter the removal date, and ensure form is signed by all.

What is valuable to a consumer may have nothing to do with monetary value. If it will be missed by a resident or their family, it has value. Anything that the consumer brings into the home or that the Licensee/Administrator purchases using consumer money should be noted and tracked. If it is taken to a family home by the consumer and it does not return with the consumer, it should be noted and signed as having been left at family's home.

Regional Center Liaisons will review consumer files at each Annual Residential Review and they will be looking for well documented and current Property Inventories. Entries on the Property Inventories should be found to be consistent with entries in the P&I Ledger, and with actual belongings.

Contact your Liaison if you need help maintaining consumer Property Inventories.

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