

Community Healthlink Policy and Procedure Manual		
Section: 7 Clients' Rights and Responsibilities	Policy Number: 7-8-3	Effective Date: 04/30/2014
Title: Storing Client Possessions		Review Date: 4/5/17
Scope:		Originated: 6/15/04
References:		
Revision: 7/1/05, 04/29/2014, 08/25/2015, 4/5/17		

Purpose: To ensure appropriate and reasonable safeguards are put in place to manage client's possessions when these are stored during the course of the client's residence or placement in a Community Healthlink program or service.

Definitions:

Storage: Can be either on property owned by Community Healthlink or a professional storage facility.

Policy:

Personal possessions are the responsibility of the individual served by a Community Healthlink program or service.

Procedures:

1. Each Community Healthlink program whose clients, by virtue of their participation in the program/service may require storage of personal possessions, will have a written procedure for the storage of client's personal possessions.
2. Upon admission into those programs, clients will be notified in writing of the agency and program policy and procedures for the storage of personal possessions.
3. Each program procedure should include protocols regarding storage, inventory, and client acknowledgement of the return of items, as well as, the disposition of unclaimed items

Responsibility: All staff