


Policy and Procedure Manual Saginaw County Community Mental Health Authority		
Subject: Recipient Rights – Personal Property & Funds	Chapter: 02 - Customer Service and Recipient Rights	Subject No: 02.02.25
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	Supersedes: 06.02.27.00	
 <p>SAGINAW COUNTY COMMUNITY MENTAL HEALTH AUTHORITY</p>		Authored By: Tim Ninemire
		Additional Reviewers: None

Purpose:

The purpose of this policy is to ensure the rights of consumers receiving mental health services from Saginaw County Community Mental Health Authority (SCCMHA) to have access to personal property and their own funds.

Policy:

It is the policy of SCCMHA to assure consumers of mental health services are not discriminated against in having access to their personal property and their own funds.

Application:

This policy applies to all consumers of SCCMHA including the Service Provider Network.

Standards:

- N1) A consumer’s property or living area shall not be subject to search by a provider except in the following circumstances:
- a) Search is authorized in the consumer’s plan of service.
 - b) There is reasonable cause to believe the consumer is in possession of contraband or property excluded by written policies or procedures of the provider.
- N2) Documentation will be made in the record of the circumstances surrounding the search which includes: (i) the reason for initiating the search, (ii) the names of the individuals performing and witnessing the search, (iii) the results of the search, including a description of the property seized.

- N3) Any property taken into possession by the residence/facility must be given to the recipient at the time the recipient leaves.
- N4) Residents will be allowed to inspect personal property at reasonable times.
- N5) The Support Staff responsible for the Individual Plan of Service may limit property in order to prevent the resident from physically harming himself, herself or others, or to prevent the destruction of property. This may include the limiting of property in order to reduce the likelihood of theft or loss unless a waiver is signed by the resident.
- N6) A receipt shall be given to the consumer and a person designated by the consumer, for any personal property taken into the possession by the Home Provider
- N7) All limitations of property will be justified and documented in the Individual Plan of Service (IPOS) per Michigan Mental Health Code (MMHC).
- N8) Circumstances surrounding the search including:
- (i) The reason for initiating the search
 - (ii) Names of the individuals performing and witnessing the search
 - (iii) Results of the search, including a description of property seized, shall be entered in the consumer's clinical record.
- N9) All resident money will be logged into their Resident Funds Log, and every time money is taken out of their account, it will be documented, initialed by both consumer and staff, and a reason for the withdrawal will be recorded by staff. A consumer is entitled to easy access to the money in his or her account and to spend or otherwise use the money as he or she chooses, except as stated previously under limitations.

Definitions:

Support Staff: Case Manager, Supports Coordinator, or Therapist

References:

Michigan Mental Health Code 330.1728;
 Michigan Mental Health Code 330.1730;
 Michigan Mental Health Code 330.1732;
 Administrative Rules 330.7009

Exhibits:

None

Procedure:

ACTION	RESPONSIBILITY
1) Restrictions or limitations may be imposed upon a consumer's right to personal property if the need to do so is indicated in the assessment	1) Support Staff

<p>during the Person Centered Planning process. The restrictions or limitations will be documented in the clinical record.</p>	
<p>2) The consumer or guardian will be informed of any restrictions on access to personal property and funds at the time of the Person Centered Plan</p>	<p>2) Support Staff</p>
<p>3) Restrictions or limitations will be removed when they are no longer essential to achieve objectives which justified the restrictions or limitations. The removal of the restrictions or limitations will be documented in the clinical record.</p>	<p>3) Support Staff</p>
<p>4) At the time the consumer moves, their property shall be returned.</p>	<p>4) AFC Home Provider</p>
<p>5) The consumer may file a Recipient Rights complaint if they or their guardian believe all of their belongings have not been returned to them.</p>	<p>5) Consumer or their guardian</p>