

## CENTRAL CARE POLICY MANAGEMENT OF CONSUMERS' FUNDS AND PERSONAL EFFECTS

<b>SUBJECT:</b>	<b>MANAGEMENT OF CONSUMERS' FUNDS AND PERSONAL EFFECTS</b>
<b>ANNUAL REVIEW MONTH:</b>	June
<b>RESPONSIBLE FOR REVIEW:</b>	Director of Central Care
<b>LAST REVISION DATE:</b>	August 2010

### I. GENERAL

#### **Funds/Personal Property**

Consumers retain the right to possess and enjoy personal property with some exceptions due to safety or medical reasons. Funds may not be taken or deposited without the consumer's consent except for medical reasons as ordered by the attending physician or security reasons established as division/unit policy.

Central Care is responsible for providing reasonable safety for consumers' funds in compliance with Official Code of Georgia Annotated, Section 31-7-11, Rules and Regulations of the Department of Human Resources (DHR), for Patients' Rights, Section 290-4-6.03 (3).

#### **Personal Effects**

A consumer's right to his/her personal effects shall be respected. Central Care may take temporary custody of such effects when required for medical or security reasons as determined by the attending physician and other members of the treatment team. In an emergency situation, any staff member is authorized to take immediate action and will request the attending physician and other members of the treatment team to make a final determination.

Central Care shall make reasonable efforts to assure the safety of the consumer's personal effects, but no employee or staff member shall be responsible for loss or damage to such property where the provisions of this policy/procedure have been followed. All consumers' personal effects, including clothing, will be inventoried at the time of admission. Periodic inventory of items placed in the custody of the hospital will be made. Reasonable efforts will be made to provide safe storage for items remaining in the custody of the consumer.

#### **Consumers' Clothing**

The consumer or the consumer's family should provide clothing whenever possible. If the consumer does not have suitable clothing or resources to purchase clothing, the division having responsibility for the consumer will inform the family of the consumer's needs. If neither the consumer nor the family can provide such clothing, the Central Care will obtain clothing at state expense. Clothing should be obtained from the Volunteer Services Apparel Shop, if possible, prior to state funds being utilized.

### **Clothing Purchased at State Expenses**

Since each community home has clothing requirements peculiar to the type of consumers within their home, outer clothing and other required items not stocked in the warehouse will be purchased through normal procurement channels by Central Care. The consumer will be provided an area for the storage of clothing

## **II. CENTRAL CARE DIRECTORS' RESPONSIBILITIES**

### **Personal Funds**

- A. Central Care Director is responsible for developing internal procedures to insure that the consumer/legal representative is informed of the hospital's policy and procedure governing the safekeeping of consumers' funds. The consumer/ legal representative will be advised that the hospital will not be responsible for funds that the consumer declines to deposit with the Central State Hospital (CSH) Cashier, and will be encouraged to limit personal funds to eighty dollars (\$80) on the unit/ward unless approved for a specific purpose.
- B. Central Care Director is responsible for adequate accounting and safekeeping of consumers' funds and will designate specific employees to be responsible for the management/ control of these funds. The Financial Services Manager, in co-operation with the director and designated employees, will develop a system to 1) account for consumers' funds; and 2) expedite the deposit and withdrawal of these funds. A copy of Central Care's Consumers' Funds procedure will be maintained in the Accounting Office. Revisions, as required, are to be submitted to the Financial Services Manager and are subject to his/her approval/disapproval.

**Personal Effects**

Central Care Director will assure that this policy is followed in their organization and will develop internal procedures to ensure the security and accountability of consumers' personal effects. A copy of the Consumers' Personal Effects Procedure will be maintained in the Financial Services Office. Revisions, as required, are to be submitted to the Financial Services Manager and are subject to his/her approval.

**Consumers' Purchases**

Central Care Director and Team Leaders will ensure that purchases made for consumers' are necessary, appropriate, and made in compliance with Policy 4.06 SOCIAL SECURITY/MEDICARE/MEDICAID/BENEFITS FOR CONSUMERS.

**III. DISPOSITION OF CONSUMER'S PERSONAL EFFECTS AT THE TIME OF DEATH**

In compliance with the Official Code of Georgia Annotated, Section 31-7-13, a consumer's personal property, at the time of his/her death, will be released in the following order:

- A. To the person designated by consumer, in writing, at the time of admission.
- B. To the surviving spouse.
- C. Any adult child if no surviving spouse; or any person acting in loco parentis to any minor child.
- D. To either parent of the consumer if no surviving spouse or children.
- E. To any brother/sister of consumer, if none of the above.
- F. To person assuring burial of the consumer, if none of the above.

**APPROVED BY:**

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George Harris, LCSW

**TITLE:** Director of Central Care **DATE:** \_\_\_\_\_