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Title of Document: Clothing and Other Personal Property of Persons Served in DDSN Regional Centers

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Applicability: DDSN Regional Centers

I. PURPOSE:

To establish procedures for the handling, purchase, maintenance, and accountability of clothing and other personal property items of persons served in South Carolina Department of Disabilities and Special Needs (DDSN) Regional Centers.

II. POLICY:

Persons served are to be clothed in accordance with general accepted standards of age, size, gender, culture, and season. It is also recognized clothing requirements and preferences are not common to every person. Modification or adaptations to clothing should be considered based on the needs of each person to protect their rights and preferences.

III. PROCEDURES:

A. Clothing and Other Personal Property Inventory

Staff will be responsible to see an inventory of the person's property is performed at the time of admission in cooperation with the person or their surrogate. Attachment A is a "Personal Property Record" to be used to document the inventory. The "Personal Property Record" will be kept current and will reflect at least a quarterly inventory of the person's personal property. The quarterly inventory can be completed by any staff member within the residence. Items valued at \$100 or greater must be inventoried.

An audit of the person's personal property and the inventory record will be conducted by a staff member who is not responsible for maintaining the inventory or purchase of the person's personal property. This audit will be conducted at least once every three (3) years.

B. Labeling of Clothing and Other Personal Property

It is the responsibility of staff to ensure all personal items are labeled for identification purposes. A method of labeling should be used that is inconspicuous and does not damage the item. The person's surrogate or staff will provide assistance as needed.

C. Laundering of Clothing

All clothing will be laundered as needed to ensure clothes are clean and in good repair. As appropriate, each person's program plan should maximize opportunities for choice and self-direction with regards to washing, drying, folding, ironing, and putting up their own clothes. Staff will provide assistance as needed.

D. Storage of Clothing and Other Personal Property

Bedrooms will have enough space for a reasonable amount of personal items to be stored. Staff are to ensure closet racks and shelves are accessible to persons who use wheelchairs or have other physical challenges. If additional storage space is needed outside of the bedroom area, the person's property will be securely stored and labeled with the person's name. Those items stored outside the bedroom area will be included in the quarterly inventory.

E. Daily Selection of Clothing

Persons served will have free access to their own clothing. Persons served will be dressed in their own clothes as appropriate. Each person's program plan should maximize opportunities for choice and self-direction with regards to choosing clothes and dressing needs. Staff will assist as needed. If a person served is unable to access and use personal possessions and clothing appropriately, the person will be involved in programs to learn the necessary skills to do so. Appropriate sleeping apparel will be used.

F. Clothing and Other Personal Property Replacement

The person will be responsible for purchasing clothing and other personal property items. The person's surrogate will provide assistance as needed. When assistance is needed, ensure purchases meet the person's needs, interests, and choices.

The priority order for funding the purchase of personal items is as follows:

1. **Person's Personal Funds:** Funds for replacement clothing or personal property will be taken from the person's personal account. Facility staff will initiate a Personal Funds Draft (PFD) and will coordinate with the Regional Finance Office. All parties should ensure responses are made in a timely manner. If said purchase would cause the balance in the person's account to drop below \$100, then proceed to next funding source. Facility staff will communicate with the person and his/her surrogate prior to purchase of items using personal funds to assure that the purchase is consistent with person's needs, interests, and choices.
2. **Surrogate Funds Purchase:** Phone, e-mail, text, or letter contact should be made to the surrogate to request a specific amount of funding for specific replacement item(s). If the surrogate is unable to, refuses to, or does not respond within ten (10) days, then proceed to next funding source.
3. **DDSN Funds Purchase:** After exhausting the prior two funding sources, DDSN will ensure that persons served have the items they need. If there is an identified need where other resources are not identified, the facility staff will initiate the purchase. All parties should ensure responses are made in a timely manner.

G. Clothing or Other Personal Property Repair

The person or surrogate will make the decision whether to repair damaged items or not. The person's surrogate will assist in the decision as needed. If an item is removed from the residence for repair, a note shall be entered on the "Personal Property Record" noting the item article is "deleted" and reference the article as "out for repair." When returned to the residence, note "returned" and reference the item as "repaired." These entries can be made in the next blank column.

H. Disposition of Unserviceable/ Clothing and Other Personal Property

The person or surrogate will identify personal property items that are unserviceable and need to be disposed of. The person's surrogate will assist in the decision as needed. If the person no longer wants to keep the item(s), staff will notify appropriate management staff for disposition instructions. In no case will unserviceable clothing/personal property be taken or disposed of by unauthorized personnel (e.g., DDSN and non-DDSN persons). All disposition transactions must be entered on the "Personal Property Record" as a "Deletion" (See Attachment A sample form). If the property is transferred to another person served by DDSN, then the transfer of ownership process should be followed.

I. Transfer of Ownership

Transfers of personal property must be approved by the person that owns the item, with assistance from the person's surrogate as needed, and completed as follows:

1. The appropriate parties shall establish a fair market appraisal of the personal property. To assist in establishing the fair market value, staff may reference the variety of donation value guides available on the internet. Example sources are Goodwill, Salvation Army, Habitat for Humanity, etc.
2. A bill of sale signed by the person transferring the item and/or surrogate shall be prepared for the items being transferred.
3. The Personal Property Records of each person shall be updated to reflect the transaction.

J. Transfer or Discharge of Person

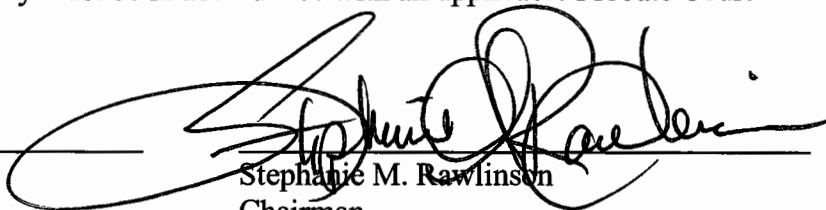
All clothing and personal property items will accompany the person upon transfer or discharge. The person, with assistance from their surrogate as needed, should ensure he/she has all of their clothing and personal property prior to transfer or discharge. Staff will assist people as needed. The "Personal Property Record" will document this final transaction.

K. Death of Person

The Qualified Intellectual Disability Professional (QIDP) will contact the person's family or surrogate to determine the disposition of all clothing and other personal property items. The "Personal Property Record" will be posted accordingly. Items that are not able to be returned should follow the disposition or transfer procedures noted in this directive. Any disposition of clothing and other personal property must be in accordance with all applicable Probate Court authority.



Barry D. Malphrus
Vice Chairman



Stephanie M. Rawlinson
Chairman

To access the following attachments, please see the agency website page "Current Directives" at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

Attachment A: Personal Property Record