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Reference Number: 604-01-DD
Title of Document: Individual Clothing and Personal Property
Date of Issue: June 1, 1987
Effective Date: June 1, 1987
Last Review Date: November 1, 2017
Date of Last Revision: November 1, 2017 (REVISED)
Applicability: CTH-II, SLP-II, CRCFs, Community ICFs/IID

PURPOSE:

To establish procedures for the purchase, accountability, maintenance and disposition of clothing and personal property.

POLICY:

Individuals who live in DDSN sponsored residential facilities shall be clothed in accordance with their personal preference, within generally accepted standards of age, style and season. The provider of residential services shall assure that individuals have sufficient quantities of clothing at all times, in good repair, appropriate to the season.

Providers of DDSN residential services shall have an internal policy which outlines how clothing and personal property are managed by the provider including procedures to be followed when property valued at \$100 or more is determined to be missing.

An individual's abilities to manage the purchase, maintenance and disposition of clothing and personal items should be assessed and appropriate training implemented, according to established goals and priorities for the individual.

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DISTRICT II

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Phone: 843/832-5576

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Pee Dee Center - Phone: 843/664-2600
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When an individual is determined through assessment to be capable of managing the purchase, maintenance and disposition of their own clothing and personal property, their freedom to do so should not be restricted and in such cases, this directive would not apply.

PROCEDURES:

Individuals and/or parents/guardians as appropriate will be notified as to the type and quantities of clothing desired to accompany the individual when admitted to residential services.

Each individual and/or parent/guardian, as appropriate will be given an explanation as to how clothing and personal property are managed by the provider, and will be provided with a copy of the provider's policy and given the opportunity to express personal preferences.

A joint inventory (staff and individual or parent/guardian as appropriate) of clothing and property shall be performed at the time of admission. A sample inventory form is attached to this directive to serve as a guide. Any single item valued at \$100 or more shall be listed, with the serial number if one exists, on an inventory form which shall be kept on file. The inventory shall be kept current noting all new purchases and/or deletions of single items valued at \$100 or more and shall reflect at least a quarterly review.

An inventory of clothing and property valued at \$100 or above will accompany the individual upon discharge.

In the case of death, the disposition of all personal items will be done in accordance with the person's or family/guardian's instructions. The inventory will be noted accordingly.

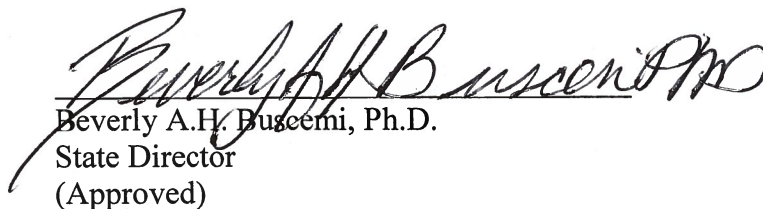
If a request is made for transfer of ownership of equipment such as an outgrown wheelchair, this request shall be first approved by the person or parent/guardian as appropriate and then be completed as follows:

1. A copy of the original invoice for the equipment shall be secured.
2. The provider shall establish a fair market appraisal of the equipment.
3. A bill of sale endorsed by the individual and/or guardian shall be prepared for that equipment and forwarded to the provider's Director's Office following the standard procedures for purchasing equipment.
4. The inventory list for each individual shall reflect the transaction.
5. In the case that the item was originally purchased by a parent or guardian, Step 1 of these

procedures shall be omitted and a document acknowledging the approval of the parent/guardian with their signature shall replace the copy of the original invoice.



Susan Kreh Beck, Ed.S., NCSP
Associate State Director-Policy
(Originator)



Beverly A.H. Buscemi, Ph.D.
State Director
(Approved)

To access the following attachments, please see the agency website page "Attachments to Directives" under this directive number.

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| Attachment A: | Sample Inventory Document (Blank) |
| Attachment B: | Instructions for Completing Inventory Document |
| Attachment C: | Sample Inventory Document (Completed) |