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|  Lost or Missing Items /  Misappropriation of Resident Property  | NO. 109a |
|  Policy: It is the policy of Winning Wheels to make all reasonable efforts to locate lost or missing items of patients or visitor that are reported. Investigations into lost or missing items will be conducted by Social Services using the following procedures.1. Upon notification of a lost item, Social Services will send memos to all departments including information such as resident’s name, exact description of the missing item (i.e. color, size), where and when the item was last seen, etc.
2. Make a note in Social Services section in chart including same information as the memo as well as follow-up action taken (i.e. memo sent to all departments, room search completed, room-to-room search completed, family notified, etc.).
3. Make an entry in the missing item logbook on the missing item tracking log, which includes description of the missing item as well as follow-up action taken.
4. The Social Services department will distribute the missing item memo to all departments, and will conduct an investigation concerning complaints of missing items, and document it on alleged misappropriation of resident property form. The Administrator will review the results of the investigation. The Administrator may ask the police to assist with the investigation, if deemed necessary.
5. If possible, notify the family of the missing item. (It may be a situation where the family has taken the item home without the resident’s knowledge or the resident may not remember.)
6. When the missing item is located, make an additional entry in the missing item logbook and in Social Service notes in chart indicating where, when, and by whom the item was located. Resident will be updated accordingly.
7. Found items not claimed after 30 days will be destroyed or donated as the case may be.
8. IF actual theft is suspected, IDPH will be notified. The police may be involved at the discretion of the Administrator and/or or at the request of the resident or family.

Note: The facility CANNOT accept responsibility beyond reasonable care for clothing, valuables, money, or personal items left with the resident while he or she is a resident of the facility. Certain items which are not allowed in resident rooms for reasons of health and safety of all residents are itemized and a list of such items will be provided for you. |
| Approved: | EffectiveDate: |  | Change No.: | Page: 1 of 1 |