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|  SOCIAL SERVICES PROGRAM | NO. 109 |
| It is the policy of the Department of Social Services to make reasonable efforts to locate lost or missing items of patients or visitor that are reported to the Department. Upon notification of a lost item, a Social Services staff member will thoroughly search the patient’s room with the patient’s permission and/or other appropriate areas of the facility.If the item is not found, a memo will be sent to departments within the facility to notify them of the missing item. An Alleged Misappropriation of Resident Property form is to be completed and the Administrator will be notified. The missing item should also be recorded in the Missing Items Log located in each social worker’s office and the front office. Found items not claimed after 30 days will be destroyed or donated as the case may be. |
| Approved: | EffectiveDate: 5/89 | RevisionDate:10/99; 3/17  | Change No.: | Page: 1 of 1 |