

Date Adopted	07/91	Section	900 Clothing and Personal Effects
Date Revised	10/94, 07/95, 08/00, 08/02	Subject	901 Clothing and Personal Effects
Rule Referenced	5123:2-3-12		

901 Clothing and Personal Effects

Choices In Community Living, Inc. records agency-owned property, as well as community-owned property, on a Personal Inventory Card separate from client property. **The Program Administrator signs the Personal Inventory Card when community-owned property is discarded.**

Choices In Community Living, Inc. inventories and records client's clothing items and personal belongings at admission, as items are purchased, as items are discarded and at the time of discharge. The agency does not conduct inventories for clients whose Individual Service Plans document their ability to manage their own clothing and personal possession needs. Clients are involved in the selection, purchase and ongoing maintenance of their clothing to the best of their abilities ~~and~~ as independently as possible.

Initial Inventory

1. The client and a staff member inventory all clothing items (excluding socks and undergarments) regardless of purchase price, any non-clothing items with a purchase price over \$25, and any type of electronic equipment or appliance on the Personal Inventory Cards in each client's file box. The care staff member maintains the file box at the residence of the client.
2. The client and staff member evaluate the clothing as it is inventoried to ensure it is clean, in good repair, fits well and is fashionable according to current styles for the client's age. Clothing that does not meet the above standards is set aside and not recorded until the client decides if he/she will keep the article.
3. Record clothing that is kept but in need of repair on the Personal Inventory Cards with notes of needed repairs. Assist the client as needed to ensure the clothing is fixed.
4. If the client chooses to discard an item, direct the client to initial the Personal Inventory Card next to that item. List the item on the Consumer Consent Discard Form and obtain the signature of the client or legal guardian. Choices In Community Living, Inc. will not discard clothing or personal belongings without the client's or legal guardian's consent.

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5. When the inventory is complete, the staff member and client review additional clothing items needed. All Choices In Community Living, Inc. clients maintain an adequate amount of clothing to meet their needs throughout the year (i.e. seasonal needs, activity involvement). **If the client does not have sufficient personal funds to purchase clothing, it is the responsibility of the Program Administrator to secure funds and make arrangements for the purchase of the needed items.**

Maintaining Inventory

When a new item of clothing (excluding socks and undergarments) regardless of price, any non-clothing item with a purchase price over \$25, or any type of electronic equipment or appliance is purchased, add the item to the Personal Inventory Cards.

When an item listed on the inventory is discarded, direct the client to initial the Personal Inventory Card next to that item. List the item on the Consumer Consent Discard Form and obtain the signature of the client and/or legal guardian. Choices In Community Living, Inc. will not discard clothing or personal belongings without the client's and/or legal guardian's consent.

Choices In Community Living, Inc. provides adequate storage space for clients' out-of-season clothing. Clothing may be stored because of choice or space limitations. Neatly fold the clothing and place in a box or trunk or hang the clothing in a closet. Store clothing in an airtight container or in an area that is not damp and has good air circulation.