

Search Procedure and Checklist

The staff completes the checklist as soon as the resident's belonging is discovered missing. If the item is not located within three hours, the staff will inform the program administrator. The program administrator will file an MUI for Misappropriation to the MUI line either by phone call or email, during business hours or the after hours line within the four hours of discovery. The staff will continue to search until all areas below are checked. If the item is located, the program administrator will email the completed checklist to the MUI email.

Resident: _____

Description of Item Missing: (including size, color, type and any other descriptors)

List staff, habilitation providers and nurses who worked on the current shift and the previous two shifts.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SEARCH:

- Resident's room, closet, and drawers
- Roommate's room, closet, and drawers after obtaining consent
- Other rooms in the home, closet and drawers (family room, kitchen, dining room)
- Storage boxes for the resident
- Storage boxes for the other residents in the home
- Behind and under the bed of the resident
- Behind and under the bed of the other residents
- Van
- Garage
- Contact outside day program, work, and transportation
- Check with family if resident has been home
- Other: _____

- Item(s) found?

Staff completing form: _____

Date: _____