

## PROGRAM POLICY - SUPPORTED/INDEPENDENT/TRANSITIONAL LIVING

- 1 OPTIONS' Supported/Independent/Transitional Living Services will make every reasonable effort to safeguard each person's property; however, persons served are responsible for ensuring that their living space is secure, with assistance provided upon request.
- 2 OPTIONS will be presumed to have made reasonable efforts to safeguard a person's property if it can present evidence of:
  - 2.1 Establishment and implementation of policy on theft/loss and investigative procedures (see Administrative Policy No. 200.5.5 Theft/Loss/Waste/Fraud).
  - 2.2 Documentation of any lost or stolen client property with a value of \$25 or more.
  - 2.3 OPTIONS will document any lost or stolen articles in regular service notation which will include, but not be limited to:
    - 2.3.1 Description of article
    - 2.3.2 Estimated value
    - 2.3.3 Date and time the theft/loss was discovered
    - 2.3.4 Date and time the theft/loss occurred, if determinable
    - 2.3.5 Action taken
  - 2.4 OPTIONS will not be liable for items which have been lost due to neglect or improper security measures.
  - 2.5 OPTIONS will assist a person served in securing an area for safekeeping property and money upon request. Such measures may include but are not limited to the following:
    - 2.5.1 Working with a person's landlord to obtain a secured space
    - 2.5.2 Locating and renting a secure storage unit
    - 2.5.3 Helping the person purchase a safe or locked box
    - 2.5.4 Helping make arrangements to install a lock for a beside drawer or

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Theft/Loss

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cabinet at the expense of the person, person's family, or authorized representative.

2.5.5 Working with a landlord to install a lock on a bedroom door

2.5.6 Assisting the person in opening a checking or savings account

2.5.7 Working with the Regional Center for a change in payee such as TMS

2.6 The theft or loss of any property valued at \$100 or more (not replacement value) will be reported to the local law enforcement agency as soon as it is reported missing.

### 3 Procedure for Reporting Lost or Stolen Property

3.1 Employees will report the theft/loss to the Supported/Independent or Transitional Living Services Supervisor/Manager.

3.2 The Program Supervisor/Director will authorize a search for the missing item(s).

3.3 The employee who initially receives the report of the theft/loss will provide a written description of the missing item(s) on a Special Incident Report.

3.4 The Program Supervisor/Director will document the results of the search and/or resolution of the incident.

3.5 Any reasonably suspected fiscal abuse will be reported on a Special Incident Report and a SOC 341 abuse report will be filed with the appropriate authorities.

POLICY DATE: February 1996  
REVISED: April 2004, May 2012, July 2014  
REVIEWED: September 2015  
REVISED: September 2016  
REVIEWED: October 2017, October 2018, November 2019, November 2020  
January 2022  
REVISED: March 2023