NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES

POLICY AND PROCEDURE DIRECTIVE

SUBJECT: CONSUMER PROPERTY

NUMBER: NN-PC-PL-12

ORIGINAL DATE: 05/22/91

REVIEW/REVISE DATE: 08/07/91, 08/10/94, 11/10/98, 12/20/01, 12/01/05, 09/18/08

APPROVAL:____*Rosalyne Reynolds /s/*__________, Director

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I. PURPOSE

The purpose of this directive is to establish procedures for the handling of consumer's belongings.

II. DEFINITION

1. The MR-122 "Inventory of Personal Effects" is to be used for any item that is kept on the consumer care unit. The MR-122 is to be kept in the consumer's medical record.
2. The MR-124 "Valuables for Deposit in NNAMHS Safe" is to be used for any item that is taken away from the consumer and that the consumer does not have free access to. Staff will document what is received from the consumer and the location where it is locked up. A copy of the MR-124 is to be kept in the consumer's medical record until items are returned to the consumer; then the original is placed in the record.
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III. POLICY

It is the policy of Northern Nevada Adult Mental Health Services (NNAMHS) to record consumer's property at admission, safeguard this property during hospitalization and to give consumers access to their belongings.

IV. REFERENCES

1. Northern Nevada Adult Mental Health Services Policy and Procedure #NN-MM-06 entitled "Inpatient Personal Medications"
   Change all of these policy numbers to new numbering system
2. Northern Nevada Adult Mental Health Services Policy and Procedure #NN-FM-12 entitled "Patient Personal Funds"
3. Nursing Department Policy and Procedure #200-26, entitled "Patient's Personal Funds"
4. Nursing Department Policy and Procedure #400-5, entitled "Description of Jewelry"
5. MR-122 "Patient's Property List" (Appendix 1)
6. MR-124 "Patient's Property Deposit" (Appendix 2)
7. MR-164 "Personal Medication Account Sheet"
8. Northern Nevada Adult Mental Health Nursing Policy #200-27 "Safe Deposit of Patient Funds and Valuables"

V. PROCEDURE

1. AT ADMISSION
   a. As soon at the consumer comes to Admission, the consumer will be searched and the metal detector wand will be used. The consumer will be questioned regarding belongings, including but not limited to, cash, checks, negotiable paper, important documents, credit cards, rare coins, valuable jewelry and firearms.

b. After explaining the reasons for safekeeping, these items will be taken from the consumer.

c. Form MR-122 “Inventory of Personal Effects” will be completed, signed and dated.

d. Form MR-124 “Valuables for Deposit in NNAMHS Safe” will be completed, signed and dated.

e. The following should be noted with respect to each item recorded:

   (i) Cash - total amount and the denominations of all bills.

   (ii) Checks - amount of each, who issued check and serial numbers.

   (iii) Credit cards – company and the first four numbers of the account.

   (iv) Rare Coins - Coins that the patient specifically identifies as “rare coins” are to be put in an envelope and labeled as such. They are not to be mixed in with regular currency.

   (v) Securities - company and face amounts and account number.

   (vi) Other valuable documents - description of each, i.e. bus tickets, food stamps, pawn tickets.

   (vii) Jewelry - an approximate description of the color of the metal and color of the stone. Do not describe the metal as “gold” or “silver” or the stones as “diamonds” or “rubies.” Include any visible brand names. Examples:

      (A) Yellow metal ring with a red stone.

      (B) White metal neck chain, very fine links.

      (C) White metal wristwatch with 12 small clear stones located around the watch, TIMEX.

      (D) Yellow metal bracelet with I.D. tag with 1 clear stone (small)

      (E) The valuable items and the white copy of the MR-124 will be placed in the safe in the admitting area.

f. If the amount to be deposited exceeds $100, deposit in Patient Accounts during regular business hours.

g. At all other times, the admitting technician and the admitting RN will place valuable items along with the white copy of the MR-124 in the admitting area safe. A record will be made of the deposit in the “safe deposit log” kept in the admitting area.

h. The combination safe will be opened by the Nursing Supervisor and contents verified with two signatures on the safe deposit log.

i. Firearms are to be given to the Nursing Supervisor after a description has been documented on the MR-124.

   (i) The supervisor will give the firearm(s) to the Sparks Police Department.

   (ii) The Police Department will provide a receipt; this will be attached to the MR-124.

   (iii) At discharge from Northern Nevada Adult Mental Health Services the consumer will be given the Police Department receipt.

j. Sharps will be inventoried on the MR 122 and then stored in the appropriate/designated locker on the acute unit.

k. All other items are to be stored in containers in the storage room on the unit.

l. Empty space on the form should be crossed out at the time of completion. No additions or deletions should subsequently be made. If circumstances change, new forms should be initiated.

2. ON THE CONSUMER CARE UNIT

   a. Medications:

      (i) At the time of admission, all personal medications will be counted by the admission nurse and then will accompany the consumer to the unit and be given to the Nurse. They will be placed in the box in the Medication Room during non-business hours.

      (ii) The Registered Nurse will complete the MR-164 “Personal Medication Account Sheet” in Admissions. The physician must sign the MR-164 within 24 hours before the form goes to Pharmacy.

(iii) Refer to Northern Nevada Adult Mental Health Services policy and procedure directive #NN-MM-06, entitled “Inpatient Personal Medications.”

b. Two staff people will re-inventory the consumer’s remaining items upon consumer’s arrival on the unit.

(i) If additional cash, checks, credit cards, securities, valuable documents or jewelry are found, these are to be deposited in the safe with a new MR-124 “Valuables for Deposit in NNAMHS Safe” specifically for these items.

(ii) Consumers will not be allowed to keep sharps, aerosols, keys, matches or lighters. These items will be locked up on the unit after an MR-122 “Inventory of Personal Effects” has been completed.

(iii) Any item(s) that Nursing staff take from a consumer must be identified on an MR-122 “Inventory of Personal Effects.”

c. Items that the consumer will keep on their person or in their room will be listed on the MR-122 “Patient's Property List.”

(i) The consumer will be asked to sign this form and it will be kept in the consumer’s chart.

(ii) Empty space on the form should be crossed out at the time of completion. No additions or deletions should subsequently be made. If circumstances change, new forms should be initiated.

(iii) The consumer will be given the yellow copy of the form.

(iv) The white copy of the form and the gold copy of the form will be kept in the medical record.

3. RETURNING ITEMS TO CONSUMERS

a. When items listed on the MR-122 “Inventory of Personal Effects” are returned to the consumer, the consumer and staff will sign, date and time the bottom section, acknowledging the consumer has received their property.

b. At discharge, all items will be returned to the patient and the consumer and NNAMHS staff will sign each MR-124 “Valuables for Deposit in NNAMHS Safe.”

   (i) Consumers discharged after hours with property in Patient Accounts will be instructed to contact Patient Accounts.

c. Consumers who are discharged and whose items are in the safe located in the admitting area will have the items returned to them prior to leaving the facility.

   (i) The Nursing Supervisor will unlock the safe and obtain the consumer’s belongings that are itemized on the MR-124, “Patient Property Deposit.”

   (ii) The consumer and staff will sign, date and time the MR-124 “Valuables for Deposit in NNAMHS Safe” acknowledging receipt of their belongings.

   (iii) The Nursing Supervisor and a staff will both sign the safe deposit log.

d. If any consumer belongings have been damaged, destroyed, lost, etc., this should be described in detail on the appropriate consumer property form.

   (i) In addition, a NNAMHS facility Incident Report must be completed on this event. The incident report should be completed and processed as per hospital policy and procedure.

4. TRANSFER TO ANOTHER UNIT

   a. All consumer property is to be signed off on the MR-122 by the sending unit staff. Include date, time, staff signature and destination.

   b. A staff person from the receiving unit is to check property given against property listed with staff from the sending unit, document on MR-122 “Inventory of Personal Effects” including date, time and staff signature.

   c. The property is then stored in the receiving unit property room.

   d. Note: If there is a discrepancy between what is present versus recorded, notify the nursing supervisor.

APPENDIX 1

INVENTORY OF PERSONAL EFFECTS - MR-122

INSTRUCTIONS FOR COMPLETION

1. Nursing staff initiates and completes the form in black ink. Nursing has the consumer sign specific sections of the form in black ink.
2. Each form must be stamped with the addressograph in the lower right hand section of the form.

ON ADMISSION

1. Check the box “Items brought to Northern Nevada Adult Mental Health Services by consumer.”
2. Describe each item (i.e.: socks, shoes, pants, jacket, etc).
3. Enter the quantity of each item, and place this number in the appropriate column (big locker, small locker, on consumer).
4. Consumer and staff sign, date and time the form.
5. Place the white copy and gold copy of the form in the medical record.
6. Give the yellow copy of the form to the consumer.

ITEMS BROUGHT IN AFTER ADMISSION

1. A new form must be used.
2. Check the box “Items brought in/given to consumer after admission” and write in the date.
3. Describe each item (i.e.: socks, shoes, pants, jacket, etc.).
4. Enter the quantity of each item, and place this number in the appropriate column (big locker, small locker, on client).
5. Consumer and staff sign, date and time the form.

6. Place the white copy and gold copy of the form in the medical record.
7. Give the yellow copy of the form to the consumer.

AT TRANSFER

1. Staff inventories each item on each form; the number of items is written in the "Transfer No." column.
2. Transferring staff sign, date and time the form.
3. Receiving staff sign, date and time the form.

AT DISCHARGE

1. Return all items listed.
2. If any articles have been damaged, destroyed, lost, etc, describe in detail in the area for "Notes on articles at discharge."
   a. A facility incident report is to be completed for every event of articles belonging to a consumer being damaged, destroyed lost, etc.
3. Consumer and staff sign, date and time the form.
4. White copy of the form is placed in the consumer's medical record.
5. Gold copy of the form is given to the consumer.
6. If a consumer does not claim their belongings, the belongings are disposed of in accordance with NRS 433.541 - 433.544.

Attachment MR 122 Inventory of Personal Effects

APPENDIX 2

VALUABLES FOR DEPOSIT IN NNAMHS SAFE - MR-124

INSTRUCTIONS FOR COMPLETION

1. Nursing staff initiates and completes the form in black ink. Nursing has the consumer sign specific sections of the form in black ink.
2. Each form must be stamped with the addressograph in the lower right hand section of the form.

ON ADMISSION

1. Check the box “Items brought to Northern Nevada Adult Mental Health Services by patient.”
2. If firearms are brought in, complete the “Firearms” section.
3. If medications are brought in, complete the “Medications” section.

A. An MR-164 “Personal Medications” must be completed.

4. Enter amount of cash, listing numbers and denominations of bills.
5. List checks by payee and amount.
6. List credit cards by company name.
7. List all other papers that do not fit the categories above.
8. List all jewelry - an approximate description of the color of the metal and color of the stone. Do not describe the metal as “gold” or “silver” or the stones as “diamonds” or “rubies.” Examples:
   a. Yellow metal ring with a red stone.
   b. White metal neck chain, very fine links.
   c. White metal wristwatch with 12 small clear stones located around the watch.
   d. Yellow metal bracelet with I.D. tag with 1 clear stone (small).
9. List all other valuables that do not fit in the categories above.

10. Consumer and staff sign, date and time the form.
11. Place the pink copy and yellow copy of the form in the medical record.
12. Give the gold copy of the form to the consumer.
13. The white copy of the form accompanies the belongings to the Business Office or unit safe.

ITEMS BROUGHT IN AFTER ADMISSION

1. A new form must be used.
2. Check the box “Items brought in/given to consumer after admission” and write in the date.
3. Enter amount of cash.
4. List checks by payee and amount.
5. List credit cards by company name.
6. List Insurance Identification cards by name of company.
7. List all other papers that do not fit the categories above.
8. List all jewelry - an approximate description of the color of the metal and color of the stone. Do not describe the metal as “gold” or “silver” or the stones as “diamonds” or “rubies.” Examples:
    a. Yellow metal ring with a red stone.
    b. White metal neck chain, very fine links.
    c. White metal wristwatch with 12 small clear stones located around the watch.
    d. Yellow metal bracelet with I.D. tag with 1 clear stone (small).
9. List all other valuables that do not fit in the categories above.
10. Consumer and staff sign, date and time the form.
11. Place the pink copy and yellow copy of the form in the medical record.
12. Give the gold copy of the form to the consumer.

13. The white copy of the form accompanies the belongings to the Business Office or unit safe.

AT DISCHARGE

1. Return all items listed to the consumer.
2. If any articles have been damaged, destroyed, lost, etc., describe in detail in the area for “Notes on articles at discharge.”
    a. A facility incident report is to be completed for every event of articles belonging to a consumer being damaged, destroyed lost, etc.
3. Consumer and staff sign, date and time the form.
4. White copy of the form is placed in the consumer’s medical record.
5. Yellow copy of the form is given to the consumer.

Attachments

1. MR 124 Valuables for deposit in NNAMHS Safe