

## Personal Property Inventory

The Personal Property Inventory is completed annually. However, it is the responsibility of the host home provider to manage the property and belongings of the individual throughout the year. The personal property inventory is designed to assist the host home provider in doing so.

Once a year, the provider should do a complete inventory, with the assistance of the consumer if possible, and review all of their clothing, personal property etc. and account for it on the inventory. For each type of item, the date that it was inventoried, the description, quantity, location and condition of the property should be documented on the form. For electronic items (i.e. televisions, stereos, keyboards, computers etc.) and higher priced items (cameras, furniture, bicycles etc.) their should be some identifying information (i.e. product number, description of the bicycle etc.) in case that their be some discrepancy or if the item were to become missing.

As items come into the household, or as items are disposed of (i.e. an old winter coat that has holes in it), that should also be documented on the personal property inventory, so that the inventory, through out the year will be a fairly accurate summary of the person's belongings. Also, it should be noted if any of their belongings go to the home of parents, siblings, friends etc. For instance, if an individual has computer games they like to play on the T.V., and they take them home to play and leave them there, be sure that gets documented on the form as well.

When a client comes into your home (i.e. moves in), an inventory should be completed as soon as possible. This will be documentation that will be used to support or deny claims re: items that have been reported as missing or lost. Conversely, as an individual prepares to move out of your household, do a complete inventory as well. This will be used to compare to the inventory that the new host home provider completes. The inventory is the best way to protect yourself against claims that you have mismanaged an individual's property.















