

# PERSONAL POSSESSIONS INVENTORY

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ACTIONS	Provider	Individual Receiving Services	Residential Program Director	Program Manager	Comments
<p>1. <b>All items valued over \$50, including articles of clothing, will be documented on an Inventory of Personal Items form when the following occurs:</b></p> <p>A. Upon entry into services through MSS</p> <p>B. Upon changing residential environments</p> <p>C. When a major item is purchased or disposed of</p> <p>D. Updated at a minimum of annually</p> <p>E. Upon termination from services through MSS</p> <p>Ensure serial numbers and model numbers are included</p>	X		X As Deemed Necessary	X As Deemed Necessary	
<p>2. Forward a copy of updated inventory to NMCS Resource Coordination</p>			X	X	
<p>3. Monitor to ensure major purchases are included on the inventory</p>			X	X	