

	<b>Montana Mental Health Nursing Care Center Policy Manual</b>	<b>Policy Number</b>	<b>1106</b>
		<b>Original Date</b>	<b>04/14/1993</b>
	<b>Department: Social Services</b>	<b>Revised Date</b>	<b>07/09/2015</b>
<b>Resident Lost or Stolen Items</b>			

**POLICY:**

Residents can report lost or stolen items.

**PROCEDURE:**

1. A resident can report lost or stolen items to their Social Worker. The Social Worker should encourage the resident to discuss the missing items with the nursing staff on their wing.
2. If the item can not be recovered by the nursing staff, the resident and Social Worker will be informed.
3. The Social Worker will write a description of item missing and post it at nurses' stations and route it to the following staff: Director of Nursing, Social Worker, Recreation Supervisor, Nursing Supervisors, Housekeeping Supervisor, Laundry, CNA Supervisor.
4. Social Worker will inform resident of the status of the missing item (s) and record in the progress notes.
5. Residents will be encouraged to have all valuable items locked in the vault or Social Service office.