



AVINITY®

MN AL Safekeeping Resident Possessions

Original Effective Date: August 1, 2021

Purpose & Context

A Resident's finances and property may not be used by staff for personal use or gain. All transactions made on behalf of the Resident must be appropriately documented, including receipts provided to the Resident/representative whenever possible.

Procedure

1. The Assisted Living Director or designee will develop requirements for documentation of any assistance provided to Residents on budgeting, paying bills or purchasing of household goods. This documentation will be audited regularly.
2. The Assisted Living Director or designee may assist Residents with household budgeting, including paying bills and purchasing food or household goods in the on-site store, but may not otherwise manage a Resident's property. When assisting with household budgeting and purchasing, staff must:
 - a. Provides the Resident with receipts for all transactions and purchases paid with the Resident's funds.
 - b. If a receipt is not available, the transaction or purchase must be documented according to the process developed by the Assisted Living Director.
3. Staff may not borrow a Resident's funds or personal or real property nor in any way convert a Resident's property to the site or staff's possession.
4. The Assisted Living Director or designee will immediately investigate any complaints from Residents or the residents' representatives regarding misappropriation of money, personal or real property and will report all such credible complaints to the police and to the Common Entry Point within 24 hours of receiving the complaint.

References

Minnesota Assisted Living Statute – 144G.42 Business Operation