

**LONG ISLAND STATE VETERANS HOME  
POLICY AND PROCEDURE MANUAL**

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**Department:** Adult Day Health Care/Administration

**Effective Date:** 07/01/2021

**Subject:** Storage of Registrant Personal Belongings

**Revision Dates:**

**Document Code:** ADM0027

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**POLICY:** The program will safeguard each registrant's personal belongings at program and provide personal storage for registrant items upon request.

**PROCEDURE:**

**The Adult Day Health Care program will:**

1. The program provides personal storage for each registrant who requests storage.
2. Personal items such as a coat or jacket will be stored in the coat closet, or the registrant may choose to keep their coat with them at their seat or on their person.
3. Items that need to be secured will be placed in an individualized storage box labeled with the registrant's name. The boxes will be secured in a closet. The registrant can access the closet with staff assistance at any time.