

**SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER**  
**POLICY AND PROCEDURE MANUAL**

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**Policy 163 – Restitution For Damage To Property In Residential Services**

**I. POLICY**

It is the policy of Southern Highlands Community Mental Health Center to ensure that all residents of residential facilities who damage property in a willful manner are expected to provide restitution for said property on an equal basis.

**II. DISCUSSION**

This policy applies to all residents of facilities operated by Southern Highlands Community Mental Health Center.

**III. PROCEDURES**

- A. In the event of property damage, an Adverse Incident Report will be completed and filed as per Section 176 of this manual.
- B. The resident's case manager and legal guardian (if applicable) will be notified of the incident within 24 hours. If the incident occurs on a holiday or weekend, the case manager will be notified on the next working day.
- C. **Treatment team members will be notified within 72 hours if restitution is needed.**
- D. The resident will be expected to pay actual damages not to exceed \$500.00, subject to the approval of the **Program Director**.
- E. The **payment plan will** be determined by the IDT.
- F. **The IDT payment plan will be presented to the Chief Financial Officer.**