

Section: Provider Relations
Subject: Property Management
Policy Number: PR006, Property Management
Effective Date: March 15, 2014
Revision Date: Original
Review Date: Annual

Related References: Florida Statute 273.02
Chapter 69I-72.006(4), Florida Administrative Code,
Contract between the Florida Department of Children and
Families and the Broward Behavioral Health Coalition

Purpose: The Broward Behavioral Health Coalition, hereinafter referred to as the Managing Entity (“ME”) shall have formal procedures for the management, control and inspection of its owned, tangible personal property. Procedures shall provide accountability for property through: assigning duties to employees responsible for inventory management, creation of records of all property received, maintained and/or transferred by the ME and establishing uniform procedures for handling damaged, surplus, missing, lost or stolen property.

Policy: It is the policy of the ME, through Concordia Behavioral Health (“CBH”) to establish procedures for its staff and subcontracted providers who are authorized to purchase equipment with ME funds that have an acquisition cost of \$1,000.00 or more and the normal expected life of which is one year or more; hardback covered bound books circulated with an acquisition cost of \$250 or more; and ALL computers and laptops no matter the purchase price. An annual inventory is completed by April 15, which shall include a physical inspection. The ME is required per to conduct an annual inventory; review, approve, and provide oversight of the transfer and/or disposal of property; and the identification of surplus property.

I. STANDARDS/PROCEDURES

A. Acquisition of Property

1. The ME shall acquire property through purchase, transfer or donation. Purchase of property shall be consistent with the ME’s purchasing policies and related procedures.
2. All non-expendable property purchased with ME funds shall have a “Property of Broward Behavioral Health Coalition” tag applied upon assignment to an employee or subcontracted Provider. Tags shall

include the assigned a sequential number that corresponds to the ME Property Log.

3. The Property Log is developed and maintained by the Program Contract Manager.
4. The Program Contract Manager shall receive and review property documentation, inputting information into FLAIR and creating a property record for each item that will be listed on the inventory.

B. Annual Inventory

1. The Program Contract Manager shall forward the annual property inventory report to the Director of Provider Relations.
2. The Director of Provider Relations shall review and distribute the inventory report to the Provider Relations Specialist/Contract Coordinator who shall conduct an annual physical inspection of all property purchased by a subcontracted provider with ME funds.
3. The physical inspection shall include a visual inspection each item prior to April 15 of each year. For items found during inventory but not on the inventory report, they shall complete the *Property Information Worksheet (Form PR006-01)*.
4. The Provider Relations Specialist/Contract Coordinator shall sign and date inventory, keeping a copy for their records and forwarding the original inventory to the Program Contract Manager.
5. The Provider Relations Specialist/Contract Coordinator shall review completed inventory reports for accuracy and completeness, keeping copies for their records and submitting original, completed inventory to the Program Contract Manager.
6. The Provider Relations Specialist/Contract Coordinator shall prepare a spreadsheet of all status code 8 items and send to the Director of Provider Relations.
7. The Director of Provider Relations shall review the list of status code 8 items, provide additional direction to assist with locating property items not accounted for and provide correct information for items located to the Property Management Office.
8. The Program Contract Manager shall input/track inventory data into for each property item accounted for on the inventory report.
9. The Program Contract Manager shall receive and log inventories.
10. The Program Contract Manager shall input items not accounted for into status code 8 (missing, lost or stolen pending for write-off approval).
11. The Program Contract Manager shall make appropriate corrections on the Inventory for items.

C. Subcontracted Provider Inventory

1. The Provider Relations Specialist/Contract Coordinator shall coordinate with the subcontracted provider to complete an inventory list of all ME owned property prior to the April 15 of each Contract year. This must be accomplished even if the contract is extended or renewed.
2. The Provider Relations Specialist/Contract Coordinator shall compare the inventory to the list of items purchased with ME funds forwarded by the ME and complete the inventory listing using the Property Information Worksheet.
3. The Provider Relations Specialist/Contract Coordinator shall request property tags for all appropriate, reasonable, and/or allowable property purchased by the subcontracted provider with ME funds.
4. The Program Contract Manager shall send property tags with the Property Information Worksheet to the Director of Provider Relations.
5. The Provider Relations Specialist/Contract Coordinator shall place a property tag all ME property within ten (10) calendar days of receipt from the ME and verify information on the worksheet and correct any discrepancies.
6. The Program Contract Manager shall maintain a file of inventory from a Contract Provider run program.
7. After affixing property tags to the appropriate items, the Provider Relations Specialist/Contract Coordinator shall sign the Property Information Worksheet and return form to the Program Contract Manager.

D. Missing, Lost or Stolen Property

1. ME/subcontracted provider employees shall identify equipment that is missing, lost or stolen.
2. If an item was identified as stolen, ME/subcontract provider employees shall contact the local law enforcement office to obtain a copy of a theft report.
3. ME/subcontracted provider employees shall complete the *Support Statement for Notification of Missing, Lost or Stolen Property (Form PR006-02)* and submit the completed form with supporting documentation (police report, employee's statement, etc.) to the Program Contract Manager/Provider Relations Specialist/Contract Coordinator.
4. The appropriate ME employee shall review the form for accuracy and completeness.
5. The appropriate ME employee shall submit all documentation to the Program Contract Manager, as appropriate, maintaining a copy.

6. The Program Contract Manager shall review the forms and supporting documentation.
7. If an item was identified as stolen, a written request is submitted by the Program Contract Manager to the ME Chief Financial Officer for write-off approval.
8. If an item was identified as missing or lost, it will remain on the inventory for two consecutive inventories before written request is submitted to ME Chief Financial Officer for write-off approval.
9. Upon receipt of write-off approval by the ME Chief Financial Officer, items shall be deleted from the ME inventory.

E. Property Transfer/Relocation

1. ME/subcontracted provider employees shall notify the Program Contract Manager/Provider Relations Specialist/Contract Coordinator when property needs to be moved.
2. The ME employee shall complete the *Property Transfer/Relocation Form (Form PR006-03)* and forward it to the Program Contract Manager/Provider Relations Specialist/Contract Coordinator as appropriate.
3. The Program Contract Manager shall receive and review Property Transfer/Relocation forms inputting changes into the inventory and filing the Property Transfer/Relocation form.

F. Surplus

1. Subcontract providers shall notify the Provider Relations Specialist/Contract Coordinator of surplus property.
2. The Provider Relations Specialist/Contract Coordinator shall complete the *Surplus Certification of ME Property Form (Form PR006-04)* for all ME property no matter the dollar amount.
3. The Provider Relations Specialist/Contract Coordinator shall sign and forward the Surplus Form to the Program Contract Manager.
4. For computer equipment, the Program Contract Manager shall review any surplus request to determine whether items can be used in other areas of the ME.
5. If an item is determined to be useful in another area of the ME, the Program Contract Manager will notify the Provider Relations Specialist/Contract Coordinator to have the item removed from the surplus request. A Property Transfer/Relocation form must be completed and submitted to the Program Contract Manager.
6. Prior to the relocation or disposal of computer equipment, the Data Manager shall clean or remove useable hard drives or destroy non-useable hard drives.

7. The Data Manager shall sign and document the cleaning method for approval to dispose of computer equipment and submit the form back to the Program Contract Manager.
8. The Program Contract Manager shall:
 - a. Receive and review surplus requests.
 - b. Submit requests to the ME Chief Financial Officer for final approval.
 - c. Assign surplus certification numbers and prepare surplus authorization letters.
 - d. Delete surplus items from the inventory.
 - e. Submit surplus authorizations to the Provider Relations Specialist/Contract Coordinator.
9. The Provider Relations Specialist/Contract Coordinator shall receive the authorization and submit a copy to the requesting subcontracted provider for final disposition.
10. The Provider Relations Specialist/Contract Coordinator shall obtain all property authorized for relocation or disposal by transferring them to a State Agency, local government office, non-profit organization or use the State Contract for Recycling Services.
11. The Provider Relations Specialist/Contract Coordinator shall provide a copy of the final disposition documentation to the Program Contract Manager within 60 days of surplus authorization.
 - a. If an item is transferred to a State Agency or local government office a copy of the authorization will be provided to the gaining organization.
 - b. If the item is donated to a non-profit organization, it is required a copy of their IRS 501(c) certification be obtained along with a memorandum on the organizations letterhead acknowledging receipt of the equipment, listing each item received.
 - c. If an item is recycled, a list of the recycled items must be provided along with the documentation received from the recycling company.
12. The Provider Relations Specialist/Contract Coordinator shall receive and review final disposition documentations and forward them to the Program Contract Manager.
13. The Program Contract Manager shall receive and review final disposition documentations and file them with the surplus requests.

G. Equipment Issue/Receipt Record

1. ME/subcontracted provider employees shall complete the *Equipment Issue/Receipt Record (Form PR006-05)*, for equipment

- assigned to them or transported outside of the building. This includes all equipment such as computers and laptops.
2. The employee shall submit the Equipment Issue/Receipt Record form to the appropriate Program Contract Manager (ME employees) or the Provider Relations Specialist (subcontracted provider employees).
 3. The Equipment Issue/Receipt Record form shall be maintained in the Contract file (subcontracted providers) and the original forwarded to the Program Contract Manager.

II. RESPONSIBILITY AND DUTIES

A. Responsibilities of Chief Executive Officer:

1. Ensure all rules and policies are followed.
2. Ensure the completion of the annual inventory prior to April 15.

B. Chief Financial Officer:

1. Serve as the property accountability officer for the ME.
2. Supervise and ensure accurate data entry of property transactions is completed.
3. Review surplus requests and provide final approval.

C. Responsibilities of Program Contract Manager:

1. Maintain the overall condition and accountability of property.
2. Ensure the completion of the annual inventories for the region. Sign as Property Custodian on all inventory pages.
3. Ensure all applicable employees provide property documentation and monitor the property items listed on the ME inventory.
4. Review requests from Provider Relations for new location codes/disposal requests.
5. Process surplus requests and coordinate their disposal, providing final disposition documentation for all surplus property.
6. Ensure all ME property is tagged.
7. Assist with the annual inventory for the regional office in their area of responsibility.

D. Responsibilities of the Director of Provider Relations:

1. Ensure all property documentation is completed and forwarded to the Program Contract Manager.
2. Ensure the Provider Relations Specialist/Contract Coordinator conducts an annual visual inspection of ME property.
3. Assist employees with the completion of the annual inventory.
4. Provide training and technical assistance to the staff and subcontracted providers on an annual basis and when requested.

5. Ensure all ME property is tagged.

E. Responsibilities of Subcontracted Providers:

1. Prepare and submit documentation to the Provider Relations Specialist/Contract Coordinator any property status changes.
2. Ensure all ME property is tagged.
3. Maintain equipment in a manner that ensures the protection and condition of all ME property from theft, vandalism, or misuse.
4. Report immediately the theft, loss, or misuse of ME equipment.
5. Establish internal policies and procedures to ensure effective management and maintenance of ME property. This shall include instruments, forms, and annual physical inspection of all property.
6. Provide inventory information and invoices to the Provider Relations Specialist/Contract Coordinator when using funds provided by the ME.
7. Maintain and account for property purchased with ME funds. Report immediately to the Provider Relations Specialist any property that is missing, lost, stolen or destroyed.
8. Provide surplus requests to the Provider Relations Specialist/Contract Coordinator. Coordinate disposal after receiving surplus authorization. Provide final disposition documentation for all surplus property.

F. Responsibilities of Provider Relations Specialist/Contract Coordinator:

1. Receive and review property transactions from subcontracted providers forwarding the documents to the Program Contract Manager.
2. Serve as the point of contact for the subcontracted providers for all property issues. This can include but is not limited to: a) providing instructions on how to conduct the inventory and filling out all documentation; and/or b) assisting in conducting the inventory.
3. Ensure property transfers/relocations are completed whenever property is moved.
4. Process surplus requests and coordinate disposal.
5. Complete the annual inventory, submitting the inventory to the Program Contract Manager prior to April 15.
6. Ensure all ME property is tagged.
7. Obtain inventory information and invoices from subcontracted providers for all newly purchased ME-owned property and report to the Program Contract Manager.
8. Monitor all property purchased with ME funds to ensure accountability. Ensure all ME property is tagged.

9. Report surplus requests to the Program Contract Manager.
Provide final disposition documentation for all surplus property to the Program Contract Manager.

III. DEFINITIONS

Final Disposition – The method used for disposal of authorized surplus property within a specific timeframe.

Non-Profit Organization – An organization which has been held to be tax exempt, under the provisions of Section 501 of the Internal Revenue Service, and which has as its principal mission public health and welfare, education, environmental restoration and conservation, civil and human rights or the relief of human suffering and poverty.

Property – Equipment/item, which has an acquisition cost of \$1,000 or more, and the normal expected life of one year or more and hardbound books valued at \$250 or more. The ME includes all computers and laptops no matter the purchase price.

Property Information Worksheet – The form used to request property tags for found property or contracted property purchased using ME funds.

Surplus Property – Any property that is obsolete or the continued use, of which is uneconomical or inefficient or which serves no useful function as to any activity or location.

Transfer/Relocation – The moving of a piece of equipment from one organization code to another or one office, site or building to another.

Attachments

Property Information Worksheet (**Form PR006-01**).

Support Statement for Notification of Missing, Lost or Stolen Property (**Form PR006-02**)

Property Transfer/Relocation Form (**Form PR006-03**)

Surplus Certification of ME Property Form (**Form PR006-04**)

Equipment Issue/Receipt Record (**Form PR006-05**)