

Preventing Participant Theft 101

WHAT CAN STAFF DO?



Be professional

Provide services as authorized

Decline participant gifts (including cash, food, and/or items) from participants.

Do not borrow anything from participants

Do not lend anything to participants.

Inform supervisor and VAAA if additional services are needed such as rep payee or guardian.

Do not take purses or large bags in the home during service delivery.

WHAT CAN YOU DO?

Create a ZERO tolerance policy with public disciplinary action.

Be vigilant.

Conduct unscheduled supervisory visits.

Request participant feedback.

Ensure employees have a mechanism to report concerns/ theft of co-workers confidentially.

Know your employees. Be alert to the potential for theft such as:

Sudden, apparent devotion to work and working late.

Lifestyles well above salary levels.

Strong objections to procedural changes.

Drugs and alcohol abuse.

Evidence of compulsive gambling, persistent borrowing or bad check writing.

Report any activity of theft from a participant to VAAA.

Confirmation of provider review with staff is required.

VAAA
Preventing Participant Theft 101

I have received a copy of the Preventing Participant Theft 101. I have read and understand the training and confirm that this training will be reviewed with all staff. I agree to maintain records of staff training identifying the trainee and date of training. I have no questions at this time.

Signature

Date

Name of Agency-Please Print