



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT COMPLIANCE PROGRAM: CODE OF ORGANIZATIONAL CONDUCT, ETHICS, AND COMPLIANCE DOCUMENT DISTRIBUTION TO EMPLOYEES AND ATTESTATION	POLICY NO. 106.02	EFFECTIVE DATE 12/03/2012	PAGE 1 of 3
APPROVED BY:  Director	SUPERSEDES 112.02 12/03/2012	ORIGINAL ISSUE DATE 08/01/2004	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To maintain and promote the highest in ethical and legal conduct consistent with recommendations set forth by the Office of the Inspector General, Department of Health and Human Services for the development of a Compliance Program.
- 1.2 To ensure that all employees of the Los Angeles County Department of Mental Health (LACDMH) have received a copy of the Code of Organizational Conduct, Ethics, and Compliance (CCEC).
- 1.3 To ensure that all employees of LACDMH are aware of their obligation to abide by the principles and standards set forth in the CCEC.

DEFINITION

- 2.1 For the purposes of this policy, the term “employees” is used broadly and is defined to mean any permanent or temporary employee, temporary agency or locum tenens employee, persons employed under contract or other type of purchased service agreement, unpaid students, interns, and volunteers as well as any other persons who represent the Department in the course of their work duties.

POLICY

- 3.1 All employees of LACDMH shall receive a copy of the LACDMH CCEC.
- 3.2 All employees shall sign an Attestation Statement (Attachment 1) stating they have received a copy of and will abide by the principles and standards set forth in the CCEC.



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- 3.3 LACDMH Managers and Supervisors are responsible to ensure each employee under their management has received a copy of the CCEC and has signed the attached attestation.
- 3.4 Failure to sign the Attestation Statement may subject the employee to disciplinary measures up to and including discharge.

PROCEDURE

4.1 Distribution of the CCEC to New Employees

- 4.1.1 DMH Human Resources Bureau (DMH-HRB) shall distribute a copy of the CCEC to each new employee upon commencement of employment and shall ensure that each new employee signs an Attestation Statement.
- 4.1.2 DMH-HRB will place the signed Attestation Statement in the employee’s official personnel file.
- 4.1.3 LACDMH Managers and Supervisors are to be available to discuss the CCEC with their new employees and provide or obtain answers to any questions related to the code.

4.2 Distribution of the CCEC Updates

- 4.2.1 LACDMH Managers and Supervisors are responsible for distributing to employees updates of the CCEC as directed by the Compliance, Privacy, and Audit Services Bureau (CPAS).
- 4.2.2 LACDMH Managers and Supervisors are required to obtain the signature of each employee on the Attestation Statement and forward the original signed Attestation Statement to CPAS.



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- 4.2.3 CPAS will monitor the receipt for each employee using pay location rosters. CPAS will follow-up with pay locations for those attestations not submitted.
- 4.2.4 CPAS will forward the original Attestation Statement to DMH-HRB.
- 4.2.5 DMH-HRB will place the original Attestation Statement in the employee's official personnel file.

AUTHORITY

- 1. Code of Federal Regulations Title 42 Section 438.608, Program Integrity Requirements

ATTACHMENT (HYPERLINKED)

- 1. [Code of Organizational Conduct, Ethics, and Compliance Attestation Statement](#)

REFERENCE

- 1. LACDMH Code of Organizational Conduct, Ethics, and Compliance

RESPONSIBLE PARTY

LACDMH Compliance, Privacy, and Audit Services Bureau