



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT WORKFORCE MEMBERS SECURITY	POLICY NO. 550.02	EFFECTIVE DATE 04/20/2005	PAGE 1 of 2
APPROVED BY:  Director	SUPERSEDES 500.30 04/20/2005	ORIGINAL ISSUE DATE 04/20/2005	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To ensure that Los Angeles County Department of Mental Health (LACDMH) Workforce Members have appropriate access to data systems and information contained in data systems and to prevent unauthorized access to confidential and Protected Health Information (PHI).

POLICY

- 2.1 It is the policy of LACDMH to ensure the security (confidentiality, integrity, and availability) of PHI and other confidential information. LACDMH will develop and implement security procedures that protect the confidentiality of PHI and other confidential information. Access will be granted based upon Workforce Member's job responsibility and "need to know."

DEFINITIONS

- 3.1 Protected Health Information: Individually identifiable information:
 (1) Except as provided in paragraph (2) of this definition, that is:
 (i) Transmitted by electronic media;
 (ii) Maintained in any medium; or
 (iii) Transmitted or maintained in any other form or medium.
 (2) Protected Health Information excludes individually identifiable health information in:
 (i) Education records
 (ii) Employment records
- 3.2 Workforce Members: Employees, volunteers, trainees, and other persons whose conduct in the performance of work for the Department or its offices, programs, or facilities is under



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the direct control of the Department, office, or program, regardless of whether they are paid by the Department/County.

- 3.3 System Managers/Owners: The person who is responsible for the operation and use of a system.

For a more complete definition of terms used in this policy and/or procedure, see the LACDMH Information Security Glossary, Attachment 1 of LACDMH Policy No. 555.02, Information and Technology Security.

PROCEDURE

- 4.1 Follow the procedures detailed in Attachment 1.

AUTHORITY

1. **MANDATED BY** 45 Code of Federal Regulations, Part 164, Subpart C, Section 164.308(a)(3)(ii)
2. Board of Supervisors Policies 6.100, Information Technology and Security Policy and 6.101, Use of County Information Technology Resources

CROSS REFERENCES

LACDMH Policies:

- 500.03, Minimum Necessary Requirements for Using and Disclosing Protected Health Information
- 556.01, LACDMH Acceptable Use for County Information Technology Resources

ATTACHMENT (HYPERLINKED)

1. [Workforce Members Security Procedures](#)

REVIEW DATE

This policy shall be reviewed on or before January 2010.