



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT PRIVACY AND SECURITY AWARENESS TRAINING	POLICY NO. 553.01	EFFECTIVE DATE 04/20/2005	PAGE 1 of 2
APPROVED BY:  Director	SUPERSEDES 500.40 04/20/2005	ORIGINAL ISSUE DATE 04/20/2005	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To outline the Privacy and Security training for the Los Angeles County Department of Mental Health (LACDMH).

POLICY

- 2.1 Health information is personal and sensitive information that is accorded special protection under Federal and State law. It is the policy of LACDMH to ensure that all members of its workforce will be trained on their responsibilities related to protecting the confidentiality, integrity, and availability of Protected Health Information (PHI) and other confidential information. Each time a material change is instituted in the Privacy and Security policies or procedures, LACDMH will train each member of its workforce whose functions are affected by the change.

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



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- 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 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 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

MANDATED BY 45 Code of Federal Regulations Parts 160 and 164
Section 164.530(b)(1), Administrative Requirements - Standard: Training
Section 164.530(j)(1), Administrative Requirements - Standard: Documentation

ATTACHMENT (HYPERLINKED)

- 1. [Privacy and Security Awareness Training Procedures](#)

REVIEW DATE

This policy shall be reviewed on or before January 2010.