



**DEPARTMENT OF MENTAL HEALTH  
POLICY/PROCEDURE**

SUBJECT <b>LACDMH DEVICE AND MEDIA CONTROLS</b>	POLICY NO. <b>554.01</b>	EFFECTIVE DATE <b>04/20/2005</b>	PAGE <b>1 of 3</b>
APPROVED BY:  Director	SUPERSEDES <b>500.37 04/20/2005</b>	ORIGINAL ISSUE DATE <b>04/20/2005</b>	DISTRIBUTION LEVEL(S) <b>1</b>

**PURPOSE**

- 1.1 To state the requirement for controls that governs the receipt and removal of hardware and/or software (for example, diskettes and tapes) into and out of a Los Angeles County Department of Mental Health (LACDMH) facility.

**POLICY**

- 2.1 LACDMH shall be responsible for implementing security safeguards that govern the receipt and removal of hardware and electronic media that contain electronic information into and out of a facility, and the movement of these items within the facility.

- 2.1.1 Disposal

The System Managers/Owners must comply with Device and Media Controls Procedure (Attachment 1) to address the final disposition of all information and/or the hardware or electronic media on which it is stored.

- 2.1.2 Media Reuse

The System Managers/Owners must remove Protected Health Information (PHI) and other confidential and/or sensitive information before the media are made available for reuse.

- 2.1.3 Accountability

The System Managers/Owners or designees must be accountable for documenting the movement of hardware and electronic media and any person responsible therefor in a hardware and software inventory system.



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## 2.1.4 Data Backup and Storage

The System Managers/Owners or designees must create a retrievable, exact copy of electronic information, when needed, before the movement of equipment.

### DEFINITIONS

- 3.1 Device: Any equipment used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information.
- 3.2 Media: Hard copy (including paper), personal computer (PC) workstation diskettes, and other electronic forms by which LACDMH data is stored, transported, and exchanged. The need to protect information confidentiality, integrity, and availability applies regardless of the medium used to store the information. However, the risk exposure is considerably greater when the data is in an electronically readable or transmittable form compared to when the same data is in paper or other hard copy form.

For a more complete definition of terms used in this policy and/or procedure, see the Information Security Glossary, Attachment 1 of 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 (CFR), Part 164, Subpart C, Section 164.310(d)(1) and (2)
- 2. Applicable Los Angeles County and LACDMH Policies and Procedures



**LAC  
DMH**  
LOS ANGELES COUNTY  
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**CROSS REFERENCE**

LACDMH Policy No. 550.03, Information Technology Contingency Plan

**ATTACHMENT (HYPERLINKED)**

3. [LACDMH Device and Media Controls Procedure](#)

**REVIEW DATE**

This policy shall be reviewed on or before January 2010.