



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT SECURITY COMPLIANCE EVALUATION	POLICY NO. 555.03	EFFECTIVE DATE 04/20/2005	PAGE 1 of 3
APPROVED BY:  Director	SUPERSEDES 500.34 04/20/2005	ORIGINAL ISSUE DATE 04/20/2005	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To establish a process for monitoring compliance by the Los Angeles County Department of Mental Health (LACDMH) with the security aspects of LACDMH Policy No. 553.02, LACDMH Privacy and Security Compliance Program.

POLICY

- 2.1 LACDMH must evaluate security safeguards to determine whether safeguards are in compliance with the requirements of the LACDMH Privacy and Security Compliance Program. This evaluation must first occur at the completion of the implementation of LACDMH's security safeguards.
- 2.2 Thereafter on an annual basis, LACDMH must evaluate one or more of its information systems. The sequence of evaluations must be prioritized as defined in the Application and Criticality Analysis in LACDMH Policy No. 550.03, Information Technology Contingency Plan. Each system selected for evaluation must have its security Safeguards evaluated in each of the following categories:
 - A. Administrative
 - B. Physical
 - C. Technical
- 2.3 These evaluations are necessary to determine the effectiveness of existing security safeguards in light of technological, environmental or operational changes. Any findings of noncompliance or security failures must be remedied in accordance with the LACDMH Master Security Management Report (LACDMH Policy No. 550.01, Security Management Process: LACDMH Risk Management).



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DEFINITIONS

- 3.2 Safeguards: Administrative, physical, and technical actions or measures, and policies and procedures to protect Protected Health Information (PHI) and other confidential and/or sensitive information.

- 3.2 Workforce Member: Employees, volunteers, trainees, and other persons whose conduct in the performance of work for LACDMH or its offices, programs, or facilities is under the direct control of the Department, office, or program, regardless of whether they are paid by Los Angeles County.

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

PROCEDURE

- 4.1 Follow the procedures detailed in Attachment 1.

AUTHORITY

- 1. **MANDATED BY** 45 Code of Federal Regulations, Part 164, Subpart C, §164.308(a)(8), Administrative Safeguards - Standard: Evaluation
- 2. Board of Supervisors Policy No. 6.108, Auditing and Compliance

CROSS REFERENCE

- 3. LACDMH Policy No. 550.03, Information Technology Contingency Plan
- 4. LACDMH Policy No. 508.01, Safeguards for Protected Health Information

ATTACHMENT (HYPERLINKED)

- 1. [LACDMH Security Compliance Evaluations Procedure](#)



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REVIEW DATE

This policy shall be reviewed on or before January 2010.