



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT COUNTY PROPERTY AND SYSTEMS ACCESS CLEARANCE FOR TERMINATIONS AND INTERDEPARTMENTAL TRANSFERS	POLICY NO 560.01	EFFECTIVE DATE 10/26/2011	PAGE 1 of 4
APPROVED BY:  Director	SUPERSEDES 500.48 10/26/2011	ORIGINAL ISSUE DATE 10/26/2011	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To establish procedures for the return of County property and removal of systems access from Los Angeles County - Department of Mental Health (LAC-DMH) workforce members who terminate employment with LAC-DMH or transfer (interdepartmentally) to another County department.
- 1.2 To ensure Protected Health Information (PHI) and sensitive/confidential information are safeguarded when workforce members terminate from employment with LAC-DMH or transfer (interdepartmentally) to another County department.

DEFINITIONS

- 2.1 **Employee Property Clearance Form:**
 - 2.1.1 Acknowledges a manager/supervisor has cleared a workforce member of all County property that was assigned to him/her.
 - 2.1.2 Verifies that County property has been returned to the workforce member's manager/supervisor prior to termination of employment or transfer to another County department.
- 2.2 **Protected Health Information:** For the purposes of this policy, any information, alone or in combination that allows a mental health client to be uniquely identified.
- 2.3 **Termination:** When a workforce member leaves County service for any reason.



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- 2.4 **Interdepartmental Transfer:** When a workforce member separates employment with LAC-DMH and moves to another County department.
- 2.5 **Workforce Member:** Employees, volunteers, trainees and other persons whose conduct in the performance of work for the Department, its offices, programs or facilities is under the direct control of the Department, office or program or facility, regardless of whether they are paid by the Department/County.

POLICY

- 3.1 When a workforce member terminates employment with LAC-DMH or transfers (interdepartmentally) to another County department, his/her manager/supervisor must complete and submit an Employee Property Clearance Form (see Attachment 1) to the DMH Human Resources Bureau (DMH-HRB).
- 3.2 Managers/Supervisors of workforce members terminating employment with LAC-DMH or transferring (interdepartmentally) to another County department must verify that County property has been returned and the appropriate LAC-DMH Bureau/Division/Program custodian of the property has been notified.
- 3.3 DMH-HRB must notify DMH Chief Information Office Bureau (DMH-CIOB) in a timely manner of all workforce members terminating employment with LAC-DMH or transferring (interdepartmentally) to another County department.
- 3.4 DMH-CIOB must coordinate with system managers/owners to remove workforce members' systems access from all applications, computer and access control systems upon termination of employment with LAC-DMH or transferring (interdepartmentally) to another County department.

PROCEDURES

Managers/Supervisors



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- 4.1 Managers/Supervisors and workforce members must complete the Employee Property Clearance Form (Attachment 1) and submit one form per employee to DMH-HRB within one (1) business day of the termination or transfer.
- 4.1.1 Prior to a workforce member's termination of employment with LAC-DMH or transferring (interdepartmentally) to another County department, managers/supervisors must do the following:
- Collect all County property assigned to the workforce member and complete the Employee Property Clearance Form.
 - Submit the completed Employee Property Clearance Form to DMH-HRB as soon as possible but no later than one (1) business day of the workforce member's last workday.
 - Return all County property back to the appropriate LAC-DMH Bureau/Division/Program custodian.
 - **Managers/Supervisors are NOT** to reassign County property turned in by the workforce member without first consulting with the appropriate LAC-DMH Bureau/Division/Program custodian.

Human Resources Bureau

- 4.2 Upon receipt of the Employee Property Clearance Form, DMH-HRB must notify DMH-CIOB as soon as possible but no later than the next business day.
- 4.3 In the event a workforce member is terminating employment with LAC-DMH or transferring (interdepartmentally) to another County department under **emergent conditions**, DMH-HRB must notify DMH-CIOB as soon as possible but no later than the end of the business day.

Chief Information Office Bureau

- 4.4 DMH-CIOB must coordinate with system managers/owners to ensure all applications access for workforce members who are separating employment with



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LAC-DMH has been removed no later than five (5) business days of the employment separation date.

- 4.5 When notified of an **emergent condition** by DMH-HRB, DMH-CIOB must coordinate with system managers/owners to ensure all applications access for workforce members who are separating employment with LAC-DMH has been removed by the end of the same business day.

AUTHORITY

1. MANDATED BY 45 Code of Federal Regulations, Part 164, Subpart C, Section 164.308 (a)(3)(ii)(C)
2. Board of Supervisors Policy No. 6.100, Information Technology and Security Policy
3. Board of Supervisors Policy No. 6.101, Use of County Information Technology Resources

REFERENCES

1. DMH Policy No. 550.02, Workforce Members Security Policy
2. DMH Policy No. 556.01, DMH Acceptable Use for County Information Technology Resources Policy
3. DMH Policy No. 601.03, Terminations
4. DMH Policy No. 601.04, Transfers

ATTACHMENT (Hyperlinked)

1. [Employee Property Clearance Form](#)

RESPONSIBLE PARTY

DMH Chief Information Office Bureau