

LOS ANGELES COUNTY - DEPARTMENT OF MENTAL HEALTH
 CONTRACT PROVIDER TECHNOLOGICAL NEEDS PROJECTS

ASSETS INVENTORY REPORT

FOR DMH USE ONLY
 Corrective Action Plan (CAP)
 DUE DATE:
ENTER DUE DATE HERE
 Asset Report #: A-CDM00999A-1

XYZ Agency, Inc.

Contractor Name

00999

Legal Entity No.

November 29, 2010

Report Date

Clinical Data & Practice Mgmt. System Project

Project Name

CDM00999A

Project ID No.

Sandra Sample

Project Manager

(90) Day Initial Report

No.	Asset Type	Model	Serial No.	Project Asset ID No.	Green DMH Tag No.	Silver DMH Tag No.	Purchase Date	Purchase Price	Asset Location	Disposition	DMH USE ONLY			Contractors Comments
											CAP Y/N	Review Type	DMH Comments	
ex.	Monitor	KleerVue 21	5THX70-HIR	0001	DMH-54321	N/A	10/2/2009	\$220.00	123 Main Street, Los Angeles, CA 90000	In Use	No	Desk	In this section the SISA will detail the Corrective Action Plan for the specific asset.	In this section, the contractor will indicate the actions taken in response to the corrective action plan.
1														
2														
3														
4														

John Doe, Ph.D.

Executive Director Name

John Doe, Ph.D.

Executive Director Signature

November 30, 2010

Date

Fax completed form(s) to: DMH CIOB Attn: CPTT at 213-252-8744 &
 e-mail electronic copy of report to: CPTT@dmh.lacounty.gov

**LOS ANGELES COUNTY - DEPARTMENT OF MENTAL HEALTH
CONTRACT PROVIDER TECHNOLOGICAL NEEDS PROJECTS**

Instructions for Completing Assets Inventory Report

REPORTING INSTRUCTIONS:

General Instructions

Assets Inventory Reports are project specific and should be limited to assets purchased with Technological Needs Funding Agreement (TNFA) funds that have been added to the Contractor's inventory. If more than one project is included in the TNFA, Contractor must complete a separate Assets Inventory Report for each project at the intervals listed below.

- **(90) Day Initial Report** - Contractors must submit an initial Assets Inventory Report ninety (90) calendar days after the contract agreement is executed. If Contractor has not taken possession of assets within ninety (90) calendar days, the Contractor should submit an initial Assets Inventory Report indicating that no assets purchased with TNFA funds have been added to the Contractor's inventory.
- **Annual Report** - All assets must be physically inventoried by the Contractor by submitting annually to DMH a cumulative Assets Inventory Report. The Assets Inventory Report must be submitted by September 30th itemizing all assets purchased with TNFA funds added to the Contractor's inventory from the date of execution of the TNFA through the prior fiscal year.
- **Final Report** - Contractor must submit a final report no later than five (5) days after the expiration or termination of the TNFA itemizing ALL assets purchased with TNFA funds added to the Contractor's inventory from the date of execution through the date of expiration/termination of the TNFA.

Contractor Name	Enter the name of the Contractor as it appears in the TNFA.
Legal Entity No.	Enter the Legal Entity number of Contractor as it appears in the TNFA.
Report Date	Enter the date of the Assets Report as MM/DD/YYYY
Project Name	Enter the name of Contractor's project as it appears in the TNFA.
Project ID No.	Enter the Project ID No. as it appears on the project approval notification letter.
Project Manager	Enter the name of Contractor's Project Manager as identified in the TNFA.
Asset Type	Examples of items that require individual tagging and inventory includes any item valued \$100 or more: Computer CPUs Monitors Laptop computers (including notebooks and netbooks) Printers Scanners and OCR devices Routers Servers Server racks Computer desks Photocopiers External storage devices, including hard drives, optical drives, tape backup drives, etc. Wireless (broadband or "air") cards Electronic signature pads and other biometric identification devices.
Model	Model name and number, as applicable, e.g., "TerraPlex 500."
Serial No.	Unique number located on each item, often located on an ID plate.

Project Asset ID No.	Required for all assets valued \$100 or more. Please number each item sequentially with four digits, starting with "0001".
Green DMH Tag No.	Required for all assets valued \$100 or more. Upon receipt of asset(s), submit a completed "Green Tags Issued" form to Department of Mental Health, Administrative Support Bureau, to request tags for all assets purchased with MHSA IT Funds. Place one tag on each asset in a visible location.
Silver DMH Tag No.	In addition to the DMH Green Tag No., please complete for asset(s) valued \$5,000 or greater. Upon receipt of asset(s), submit a completed "Silver Tags Issued" form to Department of Mental Health, Administrative Support Bureau, to request tags for all assets valued \$5,000 or more, purchased with MHSA IT Funds. Place one tag on each asset in a visible location.
Purchase Date	Date the asset was purchased as MM/DD/YYYY.
Purchase Price	Your original purchase price, including all customization and upgrades made by OEM if included in purchase price. Do not include sales tax, delivery, handling, or other incidental costs.
Asset Location	Provide the address where the asset is located.
Disposition	Enter disposition of asset. (In-use, lost, stolen, inoperable, contractor salvage)
Contractor's Project Director's Name	Name of the Contractor's Project Manager as it appears in the TNFA.
Contractor's Project Director's Signature	Signature of the Contractor's Project Manager identified in the TNFA.