Health Services
LOS ANGELES COUNTY

Los Angeles County Board of Supervisors

Gloria Molina
First District

Mark Ridley-Thomas
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

Mitchell H. Katz, M.D.
Director

Hal F. Yee, Jr., M.D., Ph.D.
Chief Medical Officer

Christina R. Ghaly, M.D.
Deputy Director, Strategic Planning

313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
Fax: (213) 481-0503

www.dhs.lacounty.gov

To ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

March 5, 2013

TO: Each Supervisor

FROM: Mitchell H. Katz, M.D.
For Director

SUBJECT: **CAPITAL ASSETS PROTOCOL – WORKFLOW PROCESS**

On February 5, 2013, your Board instructed the Department of Health Services (DHS) to report back in 30 days on its protocols for prioritizing medical equipment purchases, maintenance and replacement throughout all of its facilities. The attached chart depicts the approval process of the various DHS facilities equipment requests.

The process begins with each DHS facility developing their priority equipment requests and performing an assessment of any associated requirements for the equipment (power, renovation, capital project, etc.). After this is determined, each DHS facility submits the equipment requests through the annual budget process to central DHS for review. If approved, DHS then submits its total DHS equipment request as of the Budget Submission to the Chief Executive Office (CEO). The Director of Health Services is currently reviewing the existing process at the Department level.

The CEO conducts its review of the Department's equipment budget request, and if recommended by the CEO, the request goes before the Board of Supervisors for approval.

When the equipment requests are approved by the Board of Supervisors in the budget process, the procurement of the equipment requests can start. DHS' Supply Chain works with the Internal Services Department (ISD) for the approved equipment requests to procure the equipment, while ensuring that all ISD rules and procedures are adhered to. Additional detailed information and the approval process workflow are depicted on the attached chart.

If you have any questions or need additional information, please let me know.

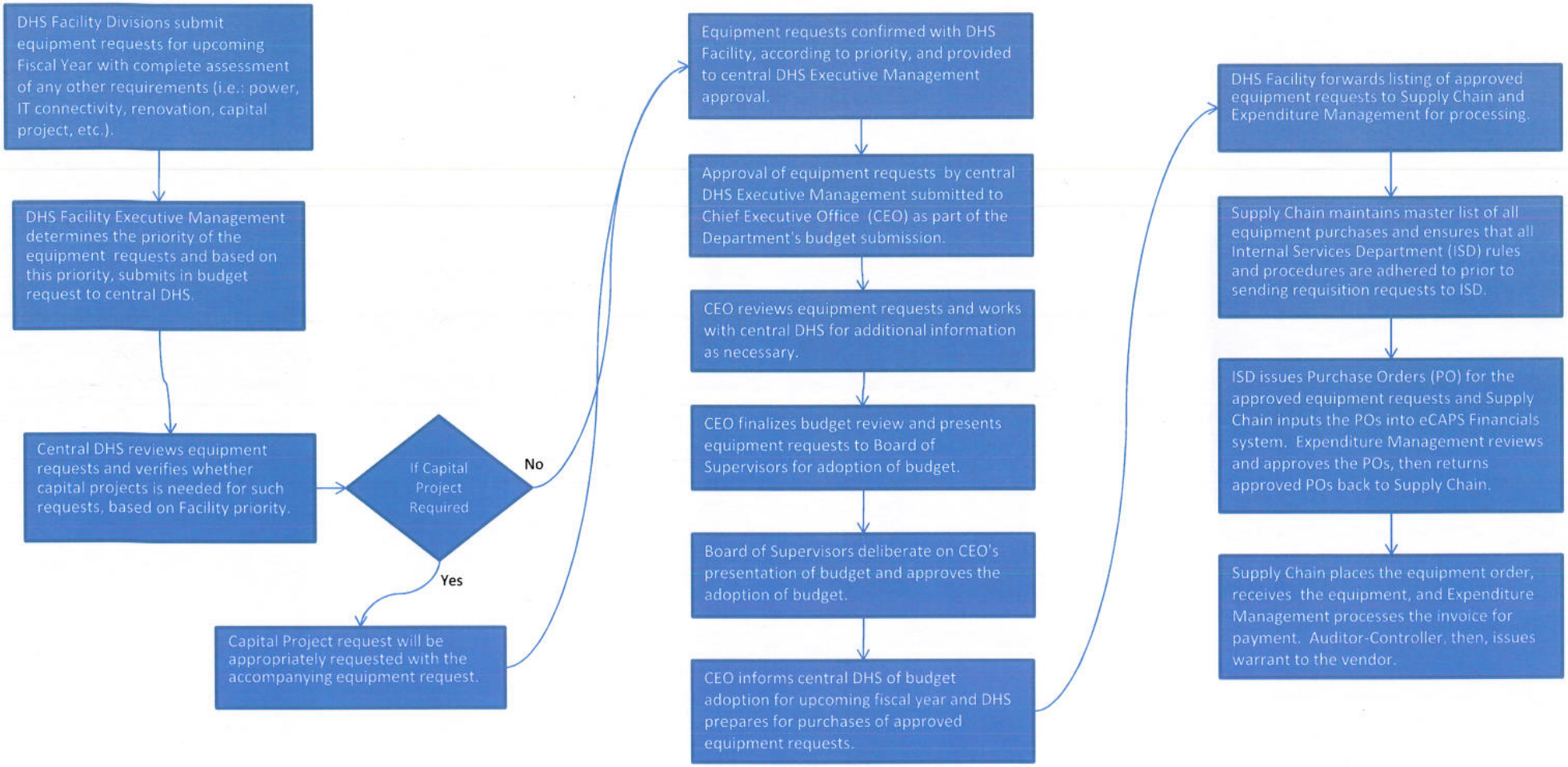
MHK:aw

Attachment

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors

(M:\- Files\WL\Special Assignments\Capital Assets - Workflow Process\DHS Capital Assets - Workflow Process 03.05.13.doc

www.dhs.lacounty.gov

ATTACHMENT

COUNTY OF LOS ANGELES - DEPARTMENT OF HEALTH SERVICES
CAPITAL ASSETS (EQUIPMENT) WORKFLOW PROCESS