



## COUNTY OF LOS ANGELES

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March 20, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

## ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

18 March 20, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

### APPROVAL AND ADOPTION OF BOARD POLICY 6.200 - INFORMATION SHARING AND MANAGEMENT

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

#### **SUBJECT**

Request approval and adoption of Board Policy # 6.200 – Information Sharing and Management to facilitate information sharing, improve coordination and delivery of services, and ensure effective use of Information Technology (IT) and data-related assets.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and adopt the attached Board Policy 6.200 – Information Sharing and Management, as approved by the Audit Committee on January 26, 2012.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On February 8, 2011, on motion by Supervisor Knabe, your Board directed the Chief Information Officer (CIO) and Chief Executive Officer (CEO) to report back with recommendations to facilitate and formalize data sharing opportunities and requirements for all future enterprise-wide Information Technology (IT) projects.

On March 24, 2011, the CEO and CIO submitted a report that included a recommendation to prepare and submit a Board policy to establish a Countywide Information Management Program. The proposed Board policy was developed and reviewed with the Chief Information Officer IT Council and Leadership Committee. It was subsequently approved by the County Audit Committee on January 19, 2012.

### **Implementation of Strategic Plan Goals**

The recommended action supports the County's Strategic Plan Goal 1, Operational Effectiveness.

### **FISCAL IMPACT/FINANCING**

On September 16, 2011, as part of FY 2011-12 Final Changes, your Board approved a position in the CIO to lead the information management program. No additional financing is required to support the recommended Board policy at this time.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Board of Supervisors is responsible for establishing policy to guide the administrative functions of County departments. Board policies are established either by ordinance in the Los Angeles County Code or as a result of an order of the Board.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this recommendation will authorize the CIO to establish a countywide Information Management Program to work with County departments to:

- Develop and ensure compliance with adopted County Information Architecture, data standards, practices and technologies;
- Implement a governance process for data stewardship and managing the quality of County data; and
- Ensure alignment with the County's Information Security Program, including compliance with confidentiality and privacy regulations and policies.

The Honorable Board of Supervisors

3/20/2012

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Respectfully submitted,

A handwritten signature in black ink that reads "Richard Sanchez". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

RICHARD SANCHEZ

Chief Information Officer

RS:PL:pa

Enclosures

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



# Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
6.200	Information Sharing and Management Policy	00/00/00

## PURPOSE

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To establish a County Information Management Program supported by countywide policies to facilitate information sharing, improve coordination and delivery of services, and ensure the effective use of Information Technology (IT) and data-related assets.

## REFERENCE

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- Board Motion from February 2011 – Information Sharing and Exchange
- Board of Supervisors Policy No. 6.100 – Information Technology and Security Policy.
- Board of Supervisors Policy No. 7.100 – Identity Theft Prevention Program
- Board of Supervisors Policy No. 3.040 – General Records Retention and Protection of Records Containing Personal and Confidential Information
- Health Insurance Portability and Accountability Act (HIPAA) of 1996
- Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009
- Amended sections 114 and 315 of the Fair and Accurate Credit Transactions (FACT) Act of 2003

## POLICY

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There is a growing demand for the sharing and exchange of information across County programs, departments, and service clusters within established County privacy and security policies and standards in accordance with, but not limited to the Countywide Information Security Program Policy No. 6.100. The Office of the CIO (CIO) will establish a County Information Management Program that will collaboratively work with County stakeholders to:

- Develop and adopt an Information Management Framework to facilitate the development and adoption of a County Information Architecture, data standards, practices and technologies.
- Develop and implement a governance process for data stewardship and managing the quality of County enterprise data.

- Provide advice to departments, agencies and or commissions of the requirement to utilize the Information Management Framework.
- Oversee and ensure the adoption of approved data standards and technologies.
- Ensure alignment with the Countywide Information Security Program.

The County Information Management Program will establish County data standards and technologies to which departments shall adhere. Departments, at their discretion, may enhance the County data standards by defining additional data standards based on their business requirements.

## **RESPONSIBILITIES**

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### **Departments, Agencies, and Commissions**

Department heads are responsible for ensuring appropriate IT use within their department.

### **Chief Data Officer, Office of the Chief Information Office**

The Chief Data Officer reports to the Chief Information Officer (CIO) and is responsible for the Information Management Program for the County. Responsibilities include:

- Collaborating with the County's various information sharing projects and initiatives to create an Information Management Strategy and to create data standards that facilitate countywide information sharing and management.
- Collaborating with the Chief Information Security Officer (CISO) to ensure compliance with County privacy and security policies and standards, and alignment with the County Information Security Program and County Information Security Strategic Plan.
- Work with the CIO Leadership Committee and CIO Council to:
  - Develop an end-to-end approach for information management from intelligent data capture, to master data management and data quality management.
  - Adopt a strategic approach to data governance, as well as develop and implement data sharing policies and standards.
  - Identify opportunities to reduce information sharing project and operating costs using adopted data sharing and exchange standards, practices and technologies.
- Evaluating, designing, and implementing common technologies and information management best practices that maximize County investments and reduce project and operating costs.

### **Department Information Technology Management/CIO**

Department IT management shall be responsible for organizational adherence to countywide technology and information management policies. Where appropriate, Department IT manager or Chief Information Officer, will designate an individual(s) who will work collaboratively with the County Data Officer to develop and implement data standards, practices and technologies.

## **Policy Exceptions**

Requests for exceptions to this Board policy shall be reviewed and approved by the CIO and CISO with notification to the Board of Supervisors. Departments requesting exceptions shall document and submit their requests to the CIO. The request should specifically state the scope of the exception along with the justification for granting the exception, the potential impact(s) and risk(s) granting the exception, costs and timeframes for complying with the policies set forth herein. The CIO shall review such requests, confer with the requesting department. CIO will notify Board of any and all exemptions granted for this policy.

### **RESPONSIBLE DEPARTMENT**

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Office of the Chief Information Officer (CIO).

### **DATE ISSUED/SUNSET DATE**

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**Issue Date: December 1, 2011**

**Sunset Date: November 31, 2016**