

## LACDMH Seeking Federal Grant to Develop Continuity Program

### Los Angeles County Department of Mental Health **Business Continuity Grant Application Summary**

*30 day Review and Comment Period*

July 28, 2011 – August 30, 2011

The Los Angeles County Department of Mental Health (DMH), Administrative Support Bureau Business Continuity Section is applying for a planning grant administered by the State of California Community Development Block Grant Program. The grant application process requires DMH to participate in two public meetings. The first public meeting took place on Wednesday, August 10, 2011 at 8:30 a.m. at the Department of Mental Health, 550 S. Vermont Avenue, 2<sup>nd</sup> Floor Conference Room, Los Angeles, California 90020 where an overview was presented of the grant design phase to include a description of proposed planning activities. The second public meeting opportunity is slated for August 30, 2011 at 9:30 A.M. at the Kenneth Hahn Hall of Administration, 500 W. Temple Street, Board Hearing Room 381B, Los Angeles, California 90012, to request the Board's approval to submit a grant application to the State of California Community Development Block Grant Program for the development of continuity planning documents.

The grant application will be in the amount of \$250,000 and is intended for the further development of the Department's Continuity of Operations planning documents. The grant is made available from the Disaster Recovery Initiative 2008 Program established through the Federal Emergency Management Agency, through the provisions of the Presidentially Declared 2008 California Wildfire Disasters and will be administered by the State of California Community Development Block Grant Program.

The Los Angeles County (LAC) Department of Mental Health (DMH) Interim Continuity of Operations (COOP) Guide has been developed in-house to provide an interim structure for the activation and implementation of continuity actions by DMH staff during an extended disruption of DMH services. An extended disruption of services can be due to a localized event affecting one DMH facility or a regional or national event affecting multiple city, county, state, and federal facilities. Any event requiring a stoppage in work exceeding or expected to exceed 12<sup>1</sup> hours will require evaluation by the Business Continuity Steering Committee (Steering Committee). The Steering Committee will determine the need to activate the Interim COOP Guide (Guide) to support DMH to maintain continuity of essential mental health services to the Department's current consumer base as well as to meet the mental health needs within the community as driven by the event. Essential mental health services include, but are not limited to, the following services: providing emergency psychiatric intervention;

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<sup>1</sup> 12-hour timeframe defined by Federal Continuity Guidance Circular 1, Annex A, page A-3, #18, located at: [http://www.fema.gov/pdf/about/org/ncp/cont\\_guidance1.pdf](http://www.fema.gov/pdf/about/org/ncp/cont_guidance1.pdf)

participation in legally mandated proceedings; ensure clinical services to current consumers and/or disaster victims; and to maintain medication services. The Guide is intended to bridge the gap until the DMH COOP Plan can be developed and implemented. This grant will allow DMH to identify and analyze essential operations at its 77 directly operated clinics and administration offices and 100 co-located sites through the development of the Business Impact Analysis, which includes the Risk Analysis, and Vulnerability Assessment. These support documents will provide the necessary statistical data to transition the Interim Continuity of Operations (COOP) Guide into the DMH COOP Plan. Without this grant the current projected timeline is approximately five years; with the grant DMH will have a COOP Plan to include all listed statistical planning documents as well as a Communications Plan and Vital Records Plan completed in two years.

The public review and comment period will begin July, 28 2011 through August 30, 2011. This project overview will be posted on the LACDMH website <http://dmh.lacounty.gov/News/announcements.html>. To ask a question or submit a comment about the proposed planning activities or grant design phase and/or to submit written comments during the public review and comment period mail to:

Los Angeles County Department of Mental Health  
Administrative Support Bureau - Continuity Section  
Attention: Margaret Ayala  
550 S. Vermont Avenue, 2<sup>nd</sup> Floor  
Los Angeles, CA 90020

Or by fax to (213) 480-0671 or via email: [businesscontinuity@dmh.lacounty.gov](mailto:businesscontinuity@dmh.lacounty.gov)