

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES**



**SUBJECT:** DECISION-MAKING PROCESS IN CAPITAL  
CONSTRUCTION

**POLICY NO. 141**

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**PURPOSE::** To outline the Department's position on the decision-making process in developing its Capital Project Program.

**POLICY::** The decision-making process may begin at any point within the Department, but shall be reviewed through the chain of command. After each Capital Project Program has been reviewed at the regional level, the program shall be submitted to Facilities Management for review.

Facilities Management shall coordinate efforts in developing a unified Department Capital Project Program. The Director shall have final authority and responsibility for review of the Capital Project Program and its presentation to the Chief Administrative Officer.

Responsibilities for priority setting in the facility planning process shall rest with:

1. The Deputy Director of each region for projects to be submitted for review.
2. The Director and Chief Deputy Director, following the review of all projects by Facilities Management, for inclusion in a unified Department Capital Project Program.

The Department shall issue a ten-year master plan, MASTER PLAN FOR HEALTH SERVICES LONG-RANGE FACILITY NEEDS, COUNTY OF LOS ANGELES. The plan will be updated annually. The annual, ten-year master plan shall be submitted to the Board of Supervisors as the official plan for the Department.

**GUIDE::** In reviewing Capital Projects, Facilities Management shall work with each Region to determine:

1. Scope of the projects
2. Need for the projects
3. Location of the projects
4. Whether acquisition of land is necessary
5. Design for construction in coordination with Facilities Department
6. Coordination of the funding of these efforts.

During the coordinating efforts, Facilities Management shall be the Department's representative in contact with County, State and other appropriate agencies involved in Capital Projects related to health services.

Facilities Management shall develop phase recommendations for top management in concert with the Regions, based on the scope of the proposed projects.

The Department's Capital Project Program shall take into account all existing regulations governing construction of health care facilities and the Department shall

be in compliance with such regulations.

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**EFFECTIVE DATE:** Nov 24, 1975

**SUPERCEDES:**

**APPROVED:** Signature on File

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