

**DEPARTMENT OF HEALTH SERVICES**  
**COUNTY OF LOS ANGELES****SUBJECT:** INFORMATION SYSTEMS  
DEVELOPMENTAL/ACQUISITION APPROVALS**POLICY NO.** 185

---

**PURPOSE::** To establish responsibility for approving and managing information systems development or acquisition.**POLICY::** A Project Initiation Report (PIR), as specified in the Chief Administrative Office, Information Resources, Policies and Standards Manual will be completed by the facility or program Information Manager. It will be submitted to the Office of the Deputy Director, Information Services, for review and approval prior to developing, negotiating for, contracting for, budgeting for, obtaining consulting services for, or otherwise acquiring any information or telecommunications system.

PIRs will be required for all systems (new, amended or renewed), developed in-house or purchased, including consulting services or contracts. This includes the procurement of turnkey systems, programming services and/or hardware.

A Senior Manager in conjunction with the Information Manager may, after submitting a written request, be allowed to provide an abbreviated PIR, or have the Report requirement waived where the situation, for example, a small, new, internal PC based system, or straight forward renewal of an existing system, may not justify the full PIR as determined by the Department's Deputy Director, Information Services.

All systems or telecommunications contracts or purchase orders will require written approval from the office of the Deputy Director, Information Services.

The Senior Manager responsible for each project will ensure that mechanisms to fund, plan, approve, monitor and control a system project are consistent with sound and proven management principles, and County and Departmental practices.

**GUIDE::** The Deputy Director, Information Services, is responsible for establishing system development practices, in consultation with the units affected and for the monitoring of system development or acquisition. The accountable Senior Manager is expected to establish a steering committee and appoint a project manager.

---

**EFFECTIVE DATE:** Dec 15, 1991**SUPERCEDES:** December 1, 1989**APPROVED:** Signature on File