COUNTY OF LOS ANGELES
Public Health

Nursing Administration
University Affiliation Timeline

Annual Calendar Timeline			
#	**Step**	**Due Date***	**Responsible Party**
1	Letter to universities requesting Clinical Rotation Selection Schedule (CRSS) for calendar year sent.	March 15	Nursing Administration
2	Deadline for universities to submit CRSS request.	May 15	University Affiliate
3	Draft yearly clinical rotation schedule sent to DPH Programs.	June 15	Nursing Administration
4	Comments from DPH Programs on yearly rotation due to Nursing Administration.	July 15	DPH Program
5	Letter sent to universities of final clinical rotation schedule.	August 15	Nursing Administration
6	Letter sent to universities with finalized Student Orientation schedule.	December 5	Nursing Administration

*Due date: On specified date or next business day if date falls on weekend or holiday. Submit documents to universityaffiliates@ph.lacounty.gov.

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Nursing Administration
University Affiliation Timeline

Clinical Rotation Timeline			
#	**Step** http://publichealth.lacounty.gov/phn/UniveristyAffiliates.htm	**Due Date****	**Responsible Party**

1	University to submit to Nursing Administration for all new Instructors* and all students:
	 1. "Without Compensation Request Form" (WOC)
	 2. "WOC Request Form Instructor and Student List"
	   *For returning Instructors, if interval >30 days since last clinical placement with LA County
	    Department of Public Health, must re-submit a WOC.
		10 weeks prior to start date of clinical rotation or orientation, whichever comes first.	University Affiliate

2	Nursing Administration notifies university that students can begin to schedule Live Scan appointments.	**9 weeks prior** to start date of clinical rotation or orientation, whichever comes first.	Nursing Administration

3	University to assure all students and instructors complete Live Scan forms and attend Live Scan appointment:
	 1. Live Scan Instructions must be followed
	 2. All eight (8) Live Scan forms must be completed and taken with student and new or returning
	    instructors (with interval >30 days since last clinical placement with LA County, Department of
	    Public Health) to the Live Scan appointment.
		7 weeks prior to start date of clinical rotation or orientation, whichever comes first.	University Affiliate

4	Nursing Administration notifies university of students who have cleared live scan and those pending or denied	**4 weeks prior** to start date of clinical rotation or orientation, whichever comes first.	Nursing Administration
5	Deadline for University to submit to Nursing Administration: 1. A final and updated "WOC Request Form Instructor and Student List" (from step 1).	**3 weeks prior** to start date of clinical rotation or orientation, whichever comes first.	University Affiliate
6	Nursing Administration to request identification badges from DPH-Human Resources.	**2 weeks prior** to start date of clinical rotation or orientation, whichever comes first.	Nursing Administration
7	Deadline for university to scan and email copies of completion certificates for LA County DPH HIPAA for all students and instructors (entire certificate packet must be sent for all students simultaneously as one scanned document in alphabetical order).	**1 week prior** to start date of clinical rotation or orientation, whichever comes first.	University Affiliate
8	Deadline for university to submit to Nursing Administration: 1. "Requirements for Practice in Clinical Facilities Form"	**1 week after** start of clinical rotation or orientation, whichever comes first.	University Affiliate

**If deadlines are not met, the start time of the clinical rotation will be pushed back accordingly. For step 8, Clinical Rotations will be suspended until form is submitted. Submit documents to universityaffiliates@ph.lacounty.gov.

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County of Los Angeles Public Health

Nursing Administration
University Affiliation Timeline

Contract Monitoring Timeline			
#	**Step**	**Due Date**	**Responsible Party**
1	Send University "Contractor Notification to Monitor" letter	December 15*	Nursing Administration
2	University provides dates of availability	January 15*	University Affiliates
3	Send letter to University verifying contact person, identifying random sample of student/instructor files to be monitored, and contract monitoring date, time and location	February 1*	Nursing Administration
4	Send letter to University confirming Contract Monitoring information for site visit	One week prior to contract monitoring	Nursing Administration
5	Contract Monitoring	February 15 – May 1*	Nursing Administration & University Affiliates
6	Send "Contractor Discrepancy Report" (CDR) to University	Within 2 weeks following contract monitoring	Nursing Administration
7	University submits "Corrective Action Plan" (CAP) to Nursing Administration	Within 30 days after receipt of CDR letter	University Affiliates
8	University submits corrected documents to Nursing Administration	Within 2 weeks after submission of CAP for minor discrepancies; Up to 60 days after submission of CAP for major discrepancies	University Affiliates
9	Send "End of Contract Monitoring" letter to University	Up to 90 days after receipt of CAP**	Nursing Administration

*Due date: On specified date or next business day if date falls on weekend or holiday.

**Universities who are self-insured will take longer. Financial statements must be approved by Los Angeles County-Department of Public Health Risk Management before Contract Monitoring can be completed by Nursing Administration.

Submit correspondence/documents to universityaffiliates@ph.lacounty.gov.

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