Onboarding Requirements for
Los Angeles County DHS Facilities
(Harbor, Olive View, Mid Valley, MLK-MACC, Humphrey)

All MS3’s are required to complete the Onboarding Requirements for LA County DHS Facilities. There are four steps to complete the Onboarding Requirements.

1. Read the [Code of Conduct](#) and [Privacy & Security Training](#)
2. Live Scan (fingerprinting) Clearance
3. Health Clearance (E2 Form)
4. Online Information Form

**Live Scan (fingerprinting) Clearance Requirements**

*Fingerprinting can be done at Olive View or Harbor.* Although it is preferred that you get your fingerprinting done at Olive View or Harbor, there are other options outside of those locations.

- If you prefer to complete your fingerprinting at **Olive View**:
  1. Complete the Olive View packet. (**PDF**)
  2. Schedule an appointment with Olive View Human Resources by calling their main line (818) 364-3311. When scheduling the appointment, identify yourself as a 3rd Year medical student who will start in July 2017. Average processing time takes 30 minutes or longer, but unexpected delays can occur.
    * Bring your current unexpired government issued identification (e.g. Driver’s License, Department of Motor Vehicles Identification Card)*
    * **No UCLA Student ID Cards will be accepted as valid identification for Live Scan purposes.**

- If you prefer to complete your fingerprinting at **Harbor-UCLA**:
  1. Complete the Harbor-UCLA packet. (**PDF**)
  2. No appointment is necessary. Their Live Scan hours are Monday – Friday 8:00am – 4:00pm. The process will take 30 minutes or longer. Their office is located at 1000 W. Carson Street, Building F8, Torrance, CA 90502 (310-222-3241).
    * Bring your current unexpired government issued identification (e.g. Driver’s License, Department of Motor Vehicles Identification Card)*
    * **No UCLA Student ID Cards will be accepted as valid identification for Live Scan purposes.**
If you prefer to complete your fingerprinting outside of Olive View and Harbor:

1. Use this link for approved Live Scan locations throughout California *(Note: Outside agencies may charge a fee. This fee is not reimbursable).*
2. Print the “Request for Live Scan Service” form found on page 3 of either the Olive View or Harbor packet (both forms are the same).
3. To ensure that DHS receives the Live Scan results, you must enter the following:

   **Under Applicant Submission section:**
   - ORI (Code assigned by DOJ) = **A1776** if you'll be starting rotations at Olive View or **A1779** if you'll be starting rotations at Harbor.
   - Authorized Applicant Type = **Employee 11105(B)(11)PC**
   - Type of License/Certification/Permit OR Working Title = **240 3rd Year Medical Student** if you'll be starting rotations at Olive View or **200 3rd Year Medical Student** if you'll be starting rotations at Harbor.

   **Under the Applicant Information section:**
   - Billing Number = **149938**
   - Your Number = *leave this field blank*

   Leave the Employer section blank.

**Health Clearance (E2 Form)**

- If this is your first time rotating at LA County DHS:
  1. **TB Clearance – this is an annual requirement.** If you prefer to complete TB clearance via PPD, a 2-Step PPD is required. Alternatives include one (IGRA) Quantiferon Gold Test/T-Spot Blood Test or one CXR (Chest X-Ray) within 12 months of start date.
  2. Complete the Pre-placement E2 form. *(PDF).* This includes:
     - Evidence of immunity to measles, mumps, rubella (MMR) – documents of positive MMR titer OR documents of 2 MMR vaccines.
     - Evidence of immunity to Varicella – laboratory report of positive Varicella titer OR 2 Varicella vaccines.
     - Hepatitis B surface antibody titer and documents of Hep B vaccine series.
     - Td/Tdap vaccination within the past 10 years or may decline.
     - Influenza vaccination or may decline.
     - If history of positive TB skin test, provide document of positive TB skin test with reading of induration in millimeter and chest x-ray. Documents of INH treatment for Latent TB infection will be
accepted. If IGRA is positive, provide a negative CXR (Chest X-Ray).

3. Upload the completed form onto MyCourses (see instructions here). You’ll also need to upload your immunization record along with your E2 forms only if you choose to sign the form for yourself under “Workforce Member” and check off the “Required source documents attached” box. If you choose to have your primary physician sign your form, then you do not have to upload your immunization record.

4. Complete Live Scan (See Live Scan (fingerprinting) Clearance Requirements steps above).

• If you’ve been to LA County before (i.e. preceptorship, clinical skills):
  1. TB Clearance – this is an annual requirement. If you prefer to complete TB clearance via PPD, a 2-Step PPD is required. Alternatives include one (IGRA) Quantiferon Gold Test/T-Spot Blood Test or one CXR (Chest X-Ray) within 12 months of start date.
    • If history of positive TB skin test, provide document of positive TB skin test with reading of induration in millimeter and chest x-ray. Documents of INH treatment for Latent TB infection will be accepted. If IGRA is positive, provide a negative CXR (Chest X-Ray)
  2. Complete the Annual Renewal E2 form. (PDF)
  3. Upload the completed form onto MyCourses (see instructions here). You’ll also need to upload your immunization record along with your E2 forms only if you choose to sign the form for yourself under “Workforce Member” and check off the “Required source documents attached” box. If you choose to have your primary physician sign your form, then you do not have to upload your immunization record.

* You do not have to go through the Live Scan process again.

Online Information Form:
Once the site coordinator contacts you via email, you will be required to complete the Online Information Form.

1. Complete the online form here: https://dhs.lacounty.gov/wps/portal/dhs/cef/
2. Once the online information sheet is complete, the coordinator will review upon submission.
3. After review and approval of your online form, the coordinator will provide further instructions for badging, etc.