

County Of San Diego
Health and Human Services Agency (HHSa)

SUBJECT: LAN Accounts – Management and Use

NO: HHSa-N-04

PAGE: 1 of 1

DATE: October 1, 2017

Supercedes: HHSa-F-12

REFERENCE: Health Insurance Portability and Accountability Act (HIPAA); California Information Practices Act; various State Agreements.

[CAO Admin Policy - Computer Accounts 0400-03](#)

POLICY: Network access controls shall be established to ensure that all County authorized users are granted only the minimum necessary to perform their job duties and to prevent any unauthorized use or disclosure to Protected Information. The Agency Compliance Office shall establish procedures to this effect.

RESPONSIBILITIES: Security laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the California Information Practices Act (CIPA) outline requirements regarding the security of client Protected Information. Many Agency Programs also have Agreements with the State of California that outline additional security parameters. Compliance with these regulations is addressed in a series of Agency policies and procedures maintained by the Agency Compliance Office.

PROCEDURES: See related procedures and forms at www.cosdcompliance.org.

QUESTIONS: HHSa Information Security Manager at 619-338-2634

Approved: _____



Christy Carlson
Group Program Manager
Agency Compliance Office