

**County Of San Diego  
Health and Human Services Agency (HHSA)**

**SUBJECT: Disabling Accounts Quickly**

**NO: HHSA-N-09  
PAGE: 1 of 1  
DATE: October 1, 2017  
SUPERCEDES: HHSA-F-06**

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

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**POLICY:** A County computer account(s) shall be disabled quickly and all access removed to safeguard Protected Information from being compromised where sufficient cause has been found to indicate a threat to County Data or network, or a violation of federal or state law. 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 safeguards for 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](http://www.cosdcompliance.org).

**QUESTIONS:** HHSA Information Security Manager at 619-338-2634

Approved: \_\_\_\_\_

  
Christy Carlson  
Group Program Manager  
Agency Compliance Office