

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

**SUBJECT: Privacy & Security Training, Statement,  
& Certification**

**NO: HHSa-L-22  
PAGE: 1 of 1  
DATE: September 1, 2017**

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

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**POLICY:** HHSa Programs shall ensure all individuals to whom they provide access to HHSa Protected Information complete annual privacy and security training. HHSa Programs and that all staff with access to Protected Information under certain State Agreements complete annual privacy and security training, sign a confidentiality statement, and receive appropriate certification. The Agency Compliance Office shall establish procedures for this policy.

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

**DEFINITIONS:** See HHSa Policy L-30 "Privacy Definitions"

**PROCEDURES:** See related procedures and forms at [www.cosdcompliance.org](http://www.cosdcompliance.org).

**QUESTIONS:** HHSa Privacy Officer at 619-338-2808

Approved:

  
Christy Carlson  
Group Program Manager  
Agency Compliance Office