

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

**SUBJECT: HHSa Employee Responsibilities
for Reporting Compliance Issues**

NO: HHSa-M-3.2
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DATE: September 28, 2017

**REFERENCE: State Agreements, U.S. Department of Health and Human Services, Office of
Inspector General.**

POLICY: In order to establish a formal and robust program that will act as an internal control measure, mitigating the potential for violations of health care and human services laws, regulations and ordinances, the Health and Human Services Agency (HHSa) shall maintain a Compliance Program with specific guidance over HHSa programs. The Agency Compliance Office shall be directed by the HHSa Agency Compliance Officer. The Agency Compliance Office shall establish and maintain a confidential reporting system for employee to report suspected misconduct. The reporting system elements shall include, at minimum:

- Requirement of employees to immediately report knowledge of suspected actual or potential violations of law, regulation, HHSa policy or procedure, HHSa Code of Conduct, or County policy or procedure
 - Reports should be made through chain-of command, or directly to Compliance Office
 - Methods for reporting to Compliance Office will be made available online at www.cosdcompliance.org
- Compliance Officer responsibility to investigate issues thoroughly and maintain confidentiality to the fullest extent possible

RESPONSIBILITIES: HHSa is committed to providing high-quality, cost effective health care and human services in compliance with all federal, State and local laws, regulations and ordinances. Violations of these laws, regulations and ordinances by HHSa employees, contractors or agents may expose HHSa to the risk of substantial penalties. The Agency Compliance Office is responsible for establishing policies and procedures to promote a working environment that fosters adherence to these requirements and demonstrates high ethical standards in carrying out the Mission, Vision and Values of HHSa.

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

QUESTIONS: HHSa Compliance Officer at 619-338-2807

Approved: _____


Christy Carlson, CCEP
Group Program Manager, Compliance