

**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: July 2, 2025**

**REFERENCE:** Health Insurance Portability and Accountability Act; California Information Practices Act; various State agreements.

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**POLICY:** 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 & Human Services Agency (HHSA) shall maintain a Compliance Program with specific guidance over HHSA programs. Business Assurance and Compliance shall establish and maintain a confidential reporting system for employees to report suspected misconduct. The reporting system elements shall include, at minimum:

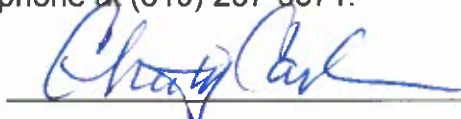
1. Requirement of employees to immediately report knowledge of suspected, actual, or potential violations of law, regulation, HHSA policy or procedure, HHSA Code of Conduct, or County policy procedure.
  - a. Reports should be made through chain-of command, or directly to Business Assurance and Compliance.
  - b. Methods for reporting to Business Assurance and Compliance will be made available online at [www.cosdcompliance.org](http://www.cosdcompliance.org).
2. The Compliance Officer is responsible for investigating issues thoroughly and maintaining the fullest extent of confidentiality possible.

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

**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. Business Assurance and Compliance is responsible for establishing policies and procedures to promote a working environment that fosters adherence to these requirements, and to demonstrate high ethical standards in carrying out the Mission, Vision, and Values of HHSA.

**QUESTIONS/INFORMATION:** Please contact HHSA Business Assurance and Compliance by email at [Compliance.HHSA@SDCounty.ca.gov](mailto:Compliance.HHSA@SDCounty.ca.gov) or by phone at (619) 237-8571.

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



Christy Carlson  
Director  
Business Assurance & Compliance