

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

**SUBJECT: HHSA External Audit  
Coordination**

**NO: HHSA-M-4.1**  
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**DATE: September 28, 2017**

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

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**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 maintain organizational knowledge of external audits through the following guidelines:

- Programs/Divisions/Regions shall notify Compliance Officer when noticed that an external agency intends to conduct an audit of HHSA program
- Compliance Officer shall be offered the opportunity to participate in all meetings with the auditors
- Upon request, copies of all audit related correspondence shall be forwarded to Compliance Officer

**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](http://www.cosdcompliance.org).

**QUESTIONS:** HHSA Compliance Officer at 619-338-2807

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



Christy Carlson, CCEP  
Group Program Manager, Compliance