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

SUBJECT: **Passwords – Management & Use**

NO: **HHSA-N-03**
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DATE: September 04, 2025

REFERENCE: Health Insurance Portability and Accountability Act; California Information Practices Act; various State agreements.
CAO Administrative Manual 0400-04 Passwords – Management & Use.

POLICY: Passwords must be created to meet County complexity requirements, must remain confidential and not be shared. They must be changed periodically to safeguard device logins and access to HHSA Protected Information from unauthorized use or disclosure. Business Assurance and Compliance shall establish procedures to this effect.

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

RESPONSIBILITIES: Privacy laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA), the California Information Practices Act (IPA), and others, outline confidentiality requirements and client's rights to their protected information. Many HHSA 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 Business Assurance and Compliance.

DEFINITIONS: See HHSA Policy N-13 Security Definitions.

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

Approved:

Christy Carlson
Director
Business Assurance & Compliance