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

SUBJECT: **Active Directory Accounts**

NO: **HHSA-N-04**
PAGE: 1 of 1
DATE: June 05, 2026

REFERENCE: Health Insurance Portability and Accountability Act; California Information Practices Act; various State agreements.
CAO Administrative Policy – Computer Accounts 0400-03.

POLICY: Active Directory accounts shall be created for County authorized users and granted only the minimum necessary level of access for users to perform their job duties and to prevent unauthorized use or disclosure of HHSA Protected Information. The Business Assurance and Compliance shall establish procedures to this effect.

RESPONSIBILITIES: Privacy laws and regulations such as the Health Insurance Portability and Accountability Act (HIPAA) and the California Information Practices Act (IPA), and others, outline confidentiality requirements and client's rights regarding 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.

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

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

Christy Carlson
Director
Business Assurance & Compliance