

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

SUBJECT: Special (Generic) Accounts

NO: HHSA-N-12

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DATE: February 05, 2025

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

POLICY: A special (generic) account to be created must have a business justification, be owned by a county employee, and have a method to track individual accountability in the use of the account. Business Assurance and Compliance shall establish procedures to this effect.

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

RESPONSIBILITIES: Information security 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 clients' 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