

# County of San Bernardino

**Auditor-Controller/Treasurer/Tax Collector  
Internal Audits Section**

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## **Department of Public Health: Personally Identifiable Information Audit**



**Oscar Valdez**

**Auditor-Controller/Treasurer/Tax Collector**

268 West Hospitality Lane  
San Bernardino, CA 92415-0018  
(909) 382-3183

**Website:** [www.sbcounty.gov/atc](http://www.sbcounty.gov/atc)

**Fraud, Waste & Abuse Hotline:** (800) 547-9540

# Auditor-Controller/Treasurer/Tax Collector

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## *Mission Statement*

*The San Bernardino County Auditor-Controller's Office is committed to serving our customers by processing, safeguarding, and providing information regarding the finances and public records of the County. We perform these functions with integrity, independent judgment, and outstanding service. We are accurate, timely, courteous, innovative, and efficient because of our well-trained and accountable staff.*

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## Audit Team

**Denise Mejico**  
Chief Deputy Auditor

**Menaka Burkitt**  
Internal Audits Manager

**Carmel Manela**  
Supervising Internal Auditor III



# Department of Public Health: Personally Identifiable Information Audit

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# AUDITOR-CONTROLLER/ TREASURER/TAX COLLECTOR



- 268 West Hospitality Lane, Fourth Floor  
San Bernardino, CA 92415-0018 • (909) 387-8322 • Fax (909) 890-4045
- 268 West Hospitality Lane, First Floor  
San Bernardino, CA 92415-0360 • (909) 387-8308 • Fax (909) 890-5797

**Matt Brown**  
Assistant Auditor-Controller/Treasurer/Tax Collector

**John Johnson**  
Assistant Auditor-Controller/Treasurer/Tax Collector

**May 15, 2018**

**Trudy Raymundo, Director**  
Department of Public Health  
351 N. Mountain View Avenue  
San Bernardino, CA 92415-0010

## **SUBJECT: PERSONALLY IDENTIFIABLE INFORMATION AUDIT**

In compliance with Article V, Section 6, of the San Bernardino County Charter and County Policy 05-20 entitled Internal Operational Auditing, we have completed an audit of the Department of Public Health's Personally Identifiable Information. The objective of the audit was to determine if the personally identifiable information received, collected, stored, and transmitted by the Department is in compliance with County Policy Section 14. We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors.

Our audit determined that the overall procedures in place are in compliance with County Policy Section 14.

We sent a draft report to the Department on May 10, 2018.

We would like to express our appreciation to the personnel at the Department of Public Health who assisted and cooperated with us during this engagement.

Respectfully submitted,

**Oscar Valdez**

Auditor-Controller/Treasurer/Tax Collector  
San Bernardino County

By



**Denise Mejico**

Chief Deputy Auditor

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Date Report Distributed: May 15, 2018

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## Background

The Department of Public Health (DPH) provides a wide range of services to prevent diseases and improve the health, safety and quality of life for residents and visitors of San Bernardino County. Key delivery areas include: Community and Family Health, Clinical Health and Prevention Services, Environmental Health Services, Animal Care and Control, Public Health Laboratory and the Preparedness and Response Program.

DPH is identified as one of the designated Health Care Component (HCC) departments in the County of San Bernardino that must comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA). In addition to Personally Identifiable Information (PII), Individually Identifiable Health Information (IIHI) is collected and stored. IIHI is information that identifies the individual or for which there is a reasonable basis to believe it could be used to identify the individual, including demographic data, which relates to:

- The individual's past, present or future physical or mental health or condition
- The provision of health care to the individual
- The past, present or future payment for the provision of health care to the individual
- Eligibility determination for programs administered through the Human Services Department

DPH has written policies that establish responsibilities and procedures for protecting and securing PII and protected health information (PHI). PHI is IIHI that is transmitted by, or maintained in, electronic media or any other form or medium. DPH's policies and standard practices address the responsibilities for safeguarding and protecting PII and PHI, including standard practices that address information breaches. All DPH staff, volunteers, and any other authorized personnel who have access to its facilities or resources containing PII and PHI must read, understand, and comply with the department's policies and standard practices, in addition to completing regular training.



### Scope and Objective

The objective of this audit was to determine if PII received, collected, stored and transmitted by the Department of Public Health is handled in compliance with County Policy Section 14, as of March 14, 2018.

The following sites were visited during our fieldwork:

- San Bernardino Health Center on 606 E. Mill St, San Bernardino, CA
- California Children's Services at 150 E. Holt Blvd, Ontario, CA

### Methodology

In achieving the audit objectives, the following audit procedures were performed, including but not limited to:

- Interviews of Department's personnel.
- Review of policies and procedures.
- Walk-through of activity.



**Finding and Recommendation**

There are no findings for this audit.