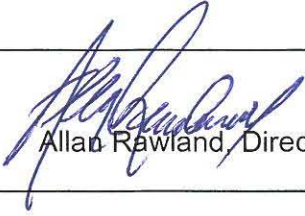


**County of San Bernardino
Department of Behavioral Health**

Internet Account Policy

Effective Date 09/18/2006
Revision 10/25/2010


Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health (DBH) to provide standardized Internet Access accounts for all employees based upon their assigned positions.

Purpose To provide an effective and efficient solution in granting appropriate Internet authorizations that will enable employees to achieve assigned responsibilities that require access to the World Wide Web (WWW).

Security Groups Users will be assigned to one of the following Security Groups established to allow or restrict Internet content or access.

- Unrestricted Access
- ISA Full Access
- ISA Limited Access
- ISA Proxy restricted Access

Note: For detailed job classification information of each security group, please go to:

<http://countyline.sbcounty.gov/dbh/DBH%20Proxy%20Groups.pdf>

Request Process The table below describes the roles and responsibilities in the Internet Access request process:

Role	Responsibility
Supervisor/ Manager	<ul style="list-style-type: none">• Complete the Network User Request/Update form• Click the "submit" button
Information Technology	<ul style="list-style-type: none">• Take appropriate action to establish, modify, or terminate access based on the information provided• Send ISD notification to update the Proxy server
ISD	Update the Proxy server

Note: To view this process workflow go to:

<http://countyline.sbcounty.gov/dbh/Internet Access Workflow.pdf>

Continued on next page

County of San Bernardino Department of Behavioral Health

Internet Account Policy, Continued

References

Code of Federal Regulations 42, Part 431.300, Section 2.1 et seq.
Code of Federal Regulations 45, Parts 160 and 164.
California Civil Code 56 et seq. (The Confidentiality of Medical Information Act)
California Health and Safety Code (Information Practices Act of 1977), Section 1798 et seq., Section 123100 et seq. (Client Access to Health Records)
California Welfare and Institutions Code, Sections 5328 et seq., 14100
Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, Privacy Rule (HIPAA)
Department of Behavioral Health Medi-Cal Privacy and Security Agreement

Related Policy or Procedure

County Policy 14-01: [Electronic Mail \(E-mail\) Policy](#)
County Policy 14-04: [Internet/Intranet Use Policy](#)
County Policy 16-02: [Protection of Individually Identifiable Health Information](#)
County Policy 16-02SP1: [Protections of Individually Identifiable Health Information](#)
DBH Standard Practice Manual IT5004: [Computer and Network Appropriate Use Policy](#)
DBH Standard Practice Manual IT5005: [Electronic Mail Policy](#)
DBH Standard Practice Manual IT5006: [Remote Access Policy](#)
DBH Standard Practice Manual IT5008: [Device and Media Controls Policy](#)
DBH Standard Practice Manual IT5009: [User I.D. and Password Policy](#)
