



**San Francisco Office of the City Administrator
City Administrator Carmen Chu**

Designating Various Departments of the City and County of San Francisco as Health Care Components Under HIPAA- Hybrid Entity

BOS Resolution File 250921

Summary

- In 2020, the City passed an ordinance creating Chapter 22H in SF Admin Code, which designates San Francisco as a HIPAA “Hybrid Entity.”
- As part of the designation, the City Administrator is required to review the functions performed by City departments (in consultation with the City Attorney) and issue a report that identifies departments subject to HIPAA data protections, called "Health Care Components."
- In 2021, the City Administrator issued the first report and resolution (File No. 210343) for BOS approval, identifying the **Department of Public Health (DPH)**, **Fire Department (SFFD)**, and **Health Service System (HSS)**, **City Attorney (CAT)**, **Treasurer-Tax Collector (TTX)**, and **Department of Technology (DT)** as Health Care Components.
- In early 2025, the HIPAA designation review process began and identified three new departments as Health Care Components: **Controller's Office (CON)**, **Department of Homelessness and Supportive Housing (HSH)** and **DataSF**.
- In September 2025, we submitted an updated report and new resolution to the BOS to update the City's HIPAA Hybrid Entity designation.

HIPAA Health Care Components

- A “Covered Entity” includes a health care provider or health plan that transmits any protected health information in electronic form in connection with a covered transaction. (DPH, SFFD, HSS)
- A “Business Associate” is an individual or entity that performs functions or activities on behalf of a covered entity that involve the use or disclosure of protected health information, such as billing, data analyses, or legal representation. (CAT, TTX, DT)

2025 Report

- **Questionnaire with currently designated departments** (DPH, HSS, SFFD, DT, TTX, CAT) to confirm their current activities or functions continue to meet the definitions of a Covered Entity and Business Associate
- **Citywide survey to discover new departments**
 - Online survey to potential departments
 - Follow up assessments and discussions with CON, HSH, HAS and DataSF to better understand their functions.
 - Confirmed that HSH, CON, and DataSF meet the definition Business Associate

BOS Action

- **Board of Supervisors to accept the report and to:**
 - Designate three newly identified departments as Business Associates:
 - Department of Homelessness and Supportive Housing
 - Controller's Office
 - DataSF (a division of the Office of City Administrator)
 - Continue the designation of the previously identified departments:
 - Department of Public Health, Fire Department, and Health Service System (Covered Entities)
 - City Attorney, Treasurer-Tax Collector, and Department of Technology (Business Associates)