



COUNTY OF ORANGE
SOCDIS
PRIVACY GOVERNANCE COMMITTEE
CHARTER



A. Purpose of the Privacy Governance Committee

The Committee is appointed by the Care Plus Program (CPP) steering committee to oversee and provide guidance on matters related to the information technology governance, risks and compliance framework. The Committee will work under the direction of the Care Plus Program utilizing authorization and the AB 210 MOU to operationalize the program as well as the SOCDIS platform while maintaining the privacy and security protocols.

B. Membership

The Privacy Governance Committee (Committee) is comprised of representatives from the following County Departments:

- Social Services Agency (SSA)
- Health Care Agency (HCA)
- Office of Care Coordination (OCC)
- Orange County Community Resources (OCCR)
- Orange County Sheriff-Coroner Department (OCSD)
- Probation Department

C. Background

SOCDIS is the data platform to facilitate the objectives of the Care Plus Program (CPP). CPP is a collaborative care coordination program for those most vulnerable across the County's System of Care. The System of Care Data Integration System (SOCDIS) is the data integration platform established for the CPP to coordinate and share data across County departments. It will produce a Virtual Client Record (VCR) which will enable both virtual and intense care coordination and a Multi-Disciplinary Team (MDT) approach, focusing on shared care goals and planning.

D. Commitment

The Privacy Governance Committee provides a framework to support the shared commitment of County Departments in implementing and administering the CPP and SOCDIS platform.

E. Goals and Deliverables

a. Goals

- The Committee will ensure departmental interests are represented in all discussions concerning the creation, implementation and enforcement of the CPP policies, agreements, guidelines and protocols.
- The Committee shall collaborate with participating agencies and develop policies and procedures in accordance with local, state and federal guidelines in alignment with CPP business requirements.



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- The Committee will ensure policies, agreements, guidelines and controls are in compliance with state and federal privacy laws and regulations.
- The Committee will monitor the compliance processes of data extraction, collection, creation, usage, retention and sharing personal information in accordance with privacy and security regulations and requirements.
- The Committee will submit approved policies, procedures and plans to the CPP Steering Committee for final approval.
- The Committee will develop, implement and enforce the protocols for access, use and disclosure of the CPP and its data and system
- The Committee will be responsible to assess the trends related to privacy and security incidents and coordinate with the participating agencies to take appropriate actions.
- The Committee is now considered as a permanent governance body and will review and/or implement significant changes to the CPP policy, agreements, guidelines or plans.



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F. Privacy Governance Committee Membership and Responsibilities

1. Membership

The Committee consists of the following members:

Member	Role	Voting Member
County Privacy Officer	Chair	Tie Breaker
Office of Care Coordination	Dedicated Member	No
Health Care Agency	Dedicated Member	Yes
Social Services Agency	Dedicated Member	Yes
OCCR	Dedicated Member	Yes
OCSD	Dedicated Member	Yes
Probation	Dedicated Member	Yes
Departmental IT / OCIT	Dedicated Member	No

Additional Members of the Committee will be evaluated and approved by the Chief Privacy Officer and Office of Care Coordination.

2. Roles and Responsibilities

The listing below describes the roles of the Committee:

- a. County Privacy Officer (CPO) – Serves as the Committee chair. In the event of a tie vote, the CPO will vote as the tie breaker.
- b. Office of Care Coordination – Serves as the Committee alternate chair in the event of the CPO's absence.



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- c. Dedicated Members – Departments considered System of Care Providers (SOCP) who are signatories to the AB 210 MOU and engages in care coordination of System of Care Clients as identified by CPP.

The following are key responsibilities for the Committee:

- a. The Committee will meet as necessary on an ad hoc basis to discuss, create, review and approve CPP policy, agreements, guidelines and plans.
- b. CPP policy, agreements, guidelines and plans will be approved by a simple majority vote of the Committee present at the meeting.
- c. The Committee will provide a report (minutes) on and summary of the outcomes of each meeting.
- d. The Committee will meet with the CPO as needed, in between meetings, to address urgent privacy and security matters that requires immediate attention.
- e. Reviewing information security and privacy policies and standards and recommending improvements and revisions, as appropriate.
- f. The Committee will submit the approved policy, agreements, guidelines and plans to the CPP Steering Committee for final approval and publishing.
- g. Reviewing security and privacy incidents and CPP Team and collaborating with Departmental HRS in administering appropriate sanctions as needed.
- h. The Committee will work with CPP management team to assist and provide guidance on the implementation and enforcement of the policy, agreements, guidelines and plans.
- i. Evaluating and recommending information security and privacy training needs.

G. Privacy Governance Committee Meeting Requirements

1. Meeting Schedule and Process

The Committee will meet on an ad hoc basis to discuss, create, review and approve CPP policy, agreement, guidelines and plan.

The CPO chairs the meetings. The Office of Care Coordination will take roll and minutes at each meeting, with distribution to the Committee to occur 72 hours prior to the upcoming meeting. The prior meeting's minutes must be formally approved at the subsequent meeting.

2. Voting

- a. A quorum is considered the CPO or alternate and a minimum of three Departmental Representatives.
- b. A vote is required by each Committee member present at the meeting. The Committee member's vote shall only count as one vote regardless of the



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number of departments the member represents.

- c. A simple majority is required to pass a motion.
- d. Voting results are recorded in the meeting minutes.

H. Reporting

- a. The Committee shall make regular reports to the steering committee at regularly scheduled meetings or as needed.
- b. The report to the Board may take the form of an oral or written report by the Chairperson or any other member of the Committee designated by the Committee to make such report.

I. Performance Evaluation

- a. At least annually, the Committee shall review and evaluate its performance, including by reviewing the compliance of the Committee with this Charter.
- b. In addition, the Committee shall review and reassess, at least annually, the adequacy of this Charter and recommend to the steering committee any improvements to this Charter that the Committee considers necessary or appropriate.
- c. The Committee shall conduct such evaluations and reviews in such manner as it deems appropriate.