

Information Access Operations Ministry of Labour, Citizens' Services, and Open Government PO Box 9569 Stn Prov Govt Victoria BC, V8W 9K1

CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292–30/CFD-2013-01630

CFD-2013-01786

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DI	UE RECORDS DUE		
Media	October 29/13	Donna Wilkinson	November 5/13	November 12/13		
REQUEST DETAILS:						
	governing Emergencies as	•	ment Centre without personal i U 600 and Incident Reports HS	identifiers as per the policies and S 100. Date range is June 12,		
Section 1: Initial Rec	ords Assessment		ang as sa tegapan as gapan na Kang at ang Sarah kang an			
Do you hold any respons	ive records?			YES O NO O		
Are you aware of other 1	ecords that may be respo	nsive to this request v	vithin your Ministry?	YES O NO O		
Are you aware of other r	YES O NO O					
If yes, specify:						
<u>NO RECORDS RESI</u>	AMANDA AND AND AND AND AND AND AND AND AND					
Please forward to Ministr	y FOI Contact (if applica	ble) for Delegated Hea	d's final public body approval	if no records have been located.		
Final Public Body Appro	val (Full name, Title)	Signatu	re:	Date:		
Section 2: Fee Estim Search Locating/Retrieving	ate Pleuse ensure tha	(all reasonable efforts	are made to generate as accu	rate un estimate as possible		
Tasks may include: Searching for hard & electronic files Reviewing box content lists Retrieving records from off site Retrieving email records (Outlook) Estimated Hours I dasks may include: Identifying relevant sources of data/information Manual time spent creating and producing records Actual Hours						
<u>Volume</u>						
Electronic files (in pages *Other refers to PDF, W photos and any other ele responsive to the request	,	il without attachments	s: Estimated Pages	Actual Pages		
	ctronic file Ema	il with attachments:	Estimated Pages	Actual Pages		
		er documents	Estimated Pages	10 Actual Pages		
Hardcopy files (in pages • Average file folder = 1 • 1 Standard Records C • If in legal sized fo • If in letter sized f	" and holds approximate entre Services Box: olders - 1,800 pages	ly 200 pages (single si	ded) Estimated Pages	Actual Pages		
Preparation						
Tasks may include: • Photocopying/scanning • Ensuring completeness • Copying other types of	s of responsive records	· · · · · · · · · · · · · · · · · · ·	Estimated Hours	4 Actual Hours		

Section 3: Search Summary and Program Area Recomme	ndations	
Please describe the search for records including what records were search records, etc.), duration of search time, and who concluded the search		RIM files, off site
Email briefing notes . CARIS data dump of all IR's and request for the dur	np and the approval.	
Could release of any/all of the of the responsive records potentially ca	ıse harm? YES 🧿	NO ()
*Harm – Disclosure of the records would significantly harm the min topic. The harms assessment allows FOI staff to better understand the recommendations based on potential harms. (Issues associated with perfect to the harms assessment should be communicated to your ministry expublic Engagement office.)	e context of the records and make in cossible disclosure through the FOI	formed severing process that are unrelated
If yes which information, if released, may cause harm? (Please reference the information of concern, the harms, and associated	page numbers below)	
Incident reports contain information about youth who are under the YCJA	. CCC	
Unless specific exemption criteria apply, records provided to the appl		
Government's Open Information Website If you have any concerns a indicate here or discuss with your FOI Analyst.	oout the publication of the responsiv	e records please
*		
Section 4: Contact Information		
Who completed this form? (Full Name, Title):	Phone Number:	Date:
Jody Al-Molky	604 660- 5815	November 7th, 2013
Harms assessment completed by (Full Name, Title)	Program Area:	
Jody Al-Molky	Maples adolescent Treatment Centre	
Harms assessment approved by (Full Name, Title)		
	AAA	
IAO Use Only Estimated- Hours: Pages:	Actual- Hours:	Pages:
Comments:		
		Page 2
		CFD-2013-01786

Teng, Zita MCF:EX

From:

Teng, Zita MCF:EX

Sent:

Friday, November 15, 2013 2:20 PM

To:

Justice Social FOI MTIC:EX

Subject:

FW: Overdue reminder - FOI request - CFD-2013-01630 Maples Unusual Incidents & Incident

Reports

Attachments:

Integrated Call For Records form (2) nov 7.pdf

Apologies, see attached now.

I got the reason incorrect below. From what I was told it will take 6 hours because they have to sort out the specific IR below, the harm identified was the Federal act.

From: Teng, Zita MCF:EX

Sent: Friday, November 15, 2013 2:17 PM

To: Justice Social FOI MTIC:EX

Subject: RE: Overdue reminder - FOI request - CFD-2013-01630 Maples Unusual Incidents & Incident Reports

Apologies, please see attached call for records form. Estimate is high to prepare (6 hours) since the records are Federal YJ Act records.

Please let me know if you have any questions or concerns.

Thank you,

Zita

From: Justice Social FOI MTIC:EX

Sent: Friday, November 15, 2013 2:12 PM

To: Teng, Zita MCF:EX

Cc: Justice Social FOI MTIC:EX

Subject: Overdue reminder - FOI request - CFD-2013-01630 Maples Unusual Incidents & Incident Reports

Importance: High

Hello Zita, just a friendly reminder that response to this request was due to us on Tuesday, November 12/13. Please let me know when we can expect your response.

Thank you,

Sandra

From: Justice Social FOI MTIC:EX Sent: October-30-13 2:03 PM To: Teng, Zita MCF:EX

Cc: Justice Social FOI MTIC:EX

Subject: New FOI request - CFD-2013-01630 Maples Unusual Incidents & Incident Reports

Hello Zita,

Please find attached a Call for Records form that is electronic, fillable and saveable. The form has active links and pull-down menus. Please send your responses in one PDF document, to the Justice/Social mailbox at justice.social.foi@gov.bc.ca. Thank-you.

Your Ministry has received a formal request made under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). The request is for:

Reports about critical and unusual incidents at the Maples Adolescent Treatment Centre without personal identifiers as per the policies and procedures manual entries governing Emergencies and Unusual Incidents EU 600 and Incident Reports HS 100. Date range is June 12, 2013 to [October 29, 2013].

Please contact the analyst assigned to this request if you have any questions - Donna Wilkinson, at (250) 387-0831.

What Do You Need to Do?

Please complete the attached Call for Records form.

- ★ If search and retrieval time is anticipated to exceed 3 hours and/or the total volume of records exceeds 200 pages, complete only Sections 1 & 2 of the Call for Records Form as we may be in a position to issue a fee estimate. Then, return the form to the Justice/Social FOI Mailbox at justice.social.foi@gov.bc.ca by November 5/13. Please await further instruction from IAO as the records will not be required until the fee estimate process has been completed. Once fees have been paid or waived, you will be contacted to continue the call for records process. You will also be advised you if the request is abandoned and/or closed.
- If no fees apply then proceed with the call for records process. Please complete the attached Call for Records Form and return it to the Justice/Social FOI Mailbox at justice.social.foi@gov.bc.ca by November 12/13. Send records via email justice.social.foi@gov.bc.ca by November 12/13. Send records via email justice.social.foi@gov.bc.ca by November 12/13. Send records via email justice.social.foi@gov.bc.ca by November 12/13. Send records via email justice.social.foi@gov.bc.ca by November 12/13. Send records via email justice.social.foi@gov.bc.ca by November 12/13. Send records via email justice.social.foi@gov.bc.ca by November 12/13. Send records in electronic format. One PDF document is preferable. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

You should be aware that FOIPPA obligates us to assist the applicant and to respond without delay, openly, accurately, and completely. In the event that the ministry must defend the adequacy of its search to the Information and Privacy Commissioner at Inquiry, those involved in searching for records may be required to sign affidavits confirming they have conducted an adequate search for relevant records.

Questions and Concerns

Please do not hesitate to contact your analyst noted on the attached Call for Records form to discuss:

- whether the records may be routinely releasable;
- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance.

Sandra L. Fisher | Junior Analyst | Justice/Social FOI Team | Shared Services BC Ph: 250 953-3877 | e: sandra.fisher@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K7



Teng, Zita MCF:EX

From:

Al-Molky, Jody L MCF:EX

Sent:

To:

Friday, November 8, 2013 11:17 AM Fulton, Barry J MCF:EX; Jensen, Tom D MCF:EX

Cc:

Teng, Zita MCF:EX

Subject:

292-30-CFD-2013-01630

Importance:

High



Integrated Call For Records fo...

Please approve risk assessment and confirm with Zita. Please see time estimates.

Jody Al-Molky Coordinator of Nursing Services, Quality Assurance & Training Maples Adolescent Treatment Centre Phone(604)660-5815 Fax(604)660-5814

e-mail: Jody.AlMolky@gov.bc.ca

Teng, Zita MCF:EX

From:

Teng, Zita MCF:EX

Sent:

Monday, November 4, 2013 11:30 AM

To:

Al-Molky, Jody L MCF:EX

Cc: Subject: Guetchev, Francesca MCF:EX; Fulton, Barry J MCF:EX; Bond, Allison MCF:EX FOR ACTION: New FOI request - CFD-2013-01630 Maples Unusual Incidents & Incident

Reports

Attachments:

Integrated Call For Records form.pdf

TRIM Record Number:

D46027612A

Hi,

Please find attached new FOI request requiring action. The request is for: Reports about critical and unusual incidents at the Maples Adolescent Treatment Centre without personal identifiers as per the policies and procedures manual entries governing Emergencies and Unusual Incidents EU 600 and Incident Reports HS 100. Date range is June 12, 2013 to [October 29, 2013].

If this request <u>results</u> in more than 3 hours search and retrieval time, or more than 200 pages being produced please complete the call for records form and send to IAO before **Nov. 6, 2013**.

If this request <u>does not result</u> in more than 3 hours search and retrieval time, and less than 200 pages please prepare the records and sent to IAO no later than **Nov. 12, 2013**.

Please let me know if you have any questions or concerns.

Thank you,

Zita

From: Justice Social FOI MTIC:EX

Sent: Wednesday, October 30, 2013 2:03 PM

To: Teng, Zita MCF:EX

Cc: Justice Social FOI MTIC:EX

Subject: New FOI request - CFD-2013-01630 Maples Unusual Incidents & Incident Reports

Hello Zita,

Please find attached a Call for Records form that is electronic, fillable and saveable. The form has active links and pull-down menus. Please send your responses in one PDF document, to the Justice/Social mailbox at justice.social.foi@gov.bc.ca. Thank-you.

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Please contact the analyst assigned to this request if you have any questions - Donna Wilkinson, at (250) 387-0831.

What Do You Need to Do?

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- ❖ If no fees apply then proceed with the call for records process. Please complete the attached Call for Records Form and return it to the Justice/Social FOI Mailbox at justice.social.foi@gov.bc.ca by November 12/13. Send records via email in PDF format. One PDF document is preferable. If email is not possible, please send the records in electronic format (CD, memory stick) via house mail with a copy of this note.

Reminder

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Questions and Concerns

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- whether the information is being prepared for public release or is already publicly available;
- ways in which an applicant may want to narrow/focus their request to reduce potential fees; and/or
- any other questions or concerns relating to this request.

Thank you for your assistance.

Sandra L. Fisher | Junior Analyst | Justice/Social FOI Team | Shared Services BC Ph: 250 953-3877 | e: sandra.fisher@gov.bc.ca | m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K7



INFORMATION ACCESS OPERATIONS COLUMBIA A BRANCH OF SHARBO SERVICES BC



• Copying other types of media; if so please specify:

Information Access Operations Ministry of Labour, Citizens' Services, and Open Government PO Box 9569 Stn Prov Govt Victoria BC, V8W 9K1

CALL FOR RECORDS – GENERAL FOI REQUEST

Request Number: 292–30/CFD-2013-01630

CFD-2013-01786

Media October 29/13 Donna Wilkinson November 5/13 November 12/13 REQUEST DETAILS: Reports about critical and unusual incidents at the Maples Adolescent Treatment Centre without personal identifiers as per the policies an procedures manual entries governing Emergencies and Unusual Incidents EU 600 and Incident Reports HS 100. Date range is June 12, 2013 to [October 29, 2013]. Section 1: Initial Records Assessment Do you hold any responsive records? Are you aware of other records that may be responsive to this request within your Ministry? Are you aware of other records that may be responsive to this request held by another public body? If yes, specify: NO RECORDS RESPONSE APPROVAL: Please forward to Ministry FOL Contact ((f. applicable) for Delegated Head's final public body: approval if no records have been located asks may include: Searching For hard & electronic files Reviewing box content lists Retrieving records from off site Retrieving records from off site Retrieving records from off site Retrieving records (Outlook) Producing records data/information Manual time sport creating and producing records Actual Hours	eports about critical and unusual incider rocedures manual entries governing Emerol 13 to [October 29, 2013]. ection 1: Initial Records Assessive via the process of the records that make you aware of other records that make you aware you aware of other records that make you aware you aware of other records that make you aware yo
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• Retrieving email records (Outlook) producing records	
<u>Volume</u>	<u> Volume</u>
Electronic files (in pages): Email without attachments: Estimated Pages Actual Pages	
*Other refers to PDF, Word, Excel, photos and any other electronic file Email with attachments: Estimated Pages Actual Pages	hotos and any other electronic file
responsive to the request *Other documents *Estimated Pages Actual Pages	esponsive to the request
Hardcopy files (in pages): • Average file folder = 1" and holds approximately 200 pages (single sided) • 1 Standard Records Centre Services Box: • If in legal sized folders - 1,800 pages • If in letter sized folders - 2,200 pages	Average file folder = 1" and holds ap 1 Standard Records Centre Services • If in legal sized folders - 1,800 p
<u>Preparation</u>	• If in letter sized folders - 2,200 p
Tasks may include: • Photocopying/scanning records into electronic format (PDF) • Ensuring completeness of responsive records Page 9	,

Section 3: Search Summary and Program Area Recomme	ndations		
Please describe the search for records including what records were sea		atabases, TRI	A files, off site
records, etc.), duration of search time, and who concluded the search f	or records.		
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Could release of any/all of the of the responsive records potentially cau		YES ()	NO O
Could release of any an of the of the responsive records potentially cat	ise nating	YES O	NO ()
*Harm – Disclosure of the records would significantly harm the minitopic. The <u>harms assessment</u> allows FOI staff to better understand th recommendations based on potential harms. (Issues associated with p to the harms assessment should be communicated to your ministry exPublic Engagement office.)	e context of the records a ossible disclosure throug	nd make infor h the FOI pro	med severing cess that are unrelated
If yes which information, if released, may cause harm? (Please reference the information of concern, the harms, and associated	nago numbors holow)		
rieuse rejerence ine information of concern, the narms, and associated	page numbers below)		
Unless specific <u>exemption criteria</u> apply, records provided to the appli Government's <u>Open Information Website</u> If you have any concerns al	cant in response to this r	equest will be	published on the
indicate here or discuss with your FOI Analyst.	oute the hannestion of th	e responsive re	corus picasc
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Section 4: Contact Information			
Who completed this form? (Full Name, Title):	Phone Number:		Date:
Harms assessment completed by (Full Name, Title)	Program Area:		
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Harms assessment approved by (Full Name, Title)			
IAO Use Only			
Estimated- Hours: Pages:	Actual-	Hours:	Pages:
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