

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
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 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].

Section 1: Initial Records Assessment

Do you hold any responsive records?	YES <input checked="" type="radio"/> NO <input type="radio"/>
Are you aware of other records that may be responsive to this request within your Ministry?	YES <input type="radio"/> NO <input checked="" type="radio"/>
Are you aware of other records that may be responsive to this request held by another public body?	YES <input type="radio"/> NO <input checked="" type="radio"/>
If yes, specify: <input type="text"/>	

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

Final Public Body Approval (Full name, Title)	Signature:	Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2: Fee Estimate Please ensure that all reasonable efforts are made to generate as accurate an estimate as possible

Search
Locating/Retrieving

Tasks may include:

- Searching for hard & electronic files
- Reviewing box content lists
- Retrieving records from off site
- Retrieving email records (Outlook)

Estimated Hours	<input type="text" value="1"/>
Actual Hours	<input type="text"/>

Producing records

tasks may include:

- Identifying relevant sources of data/information
- Manual time spent creating and producing records

Estimated Hours	<input type="text" value="6"/>
Actual Hours	<input type="text"/>

Volume
Electronic files (in pages):

*Other refers to PDF, Word, Excel, photos and any other electronic file responsive to the request

Email without attachments:

Email with attachments:

*Other documents

Estimated Pages	<input type="text"/>	Actual Pages	<input type="text"/>
Estimated Pages	<input type="text"/>	Actual Pages	<input type="text"/>
Estimated Pages	<input type="text" value="10"/>	Actual Pages	<input type="text"/>

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

Estimated Pages	<input type="text"/>	Actual Pages	<input type="text"/>
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Preparation

Tasks may include :

- Photocopying/scanning records into electronic format (PDF)
- Ensuring completeness of responsive records
- Copying other types of media; if so please specify:

Estimated Hours	<input type="text" value="4"/>	Actual Hours	<input type="text"/>
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Section 3: Search Summary and Program Area Recommendations

Please describe the search for records including what records were searched, (eg. files, email, databases, TRIM files, off site records, etc.), duration of search time, and who concluded the search for records.

Email briefing notes . CARIS data dump of all IR's and request for the dump and the approval.

Could release of any/all of the of the responsive records potentially cause harm?

YES ☒

NO ☐

***Harm – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)**

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 applicant in response to this request will be published on the Government's Open Information Website. If you have any concerns about the publication of the responsive records please indicate here or discuss with your FOI Analyst.

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)

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

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 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

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



INFORMATION
ACCESS OPERATIONS
A BRANCH *of* SHARED SERVICES BC

Teng, Zita MCF:EX

From: Al-Molky, Jody L MCF:EX
Sent: Friday, November 8, 2013 11:17 AM
To: 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.AIMolky@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: Guetchev, Francesca MCF:EX; Fulton, Barry J MCF:EX; Bond, Allison MCF:EX
Subject: 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 **results** 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 **does not result** 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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INFORMATION
ACCESS OPERATIONS
A BRANCH of SHARED SERVICES BC

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If yes, specify:		

NO RECORDS RESPONSE APPROVAL:

Please forward to Ministry FOI Contact (if applicable) for Delegated Head's final public body approval if no records have been located.

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Estimated Hours

Actual Hours

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tasks may include:

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Actual Hours

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Actual Pages

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Estimated Pages

Actual Pages

*Other documents

Estimated Pages

Actual Pages

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Actual Hours

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YES ☐

NO ☐

***Harm – Disclosure of the records would significantly harm the ministry's position, or a third party's interests on a given topic. The harms assessment allows FOI staff to better understand the context of the records and make informed severing recommendations based on potential harms. (Issues associated with possible disclosure through the FOI process that are unrelated to the harms assessment should be communicated to your ministry executive and/or Government Communications and Public Engagement office.)**

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Section 4: Contact Information

Who completed this form? (Full Name, Title):

Phone Number:

Date:

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Harms assessment completed by (Full Name, Title)

Program Area:

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Harms assessment approved by (Full Name, Title)

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IAO Use Only

Estimated-

Hours:

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Pages:

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Actual-

Hours:

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Pages:

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Comments:

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