

Not Responsive

From: Wilkinson, Donna MTIC:EX
Sent: Monday, December 9, 2013 1:44 PM
To: Teng, Zita MCF:EX
Subject: FW: completed call for records - CFD - 01778
Importance: High

Hi Zita

The applicant has asked to know how many pages the records will amount to. When I look at the fee estimate you provided, I'm wondering if the total number of hours is 5. The way the fee estimate reads right now is 1 hour for searching; 4 hours for producing and 5 hours for preparing 20 pages of records. Perhaps you mean 5 hours in total to locate, produce and prepare 20 pages?

Best regards,
Donna

From: Teng, Zita MCF:EX
Sent: December-09-13 9:44 AM
To: Justice Social FOI MTIC:EX
Cc: Guetchev, Francesca MCF:EX
Subject: completed call for records - CFD - 01778

Hi,

Please see attached completed call for records form for FOI 01778, expanded timeframe Sept. 1 – Oct. 31, 2013.

Thank you,
Zita

Zita Teng

Senior Manager, Executive Operations

Deputy Minister's Office
Ministry of Children & Family Development
Phone: 250-356-6835
Fax: 250-356-2920
Email: Zita.Teng@gov.bc.ca

APPLICANT TYPE	DATE RECEIVED	FOI ANALYST	FEE ESTIMATE DUE	RECORDS DUE
Choose One				

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 Sep. 1, 2013 to Oct. 31, 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:	

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:

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	1
Actual Hours	

Producing records

Tasks may include:

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

Estimated Hours	4
Actual Hours	4

Volume
Electronic files (in pages):

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

Email without attachments:	Estimated Pages		Actual Pages	
Email with attachments:	Estimated Pages		Actual Pages	
*Other documents	Estimated Pages	20	Actual Pages	

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		Actual Pages	
-----------------	--	--------------	--

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	5	Actual Hours	
-----------------	---	--------------	--

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.

Electronic IR system, charts, emails,

Could release of any/all 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)

Youth that may be discussed in incidents are under the YCJA and 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 25th, 2013

Harms assessment completed by (Full Name, Title)

Program Area:

Jody Al-Molky

Maples adolescent Treatment Centre

Harms assessment approved by (Full Name, Title)

Tom Jensen, Director

IAO Use Only

Estimated-

Hours:

Pages:

Actual-

Hours:

Pages:

Comments:

Teng, Zita MCF:EX

From: D'Souza, Roshni MCF:EX
Sent: Monday, December 9, 2013 9:37 AM
To: Teng, Zita MCF:EX
Cc: Al-Molky, Jody L MCF:EX
Subject: RE: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013
Attachments: Integrated Call for Records form - Sep 1 - Oct 31 (3).pdf

Hi Zita,

I have updated the form to reflect the new timeline. It is attached here.

Roshni D'Souza

Maples Adolescent Treatment Centre
305-3405 Willingdon Avenue
Burnaby, BC, V5G 3H4
Ph: 604-660-5807
Roshni.Dsouza@gov.bc.ca

From: Teng, Zita MCF:EX
Sent: Monday, December 9, 2013 9:34 AM
To: D'Souza, Roshni MCF:EX
Cc: Al-Molky, Jody L MCF:EX
Subject: FW: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

Hi,

Sorry for any confusion. The attached call for records form actually reflects the new expanded timeframe – Sept. 1 – Oct 31.

So it is completed, but just to make sure - can you confirm that the fee estimate is accurate for that time frame?

Thanks, Zita

From: D'Souza, Roshni MCF:EX
Sent: Monday, December 9, 2013 8:03 AM
To: Teng, Zita MCF:EX
Cc: Al-Molky, Jody L MCF:EX
Subject: RE: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

Hi Zita,

Jody is in a meeting at the Jail all day. She asked me to forward this Call for Records form. We could not find a Call for Records form with the dates specified below, only the call for records for October 1, 2013 – October 31, 2013.

If there is another form you need filled out, could you please forward to me or Jody. Thanks

Roshni D'Souza

Maples Adolescent Treatment Centre

305-3405 Willingdon Avenue
Burnaby, BC, V5G 3H4
Ph: 604-660-5807
Roshni.Dsouza@gov.bc.ca

From: Al-Molky, Jody L MCF:EX
Sent: Monday, December 9, 2013 7:57 AM
To: D'Souza, Roshni MCF:EX
Subject: FW: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013
Importance: High

From: Teng, Zita MCF:EX
Sent: Monday, December 2, 2013 1:36 PM
To: Al-Molky, Jody L MCF:EX
Cc: Guetchev, Francesca MCF:EX
Subject: FW: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013
Importance: High

Hi Jody,

The below request has been updated, the new date range is ***September 1, 2013 to October 31, 2013.***

Please advise whether or not there will be a fee associated with this request.

Thanks!
Zita

From: Teng, Zita MCF:EX
Sent: Monday, November 25, 2013 11:42 AM
To: Al-Molky, Jody L MCF:EX
Cc: Guetchev, Francesca MCF:EX
Subject: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

Hi Jody,

Another request for your action. Please see below.

Let me know if you have any questions or concerns.

Thanks, Zita

From: Justice Social FOI MTIC:EX
Sent: Monday, November 25, 2013 9:05 AM
To: Teng, Zita MCF:EX
Cc: Justice Social FOI MTIC:EX
Subject: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

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 Oct. 1, 2013 to Oct. 31, 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 28/13**. 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 **December 4/13**. 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: Monday, December 9, 2013 2:17 PM
To: Teng, Zita MCF:EX
Subject: RE: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

Can you call me at my office

From: Teng, Zita MCF:EX
Sent: Monday, December 9, 2013 2:15 PM
To: D'Souza, Roshni MCF:EX
Cc: Al-Molky, Jody L MCF:EX
Subject: RE: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

Hi,

FOI has just asked us to clarify the below:

The applicant has asked to know how many pages the records will amount to. When I look at the fee estimate you provided, I'm wondering if the total number of hours is 5. The way the fee estimate reads right now is 1 hour for searching; 4 hours for producing and 5 hours for preparing 20 pages of records. Perhaps you mean 5 hours in total to locate, produce and prepare 20 pages?

If you could advise that would be appreciated.

Thanks, Zita

From: D'Souza, Roshni MCF:EX
Sent: Monday, December 9, 2013 9:37 AM
To: Teng, Zita MCF:EX
Cc: Al-Molky, Jody L MCF:EX
Subject: RE: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

Hi Zita,

I have updated the form to reflect the new timeline. It is attached here.

Roshni D'Souza
Maples Adolescent Treatment Centre
305-3405 Willingdon Avenue
Burnaby, BC, V5G 3H4
Ph: 604-660-5807
Roshni.Dsouza@gov.bc.ca

From: Teng, Zita MCF:EX
Sent: Monday, December 9, 2013 9:34 AM
To: D'Souza, Roshni MCF:EX
Cc: Al-Molky, Jody L MCF:EX
Subject: FW: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

Hi,

Sorry for any confusion. The attached call for records form actually reflects the new expanded timeframe – Sept. 1 – Oct 31.

So it is completed, but just to make sure - can you confirm that the fee estimate is accurate for that time frame?

Thanks, Zita

From: D'Souza, Roshni MCF:EX
Sent: Monday, December 9, 2013 8:03 AM
To: Teng, Zita MCF:EX
Cc: Al-Molky, Jody L MCF:EX
Subject: RE: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

Hi Zita,

Jody is in a meeting at the Jail all day. She asked me to forward this Call for Records form. We could not find a Call for Records form with the dates specified below, only the call for records for October 1, 2013 – October 31, 2013.

If there is another form you need filled out, could you please forward to me or Jody. Thanks

Roshni D'Souza
Maples Adolescent Treatment Centre
305-3405 Willingdon Avenue
Burnaby, BC, V5G 3H4
Ph: 604-660-5807
Roshni.Dsouza@gov.bc.ca

From: Al-Molky, Jody L MCF:EX
Sent: Monday, December 9, 2013 7:57 AM
To: D'Souza, Roshni MCF:EX
Subject: FW: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013
Importance: High

From: Teng, Zita MCF:EX
Sent: Monday, December 2, 2013 1:36 PM
To: Al-Molky, Jody L MCF:EX
Cc: Guetchev, Francesca MCF:EX
Subject: FW: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013
Importance: High

Hi Jody,

The below request has been updated, the new date range is **September 1, 2013 to October 31, 2013**.

Please advise whether or not there will be a fee associated with this request.

Thanks!
Zita

From: Teng, Zita MCF:EX
Sent: Monday, November 25, 2013 11:42 AM
To: Al-Molky, Jody L MCF:EX
Cc: Guetchev, Francesca MCF:EX
Subject: FOR ACTION: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

Hi Jody,

Another request for your action. Please see below.

Let me know if you have any questions or concerns.

Thanks, Zita

From: Justice Social FOI MTIC:EX
Sent: Monday, November 25, 2013 9:05 AM
To: Teng, Zita MCF:EX
Cc: Justice Social FOI MTIC:EX
Subject: New FOI request - CFD-2013-01778 Maples Incidents & Incident Reports Oct.2013

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 Oct. 1, 2013 to Oct. 31, 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 28/13**. 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 **December 4/13**. 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: Wilkinson, Donna MTIC:EX
Sent: Monday, December 9, 2013 1:02 PM
To: Teng, Zita MCF:EX; Justice Social FOI MTIC:EX
Cc: Guetchev, Francesca MCF:EX
Subject: RE: TRIM: completed call for records - CFD - 01778

Thank you. This request is no on hold, awaiting a response from the applicant to the fee estimate.

Best regards,
Donna

From: Teng, Zita MCF:EX
Sent: December-09-13 9:44 AM
To: Justice Social FOI MTIC:EX
Cc: Guetchev, Francesca MCF:EX
Subject: TRIM: completed call for records - CFD - 01778

Hi,

Please see attached completed call for records form for FOI 01778, expanded timeframe Sept. 1 – Oct. 31, 2013.

Thank you,
Zita

Zita Teng

Senior Manager, Executive Operations
Deputy Minister's Office
Ministry of Children & Family Development
Phone: 250-356-6835
Fax: 250-356-2920
Email: Zita.Teng@gov.bc.ca