

Directory of Personal Information Banks by Division

Children's Services

Division:	Child and Youth Services Division
Title:	Child Intervention Case Record
PIB #:	10
Location:	Various offices, Child and Youth Services Division
Information Maintained:	May include name, date of birth, contact information, gender, race, ethnic origin, identification number, blood type, genetic or inheritable characteristics; birth parents' name, contact information, date of birth; case analysis; child's social and family history, case reviews, medical assessments, educational records, immunization record; psychological and family therapy; psychiatric assessments and reports; information about legal status and terms of orders; consent form by guardian/child custody agreements; registration of birth; personal statement or professional opinions about the child or associated individuals, summaries of telephone conversations, meetings, home studies, parenting reports, case notes
Individuals:	Child, parents, siblings, guardians, other family members, prospective foster parents or kinship caregivers, adoptive parents, persons informing or reporting of child in need, professionals who are involved in providing services or supporting the child and family
Use:	To support the application of the Child, Youth and Family Enhancement Act including the provision of child intervention and enhancement services for children, youth and families.
Legal Authority:	<i>Freedom of Information and Protection of Privacy Act Government Organization Act Child, Youth and Family Enhancement Act Protection of Sexually Exploited Children Act Drug-endangered Children Act Children First Act</i>

Title: Adoptions Management (#2 - Adoption Registration and Reunion System)

PIB #: 11

Location: Child and Youth Services Division

Information Maintained:

May include name, contact information, home assessments, sealed adoption file by Court of Queen's Bench, adoptive parent application, adoption profile pages, natural parent, registration of birth and change of name, petitioner name and adoption order

Individuals: Individuals affected by adoption (adoptees, birth family)

Use: To perform placement services and post-adoption registration of placed children. Search and reunion services, sibling registries, medical information requests for adoptions granted in Alberta (excluding adult adoption). Adoption can include direct placement, placement by an agency, or international adoption

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Child, Youth and Family Enhancement Act
Children First Act

Title: Child Information Management Data System (CIMDS)

PIB #: 12

Location: Child and Youth Services Division

Information Maintained:

Information collected on the Report of Death and the Report of Serious Injury, child specific demographic information related to the death or serious injury of a child, process related to the timelines for submission and communication with the Council for Quality Assurance (CQA) and the Office of the Child and Youth Advocate (OCYA), investigative reports, formal public investigations/reviews/reports and progress updates on formal recommendations.

Individuals: Children, youth, parents, siblings, guardians, other family members, caregivers, adoptive parents, professionals providing services/supports

Use: To compile and track internal process information related to quality assurance and continuous improvement, legislative responsibilities, recommendation responses

Legal Authority: *Freedom of Information and Protection of Privacy Act
Child, Youth and Family Enhancement Act*

Title: **#18 - Child and Youth Financial System/Foster Parent Payment Plus**

PIB #: 13

Location: Child and Youth Services Division

Information Maintained: May include child's name, unique client identification number, foster parents' names, vendor numbers

Individuals: Foster Parents, Kinship Care Providers and Supports for Permanency Recipients

Use: To process accounts payable transactions for payment to vendors for goods and services. It automatically generates the monthly payments and supports.

Legal Authority: *Freedom of Information and Protection of Privacy Act
Government Organization Act*

Title: **#19 - Child and Youth Information System (CYIM)**

PIB #: 14

Location: Child and Youth Services Division

Information Maintained: May include name, date of birth, contact information, gender, race, ethnic origin, identification number, blood type, genetic or inheritable characteristics; birth parents' name, contact information, date of birth; case analysis; child's social and family history, case reviews, medical assessments, educational records, immunization record; psychological and family therapy; psychiatric assessments and reports; information about legal status and terms of orders; consent form by guardian/child custody agreements; registration of birth; personal statement or professional opinions about the child or

associated individuals, summaries of telephone conversations, meetings, home studies, parenting reports, case notes

Individuals: Parent, child, siblings, guardians, other family members, prospective foster parents, adoptive parents, persons informing or reporting of child in need

Use: To support the application of the Child, Youth and Family Enhancement Act including the provision of child intervention and enhancement services to children, youth and families. (In use prior to 2013)

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Child, Youth and Family Enhancement Act

Title: **#20 - Child and Youth Support Information Module/Child and Youth Financial Module (CYSIM/CYFIM)**

PIB #: 15

Location: Child and Youth Services Division

Information Maintained: Child's name, guardian, caregiver, contact information, age, social insurance numbers, income based information

Individuals: Children and Youth, caregivers, guardians

Use: To support the Child and Youth Support Program by providing supplemental financial payments and payments for medical services benefits. The Child and Youth Support Program provides financial and medical assistance for a child whose parents are unable or unwilling to provide care and have provided consent for their child or youth to be cared for in another home by an adult caregiver.

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Child, Youth and Family Enhancement Act

Title: **#52 - Intervention Services Information System (ISIS)**

PIB #: 16

Location: Child and Youth Services Division

Information**Maintained:**

May include name, date of birth, contact information, gender, race, ethnic origin, identification number, blood type, genetic or inheritable characteristics; birth parents' name, contact information, date of birth; case analysis; child's social and family history, case reviews, medical assessments, educational records, immunization record; psychological and family therapy; psychiatric assessments and reports; information about legal status and terms of orders; consent form by guardian/child custody agreements; registration of birth; personal statement or professional opinions about the child or associated individuals, summaries of telephone conversations, meetings, home studies, parenting reports, case notes

Individuals:

Parent, child, siblings, guardians, other family members, prospective foster parents, adoptive parents, persons informing or reporting of child in need

Use:

To support the application of the Child, Youth and Family Enhancement Act including the provision of child intervention and enhancement services for children, youth and families (2013-present)

Legal Authority:

Freedom of Information and Protection of Privacy Act
Government Organization Act
Child, Youth and Family Enhancement Act

Title:

#69 - Privacy and International Adoptions System (PIAS)

PIB #:

17

Location:

Child and Youth Services Division

Information**Maintained:**

May include name, contact information

Individuals:

Individuals adopting internationally

Use:

To manage requests for information pertaining to private and international adoptions

Legal Authority:

Freedom of Information and Protection of Privacy Act
Government Organization Act
Child, Youth and Family Enhancement Act

Title: #70 - Provincial Standards Monitoring (PSM)

PIB #: 18

Location: Child and Youth Services Division

Information Maintained: Child name, age, status, placement type, contact notes, case management documents from paper files

Individuals: Children, youth and families, caregivers, child intervention staff

Use: To monitor data from caseloads for comparison against set provincial standards

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Child, Youth and Family Enhancement Act

Title: #11 - Bursary Information Module

PIB #: 19

Location: Early Intervention and Prevention

Information Maintained: May contain client's name, unique client identification number, educational program information and cost including tuition, school fees, books, materials and living expenses while attending approved educational programs

Individuals: Individuals served

Use: To provide case management and payment for youth eligible for the Advancing Futures Bursary Program

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Child, Youth and Family Enhancement Act

Division: Corporate Services Division

Title: ATIPXpress

PIB #: 29

Location: Information and Privacy Office, Corporate Services Division

**Information
Maintained:**

May include personal information of individuals making FOIP requests, requests for correction and/or third parties whose personal information may be found in the responsive records and/or third parties who were contacted by the FOIP Office to provide comments on the release of responsive records. Such personal information may include name, home and business contact information, description of information requested and/or reasons and evidence to correct personal information, copies of responsive records provided by various program areas.

Individuals: Individuals who have submitted requests under the FOIP Act including individuals acting on behalf of an applicant, individuals who were contacted in regard to third party notices and Children Services' employees who are authorized users of the FOIPNet application.

Use: To automate the processing and document review of FOIP requests

Legal Authority: *Freedom of Information and Protection of Privacy Act*

Division: Early Intervention and Prevention Division

Title: Listing of Alberta's Promise Council Members

PIB #: 68

Location: Early Intervention and Prevention

Information Maintained: Contains name, business name, business or home address (if retired), position and title, phone number

Individuals: Individuals who have been appointed to the Premiers' Council on Alberta's Promise through an order in council

Use: To enable Alberta's Promise to regularly communicate with Council Members and request their support in championing Alberta's Promise in communities.

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Premier's Council on Alberta's Promise Act

Title: #21 - Child Care Claim Processing Public

PIB #: 69

Location: Early Intervention and Prevention

Information Maintained: May contain name, contact information and vendor number

Individuals: Child Care Providers

Use: To allow child care providers (day home/day care owners) to submit their own subsidiary claims

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Child Care Licensing Act
Child Care Licensing Regulation

Title: #22 - Child Care Information System (CCIS)

PIB #: 70

Location: Early Intervention and Prevention

Information Maintained: May contain child's name, parent's name and contact information and child care provider's name and contact information

Individuals: Child, parent, individuals who work in child care programs

Use: To automate business processes for the administration of the Ministry's child care programs including approval of child care programs, the payment of funding to child care programs and the certification of staff who work in child care programs

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Child Care Licensing Act
Child Care Licensing Regulation

Title: Kin Child Care Subsidy Information System

PIB #: 71

Location: Early Intervention and Prevention

Information Maintained: May include child's name, contact information, parents' and relative caregivers names and contact information, income, employment status, banking and payment information

Individuals: Individuals applying for or receiving the kin child care subsidy

Use: Used to process eligibility for kin child care

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Child, Youth and Family Enhancement Act

Title: #51 - High School Child Care Career Scholarship (HSCS)

PIB #: 72

Location: Early Intervention and Prevention

Information Maintained: Contains students name, date of birth, educational information, name of school and school address

Individuals: Students who have received or applied for scholarships to take childcare training

Use: To track students who have received or applied for scholarships

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Children and Youth Services Grants Regulation

Title: #41 - Family and Community Support Services On-line Reporting System (FCSS)

PIB #: 73

Location: Early Intervention and Prevention

Information Maintained: Grants to communities/municipalities

Individuals: Municipal/Program staff who perform the roles of Chief Administrative Officer, FCSS Director, and Report Editor

Use: To track grants made available to communities/municipalities that have applied for grants for specific needs and the annual grant program

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Family and Community Support Services Act
Family and Community Support Services Regulation

Division: Planning and Quality Assurance Division

Title: Appeals Information Management (AIM) System

PIB #: 85

Location: Strategic Policy and Early Childhood Development Division

**Information
Maintained:**

The name and contact information of the Appellant, or their representative, who is affected by a decision of the CCL, CYFE, or the FSCD Programs, a description of the decision that is being appealed and reasons for the appeal, and the appeal file number. Contact notes between the Department, the Appeals Secretariat, and the Appellant regarding the appeal are also included in AIM, as are correspondence (letters, the panel's final decision, etc.). AIM may also include submissions from the Appellant and the Department.

Individuals: Appellants, or their representative(s)

Use: To record and track appeal details, schedules and results.

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Child Care Licensing Act
Child Care Licensing Regulation
Child, Youth and Family Enhancement Act
Child, Youth and Family Enhancement Regulation
Family Support for Children with Disabilities Act
Family Support for Children with Disabilities Regulation
Administrative Procedures and Jurisdiction Act

Title: Documentum

PIB #: 86

Location: Strategic Policy and Early Childhood Development Division

**Information
Maintained:**

The name and contact information of the Appellants, or their representative, who is affected by a decision of the CCL, CYFE, or FSCD Programs, a description of the decision that is being appealed and reasons for the appeal, and the appeal file number. Correspondence is also contained in Documentum (e.g. letters, the panel's final decision, etc.).

Individuals: Appellants, or their representative(s)

Use: A document repository for appeal-related files.

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Child Care Licensing Act
Child Care Licensing Regulation
Child, Youth and Family Enhancement Act
Child, Youth and Family Enhancement Regulation
Family Support for Children with Disabilities Act
Family Support for Children with Disabilities Regulation
Administrative Procedures and Jurisdiction Act

Title: **SharePoint**

PIB #: 87

Location: Strategic Policy and Early Childhood Development Division

Information Maintained: The name of the Appellant, or their representative, who is affected by a decision of the CCL, CYFE, FSCD, or PDD Programs, a description of the decision that is being appealed and reasons for the appeal. Information regarding the status of the appeal (e.g. scheduled, on hold, withdrawn, etc.) is also included in SharePoint, as are previous panel decisions.

Individuals: Appellants, or their representative(s)

Use: A means of communication between panel members and the Appeals Secretariat to notify them of the status of appeals.

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Child Care Licensing Act
Child Care Licensing Regulation
Child, Youth and Family Enhancement Act
Child, Youth and Family Enhancement Regulation
Family Support for Children with Disabilities Act
Family Support for Children with Disabilities Regulation
Persons with Developmental Disabilities Services Act
Persons with Developmental Disabilities Services Regulation
Persons with Developmental Disabilities Safety Standards Regulation
Administrative Procedures and Jurisdiction Act

Division: Policy and Community Engagement Division

Title: Social Innovation Adjacency Matrix Strategic Policy and Early Childhood Development Division

PIB #: 88

Location: Policy and Community Engagement Division

Information

Maintained: May include name, organization, organization sector, city, region, job title, e-mail address, phone number, contacts

Individuals: Participants of Social Innovation Ecosystem engagement. Participants include both internal and external contacts..

Use: To identify connections between social innovators in Alberta

Legal Authority: *Freedom of Information and Protection of Privacy Act*
Government Organization Act
Public Service Act