<table>
<thead>
<tr>
<th>Division:</th>
<th>Common Service Access Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Alberta Health Benefits</td>
</tr>
<tr>
<td><strong>PIB #:</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Common Service Access Division</td>
</tr>
<tr>
<td><strong>Information Maintained:</strong></td>
<td>May include name, contact information and financial information</td>
</tr>
<tr>
<td><strong>Individuals:</strong></td>
<td>Individuals receiving benefits from Community and Social Services</td>
</tr>
<tr>
<td><strong>Use:</strong></td>
<td>To process family’s application to determine eligibility for health benefits from Community and Social Services</td>
</tr>
</tbody>
</table>
| **Legal Authority:**    | Freedom of Information and Protection of Privacy Act  
                          | Government Organization Act |

**Title: #27 - Client Correspondence Management System (CCMS)**

| **PIB #:**               | 21                            |
| **Location:**            | Common Service Access Division|
| **Information Maintained:** | May include name and contact information |
| **Individuals:**        | Individuals who contact Community and Social Services by email or letter for information |
| **Use:**                | To manage inquiries received by email or letter at all Contact Centres. The system records, tracks and assists in the creation of responses |
| **Legal Authority:**    | Freedom of Information and Protection of Privacy Act  
                          | Government Organization Act |
Title: #34 - EI Targeting (EIT)

PIB #: 22

Location: Common Service Access Division

Information Maintained: May include name, client unique identification number and Social Insurance Number

Individuals: Individuals receiving services from Community and Social Services

Use: To extract relevant information on active Employment Insurance (EI) claimants from Human Resources and Skills Development Canada (HRSDC) for distribution to regional offices for client follow-up

Legal Authority: Freedom of Information and Protection of Privacy Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Adult Interdependent Relationship Act
Administrative Procedures Act
Financial Administration Act
Health Information Regulation

Title: Health Benefits Tracker

PIB #: 23

Location: Common Service Access Division

Information Maintained: May include name, contact information and Personal Health Number

Individuals: Individuals receiving services from Community and Social Services

Use: To track applications for health benefits and processing status of applications

Legal Authority: Freedom of Information and Protection of Privacy Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Adult Interdependent Relationship Act
Administrative Procedures Act
Financial Administration Act
Health Information Regulation
Title: #53 - Jobs Interactive Voice Response system (IVRJOBS)

PIB #: 24
Location: Common Service Access Division
Information Maintained: Employer name and contact information
Individuals: Employers who have job openings
Use: To record all job orders/employment opportunities in Alberta and some communities along the Alberta/Saskatchewan border. Some provincial department program information is also available via this service available 24 hours a day.

Legal Authority: Freedom of Information and Protection of Privacy Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Adult Interdependent Relationship Act
Administrative Procedures Act
Financial Administration Act
Health Information Regulation

Title: #57 - LISO Tracker and Documentum

PIB #: 25
Location: Common Service Access Division
Information Maintained: May include name and contact information
Individuals: Individuals who have applied for Learner Income Support
Use: To determine eligibility for learner income support. Applications are scanned and stored electronically using Documentum. Once scanned and saved in Documentum, specific information is uploaded into Tracker. Tracker is used to track applications for learners seeking income support and training benefits and for tracking the status of applications.

Legal Authority: Freedom of Information and Protection of Privacy Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Adult Interdependent Relationship Act
Administrative Procedures Act
Financial Administration Act
Health Information Regulation
Title: #77 - Tax Credit Information System

PIB #: 26

Location: Common Service Access Division

Information Maintained: May include, name, contact information, Social Insurance Number and financial benefit information

Individuals: Individuals receiving benefits from Human Services

Use: To generate the yearly Revenue T5007 slips for the benefits clients have received from Income Support, AISH or Widows Pension programs.

Legal Authority: Freedom of Information and Protection of Privacy Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Adult Interdependent Relationship Act
Administrative Procedures Act
Financial Administration Act
Health Information Regulation

Title: #25 - Child Care Subsidy Tracker

PIB #: 27

Location: Common Service Access Division

Information Maintained: May contain child’s name, parents’ name and contact information and child care provider’s name and contact information

Individuals: Child, parent, child care provider

Use: To monitor processing of applications and receipt of supporting documentation to determine eligibility of a request for child care subsidy

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
<table>
<thead>
<tr>
<th><strong>Title:</strong> Automated Reporting for Clients (Tracker)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PIB #:</strong> 28</td>
</tr>
<tr>
<td><strong>Location:</strong> Common Service Access Division</td>
</tr>
<tr>
<td><strong>Information Maintained:</strong></td>
</tr>
<tr>
<td>Applications are scanned and stored electronically using Documentum. Once scanned and saved in Documentum, specific information is uploaded into Tracker. Tracker is used to track applications for health benefits and for tracking status of applications.</td>
</tr>
<tr>
<td><strong>Individuals:</strong> Income Support Clients</td>
</tr>
<tr>
<td><strong>Use:</strong> A tool for Income Support clients to report monthly online or via telephone</td>
</tr>
<tr>
<td><strong>Legal Authority:</strong></td>
</tr>
<tr>
<td>Freedom of Information and Protection of Privacy Act</td>
</tr>
<tr>
<td>Income and Employment Supports Act</td>
</tr>
<tr>
<td>Income Support, Training and Health Benefits Regulation</td>
</tr>
</tbody>
</table>
**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 Community and Social 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

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**Title:** Investigations and Reviews

**PIB #:** 30

**Location:** Various offices, Corporate Services Division

**Information Maintained:** May include name, contact information, date of birth, Social Insurance Number, Personal Health Number, driver’s license number, gender, marital status, employment status, immigration status, and First Nations status; spouse/partner and dependent information including name, contact information, date of birth, Social Insurance Number, Personal Health Number, driver’s license number, gender, employment status, immigration status, and First Nations status; Guardian/Trustee information; employment information including employment history, type of accommodation; financial information and investigation reports.

**Individuals:** Clients, family members, witnesses, reporting agencies
Use: To investigate allegations/complaints regarding violation of child and adult support and benefit programs

Legal Authority:  
- Freedom of Information and Protection of Privacy Act
- Alberta Evidence Act
- Criminal Code of Canada
- Government Organization Act
- Income and Employment Supports Act
- Income Support, Training and Health Benefits Regulation
- Assured Income for the Severely Handicapped Act
- Assured Income for the Severely Handicapped General Regulation
- Peace Officer Act
- Peace Officer Regulation
- Peace Officer (Ministerial) Regulation

Title: IMAGIS Taxation, T4, T4A, T5007, Honorarium

PIB #: 31

Location: Corporate Finance, Corporate Services Division (Financial Client Payments and Revenue and Financial Processes)

Information Maintained: May include names, applicable vendor or employee number, address, Social Insurance Number, earnings, IMAGIS program code, withholding code and amount to pay as tax

Individuals: All employees and non-employees who receive some form of benefits or other taxable income from the Ministry

Use: The personal information available in IMAGIS is used to produce tax remitted and information sent to Canada Revenue Agency as well as tax slips mailed to employees and clients of the Ministry

Legal Authority:  
- Freedom of Information and Protection of Privacy Act
- Government Organization Act
- Income and Employment Supports Act
- Income Support, Training and Health Benefits Regulation
- Recovery Regulation
- Assured Income for the Severely Handicapped Act
- Assured Income for the Severely Handicapped General Regulation
- Applications and Appeals Regulation
Title: #16 - Central Payment Request (Mainframe Financial Processing Suite)

PIB #: 32
Location: Corporate Finance, Corporate Services Division

Information Maintained: May include client’s name, unique client identification number, client’s payment information and client’s banking information

Individuals: Individuals who are receiving Income Support, AISH, and medical and dental benefits

Use: To automate the processing of payments

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Recovery Regulation
Assured Income for the Severely Handicapped Act
Assured Income for the Severely Handicapped General Regulation
Applications and Appeals Regulation

Title: #17 - Cheque Control (Mainframe Financial Processing Suite)

PIB #: 33
Location: Corporate Finance, Corporate Services Division

Information Maintained: May include client’s name, unique client identification number and client’s payment information

Individuals: Individuals who are receiving Income Support, AISH and medical and dental benefits

Use: To manage all information about cheques, direct deposit, and vouchers issued for Income Support and AISH benefit payments and other transactions

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Recovery Regulation
Assured Income for the Severely Handicapped Act
Assured Income for the Severely Handicapped General Regulation
Applications and Appeals Regulation
Title: #26 - Children’s Special Allowance (CSA)
PIB #: 34
Location: Corporate Finance, Corporate Services Division
Information Maintained: May include client’s name, unique client identification number and information pertaining to federal funding
Individuals: Children in care
Use: To receive and track federal funding
Legal Authority: *Freedom of Information and Protection of Privacy Act*
*Government Organization Act*
*Alberta Child Support Guidelines Regulation Schedule 1*
*Federal Child Support Amounts: Simplified Tables*

Title: #32 - Canada Revenue Agency Income Verification
PIB #: 35
Location: Corporate Finance, Corporate Services Division
Information Maintained: May include client’s name, Social Insurance Number and unique client identification number
Individuals: Individuals who have applied for or are receiving benefits from AISH, RAMP and Child Care Subsidy programs which require confirmation of income from Canada Revenue Agency
Use: To verify income
Legal Authority: *Freedom of Information and Protection of Privacy Act*
*Government Organization Act*
*Assured Income for the Severely Handicapped Act*
*Assured Income for the Severely Handicapped General Regulation*
*Applications and Appeals Regulation*

Title: #47 - Payment History (Mainframe Financial Processing Suite)
PIB #: 36
Location: Corporate Finance, Corporate Services Division
Information Maintained: May include client’s name, date of birth, address, unique client identification number, client’s payment information, client’s bank account number and vendor’s name, unique vendor identification
Individuals: Individuals who are receiving Income Support, AISH, and medical and dental benefits and vendors receiving payment for services provided

Use: To prepare historical financial information for clients

Legal Authority: *Freedom of Information and Protection of Privacy Act*
*Government Organization Act*
*Income and Employment Supports Act*
*Income Support, Training and Health Benefits Regulation*
*Recovery Regulation*
*Assured Income for the Severely Handicapped Act*
*Assured Income for the Severely Handicapped General Regulation*
*Applications and Appeals Regulation*

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**Title: #46 - Cognos Reporting (Mainframe Financial Processing)**

PIB #: 37

Location: Various offices, Corporate Services Division

Information Maintained: May include unique client identification number and amounts paid

Individuals: Individuals who are receiving Income Support, AISH, and medical and dental benefits and vendors receiving payment for services provided

Use: To select a sample from the client/vendor base for a defined period

Legal Authority: *Freedom of Information and Protection of Privacy Act*
*Government Organization Act*
*Income and Employment Supports Act*
*Income Support, Training and Health Benefits Regulation*
*Recovery Regulation*
*Assured Income for the Severely Handicapped Act*
*Assured Income for the Severely Handicapped General Regulation*
*Applications and Appeals Regulation*

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**Title: #72 - Recoveries Cognos Reporting**

PIB #: 38

Location: Corporate Services Division

Information Maintained: May include name, contact information, financial information and amounts paid or outstanding extracted from the Recoveries System
**Individuals:** Individuals who owe money to Community and Social Services

**Use:** To prepare and send reports to program areas for follow up

**Legal Authority:**
- Freedom of Information and Protection of Privacy Act
- Government Organization Act
- Income and Employment Supports Act
- Income Support, Training and Health Benefits Regulation
- Recovery Regulation
- Assured Income for the Severely Handicapped Act
- Assured Income for the Severely Handicapped General Regulation
- Applications and Appeals Regulation

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**Title: #76 - Strategic Information Environment – Client Program and Services**

**PIB #:** 39

**Location:** Corporate Services Division

**Information Maintained:** May include client’s name, date of birth, unique client identification number, client’s payment information, training provider’s name, contact information and training/services delivered

**Individuals:** Individuals who are receiving Income Support, AISH and medical and dental benefits and approved training providers

**Use:** To determine client payment information

**Legal Authority:**
- Freedom of Information and Protection of Privacy Act
- Government Organization Act
- Income and Employment Supports Act
- Income Support, Training and Health Benefits Regulation
- Recovery Regulation
- Assured Income for the Severely Handicapped Act
- Assured Income for the Severely Handicapped General Regulation
- Applications and Appeals Regulation
- Training Provider Regulation

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**Title: #78 - TCIS/SPI IVR System**

**PIB #:** 40

**Location:** Corporate Services Division

**Information Maintained:** May include client’s name, date of birth, unique client identification number and client’s payment information
Individuals: Individuals who are receiving Income Support, AISH and medical and dental benefits

Use: To allow clients to inquire on their Income Support, AISH payments, annual Tax Credit Information slip information (TCIS) and System for Payment Inquiry (SPI). Also allows Financial Operations users to select the messaging, maintain schedules and reconcile data extracts

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Recovery Regulation
Assured Income for the Severely Handicapped Act
Assured Income for the Severely Handicapped General Regulation
Applications and Appeals Regulation

Title: #81 - Voucher Processing

PIB #: 41

Location: Corporate Services Division

Information Maintained: May include client’s name, date of birth, unique client identification number, client gender and payment amount

Individuals: Individuals who are receiving Income Support, AISH and medical and dental benefits

Use: Voucher Processing handles all the details of dental payments processed by Alberta Dental Service Corp. (ADSC) and Drug, Optical and Ambulance Payments processed by Alberta Blue Cross (ABC). Payment files for services provided are sent to Corporate Services Division

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Recovery Regulation
Assured Income for the Severely Handicapped Act
Assured Income for the Severely Handicapped General Regulation
Applications and Appeals Regulation
**Title: Assignment of Benefits (AOB)**

**PIB #:** 42  
**Location:** Corporate Services Division  
**Information Maintained:** May include client’s name, date of birth, Social Insurance Number, unique client identification number, dollar amount recovered from Employment and Social Development Canada (ESDC) [formerly Human Resources and Skills Development Canada (HRSDC)] and district office  
**Individuals:** Individuals who are receiving Income Support and AISH who have been provided Canada Pension Plan Disability (CPP-D) and/or Employment Insurance (EI) benefits from Community and Social Services to be repaid to ESDC  
**Use:** To allow preparation of tax slips at the end of year  
**Legal Authority:** *Freedom of Information and Protection of Privacy Act*  
*Government Organization Act*  
*Income and Employment Supports Act*  
*Income Support, Training and Health Benefits Regulation*  
*Recovery Regulation*  
*Assured Income for the Severely Handicapped Act*  
*Assured Income for the Severely Handicapped General Regulation*  
*Applications and Appeals Regulation*

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**Title: #39 - Expenditure Officer System**

**PIB #:** 43  
**Location:** Corporate Services Division  
**Information Maintained:** May include employee name, employee ID number, organizational unit, classification/working title and sample signature  
**Individuals:** Community and Social Services’ employees who are designated Expenditure Officers  
**Use:** To automate all expenditure approvals and notification processes  
**Legal Authority:** *Freedom of Information and Protection of Privacy Act*  
*Public Service Act*  
*Financial Administration Act*
Title: Mobile Device Usage Agreement

PIB #: 44

Location: Various offices, Corporate Services Division

Information Maintained: May include employee’s name and signature

Individuals: Employees of Community and Social Services

Use: To ensure employees have reviewed and acknowledged their responsibilities regarding procurement, roles and responsibilities and usage of mobile devices

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

Title: Business Continuity Plans

PIB #: 45

Location: Business Services, Various offices, Corporate Services Division

Information Maintained: May include name, home and cellular telephone numbers, email addresses, areas of responsibility, organizational charts and workspace location

Individuals: Employees of Community and Social Services

Use: To contact key individuals in the event that business resumption plans require implementation

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Emergency Management Regulation

Title: Facility Emergency Response Plans

PIB #: 46

Location: Business Services, Various offices, Corporate Services Division

Information Maintained: May include name, home and cellular telephone numbers, email addresses, areas of responsibility, organizational charts and workspace location

Individuals: Employees of Community and Social Services, building maintenance staff, other building tenants and first responders
Use: To contact key individuals in the event that facility emergency response plans require implementation

Legal Authority: *Freedom of Information and Protection of Privacy Act*  
*Government Emergency Management Regulation*
Division: Disability Services Division

**Title:** Residential Access Modification Program (RAMP)

**PIB #:** 47

**Location:** RAMP Program Area/Disability Services Division

**Information Maintained:**
- May include name, home and business contact information, birth date, Social Insurance Number, income information, treaty number, legal property information (personal), personal information of spouse or partner and medical status of applicant or wheelchair user.
- May include name and contact information of guardian, enduring power of attorney, trustee or persons holding personal directives and appropriate legal documents establishing their authority.
- May include contractors and vendors personal and business name, business contact information and GST registration number.
- May include name and contact information of medical professionals who are associated with the applicant or wheelchair user.
- May include name and contact information of applicant’s alternate contact.
- May include name and contact information of sponsor and spouse.

**Individuals:** Individuals who have submitted an application for a RAMP grant

**Use:** To manage the RAMP grant program

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

Government Organization Act

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**Title:** Guide/Service Dog Team Identification (ID) Card Database

**PIB #:** 48

**Location:** Guide/Service Dog Program Area, Disability Services Division

**Information Maintained:**
- May include name and home contact information; contact information for service/guide dog training schools

**Individuals:** Individuals who have submitted an application for a Guide/Service Dog ID Card. Service/Guide dog name and birth year

**Use:**
- To determine eligibility for a Guide/Service Dog ID Card
- To compile statistics on number of Guide/Service Dog teams
Legal Authority:  Freedom of Information and Protection of Privacy Act  
Guide Dogs Qualifications Regulation

Title: Persons with Developmental Disabilities (PDD)  
PIB #: 49  
Location: Various offices, Disability Services Division  
Information Maintained: May include name, contact information, gender, date of birth, Social Insurance Number, bank account information, personal information of guardian and/or trustee (if required), personal information of other third parties, medical assessment information, guardianship documents, consent forms, citizenship or permanent resident/Record of Landing information, treaty information including treaty number and Band affiliation, educational history, social history, living arrangement, behavioural plans, incident reports and service agreements and plans.

Individuals: Individuals served, guardians, trustees, family members, other stakeholders and service providers  
Use: To determine eligibility for PDD supports and level of supports required; case management related to providing PDD supports and monitoring

Legal Authority:  Freedom of Information and Protection of Privacy Act  
Government Organization Act  
Persons with Developmental Disabilities Services Act  
Persons with Developmental Disabilities Services Regulation  
Persons with Developmental Disabilities Safety Standards Regulation

Title: #29 - Consolidated Support System (CSS)  
PIB #: 50  
Location: Persons with Developmental Disabilities, Disability Services Division  
Information Maintained: May include name, contact information, gender, date of birth, Supports Intensity Scale (SIS) information, financial/funding/contract information, aboriginal status, appeal information and abuse information

Individuals: Individuals served, guardians, trustees, family members, funds administrators, other stakeholders and service providers  
Use: To pay PDD service providers and other vendors. Some of the modules/functionality contained within CSS are as follows:
- Contract Management (Family Managed and Service Provider)
- Contract Management (Letters/Memorandum of Agreements)
- Payment Processing and Reconciliation
- Vendor/Stakeholder Management
- Case Management
- Supports Intensity Scale (SIS) Module
- Appeals Module
- Allegation of Abuse
- Facility Statistics
- Client Exemptions
- Application Reporting (Ad-hoc, Standard and Governance)
- Data Warehouse Services

**Legal Authority:** *Freedom of Information and Protection of Privacy Act*
*Government Organization Act*
*Persons with Developmental Disabilities Services Act*
*Persons with Developmental Disabilities Services Regulation*
*Persons with Developmental Disabilities Safety Standards Regulation*

**Title:** Consolidated Support System (CSS)/Mobius (See also Alberta Supports Division)

**PIB #:** 51

**Location:** Persons with Developmental Disabilities, Disability Services Division

**Information Maintained:** May include name and contact information

**Individuals:** Individuals served, guardians, trustees, family members, funds administrators, other stakeholders and service providers

**Use:** To register individuals served and their stakeholders

**Legal Authority:** *Freedom of Information and Protection of Privacy Act*
*Government Organization Act*
*Persons with Developmental Disabilities Services Act*
*Persons with Developmental Disabilities Services Regulation*
*Persons with Developmental Disabilities Safety Standards Regulation*
Title: #42 - Family Support for Children with Disabilities (FSCD)

PIB #: 65

Location: FSCD Program Area, Disability Services Division

Information Maintained: May include name, contact information, gender, date of birth, bank account information, personal information of parent or guardian and/or trustee (if required), personal information of other third parties, medical assessment information, guardianship documents, First Nations information, consent forms and service agreements and plans

Individuals: Individuals served, parents and/or guardians, trustees, family members, other stakeholders and service providers

Use: To determine eligibility for FSCD benefits and services, case management related to FSCD clients

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Family Support for Children with Disabilities Act

Title: #43 - Family Support for Children with Disabilities File Review System

PIB #: 66

Location: FSCD Program Area, Disability Services Division

Information Maintained: May include name, contact information, gender, date of birth, bank account information, personal information of parent or guardian and/or trustee (if required), personal information of other third parties, medical assessment information, guardianship documents, consent forms and service agreements and plans

Individuals: Individuals served, parents and/or guardians, trustees, family members, other stakeholders and service providers

Use: To review individual FSCD files. Information used to ensure basic service delivery expectations and regulatory requirements are met and to support continuous improvement to the program

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Family Support for Children with Disabilities Act
Title: #44 - Family Support for Children with Disabilities Information System (FSCDIS)

PIB #: 67

Location: FSCD Program Area, Disability Services Division

Information Maintained: May include name, contact information, gender, date of birth, bank account information, personal information of parent or guardian and/or trustee (if required), personal information of other third parties, medical assessment information, guardianship documents, First Nations information, consent forms and service agreements and plans

Individuals: Individuals served, parents and/or guardians, trustees, family members, other stakeholders and service providers

Use: To provide automated tracking of clients, services, commitments and expenditures. The system is designed to assist front-line staff in case management and financial tracking by recording and printing agreements, addendums, progress reviews, contact notes and receipt and processing of invoices for payment

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Family Support for Children with Disabilities Act
Title: Assured Income for the Severely Handicapped (AISH) Program

PIB #: 74

Location: Various offices, Alberta Supports Division

Information Maintained:
May include name, contact information, date of birth, Social Insurance Number, Personal Health Number, driver’s license number, gender, marital status, employment status, immigration status, and First Nations status; spouse/partner and dependent information including name, contact information, date of birth, Social Insurance Number, Personal Health Number, driver’s license number, gender, employment status, immigration status, and First Nations status; Guardian/Trustee information; employment information including employment history, pay stubs or Employment Insurance stubs; type of accommodation; financial information including income and expenses, assets, banking information, disability insurance benefits information, Workers’ Compensation benefits information and Canada Pension Plan benefits information; medical and treatment information; educational information; need substantiation; Canada Revenue Agency tax information; sponsor information and investigation reports.

Individuals: AISH clients, AISH client’s spouses, AISH client’s dependents, AISH applicants, Financial Administrators

Use: To determine eligibility of applicants for AISH benefits and determine continued eligibility of recipients for AISH benefits

Legal Authority:
- Freedom of Information and Protection of Privacy Act
- Government Organization Act
- Assured Income for the Severely Handicapped Act
- Assured Income for the Severely Handicapped General Regulation
- Applications and Appeals (Ministerial) Regulation
- Adult Interdependent Relationship Act
- Administrative Procedures and Jurisdiction Act
- Financial Administration Act
- Health Information Regulation
Title: Income Support Program

PIB #: 75

Location: Various offices, Alberta Supports Division

Information Maintained: May include name, contact information, date of birth, Social Insurance Number, Personal Health Number, gender, marital status, employment status, immigration status, First Nations status, and unique client identification number; spouse/partner and dependent information including name, contact information, gender, employment status, immigration status, and First Nations status; type of accommodation, income and expenses, financial assets, banking information, medical and employment information, need substantiation, Canada Revenue Agency tax information, sponsor information and investigation reports.


Use: To determine eligibility of applicants for Income Support benefits and determine continued eligibility of Income Support recipients

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Adult Interdependent Relationship Act
Administrative Procedures Act
Financial Administration Act
Health Information Regulation

Title: #15 - Central Client Directory

PIB #: 76

Location: Alberta Supports Division

Information Maintained: May contain client’s name, contact information, date of birth, Social Insurance Number, marital status, medical status, unique client identification number, and program (AISH or Income Support) for which the client has applied and is eligible.

Individuals: AISH and Income Support applicants and clients

Use: To maintain a provincial directory of all AISH and Income Support applicants and clients
Legal Authority:  
- Freedom of Information and Protection of Privacy Act  
- Government Organization Act  
- Assured Income for the Severely Handicapped Act  
- Assured Income for the Severely Handicapped General Regulation  
- Income and Employment Supports Act  
- Income Support, Training and Health Benefits Regulation  
- Applications and Appeals (Ministerial) Regulation  
- Adult Interdependent Relationship Act  
- Administrative Procedures and Jurisdiction Act  
- Financial Administration Act  
- Health Information Regulation

Title: #55 - Learners Referrals to TOMIS (LRT)  
PIB #: 77  
Location: Alberta Supports Division  
Information Maintained: May contain name, Social Insurance Number, training dates, children’s names, respondent’s name and address, marital status at time of child’s birth, and Learner spouse’s name and Social Insurance Number.  
Individuals: Income Support Learners, spouses, dependents, and respondents  
Use: To provide referrals for Learners to the Child Support Services Program

Legal Authority:  
- Freedom of Information and Protection of Privacy Act  
- Government Organization Act  
- Income and Employment Supports Act  
- Income Support, Training and Health Benefits Regulation  
- Adult Interdependent Relationship Act  
- Administrative Procedures Act  
- Financial Administration Act  
- Health Information Regulation  
- Child and Adult Support Regulation

Title: #58 - Local Income Support Application (LISA)  
PIB #: 78  
Location: Alberta Supports Division  
Information Maintained: May include name, contact information, date of birth, Social Insurance Number, Personal Health Number, gender, marital status,
employment status, medical status, immigration status, First Nations status, and unique client identification number; spouse/partner and dependent information including name, contact information, gender, employment status, medical status, immigration status, and First Nations status; and payment information.

**Individuals:** AISH and Income Support clients

**Use:** To provide case management and payment generator for AISH and Income Support clients

**Legal Authority:**
- Freedom of Information and Protection of Privacy Act
- Government Organization Act
- Assured Income for the Severely Handicapped Act
- Assured Income for the Severely Handicapped General Regulation
- Income and Employment Supports Act
- Income Support, Training and Health Benefits Regulation
- Applications and Appeals (Ministerial) Regulation
- Adult Interdependent Relationship Act
- Administrative Procedures and Jurisdiction Act
- Financial Administration Act
- Health Information Regulation

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**Title:** #61 - Mobius

**PIB #:** 79

**Location:** Alberta Supports Division

**Information Maintained:** May include name, contact information, date of birth, Social Insurance Number, Personal Health Number, gender, marital status, medical and employment status, immigration status, and First Nations status; spouse/partner and dependent information including name, contact information, gender, medical and employment status, immigration status, and First Nations status; type of accommodation, income and expenses, financial assets, banking information, need substantiation, Canada Revenue Agency tax information, sponsor information and investigation reports.

**Individuals:** Alberta Works clients, Alberta Works Learners, Approved Training and Service Providers

**Use:** To provide case and service management for Alberta Works clients and is also the financial tool for Alberta Works Learners who are eligible to receive funded training. This tool provides the ability to apply for a service and/or benefit, determine eligibility and enroll
clients and to calculate payment schedules, payment methods, issue payments and track/manage financial transactions

Legal Authority:  
Freedom of Information and Protection of Privacy Act  
Government Organization Act  
Income and Employment Supports Act  
Income Support, Training and Health Benefits Regulation  
Adult Interdependent Relationship Act  
Administrative Procedures Act  
Financial Administration Act  
Health Information Regulation  
Training Provider Regulation

Title: #65 - Participant Database

PIB #: 80

Location: Alberta Supports Division

Information Maintained: May include name, contact information, date of birth, Social Insurance Number, Personal Health Number, gender, marital status, medical and employment status, immigration status, and First Nations status; spouse/partner and dependent information including name, contact information, gender, medical and employment status, immigration status, and First Nations status; type of accommodation, income and expenses, financial assets, banking information, need substantiation, Canada Revenue Agency tax information, sponsor information and investigation reports.

Individuals: Alberta Works clients, Alberta Works Learners, Approved Training and Service Providers

Use: To match and track former Income Support clients through their participation with various employment and training initiatives (e.g. Alberta Community employment, Employment Skills Programs, Learner Funding, Alberta Job Corps, Career Development). It also captures client pre-participation, current participation and post participation.

Legal Authority:  
Freedom of Information and Protection of Privacy Act  
Government Organization Act  
Income and Employment Supports Act  
Income Support, Training and Health Benefits Regulation  
Adult Interdependent Relationship Act  
Administrative Procedures Act  
Financial Administration Act  
Health Information Regulation  
Training Provider Regulation
Title: #79 - Tracking of Maintenance Information System (TOMIS)

PIB #: 81

Location: Alberta Supports Division

Information Maintained: May include name, contact information, date of birth, Social Insurance Number, Personal Health Number, gender, marital status, employment status, immigration status, and First Nations status; spouse/partner and dependent information including name, contact information, gender, parentage evidence, employment status, immigration status, and First Nations status; type of accommodation, income and expenses, financial assets, banking information, medical and employment information, need substantiation, Canada Revenue Agency tax information, sponsor information, investigation reports, details of Agreements and Court Orders and Maintenance Enforcement Program registration documents.

Individuals: Income Support clients, other low income Albertans who are eligible for Child Support Services and the respondents (the other parent or possible parent of the child or children) and dependents

Use: To support the delivery of the Child Support Services Program by providing a case management tool that tracks collected evidence for Child Support applications, retains details of Agreements and Court Orders for child support as well as Maintenance Enforcement Program registration. TOMIS also tracks expected and actual maintenance payments received by Income Support clients

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Adult Interdependent Relationship Act
Administrative Procedures Act
Financial Administration Act
Health Information Regulation
Child and Adult Support Regulation
Title: Work Outcomes Reporting Project (WORP)

PIB #: 82

Location: Alberta Supports Division

Information Maintained: May contain client’s name, contact information and opinions of former clients who have received employment training and Income Support services.

Individuals: Individuals who have received from employment and training programs. Individuals who have received Income Support

Use: To analyze and report on survey results from clients who have completed training programs provided through Income Support to create statistically sound monthly survey files to improve benefits and services provided to clients

Legal Authority: Freedom of Information and Protection of Privacy Act
Government Organization Act
Income and Employment Supports Act
Income Support, Training and Health Benefits Regulation
Administrative Procedures and Jurisdiction Act
Training Provider Regulation
<table>
<thead>
<tr>
<th>Division:</th>
<th>Planning and Quality Assurance Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong> Consolidated Services System (CSS) Production</td>
<td><strong>PIB #:</strong> 83</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Appeals Secretariat, Governance Services, Planning and Quality Assurance Division</td>
</tr>
<tr>
<td><strong>Information Maintained:</strong></td>
<td>The name and contact information of the Appellant, or their representative, who is affected by a decision of a PDD Region, a description of the decision that is being appealed and reasons for the appeal, and the appeal file number. May also include submissions from the Appellant and the PDD Region to the Appeals Secretariat</td>
</tr>
<tr>
<td><strong>Individuals:</strong></td>
<td>Appellants, or their representative(s)</td>
</tr>
<tr>
<td><strong>Use:</strong></td>
<td>CSS Production is the program used by the PDD Program area – there is an appeals module used to record and track appeal details, schedules and results.</td>
</tr>
<tr>
<td><strong>Legal Authority:</strong></td>
<td>Freedom of Information and Protection of Privacy Act</td>
</tr>
<tr>
<td></td>
<td>Persons with Developmental Disabilities Services Act</td>
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<tr>
<td></td>
<td>Persons with Developmental Disabilities Services Regulation</td>
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<tr>
<td></td>
<td>Persons with Developmental Disabilities Safety Standards Regulation</td>
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<tr>
<td></td>
<td>Administrative Procedures and Jurisdiction Act</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title: #6 - Appeals Information Management System (AIMS)</th>
<th><strong>PIB #:</strong> 84</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location:</strong></td>
<td>Appeals Secretariat, Governance Services, Planning and Quality Assurance Division</td>
</tr>
<tr>
<td><strong>Information Maintained:</strong></td>
<td>The name and contact information of the Appellant, or their representative, who is affected by a decision of the AISH or IES 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 AIMS, as are correspondence (letters, the panel's final decision, etc.). AIMS may also include submissions from the Appellant and the Department.</td>
</tr>
<tr>
<td><strong>Individuals:</strong></td>
<td>Appellants, or their representative(s)</td>
</tr>
<tr>
<td><strong>Use:</strong></td>
<td>To record and track appeal details, schedules and results.</td>
</tr>
</tbody>
</table>
Legal Authority:
- Freedom of Information and Protection of Privacy Act
- Assured Income for the Severely Handicapped Act
- Assured Income for the Severely Handicapped General Regulation
- Income and Employment Supports Act
- Income Support, Training and Health Benefits Regulation
- Applications and Appeals (Ministerial) Regulation
- Adult Interdependent Relationship Act
- Administrative Procedures and Jurisdiction Act
- Financial Administration Act
- Health Information Regulation

Title: Appeals Information Management (AIM) System

PIB #: 85

Location: Appeals Secretariat, Governance Services, Planning and Quality Assurance 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: Appeals Secretariat, Governance Services, Planning and Quality Assurance 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: Appeals Secretariat, Governance Services, Planning and Quality Assurance 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
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<tr>
<th><strong>Division:</strong></th>
<th>Strategic Planning, Policy and Quality Assurance Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Social Innovation Adjacency Matrix</td>
</tr>
<tr>
<td><strong>PIB #:</strong></td>
<td>88</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Strategic, Policy and Quality Assurance Division</td>
</tr>
<tr>
<td><strong>Information Maintained:</strong></td>
<td>May include name, organization, organization sector, city, region, job title, e-mail address, phone number, contacts</td>
</tr>
<tr>
<td><strong>Individuals:</strong></td>
<td>Participants of Social Innovation Ecosystem engagement. Participants include both internal and external contacts.</td>
</tr>
<tr>
<td><strong>Use:</strong></td>
<td>To identify connections between social innovators in Alberta</td>
</tr>
<tr>
<td><strong>Legal Authority:</strong></td>
<td>Freedom of Information and Protection of Privacy Act</td>
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<tr>
<td></td>
<td>Government Organization Act</td>
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<td></td>
<td>Public Service Act</td>
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