

# Directory of Personal Information Banks by Division

## Community and Social Services

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**Division:** Common Service Access Division

**Title:** Alberta Health Benefits

**PIB #:** 20

**Location:** Common Service Access Division

**Information**

**Maintained:** May include name, contact information and financial information

**Individuals:** Individuals receiving benefits from Community and Social Services

**Use:** To process family's application to determine eligibility for health benefits from Community and Social Services

**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 (IVRJOB)**

**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 services 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*

**Title: Automated Reporting for Clients (Tracker)**

**PIB #:** 28

**Location:** Common Service Access Division

**Information**

**Maintained:** 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.

**Individuals:** Income Support Clients

**Use:** A tool for Income Support clients to report monthly online or via telephone

**Legal Authority:** *Freedom of Information and Protection of Privacy Act*  
*Income and Employment Supports Act*  
*Income Support, Training and Health Benefits Regulation*

**Division:** Corporate Services Division

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**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*

**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

number, vendor's payment information and vendor's bank account number

**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*

**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*

**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*

**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*

**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*

**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**

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**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*

**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*

**Division: Alberta Supports Division**

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**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.

**Individuals:** Income Support clients, Income Support client's spouses, Income Support client's dependents, Income Support applicants, Financial Administrators

**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*

**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*

**Division: Planning and Quality Assurance Division**

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**Title: Consolidated Services System (CSS) Production**

**PIB #:** 83

**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 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

**Individuals:** Appellants, or their representative(s)

**Use:** 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.

**Legal Authority:** *Freedom of Information and Protection of Privacy Act*  
*Persons with Developmental Disabilities Services Act*  
*Persons with Developmental Disabilities Services Regulation*  
*Persons with Developmental Disabilities Safety Standards Regulation*  
*Administrative Procedures and Jurisdiction Act*

**Title: #6 - Appeals Information Management System (AIMS)**

**PIB #:** 84

**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 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.

**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*  
*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*

**Division:** Strategic Planning, Policy and Quality Assurance Division

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**Title:** Social Innovation Adjacency Matrix

**PIB #:** 88

**Location:** Strategic, Policy and Quality Assurance 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*