

# **ADULT FORENSIC PSYCHIATRIC SERVICES OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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**GOVERNMENT RECORDS SERVICE**

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

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### *ADULT FORENSIC PSYCHIATRIC SERVICES ORCS*

### *OPERATIONAL RECORDS CLASSIFICATION SYSTEM*

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## ORCS REGISTER OF AMENDMENTS

This register lists all approved changes made to the *Corrections ORCS*, in ascending order (i.e., the most recent changes appear first).

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes.

**Original schedule approval date: 1997/07/29**

Amendment #	Date Approved	Section/ Primary/ Secondary	Changes
164441	2018-11-08	Sections 1 and 3.	<ul style="list-style-type: none"><li>• Title changed to <i>Adult Forensic Psychiatric Services ORCS</i> to reflect the transfer of functions pertaining to children and youth to the Ministry of Children and Family Development;</li><li>• Section 1 now only pertains to services provided to adults;</li><li>• Section 3 is superseded by the <i>Youth Justice, Forensic and Specialized Intervention Services ORCS</i>, schedule 144823.</li><li>• See Appendix A: Summary of Amendments for a detailed description of the changes.</li></ul>

## USEFUL INFORMATION

### Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	<b>ARCS</b> = <i>Administrative Records Classification System</i> <b>ORCS</b> = <i>Operational Records Classification System</i>
Office information:	<b>OPR</b> = Office of Primary Responsibility
Records life cycle:	<b>A</b> = Active <b>SA</b> = Semi-active <b>FD</b> = Final Disposition
Active and semi-active period codes:	<b>CY</b> = Calendar Year <b>FY</b> = Fiscal Year <b>NA</b> = Not Applicable <b>SO</b> = Superseded or Obsolete <b>w</b> = week <b>m</b> = month <b>y</b> = year
Final disposition categories:	<b>DE</b> = Destruction <b>FR</b> = Full Retention <b>SR</b> = Selective Retention <b>OD</b> = Other Disposition <b>NA</b> = Not Applicable
Special flags:	<b>FOI</b> = Freedom of Information/Protection of Privacy <b>PIB</b> = Personal Information Bank <b>VR</b> = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Records Officer contact information.](#)

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A    SA    FD

### SECTION 1

#### FORENSIC PSYCHIATRIC SERVICES

#### PRIMARY NUMBERS

80000-80999

Section 1 covers records relating to planning, organizing, and conducting research and educational programs respecting the diagnosis, treatment, and care of forensic cases pursuant to the *Forensic Psychiatry Act* (RSBC 1996, c. 156). This includes records relating to: program development; review and evaluation; clinical and behavioural research; the provision of professional educational programs (e.g., practicum, internship, residency); and investigations into one-time or on-going issues which may affect the provision of services.

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BCIMS = B.C. Information Management Services	SO = Superseded or Obsolete	

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A    SA    FD

### 80000 - FORENSIC PSYCHIATRIC SERVICES - 80999

#### PRIMARY NUMBERS AND PRIMARY SUBJECTS

80000    FORENSIC PSYCHIATRIC SERVICES - GENERAL  
80100    ISSUES AND STUDIES  
80200    PROFESSIONAL DEVELOPMENT  
80300    PROGRAM EVALUATION AND RESEARCH

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A      SA      FD

### 80000 FORENSIC PSYCHIATRIC SERVICES - GENERAL

Records not shown elsewhere in this section relating generally to the provision of court-ordered and court-related assessment and treatment services to Mentally Disordered offenders. Includes correspondence and memoranda.

NOTE: Only records that cannot be classified in a more specific primary or secondary may be classified under this primary.

Unless otherwise specified below, the ministry OPR (Forensic Psychiatric Services) will retain these records for:      CY+2y    2y      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:      SO      nil      DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				

CY+4y = The combined active and semi-active retention period ensures that the operational requirements of the creating agency are met.

FR = BCIMS will fully retain for the government archives all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.

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A      SA      FD

### 80100 ISSUES AND STUDIES

Records relating to issues which may affect the provision of services to forensic psychiatric patients and clients. This includes investigations into specific one-time or ongoing issues, records relating to liaison with community agencies which provide services to forensic psychiatric patients, as well as records relating generally to forensic psychiatry, psychology, psychiatric nursing, social work, jurisprudence and criminology. Includes reports, literature, statistics, correspondence and memoranda.

For strategic planning, see *ARCS* primaries 400 to 410.

For incident reports, see primaries 81400 and 82300.

For program evaluation and research, see primary 80300.

Unless otherwise specified below, the ministry OPR (Forensic Psychiatric Services) will retain these records for:

SO      nil      DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00      Policy and procedures      - OPR

SO      5y      FR

- non-OPR

SO      nil      DE

-01      General

-20      Community agency liaison files  
(arrange by name of agency)

SO = when information is superseded or obsolete  
(Continued on next page)

A = Active

CY = Calendar Year

DE = Destruction

SA = Semi-active

FY = Fiscal Year

SR = Selective Retention by BCIMS

FD = Final Disposition

NA = Not Applicable

FR = Full Retention by BCIMS

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A    SA    FD

### 80100 ISSUES AND STUDIES (Continued)

-30	Forensic psychiatric issue files (includes reports, correspondence and memoranda relating to specific issues) (arrange by subject)	SO	2y	FR
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SO = when the issue is resolved or when the  
information is no longer relevant

FR = BCIMS will fully retain these records for the  
government archives because of their  
significant evidential and research values.

-40	Forensic psychiatric reference files (includes literature and other reference material) (arrange by subject)	SO	nil	DE
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SO = when the information is no longer current

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<u>A</u>	<u>SA</u>	<u>FD</u>
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80200 PROFESSIONAL DEVELOPMENT

Records relating to the coordination of professional education programs including internships, fellowships, residencies and practicums. Includes correspondence and memoranda.

For in-service staff training, see *ARCS* primaries 1730 to 1740.

Unless otherwise specified below, the ministry OPR  
(Forensic Psychiatric Services) will retain these records for: CY+2y 5y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	College and university curricula				
-03	Fellowship programs				

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A    SA    FD

### 80300 PROGRAM EVALUATION AND RESEARCH

Records relating to the development, management review and analysis of policy and programs at forensic psychiatric facilities in order to evaluate their objectives and efficiency, gather statistics, develop profiles, etc., pursuant to the *Forensic Psychiatry Act* (RSBC 1996, c. 156). This also includes clinical and behavioural research which may be funded or administered in part by external agencies. Includes project management files, research proposals and approvals, terms of reference, research data, project reports, correspondence and memoranda.

For records relating to issues which may affect the provision of services to forensic psychiatric patients and clients, see primary 80100.

Unless otherwise specified below, the ministry OPR (Forensic Psychiatric Services) will retain these records for:    CY+2y    2y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:    SO    nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>

-01    General

-20	Clinical and behavioural research project files (arrange by project title)	SO+5y    5y    SR
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A      SA      FD

80300 PROGRAM EVALUATION AND RESEARCH (Continued)

-30	Program development and analysis project files (arrange by project title)	SO+5y	5y	SR
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SO = when the project is completed or abandoned

10y = The combined active and semi-active retention period ensures that records are retained for an appropriate period for analysis and review.

SR = BCIMS will selectively retain Clinical and behavioural research project files, and Program development and analysis project files. At the time of transfer to semi-active storage, the head of the research team will identify significant files in consultation with the Ministry Records Officer and a BCIMS archivist. All project files not considered significant will be destroyed.

Ministry staff will box project files to be retained separately from project files to be destroyed.

**NOTE:** A copy of all program evaluation and research project final reports should be forwarded by project staff to the Ken Kaye Memorial Library, Forensic Psychiatric Services, when the project is completed.

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A    SA    FD

### SECTION 2

#### ADULT FORENSIC PSYCHIATRIC SERVICES

#### PRIMARY NUMBERS

81000 - 81999

Section 2 covers records relating to the provision of court-ordered and court-related inpatient and outpatient assessment and treatment services to adult mentally disordered persons who are in conflict with the law pursuant to the *Forensic Psychiatry Act* (RSBC 1996, c. 156), the *Mental Health Act* (RSBC 1996, c. 288, BC Reg 145/84), the *Corrections Act* (RSBC 1996, c. 74, s.16), and the *Criminal Code of Canada* (RSC 1985, c.C-46). This includes records relating to: the admission, legal status and disposition of patients; clinical assessment and treatment; rehabilitative therapy and support for individuals remanded by the courts for assessment of fitness to stand trial; assessment of mental status at the time of the offence; treatment for those people found unfit to stand trial; treatment for those found not criminally responsible by reason of a mental disorder (NCR-MD); and treatment for those who become mentally ill while in the custody of a provincial correctional facility.

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A    SA    FD

### 81000 - ADULT FORENSIC PSYCHIATRIC SERVICES - 81999

#### PRIMARY NUMBERS AND PRIMARY SUBJECTS

- 81000 ADULT FORENSIC PSYCHIATRIC SERVICES - GENERAL
- 81100 ADMISSION AND DISCHARGE
- 81200 ASSESSMENT AND TREATMENT - GENERAL
  - 81210 - INPATIENTS
  - 81220 - OUTPATIENTS
- 81300 CLINICAL CASE MANAGEMENT - GENERAL
  - 81310 - CASE REVIEWS
  - 81320 - OCCUPATIONAL THERAPY SERVICES
  - 81330 - PATIENT PRIVILEGES AND RESTRICTIONS
  - 81340 - PSYCHOLOGY SERVICES
  - 81350 - SOCIAL SERVICES
  - 81360 - THERAPEUTIC LEISURE SERVICES
  - 81370 - VOCATIONAL SERVICES
- 81400 COMPLAINTS AND INVESTIGATIONS
- 81500 PATIENT TRACKING
- 81600 RISK MANAGEMENT

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A    SA    FD

### 81000 ADULT FORENSIC PSYCHIATRIC SERVICES

#### - GENERAL (Continued)

FR = BCIMS will fully retain for the government archives all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value. Draft and duplicate materials which hold no evidential value may be purged and discarded.

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A    SA    FD

### 81100    ADMISSION AND DISCHARGE

Records relating to processing patient information upon admission to and discharge from the Forensic Psychiatric Institute. Includes Medical Services Plan registrations, document tracking logs, chart deficiency lists, correspondence and memoranda.

For census reports, see primary 81500.  
For daily admissions and transfer reports, see primary 81500.

Unless otherwise specified below, the ministry OPR (Health Information Services, Forensic Psychiatric Institute) will retain these records for:

CY+2y   2y   DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO    nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Chart deficiency lists		SO+2y	nil	DE
-03	Document tracking logbooks		SO	nil	DE

SO = when the log is closed and no further follow-up action is required

-04    Medical Services Plan registrations and discharges

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A    SA    FD

### 81200 ASSESSMENT AND TREATMENT - GENERAL

Records relating generally to the assessment and treatment of mentally disordered adult offenders not shown elsewhere in this primary block. Includes correspondence, memoranda, reports and electronic database files.

For the Patient Information Management System (PIM), see also the Information System Overview section.

Unless otherwise specified below, the ministry OPR (Health Information Services, Forensic Psychiatric Institute) will retain these records for:

CY+2y   2y   DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO    nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
PIB -02	Patient Information Management (PIM) system		SO	nil	DE
	- adult database				
	(electronic data)				

SO = upon conversion of data to another system

NOTE: For more information on the PIM system, see the Information System Overview section.

-03    PIM statistical output reports - adult

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A    SA    FD

### 81210    ASSESSMENT AND TREATMENT - INPATIENTS

Records relating to the inpatient admission, assessment, treatment and discharge of mentally disordered adult offenders pursuant to the *Forensic Psychiatry Act* (RSBC 1996, c.156), the *Mental Health Act* (RSBC 1996, c.288, BC Reg 145/84), and the *Criminal Code of Canada* (RSC 1985, c. C-46). This includes: assessments of individuals remanded by the courts to determine fitness to stand trial and mental status at the time of the offence; treatment for people found unfit to stand trial and those found not criminally responsible by reason of mental disorder (NCR-MD); and treatment for those who become mentally ill while in the custody of a provincial correctional facility. Includes records relating to the nature of the offence, legal status of the patient and disposition, the patient's medical history, psychiatric and social workers' assessments, clinical treatment, rehabilitative therapy, patient clinical/legal case files, ward charts, correspondence and memoranda.

For copies of assessment and treatment records used as supporting documentation in case workers' files, see primaries 81300 to 81370.

Unless otherwise specified below, the ministry OPR (Health Information Services, Forensic Psychiatric Institute) will retain these records for:

CY+2y   2y   DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO    nil    DE

(Continued on next page)

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A    SA    FD

### 81210    ASSESSMENT AND TREATMENT - INPATIENTS

(Continued)

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
PIB	-20	Forensic Psychiatric Institute inpatient clinical/legal case files (arrange by patient number)	SO+6y	9y	FR

SO = when the patient is deceased or is discharged from the service and no further follow-up action is required

15y = The recidivism of mentally disordered offenders requires that treatment records have a semi-active retention period which is longer than the standard ten-year period prescribed by the *Hospital Act Regulations* (B.C. Reg. 329/85, s.14) for patient records maintained by hospitals. Files are required on-site for risk management and treatment purposes upon readmission.

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A    SA    FD

### 81210    ASSESSMENT AND TREATMENT - INPATIENTS

(Continued)

FR = BCIMS will fully retain all Forensic Psychiatric Institute inpatient clinical/legal case files for the government archives because of their significant evidential and research values. These records document a wide variety of mental disorders and treatments.

PIB	-30	Forensic Psychiatric Institute inpatient ward charts (arrange by patient number)	SO	NA	NA
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SO = when the patient is discharged from the hospital

NA = Ward charts are integrated into the 81210-20 inpatient clinical/legal case files upon discharge. Ward chart strippings (nurses notes, lab reports, medication orders, etc.) are periodically transferred to Health Information Services, FPI, because of their bulk.

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCIMS
OPR = Office of Primary Responsibility		w = week    m = month    y = year
PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
BCIMS = B.C. Information Management Services		SO = Superseded or Obsolete

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>A</u>	<u>SA</u>	<u>FD</u>
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81220 ASSESSMENT AND TREATMENT - OUTPATIENTS

Records relating to the outpatient admission, assessment, treatment and discharge of mentally disordered adult offenders pursuant to the *Forensic Psychiatry Act* (RSBC 1996, c.156) and the *Criminal Code of Canada* (RSC 1985, c. C-46). This includes: court ordered pre-trial assessments for fitness to stand trial; pre-sentence psychiatric assessments; assessment and treatment of persons on bail, probation or in provincial correctional facilities; and supervision and treatment of those found not criminally responsible by reason of mental disorder (NCR-MD) released on conditional discharge by the B.C. Review Board. Includes records relating to the nature of the offence, legal status of the client, medical history, clinical assessments, treatment progress, patient/client files, correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (individual community services clinics) will retain these records for:

CY+2y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00 Policy and procedures - OPR  
- non-OPR

SO	5y	FR
<u>SO</u>	<u>nil</u>	<u>DE</u>

-01 General  
-02 Outpatient activity forms

6m      nil      DE

(Continued on next page)

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A    SA    FD

### 81220    ASSESSMENT AND TREATMENT - OUTPATIENTS

(Continued)

PIB    -20    Adult forensic psychiatric community services    SO+1y 14y FR  
client files  
(arrange by client number)

SO = when the client ceases to attend treatment  
and no further follow-up action is required

15y = The recidivism of mentally disordered  
offenders requires that treatment records  
have a semi-active retention period which is  
longer than the standard ten-year period  
prescribed by the *Hospital Act Regulations*  
(B.C. Reg. 329/85, s.14) regarding the  
retention of patient records maintained by  
hospitals.

FR = BCIMS will retain Adult forensic  
psychiatric community services client files  
because of their significant evidential and  
research value. These records document a  
wide variety of mental disorders and  
treatments.

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A    SA    FD

### 81300    CLINICAL CASE MANAGEMENT - GENERAL

Records relating generally to the clinical case management of mentally disordered adult offenders not shown elsewhere in this primary block. Includes correspondence and memoranda.

Unless otherwise specified below, the ministry OPR (Forensic Psychiatric Institute) will retain these records for:    CY+2y    2y    DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:    SO    nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Assignment sheets				
-03	Translator services				

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## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A    SA    FD

### 81310    CLINICAL CASE MANAGEMENT - CASE REVIEWS

Records relating to hearings concerning the fitness and/or disposition of Forensic Psychiatric Institute (FPI) patients held at the direction of the B.C. Review Board according to the *Criminal Code of Canada* (s.16 (1) and 672.38 (1)), and records relating to hearings conducted by Review Panels to discharge or detain involuntary patients certified under the *Mental Health Act* (RSBC 1996, c.288). Includes involuntary patient profiles, Review Board agenda, schedules, briefing notes, reports and exhibits, correspondence and memoranda.

For legal opinions, see *ARCS* primary 350.

Unless otherwise specified below, the ministry OPR (Case Management and Admitting, Forensic Psychiatric Institute) will retain these records for:

CY+2y   2y   DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO    nil    DE

		Policy and procedures	- OPR	SO	5y	FR
			- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
PIB	-01	General				
	-02	Involuntary patient profiles				
	-03	Review Board absolute discharge list		SO	nil	DE
	-04	Review Board active inpatient reports		SO	nil	DE
	-05	Review Board active outpatient reports		SO	nil	DE
	-06	Review Board agendas				
	-08	Review Board schedules		CY+1y	nil	DE
PIB	-07	Review Board briefing notes				

(Continued on next page)

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OPR = Office of Primary Responsibility	w = week	m = month   y = year
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BCIMS = B.C. Information Management Services	SO = Superseded or Obsolete	

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A    SA    FD

### 81310 CLINICAL CASE MANAGEMENT - CASE REVIEWS

(Continued)

PIB    -20    Review case files    SO+6y 9y    FR  
(includes Review Board packages)

SO = when the patient receives an absolute discharge  
from the service

15y = This retention ensures that records are  
retained for the same period as FPI inpatient  
clinical/legal case files (secondary 81210-20).  
Review case files document the legal basis  
for treatment and are considered a part of the  
larger patient file.

FR = BCIMS will fully retain Review case files for  
the government archives because of their  
significant evidential and research values.  
These records document a wide variety of  
mental disorders and treatments.

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FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCIMS
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81320 CLINICAL CASE MANAGEMENT - OCCUPATIONAL  
THERAPY SERVICES

For inpatient clinical/legal files, see primary 81210.

CY+2y 2y DE

SO      nil      DE

SO	5y	FR
SO	nil	DE

-01      General

PIB	-20	Occupational therapy patient files	SO+1y	nil	DE
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SO = when the patient is discharged from the service

**NOTE:** Secondary 81320-20 is for duplicate and supporting documents only. Original occupational therapy progress notes should be classified under secondary 81210-30.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCIMS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCIMS
OPR = Office of Primary Responsibility		w = week m = month y = year
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BCIMS = B.C. Information Management Services		SO = Superseded or Obsolete

# OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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<u>A</u>	<u>SA</u>	<u>FD</u>
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
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92	92	92
93	93	93
94	94	94
95	95	95
96	96	96
97	97	97
98	98	98
99	99	99
100	100	100

81330 CLINICAL CASE MANAGEMENT - PATIENT  
PRIVILEGES AND RESTRICTIONS

Records relating to changes in Forensic Psychiatric Institute patients' liberties and the review of related security issues. Includes requests for increased patient privileges (HLTH 2127), notifications of change of liberties and/or breach of disposition orders (HLTH 2157), correspondence and memoranda.

For minutes of committee meetings, see *ARCS* primary 202.

Unless otherwise specified below, the ministry OPR (Security Committee, Forensic Psychiatric Institute) will retain these records for:

CY+2y 5y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00 Policy and procedures - OPR  
- non-OPR

SO	5y	FR
SO	nil	DE

-01      General

-02 Patient privileges requests and reviews

-03      Notifications of change of liberties and/or breach  
                 of disposition orders ("onerous reports")

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A    SA    FD

### 81340    CLINICAL CASE MANAGEMENT - PSYCHOLOGY           SERVICES (Continued)

15y = This combined active and semi-active retention period of 15 years ensures records are retained for the same period as the inpatient clinical/legal case files in secondary 81210-20. Psychological assessment and treatment case files are considered a part of the larger patient file, but are maintained separately according to the bylaws of the College of Psychologists.

FR = BCIMS will fully retain psychological assessment and treatment case files because of their significant evidential and research value. These records document a wide variety of mental disorders and treatments.

PIB    -30    Psychological treatment notes    SO+6y 9y    FR

SO = when the patient is discharged from the service

15y = This combined active and semi-active retention period of 15 years ensures records are retained for the same period as the inpatient clinical/legal case files in secondary 81210-20. Psychological assessment and treatment case files are considered a part of the larger patient file, but are maintained separately according to the bylaws of the College of Psychologists.

(Continued on next page)

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BCIMS = B.C. Information Management Services	SO = Superseded or Obsolete		

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A    SA    FD

### 81340    CLINICAL CASE MANAGEMENT - PSYCHOLOGY SERVICES (Continued)

FR = BCIMS will fully retain psychological assessment and treatment case files because of their significant evidential and research value. These records document a wide variety of mental disorders and treatments.

-40      Psychology research projects      SO+5y    5y    SR

SO = when the project final report is completed or the project is abandoned

10y = The combined active and semi-active retention period ensures that records are retained for an appropriate period for analysis and review.

SR = BCIMS will selectively retain psychology research project files because of their significant evidential and research values. At the time of transfer to semi-active storage, the psychologists will identify significant files in consultation with the Ministry Records Officer and a BCIMS archivist. All project files not considered significant will be destroyed.

Ministry staff will box project files to be retained separately from project files to be destroyed.

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A    SA    FD

### 81340    CLINICAL CASE MANAGEMENT - PSYCHOLOGY           SERVICES (Continued)

NOTE: A copy of all Psychology research project final reports should be forwarded by the Psychologist to the Ken Kaye Memorial Library, Forensic Psychiatric Services, when the project is completed.

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A    SA    FD

### 81350    CLINICAL CASE MANAGEMENT - SOCIAL SERVICES

Records relating to social workers' assessments of patients' fitness to stand trial and mental status at the time of the offence, treatment planning, discharge planning, community liaison, alcohol and drug counselling and pastoral services for Forensic Psychiatric Institute patients. Includes social worker assessments, reports, correspondence and memoranda.

For inpatient clinical/legal files, see primary 81210.

Unless otherwise specified below, the ministry OPR (Department of Social Work, Forensic Psychiatric Institute) will retain these records for:

CY+2y   2y   DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO    nil   DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Community programs and resources		SO	nil	DE

SO = when information is superseded or obsolete

PIB	-20	Social worker case files	SO+1y	nil	DE
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SO = when the patient is discharged from the service

(Continued on next page)

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A    SA    FD

### 81350    CLINICAL CASE MANAGEMENT - SOCIAL SERVICES (Continued)

NOTE: Secondary 81350-20 is for duplicate and supporting documents only. Original social histories and related records should be classified under secondary 81210-20.

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OPR = Office of Primary Responsibility	w = week    m = month    y = year	
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A    SA    FD

81360    CLINICAL CASE MANAGEMENT - THERAPEUTIC  
          LEISURE SERVICES

Records relating to developing, planning, implementing and evaluating leisure programs to meet the needs and develop the social and leisure skills of Forensic Psychiatric Institute patients. Includes patient referrals to programs, leisure assessments, reports, correspondence and memoranda.

For inpatient clinical/legal files, see primary 81210.  
For minutes of committee meetings, see *ARCS* primary 202.

Unless otherwise specified below, the ministry OPR (Therapeutic Leisure Services, Forensic Psychiatric Institute) will retain these records for:

CY+2y   2y   DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO    nil    DE

-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Therapeutic leisure services program referrals				
-03	Patient leisure assessments				
-04	Therapeutic leisure services program evaluations				

PIB    -20    Therapeutic leisure services case worker client files    SO+1y   nil   DE

(Continued on next page)

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A    SA    FD

### 81360 CLINICAL CASE MANAGEMENT - THERAPEUTIC LEISURE SERVICES (Continued)

SO = when the patient is discharged from the service

NOTE: Secondary 81360-20 is for duplicate and supporting documents only. Original leisure assessments and therapy progress notes should be classified under secondary 81210-30.

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A = Active	CY = Calendar Year	DE = Destruction
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BCIMS = B.C. Information Management Services	SO = Superseded or Obsolete	y = year

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<u>A</u>	<u>SA</u>	<u>FD</u>
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81370 CLINICAL CASE MANAGEMENT - VOCATIONAL  
SERVICES

Records relating to patient participation in educational and skills development programs for which they receive a gratuity. Includes patient participation files, correspondence and memoranda.

For claims for payment, see *ARCS* primary 1055.  
For inpatient clinical/legal files, see primary 81210.

Unless otherwise specified below, the ministry OPR (Vocational Services, Forensic Psychiatric Institute) will retain these records for:

CY+2y 2y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00 Policy and procedures - OPR  
- non-OPR

SO	5y	FR
SO	nil	DE

-01      General

PIB	-20	Vocational services patient participation files	SO+1y	nil	DE
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SO = when the patient is discharged from the service

**NOTE:** Secondary 81370-20 is for duplicate and supporting documents only. All progress notes should be classified under secondary 81210-30.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCIMS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCIMS
OPR = Office of Primary Responsibility	w = week	m = month
PIB = Personal Information Bank	VR = Vital Records	y = year
BCIMS = B.C. Information Management Services	PUR = Public Use Records	
	SO = Superseded or Obsolete	

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<u>A</u>	<u>SA</u>	<u>FD</u>
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81400 COMPLAINTS AND INVESTIGATIONS

Records relating to investigations into complaints about patient care raised by patients, the Office of the Ombudsman or other concerned parties. Includes patient complaint forms, reports on investigations, correspondence and memoranda.

For minutes of committee meetings, see *ARCS* primary 202.

Unless otherwise specified below, the ministry OPR (Patients' Concerns Committee, Forensic Psychiatric Institute) will retain these records for:

CY+2y 5y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00 Policy and procedures - OPR  
- non-OPR

SO	5y	FR
<u>SO</u>	<u>nil</u>	<u>DE</u>

-01                      General

-02 Patient complaints - summary reports

PIB -20 Patient complaints and investigations case files

CY+7y = This retention ensures that records are retained until expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1996, c.266). The extra year allows for the serving of notice on all parties.

A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCIMS
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCIMS
OPR = Office of Primary Responsibility		w = week m = month y = year
PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
BCIMS = B.C. Information Management Services		SO = Superseded or Obsolete

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A    SA    FD

### 81500    PATIENT TRACKING

Records relating to tracking patient admissions, discharges, ward transfers, visit leaves, overnight leaves, and unauthorized absences, and to monitoring hospital bed utilization. Includes the master patient index, patient profile cards, 24 hour nursing reports, daily census summaries, separation and activation reports, daily admissions and transfer reports, and related correspondence and memoranda.

For committee minutes and agenda, see *ARCS* primary 202.

Unless otherwise specified below, the ministry OPR (Health Information Services, Forensic Psychiatric Institute) will retain these records for:

CY+2y   2y   DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

CY+1y   nil   DE

00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
PIB -02	Master patient index		SO	nil	DE

SO = when the index is superseded or obsolete

DE = The information in this index is duplicated in the patient profile cards, which are fully retained in 81500-04, and in the Patient Information Management (PIM) system.

(Continued on next page)

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A = Active	CY = Calendar Year	DE = Destruction	
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCIMS	
FD = Final Disposition	NA = Not Applicable	FR = Full Retention by BCIMS	
OPR = Office of Primary Responsibility	w = week	m = month	y = year
PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records	
BCIMS = B.C. Information Management Services	SO = Superseded or Obsolete		

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A    SA    FD

### 81500 PATIENT TRACKING (Continued)

PIB	-03	Patient profile cards - active patients (arrange alphabetically)	SO	NA	NA
-----	-----	---	----	----	----

SO = when the patient's clinical/legal file is closed

NA = When the patient's file is closed and diagnostic codes have been added to the profile card, it is reclassified to secondary 81500-04 for their semi-active retention and disposition.

PIB	-04	Patient profile cards - inactive patients (arrange numerically)	SO+15y nil	FR
-----	-----	--	------------	----

SO = when the inpatient clinical/legal file is closed

15y = This retention ensures that records are retained for the same period as the inpatient clinical/legal case files.

FR = BCIMS will fully retain all patient profile cards for the government archives because of their significant research value. These cards index the patient case files, and contain diagnostic information invaluable to researchers seeking to identify files relating to particular mental disorders.

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A    SA    FD

### 81500 PATIENT TRACKING (Continued)

BCIMS will interfile each new batch of cards into the existing patient profile card series, in numerical order. Thus the indexing function of these cards will be maintained.

- |     |  |    |     |    |
|-----|--|----|-----|----|
| -05 | Nursing reports 24 hours (midnight to midnight report) | 6m | nil | DE |
| -06 | Daily summary census reports                           |    |     |    |
| -07 | Separation and activation reports                      |    |     |    |
| -08 | Daily admission and transfer reports                   |    |     |    |

OPR = Bed Utilization Management Committee

- |     |                       |
|-----|-----------------------|
| -09 | Duty to warn lists    |
| -10 | Unauthorized absences |

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A = Active	CY = Calendar Year	DE = Destruction
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OPR = Office of Primary Responsibility		w = week    m = month    y = year
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<u>A</u>	<u>SA</u>	<u>FD</u>
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81600 RISK MANAGEMENT

Records relating to the identification, evaluation and reduction of preventable adverse occurrences that could lead to injury and/or loss of Forensic Psychiatric Institute resources. Includes risk management incident reports, investigative reports, correspondence and memoranda.

For occupational health and safety, see *ARCS* primary 1460.  
For Workers' Compensation Board claims, see *ARCS*  
primary 1305.

Unless otherwise specified below, the ministry OPR  
(Risk Management Committee, Forensic Psychiatric Institute)  
will retain these records for:

CY+2y 5y DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:

SO      nil      DE

-00 Policy and procedures - OPR  
- non-OPR

SO	5y	FR
SO	nil	DE

-01            General

PIB	-20	Risk management incident reports
-----	-----	----------------------------------

-30 Risk management investigations case files

(Continued on next page)

A = Active                      CY = Calendar Year                      DE = Destruction  
SA = Semi-active                      FY = Fiscal Year                      SR = Selective Retention by BCIMS  
FD = Final Disposition                      NA = Not Applicable                      FR = Full Retention by BCIMS  
OPR = Office of Primary Responsibility                      w = week    m = month    y = year  
PIB = Personal Information Bank                      VR = Vital Records                      PUR = Public Use Records  
BCIMS = B.C. Information Management Services                      SO = Superseded or Obsolete

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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A    SA    FD

### 81600 RISK MANAGEMENT (Continued)

CY+7y = This combined active and semi-active retention period will ensure that records are retained until the expiration of the right to initiate a legal action specified under the *Limitation Act* (RSBC 1996, c. 266). The extra year allows for the serving of notice on all parties.

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A = Active	CY = Calendar Year	DE = Destruction
SA = Semi-active	FY = Fiscal Year	SR = Selective Retention by BCIMS
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PIB = Personal Information Bank	VR = Vital Records	PUR = Public Use Records
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## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **INFORMATION SYSTEM OVERVIEW**

#### **MINISTRY:**

Ministry of Health and Ministry Responsible for Seniors

#### **DIVISION, BRANCH, SECTION OR OFFICE:**

Forensic Psychiatric Services

#### **SYSTEM TITLE:**

Patient Information Management System (PIM)

#### **PURPOSE:**

The purpose of the Patient Information Management System is to assist Forensic Psychiatric Services staff in tracking patients and clients through their admission, assessment, treatment and discharge, and to maintain a database of all patients for statistical and research purposes.

#### **INFORMATION CONTENT:**

PIM consists of three databases: the Adult Forensic Psychiatric Services database, Youth Court Services database and the Maples Adolescent Centre database (which includes Family Court Centre clients). Information maintained includes: patient/client demographic information, patient/client number, physical description, medical history, financial and employment information, social insurance number, personal health number, next of kin/parent or guardian contact information, referral and admission information, attending psychiatrist, psychologist, social worker, nurse and/or case management coordinator, patient movement (absences, leaves, transfers, discharges), ward counts, court information, information relating to the nature of the offence and previous convictions, Review Board hearing date, Review Panel hearing date, psychological tests, program placements, diagnoses, behavioural and medical alerts, discharge and follow-up information.

#### **RETENTION AND DISPOSITION SUMMARY:**

Data in the Patient Information Management System is retained until superseded or obsolete, then destroyed.

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Manuals (programmers' reference and users' guides) are retained until the database is superseded or obsolete, and then destroyed.

Nightly backups are stored on tape and cycled weekly. Weekly backups are performed on Wednesday and are cycled monthly. Monthly backups are retained for 13 months. All backups are stored on tape in off-site storage.

For computer backup tape, see schedule 112910.

For transitory electronic data processing (EDP) records, see schedule number 102902.

### **INPUTS/PROCESSES/OUTPUTS:**

#### **INPUTS**

Inputs for the adult database consist of: census reports, outpatient activity forms, disposition data sheets, and data from records maintained on the patient file such as legal orders, admission/assessment data sheets, discharge treatment notes, medical summary sheets, etc. Disposition data sheets are destroyed after data entry has been verified. Nursing reports 24 hours and outpatient activity forms are maintained for 6 months after data entry. Inputs are classified in the *Forensic Psychiatric Services ORCS*, Section 2 as follows:

81210-20	Forensic Psychiatric Institute inpatient clinical/legal case files
81220-02	Outpatient activity forms
81500-05	Nursing reports 24 hours

Inputs for the youth databases consist of: daily census reports, data from referral sheets, intake summaries, and other information maintained on the client file. Inputs are classified in Section 3 as follows:

82110-20	Family Court Centre client files
82120-20	Maples Adolescent Centre client files
82130-20	Youth Court Services Inpatient Assessment Unit client files
82140-20	Youth Court Services Outpatient client files
82200-03	Daily census reports
82200-07	Referrals

#### **PROCESSES**

PIM allows staff to enter and edit admission and assessment data, track documents for charting purposes, maintain a central patient index which can be searched on a number of data elements, maintain the census, and print regular and *ad hoc* statistical reports.

Patients of Adult Forensic Psychiatric Services and Youth Court Services are admitted

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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under legal order. Clients of the Maples Adolescent Centre and Family Court Centre are admitted by referral from mental health centres, the Ministry for Children and Families, or legal counsel. Orders and referrals are forwarded to the appropriate program, and when the patient/client is admitted, a chart is opened (or re-opened) and information is entered onto the PIM system. Outpatient activity forms, intake summaries, assessment reports, results of examinations, treatment plans, detention renewals, diagnostic codes, etc. are entered onto the system by medical records staff and support staff.

Midnight to midnight reports documenting patient movement such as admissions, transfers, leaves and discharges are completed on each unit each night and are used to compile the daily census, which is also entered onto the system.

### OUTPUTS

Outputs consist of some 40 predefined and other user-defined reports generated on a weekly, bi-weekly, monthly and *ad hoc* basis. These are classified as follows:

Section 2, *Adult Forensic Psychiatric Services*, primary 81200:

81200-03      PIM statistical output reports - adult

Section 3, *Youth Forensic Psychiatric Services*, primary 82100:

82100-03      PIM statistical output reports - Maples Adolescent Centre

82100-04      PIM statistical output reports - Youth Court Services

### SOFTWARE ENVIRONMENT:

PIM was written in Business BASIC and runs in a UNIX environment.

### HARDWARE ENVIRONMENT:

The PIM system runs on a Data General AViiON 4625 located at the Forensic Psychiatric Services Headquarters in Burnaby.

### SYSTEM MILESTONES:

1969    Maples Adolescent Centre established  
1975    Forensic Psychiatric Services established  
1989    Family Court Centre established  
1989    PIM developed, based on software developed by the Ontario Ministry of Health  
1990    PIM implemented, pre-1990 patient data is entered for Forensic Psychiatric Institute patients, and basic admission and discharge data is entered for pre-1990 outpatients and clients of Youth Services

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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### **USER CONTACTS:**

Supervisor, Health Information Services, Forensic Psychiatric Institute,  
(604) 524-7730.

Supervisor, Client Information, Youth Forensic Psychiatric Services, (604) 660-5810.  
Clinical Data Coordinator, Administration and Planning Division, Forensic Psychiatric Services, (604) 660-0668

### **TECHNICAL CONTACTS:**

Systems Analyst, Administration and Planning Division, Forensic Psychiatric Services,  
(604) 660-5774.

### **DOCUMENTATION/MANUALS CROSS REFERENCES:**

*P.I.M. Reference Manual*, 1990 (revised 1996)  
*Client Information Management User Manual*, 1990 (revised 1996)  
*Adult Services Patient Information Management (PIM) Report Manual*, July 1995  
*Youth Court Services Patient Information Management (PIM) Report Manual*, July 1995  
*Maples Adolescent Treatment Centre Patient Information Management (PIM) Report Manual*, July 1995.  
Technical reference manuals

### **OPERATIONAL RECORDS CLASSIFICATION:**

*Forensic Psychiatric Services ORCS*, Section 2, primary 81200:

81200-02      Patient Information Management System - adult database

*Forensic Psychiatric Services ORCS*, Section 3, primary 82100:

82100-02      Patient Information Management System - youth databases

### **CLASSIFICATION SYSTEM CROSS REFERENCES (OTHER RELATED RECORDS):**

*Forensic Psychiatric Services ORCS*, Section 2, primaries 81200-81500:

81200 Assessment and Treatment - General  
81210 Assessment and Treatment - Inpatients  
81220 Assessment and Treatment - Outpatients  
81500 Patient Tracking

*Forensic Psychiatric Services ORCS*, Section 3, primaries 82100-82200:

82100 Assessment and Treatment - General

## **OPERATIONAL RECORDS CLASSIFICATION SYSTEM**

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- 82110 Assessment and Treatment - Family Court Centre
- 82120 Assessment and Treatment - Maples Adolescent Centre
- 82130 Assessment and Treatment - Youth Court Services Inpatients
- 82140 Assessment and Treatment - Youth Court Services Outpatients
- 82200 Client Tracking



## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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### APPENDIX A: Summary of Amendments between the *Adult Forensic Psychiatric Services ORCS* and the *Youth Justice, Forensic and Specialized Intervention Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
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The *Forensic Psychiatric Services ORCS*, approved in 1997, has been amended to reflect the transfer of functions pertaining to children and youth to the Ministry of Children and Family Development (MCFD).

#### Key changes include:

- **Section 3 of the *Forensic Psychiatric Services ORCS* has been superseded** in its entirety by the new *Youth Justice, Forensic and Specialized Intervention Services ORCS*.
- **Section 1 of the *Forensic Psychiatric Services ORCS* no longer applies to functions pertaining to children and youth.** Records pertaining to children and youth that were previously classified under section 1 of the *Forensic Psychiatric Services ORCS* are to be re-classified to the applicable secondary in the new *Youth Justice, Forensic and Specialized Intervention Services ORCS*. Re-classification will only pertain to records in the custody and control of MCFD.
- **Title changed to *Adult Forensic Psychiatric Services ORCS*.**

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
<b>SECTION 1 FORENSIC PSYCHIATRIC SERVICES</b>			
<b>80000</b>	<b>FORENSIC PSYCHIATRIC SERVICES – GENERAL</b>	<b>Superseded by various primaries and secondaries</b>	
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 82000-01 General.	Reduced from CY+2y/2y/DE to CY+1y/nil/DE
<b>80100</b>	<b>ISSUES AND STUDIES</b>	<b>Superseded by various primaries and secondaries</b>	
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.

[Key to ARCS/ORCS Codes and Acronyms](#)

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-01	General	Superseded by secondary 82000-01 General.	Reduced from CY+2y/2y/DE to CY+1y/nil/DE
-20	Community agency liaison files	Superseded by ARCS secondary 230-20 Cooperation and liaison files.	Changed from SO/nil/DE to CY+2y/nil/DE
-30	Forensic psychiatric issue files	Superseded by secondary 80300-10 Final reports, publications, descriptions and outcomes	Changed from SO/2y/FR to CY/nil/FR
-40	Forensic psychiatric reference files	Superseded by ARCS secondary 358-20 Library & Topical reference files.	Unchanged
<b>80200</b>	<b>PROFESSIONAL DEVELOPMENT</b>	<b>Superseded primarily by 80000 COMMON SERVICES - GENERAL</b>	
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 80000-01 General.	Reduced from CY+2y/2y/DE to CY+1y/nil/DE

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-02	College and university curricula	Superseded by secondary 80000-10 Volunteer coordination records	Changed from CY+2y/5y/DE to SO/nil/DE
-03	Fellowship programs	Superseded by secondary 80000-10 Volunteer coordination records	Changed from CY+2y/5y/DE to SO/nil/DE
<b>80300</b>	<b>PROGRAM EVALUATION AND RESEARCH</b>	<b>Superseded primarily by 80300 PROGRAM PLANNING, EVALUATION AND RESEARCH</b>	
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 80300-01 General.	Reduced from CY+2y/2y/DE to CY+1y/nil/DE
-20	Clinical and behavioural research project files	Final reports are classified under secondary 80300-30 Final reports, publications, descriptions and outcomes. Research project files and data are classified under secondary 80300-30 Research project files and data.	Depends on which secondary applies.

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-30	Program development and analysis project files	Final reports are classified under secondary 80300-30 Final reports, publications, descriptions and outcomes. Program development and analysis is classified under secondary 80300-30 Program planning working files.	Depends on which secondary applies.
<b>SECTION 3 YOUTH FORENSIC PSYCHIATRIC SERVICES</b>			
<b>82000</b>	<b>YOUTH FORENSIC PSYCHIATRIC SERVICES – GENERAL</b>	<b>Superseded by various primaries and secondaries</b>	
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 82000-01 General.	Reduced from CY+2y/2y/DE to CY+1y/nil/DE
<b>82100</b>	<b>ASSESSMENT AND TREATMENT – GENERAL</b>	<b>Superseded by various primaries and secondaries</b>	

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 82000-01 General.	Reduced from CY/2y/DE to CY+1y/nil/DE
-02	Patient Information Management (PIM) system – youth databases (includes Maples)	Superseded by secondary 80000-25 Client data.	unchanged
-03	PIM statistical output reports – Maples Adolescent Centre	Superseded by secondary 80300-15 Statistics and tracking.	Changed from CY+2y/2y/DE to SO/nil/DE
-04	PIM statistical output reports – Youth Court Services	Superseded by secondary 80300-15 Statistics and tracking.	Changed from CY+2y/2y/DE to SO/nil/DE
<b>82110</b>	<b>ASSESSMENT AND TREATMENT – FAMILY COURT CENTRE</b>	<b>Superseded primarily by 82110 ASSESSMENT AND TREATMENT – FAMILY COURT CENTRE</b>	

[Key to ARCS/ORCS Codes and Acronyms](#)

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Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 82110-01 General.	Reduced from CY/2y/DE to CY+1y/nil/DE
-20	Family Court Centre client files	Superseded by secondary 82110-20 Family Court Centre client files.	Increased from SO+1y/25y/DE to SO/90y/DE
<b>82120</b>	<b>ASSESSMENT AND TREATMENT – MAPLES ADOLESCENT CENTRE</b>	<b>Superseded primarily by 82120 ASSESSMENT AND TREATMENT – MAPLES ADOLESCENT TREATMENT CENTRE</b>	
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 82120-01 General.	Reduced from CY/2y/DE to CY+1y/nil/DE

[Key to ARCS/ORCS Codes and Acronyms](#)

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### **APPENDIX A: Summary of Amendments between the Adult Forensic Psychiatric Services ORCS and the Youth Justice, Forensic and Specialized Intervention Services ORCS**

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-20	Maples Adolescent Treatment client files	Superseded by secondary 82120-20 Maples client files.	Changed from SO+1y/49y/ SR to SO/71y/DE
<b>82130</b>	<b>ASSESSMENT AND TREATMENT – YOUTH COURT SERVICES INPATIENTS</b>	<b>Superseded primarily by 82130 ASSESSMENT AND TREATMENT – YOUTH FORENSIC PSYCHIATRIC SERVICES: INPATIENTS</b>	
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 82130-01 General.	Reduced from CY/2y/DE to CY+1y/nil/DE
-20	Youth Court Services Inpatient Assessment Unit client files	Superseded by secondary 82130-20 Inpatient client files.	Changed from SO+1y/49y/ FR to SO/71y/DE
<b>82140</b>	<b>ASSESSMENT AND TREATMENT – YOUTH COURT SERVICES OUTPATIENTS</b>	<b>Superseded primarily by 82140 ASSESSMENT AND TREATMENT – YOUTH FORENSIC PSYCHIATRIC SERVICES: OUTPATIENTS</b>	

[Key to ARCS/ORCS Codes and Acronyms](#)



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### APPENDIX A: Summary of Amendments between the *Adult Forensic Psychiatric Services ORCS* and the *Youth Justice, Forensic and Specialized Intervention Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 82140-01 General.	Reduced from CY/2y/DE to CY+1y/nil/DE
-20	Youth Court Services outpatient client files	Superseded by secondary 82140-20 Outpatient client files.	Changed from SO+1y/49y/FR to SO/71y/DE
<b>82200</b>	<b>CLIENT TRACKING</b>	<b>Superseded primarily by 82200 DAILY OPERATIONS</b>	
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 82200-01 General.	Reduced from CY/2y/DE to CY+1y/nil/DE
-02	Admission and discharge lists	Superseded by secondary 82200-05 Daily lists and sheets.	Changed from CY+2y/2y/DE to CY+2y/nil/DE

[Key to ARCS/ORCS Codes and Acronyms](#)

## OPERATIONAL RECORDS CLASSIFICATION SYSTEM

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Records Officer](#).

### APPENDIX A: Summary of Amendments between the *Adult Forensic Psychiatric Services ORCS* and the *Youth Justice, Forensic and Specialized Intervention Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-03	Daily census reports	Superseded by secondary 82200-05 Daily lists and sheets.	Changed from 4m/nil/DE to CY+2y/nil/DE
-04	Detention renewals	Superseded by secondary 82200-05 Daily lists and sheets.	Changed from CY/2y/DE to SO/nil/DE
-05	Intake minutes	Superseded by secondary 82200-17 Screening and intake minutes.	Changed from CY/2y/DE to CY/14y/DE
-06	Master patient index	Superseded by secondary 80300-15 Statistics and tracking.	Unchanged
-07	Referrals	All approved referrals are filed on the applicable client file and classified accordingly. Referrals (denied and withdrawn) are classified either on the applicable client file or under secondary 82200-25 Referrals (denied and withdrawn).	Depends on which secondary applies.
-08	Referrals – withdrawn	Referrals (denied and withdrawn) are classified either on the applicable client file or under secondary 82200-25 Referrals (denied and withdrawn).	Depends on which secondary applies.
-09	Review Panel schedules	Superseded by ARCS secondary 100-30 Appointment and meeting scheduling records.	Changed from CY+2y/nil/DE to SO/nil/DE
<b>82300</b>	<b>INCIDENTS AND COMPLAINTS</b>	<b>Superseded by various primaries and secondaries</b>	

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### APPENDIX A: Summary of Amendments between the *Adult Forensic Psychiatric Services ORCS* and the *Youth Justice, Forensic and Specialized Intervention Services ORCS*

Primary/ Secondary	Title	Type of Change	New retention A/SA/FD
-00	Policy and procedures	Superseded by secondaries 80200-00 Policy - final or 80200-20 Policy development case files.	Unchanged for final policies. New secondary for policy development case files.
-01	General	Superseded by secondary 82200-01 General.	Reduced from CY/2y/DE to CY+1y/nil/DE
-02	Communication logs (behavior logs)	Superseded by either secondary 82200-10 Behaviour log books or secondary 82200-15 Non-behaviour log books.	Depends on which secondary applies
-03	Complaints and investigations	Investigations of critical incidents and reportable circumstances are classified under secondary 80100-20. Complaints and incidents not pertaining to a critical incident or reportable circumstance are classified under secondary 82200-03 Complaints and incidents (neither critical nor reportable circumstance).	Depends on which secondary applies
-04	Incident reports and investigations	Investigations of critical incidents and reportable circumstances are classified under secondary 80100-20. Complaints and incidents not pertaining to a critical incident or reportable circumstance are classified under secondary 82200-03 Complaints and incidents (neither critical nor reportable circumstance).	Depends on which secondary applies

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