

ABORIGINAL SELF-IDENTIFIER SCRIPT

November 2007

Steps

1. Introduce the ASI form EIA3187
2. Emphasize **voluntary** aspect of completing the form
3. Explain benefits of completing the form
4. Explain the support from the Aboriginal community
5. Protection of personal information
6. If the person says no to completing the form
7. If the person wishes to identify as Aboriginal
8. If the person agrees to complete the form, but is not Aboriginal
9. Thank the person for considering the form
10. Close the conversation

Step	Rationale/Action	Suggested Script
1. Introduce the ASI form EIA3187	<p>MIS: Review the OPN U screen to determine if the form has already been completed.</p> <p>If not, introduce the form during either the application or review process. Ask all individuals so everyone has the opportunity to consider completing the survey.</p>	<p><i>The ministry is inviting all new applicants and recipients to consider filling out the Aboriginal Self-Identifier form.</i></p> <p><i>There are only three questions to answer and it takes just a few minutes to complete.</i></p> <p><i>The form asks if you identify yourself as an Aboriginal person, and if so, whether you are First Nations, Métis or Inuit. If you indicate First Nations, you can also indicate if you are registered under the Indian Act of Canada.</i></p> <p><i>If you do not identify yourself as an Aboriginal person, you answer no to the questions.</i></p>
Person is not an Aboriginal person	Person indicates they are not an Aboriginal person and asks why are you asking me to complete this form?	<p><i>All applicants and recipients are being asked to complete the ASI form as many people may not appear to be of Aboriginal descent.</i></p> <p><i>(Those who are not of Aboriginal descent would indicate they are not aboriginal and the rest of the</i></p>

Step	Rationale/Action	Suggested Script
		<i>questions would not apply).</i>
2. Emphasize voluntary aspect of completing the form	Explain that completion of the form is entirely voluntary and has absolutely no impact on the individual's eligibility for BCEA programs and services.	<i>You are not required to complete this form. It is completely voluntary and whether you choose to complete the form or not, it will not impact your eligibility for programs and services.</i>
3. Explain benefits of completing the form		<p><i>The information provided in the Aboriginal Self Identifier will be used by the ministry to refer clients to culturally appropriate resources and to assist in the development of programs for Aboriginal people.</i></p> <p><i>The data will also assist the ministry to identify which programs are the most effective for Aboriginal people.</i></p>
4. Explain the support from the Aboriginal community for the collection of this data	The ministry has had discussions with Aboriginal organizations in the development of the ASI form. Many Aboriginal organizations support the ASI initiative as a way to improve services and outcomes for aboriginal people.	<p><i>The ministry has had discussions with Aboriginal leaders and organizations about the collection of information and the development of the ASI questions.</i></p> <p><i>The Ministry of Aboriginal Relations and Reconciliation also worked with Aboriginal organizations and with the First Nations Leadership Council to develop the Data Standard that will be used across all BC government ministries for the collection and analysis of information about Aboriginal people. These questions are based on that Data Standard.</i></p>
5. Protection of personal information	Reassure the individual that the ministry must protect personal information as legislated under the <u>Freedom of Information and Protection of Privacy Act</u> . At no time will personal information ever be released.	<p><i>Your personal information is protected under the <u>Freedom of Information and Protection of Privacy Act</u>. This is true for all clients of the ministry.</i></p> <p><i>Aboriginal data and personal information collected will not be used to do eligibility-related data</i></p>

Step	Rationale/Action	Suggested Script
		<p><i>matches with any other federal or provincial programs.</i></p> <p><i>Are you willing to complete the form?</i></p>
<p>6 If the person says “No” to completing the form</p>	<p>Explain the benefits of completing the ASI form. Provide opportunity for client to take the form away and contact Aboriginal organization to answer any further questions.</p> <p>If person still does not wish to complete the form, enter the decision into MIS as per the Systems Memo. MIS will reset and prompt the question again at the next review.</p>	<p><i>The ministry wants to improve outcomes for Aboriginal people by offering more culturally sensitive programs and referrals to more appropriate resources.</i></p> <p><i>Your response is important for the ministry to understand which programs are effective and determine future needs of the Aboriginal community.</i></p> <p><i>You may take the form with you and decide later if you wish to complete it. You can also discuss the form with an Aboriginal organization. Here is a list of Aboriginal organizations that have agreed to answer any questions you may have.</i></p>
<p>7 If the person agrees to self-identify as an aboriginal person</p>	<p>Offer to review the form with the individual. Ensure the person and or spouse signs and dates it, then place in the client’s file. Enter the information into MIS as per the Systems Memo.</p>	<p><i>Review the form verbally with the client.</i></p>
<p>8 If the person agrees to complete the form, but answers no to being an aboriginal person</p>	<p>No need for a signature or retention of the form. Enter the information into the MIS system as per the Systems Memo.</p>	
<p>9 Thank the person for considering the form</p>		<p><i>Thank you for taking the time to complete the form. Your participation is important to help the ministry provide effective programs and services for Aboriginal clients.</i></p>



Step	Rationale/Action	Suggested Script
10 Close the conversation and continue with the interview		