

ROUTINELY DISCLOSED RECORDS/INFORMATION

Program Name	Type of Records/Information Routinely Disclosed	How are records released (i.e. Phone, Fax, Web, in person, etc)	Comments
Policy & Planning - Metrics and Planning	Population health assessment statistics	internet	
Policy & Planning - Emergency Planning	Hot weather response	Internet	
Policy & Planning - Environmental Protection Office	Smog Alerts	Internet	
Finance & Administration	Nil		
Communicable Disease Control – AIDS & SH Info Line	Nil		The AIDS and Sexual Health InfoLine is an anonymous telephone counselling service and the identity of callers are not recorded. Documentation records are retained.
Communicable Disease Control – CID/IC	Nil		
Communicable Disease Control - CDLU	Nil		
Communicable Disease Control - TB	New TB case in the homeless/under housed	TB sends out a generic notice about the exposure site and plans for follow up of contacts.	
Communicable Disease Control - SHC	Sexual Health Clinic Records	Available @ the SH Clinic	Info provided directly to clients
Communicable Disease Control - SHC	Sexual Health Clinic Records	Information required for referrals faxed to other HICs	Client would be informed and agree to referral
Communicable Disease Control - VPD	Immunization Information from IRIS database	Printed copy of the immunization card can be faxed, mailed or picked up at one of four regional offices	Info is provided directly to the client or to the parent of a child

TORONTO PUBLIC HEALTH – ROUTINELY DISCLOSED RECORDS/INFORMATION

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Communicable Disease Control - VPD	Hard copy of VPD investigation of Adverse Vaccine Event	Copy of the record is couriered to the client or the Ministry of Health. Client can also pick up at 850 Coxwell office	Info is provided to the client or to the parent of a child. Information is sent to the Ministry for audit purposes on Ministry's request
Communicable Disease Control - VPD	Letter written indicating a vaccine provided by TPH (Influenza, Hepatitis A ect)	Can be mailed, faxed or picked up in person at 850 Coxwell	Info is provided directly to the client or to the parent of a child
Dental & Oral Health Services	Dental Records including duplicate x-rays and Patient Medical History	<ol style="list-style-type: none"> 1. Duplicates given to patient in person. 2. Verbal by phone to referring dental clinics. 3. Fax of dental records and medical history faxed to referring dental clinics. 	Information provided to patients and referring dental clinics
Dental & Oral Health Services	CINOT and OW pre-determination authorization	Mail to dental clinics	
Healthy Environments – Animal Services	Most general statistical information that is readily attainable from the data base is provided on an ad hoc basis.	Phone, fax, e-mail, letter	Info provided directly to requester
Healthy Environments	West Nile Virus activity statistics	Website and Toronto Health Connection call center	Human cases, positive birds, mosquitoes, larval dipping zones.
Healthy Environments	Tobacco Control Program statistics	Email/Phone	Mostly media requests
Healthy Environments	Food Safety Program Inspection and Enforcement results	Website, Inspection Notices, Inspection Report, Food Line (phone)	DineSafe website updated daily except on weekends and public holidays. Inspection history kept on the website for 2 years.
Healthy Environments	Food Safety Program statistics	Email/phone	Number of inspections, number of types of infractions, compliance rates
Healthy Environments	Beach sampling and posting information	Website	Website updated daily
Healthy Environments	Health Hazard investigation statistics	Email/phone	Number of complaints on a specific issue such as mould, rat infestation.
Healthy Environments	Pool Operators Manual	Hard Copy and web	Given directly to client

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Healthy Environments	Spa Operators Manual	Hard Copy and web	Given directly to client
Health Families/ Healthy Living <ul style="list-style-type: none"> • Reproductive and Infant Health • Child Health • Family Home Visitor • Vulnerable Adults/Seniors • Sexual Health • Mental Health • Toronto Preschool Speech and Language • Healthiest Babies Possible 	1. Individual client /family records	Available from TPH service provider.	Routine disclosure to the client – information as it relates to the client and/or custodial child(ren) only
	2. Consent Forms	Available from TPH service provider.	Routine disclosure to the client – information as it relates to the client and/or custodial child(ren) only - client reviews and signs form
	3. Healthy Babies Healthy Children Service Plan	Available from TPH service provider.	Routine disclosure to the client – information as it relates to the client and/or custodial child(ren) only -copy intended to be given to the client
Healthy Families/ Healthy Living	General Program/Services information	Web	<ul style="list-style-type: none"> • Any information posted on the internet is accessible to the public • Any information posted on the intranet is available to City Staff and City Councilors