



GOVERNMENT OF BERMUDA
Ministry Of Health

**Information Statement
for K Margaret Carter Centre
(administered under Ageing and Disability Services of Ministry Headquarters)**

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Introduction to Your Rights under Public Access to Information

This document is the Information statement for the K Margaret Carter Centre, administered under Ageing and Disability Services, Ministry Headquarters Authority. In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

How to make a request

Requests for information, or to amend your personal information, must be made using the application form, and submitted in person to the Ministry Information Officer. See Section G for how to make a request including the documents needed, record specificity, contact information and process timelines

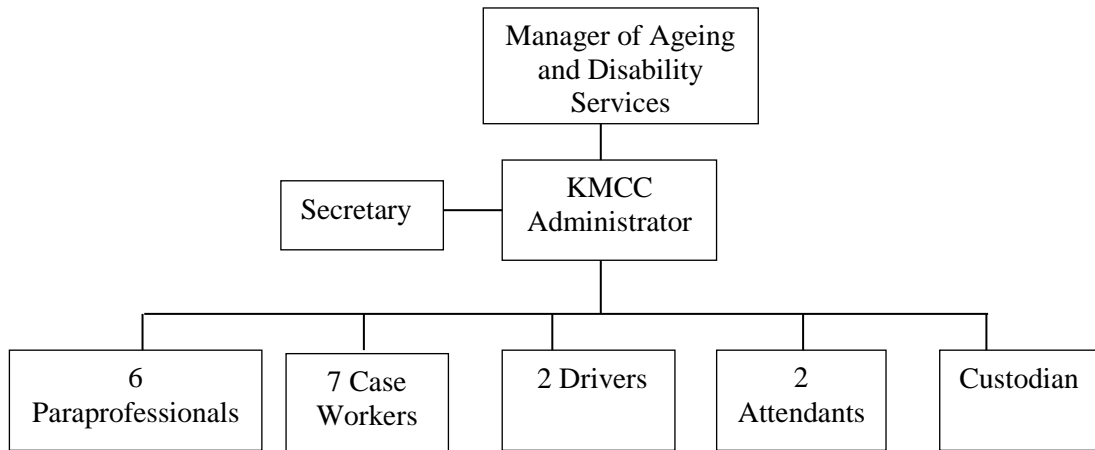
Key, including definitions

- ADS means Ageing and Disability Services (formerly National Office for Seniors and the Physically Challenged (NOSPC))

- Authority means the Ministry Headquarters
- KMCC means the K Margaret Carter Centre
- Ministry means the Ministry of Health
- PATI means Public Access To Information
- [] Square brackets, refer to sections of the PATI Act, unless another Act is indicated

Section A: Structure, Organization and Governing Legislation [s5(1)a]

Insert structure of Authority (a chart – if helpful, and some explanatory text):



Cost Center: 31160 K Margaret Carter Centre

In October 2013, Opportunity Workshop and the Orange Valley Center were merged into a single entity called Opportunity Workshop. In May 2015, Opportunity Workshop was renamed the K. Margaret Carter Centre (see section C – services for more information)

Insert Governing Legislation:

The Public Health Act, 1949

Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]

None legislated.

Section B2: Obligations under PATI Act [s5(1)b]

Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
 - a. General information, e.g. activities of the Authority
 - b. Log of all information requests and their outcome
 - c. Quarterly expenditure (upon request) [s6(5)]
 - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]

5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
 - a. **Managing Fees** for Requests for information
 - b. Management and maintenance of **records**
 - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

Section C: Services and Programmes provided [s5(1)c]

K. Margaret Carter Centre (KMCC) is a government managed training center. The aim of KMCC is to promote service delivery that is dedicated to improving the quality of life of adults with disabilities. This is achieved by preparing and providing them with meaningful work experience in an integrated community or extended (sheltered) employment through vocational, rehabilitation and supervised work experience. KMCC offers the following programs:

1. **Employment & Training Program.** The Employment Program encourages clients with mild disabilities to unlock unrealized potential and assist them in becoming less dependent, more self-directed and socially active participants in their community by acquiring work and / or volunteer skills to retain full- time or semi employment.
2. **Production Centre Program.** In the production center program, persons with disabilities perform a variety of tasks and acquire on the job training that enhances workplace skills. Clients are trained in specific job skills, work place etiquette and other disciplines.
3. **Treatment Program.** Occupational therapy is a healthcare service in which an occupational therapist is skilled in the assessment and treatment of individuals who are limited by physical injury or illness, psychological dysfunction, developmental or learning disabilities, or the aging process through the use of purposeful activity and adaptive equipment and technology in order to maximize independence, prevent disability and maintain health.
4. **Functional Skills Program.** Addresses life skills that persons use every day, in different environments. The outcome of the program, when successful, is a direct increase in personal independence in those with autism, intellectual disabilities and related disorders.
5. **Adult Day Centre Program.** Provides social, recreational and community awareness activities to meet the needs of our older (ages 40+), learning and physically disabled clients who are no longer apt to benefit from intense training in vocational and functional skills.

Section D: Records held [s5(1)d]

1. *Client records*. (2013). (Exemption section 23 - personal information). Demographic and contact information for each client, client care plans and assessments.
2. Brochures: *KMCC Brochure* (2013). (Public Access). Details the programs available at the Centre.

Section E: Administration manuals [s5(1)e]

1. *Programme Profile for KMCC* (2013). (Public Access). Describes each programme available at KMCC including the outcomes expected and services to be received.

Section F: Decision-making documents [s5(1)f]

1. *Functional Inventory Skills Handbook (F.I.S.H)/Becker Work Adjustment Profile* (2009). (Public Access). These are screening tools to determine a person's ability to perform certain functional activities. They were developed for special education teachers, para-educators, and parents working with individuals with severe developmental disabilities.
2. *KMCC Policies* (draft 2016) (Public Access). Policies pertaining to admission, assessment, service provision, challenging behaviors, program participation and termination for any program at KMCC.

Section G: The Information officer [s5(1)g]

How to make a request for information, or to amend your personal information

Requests must be made using the application form and submitted in person to the Information Officer. You must also provide Government-issued identification to prove that you are a Bermudian or a resident of Bermuda, such as a passport or Bermuda driver's license. The process and application form are located at: <https://www.gov.bm/online-services/make-pati-request>

A request must identify the record, the subject and time period. Requests should specify the manner in which access is preferred, for example by inspection or by copy. There is a fee charged for reproducing materials (see list of fees on the PATI website at: <https://www.gov.bm/pati-service-fees>).

Your request will be acknowledged within 5 days. The Public Authority has 6 weeks to make a decision regarding the request. Access to the record may be provided in full, in part or denied. If you are not satisfied with the outcome you may appeal the decision via several mechanisms: an Internal Review by the head of the Authority, an External Review by the Information Commissioner, and a Judicial Review in the Supreme Court. These processes are described on the PATI website (<https://www.gov.bm/public-access-information-pati>).

Contact	PATI Information Officer, Ms. Sarah D'Alessio c/o Ministry of Health <i>Re: K Margaret Carter Centre</i>
Visit	Continental Building, 25 Church Street, Hamilton HM 12
Mail*	P.O. Box HM 380, Hamilton HM BX, Bermuda
Tel	278-4906
Email*	mohpati@gov.bm Add subject line: <i>PATI request re Ageing and Disability Services</i>

* Note requests for information will only be accepted for submissions made in-person so as to verify the requestor's identity.

Section H: Further Information [s5(1)h]

1. **About us** is available on the government website at: <https://www.gov.bm/ministry/health-and-seniors>.
2. The legislation listed in this document may be found at Bermuda Laws Online www.bermulaw.com.
3. **Annual Budget:** For the annual expenditure of the Authority for the past fiscal period (31st Mar to 1st Apr), see the online Budget Book at: (www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select the Ministry).

Section I: Other Information As Prescribed [s5(1)i]

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure of the Authority will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H).
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Continental Building, 25 Church Street, Hamilton HM 12 Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
 - PATI website <https://www.gov.bm/public-access-information-pati> Y
 - Ministry website <https://www.gov.bm/ministry/health> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

Date Information Statement was updated:

Date: Jan 7 2019

Sign: 

Name: Keeona Belboda

Post: Manager, Ageing and Disability Services

Ends