

HRSA Freedom of Information Annual Report FY 2010

I. AGENCY: Health Resources and Services Administration

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ELECTRONIC ADDRESS FOR THIS REPORT ON THE WORLD WIDE WEB:

<http://www.hrsa.gov/foia/annualreports/foiaannualreport2010.pdf>

ADDRESS FOR PAPER COPIES OF THIS REPORT:

Freedom of Information Officer

Health Resources and Services Administration, HHS

5600 Fishers Lane, Rm. 6C-18

Rockville, MD 20857

II. HOW TO MAKE A FOIA REQUEST

For instructions how to submit a FOIA request electronically, go to -

<http://www.hrsa.gov/foia/index.html>

To submit a FOIA request by mail, send it to -

FOIA Office

Health Resources and Services Administration

5600 Fishers Lane, Rm. 6C-18

Rockville, Maryland 20857

2. Brief description of why some requests are not granted:

Requests are not granted if the information requested falls within one of the statute's enumerated exemptions, primarily Exemption 4 because the requested record contains proprietary business information, Exemption 5 because the requested record contains information that would reveal internal agency deliberations, or Exemption 6 because the requested record contains personal information such as social security numbers, home address and phone number or medical information.

III. ACRONYMS, DEFINITIONS, AND EXEMPTIONS:

1. Agency specific acronyms or other terms:

HHS - U.S. Department of Health and Human Services

OPDIVs - Operating Divisions of HHS

OS - Office of the Secretary, HHS

OASPA - Office of the Assistant Secretary for Public Affairs, HHS

AoA - Administration on Aging

ACF - Administration for Children and Families

AHRQ - Agency for Healthcare Research and Quality

ATSDR - Agency for Toxic Substances and Disease Registry

CDC - Centers for Disease Control and Prevention

FDA - Food and Drug Administration

HRSA - Health Resources and Services Administration

IHS - Indian Health Service

NIH - National Institutes of Health

OIG - Office of the Inspector General

OASH - Office of the Assistant Secretary for Health

PRO - Professional Review Organization

PSC - Program Support Center

SAMHSA - Substance Abuse and Mental Health Services Administration

2. Basic terms (from FOIA UPDATE, Summer 1997):

- Administrative Appeal** a request to a federal agency asking that it review at a higher administrative level a FOIA determination made by the agency at the initial request level.
- Average Number** the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.
- Backlog** the number of requests or administrative appeals that are pending at an agency at the end of the fiscal year that are beyond the statutory time period for a response.
- Component** for agencies that process requests on a decentralized basis, a "component" is an entity, also sometimes referred to as an Office, Division, Bureau, Center, or Directorate, within the agency that processes FOIA requests. The FOIA now requires that agencies include in their annual report data for both the agency overall and for each principal component of the agency.
- Consultation** the procedure whereby the agency responding to a FOIA request first forwards a record to another agency for its review because that agency has an interest in the document. Once the agency in receipt of the consultation finishes its review of the record, it responds back to the agency that forwarded it. That Agency, in turn, will then respond to the FOIA requester.
- Exemption 3 Statute** a federal statute that exempts information from disclosure and which the agency relies on to withhold information under subsection (b)(3) of the FOIA.
- FOIA Request** a FOIA request is generally a request to a federal agency for access to records concerning another person (i.e., a "thirdparty" request), or concerning an organization, or a particular topic of interest. FOIA requests also include requests made by requesters seeking records concerning themselves (i.e., "firstparty" requests) when those requesters are not subject to the Privacy Act, such as non-U.S. citizens. Moreover, because all firstparty requesters should be afforded the benefit of both the access provisions of the FOIA as well as those of the Privacy Act, FOIA requests also include any firstparty requests where an agency determines that it must search beyond its Privacy Act "systems of records" or where a Privacy Act exemption applies, and the agency looks to FOIA to afford the greatest possible access. All requests which require the agency to utilize the FOIA in responding to the requester are included in this Report. Additionally, a FOIA request includes records referred to the agency for processing and direct response to the requester. It does not, however, include records for which the agency has received a consultation from another agency. (Consultations are reported separately in Section XII of this Report.)
- Full Grant** an agency decision to disclose all records in full in response to a FOIA request.
- Full Denial** an agency decision not to release any records in response to a FOIA request because the records are exempt in their entireties under one or more of the FOIA exemptions, or because of a procedural reason, such as when no records could be located.
- Median Number** the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.
- MultiTrack Processing** a system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests granted expedited processing are placed in yet another track. Requests in each track are processed on a first in/first out basis.

Section VI: Administrative Appeals of Initial Determinations of FOIA Requests
See Department of Health and Human Services Annual Report

VII. FOIA Requests: Response Time for Processed and Pending Requests

VII.A. Processed Requests - Response Time for All Processed Perfected Requests

	Simple: Median Number of Days	Simple: Average Number of Days	Simple: Lowest Number of Days	Simple: Highest Number of Days	Complex: Median Number of Days	Complex: Average Number of Days	Complex: Lowest Number of Days	Complex: Highest Number of Days	Expedited Processing: Median Number of Days	Expedited Processing: Average Number of Days	Expedited Processing: Lowest Number of Days	Expedited Processing: Highest Number of Days
HRSA	0	0	0	0	14	15	1	174	0	0	0	0

VII.B. Processed Requests - Response Time for Perfected Requests in Which Information Was Granted

	Simple: Median Number of Days	Simple: Average Number of Days	Simple: Lowest Number of Days	Simple: Highest Number of Days	Complex: Median Number of Days	Complex: Average Number of Days	Complex: Lowest Number of Days	Complex: Highest Number of Days	Expedited Processing: Median Number of Days	Expedited Processing: Average Number of Days	Expedited Processing: Lowest Number of Days	Expedited Processing: Highest Number of Days
HRSA	0	0	0	0	14	15	1	174	0	0	0	0

VII.C. Processed Requests - Response Time in Day Increments

VII.C.(1) Simple Requests

	1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-300 Days	301-400 Days	401+ Days	TOTAL
HRSA	0	0	0	0	0	0	0	0	0	0	0	0	0	0

VII.C.(2) Complex Requests

	1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-300 Days	301-400 Days	401+ Days	TOTAL
HRSA	320	35	9	2	1	1	0	0	1	0	0	0	0	369

VII.C.(3) Expedited Requests

	1-20 Days	21-40 Days	41-60 Days	61-80 Days	81-100 Days	101-120 Days	121-140 Days	141-160 Days	161-180 Days	181-200 Days	201-300 Days	301-400 Days	401+ Days	TOTAL
HRSA	0	0	0	0	0	0	0	0	0	0	0	0	0	0

VII.D. Pending Requests - All Pending Perfected Requests

	Simple			Complex			Expedited Processing		
	Number Pending	Simple: Median Number of Days	Simple: Average Number of Days	Complex: Number Pending	Complex: Median Number of Days	Complex: Average Number of Days	Expedited Processing: Number Pending	Expedited Processing: Median Number of Days	Expedited Processing: Average Number of Days
HRSA	0	0	0	31	7	13	0	0	0

VII.E. Processed Requests - Ten Oldest Pending Perfected Requests

HRSA		10 th Oldest Request and Number of Days Pending	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	Oldest Request and Number of Days Pending
	Date of Receipt	09/14/2010	9/13/2010	9/13/2010	9/13/2010	9/13/2010	09/09/2010	09/09/2010	09/09/2010	06/01/2010	04/19/2010
	Number of Days Pending	12	14	14	14	14	16	16	16	86	116

Section VIII: Requests for Expedited Processing and Requests for Fee Waiver

VIII.A Requests for Expedited Processing

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate	Number Adjudicated Within Ten Calendar Days
HRSA	0	5	4.00	5.00	5

VIII. B Requests for Fee Waiver

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
HRSA	1	5	5.00	6.00

IX: FOIA Personnel and Costs

	Number of "Full Time FOIA Employees"	Number of "Equivalent Full Time FOIA Employees"	Total Number of Full Time FOIA Staff	Processing Costs	Litigation Related Costs	Total Costs
HRSA	2	1.50	3.50	\$399,810	\$0	\$399,810

X: Fees Collected for Processing Requests

HRSA	Total Amount of Fees Collected	Percentage of Total Costs
	\$4,629	1.16%

XI. FOIA Regulations

See the FOIA regulations at: <http://www.hhs.gov/foia/45cfr5.html>

XII: Backlogs, Consultations, and Comparisons

XII A. Backlogs of FOIA Requests and Administrative Appeals

	Number of Backlogged Requests as of End of Fiscal Year	Number of Backlogged Appeals as of End of Fiscal Year
HRSA	2	0

XII B. Consultations on FOIA Requests – Received, Processed, and Pending Consultations

	Number of Consultations Received from Other Agencies that Were Pending at Your Agency as of Start of the Fiscal Year	Number of Consultations Received from Other Agencies During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Processed by Your Agency During the Fiscal Year	Number of Consultations Received from Other Agencies that Were Pending at Your Agency as of End of the Fiscal Year
HRSA	0	0	0	0

XII C. Consultations on FOIA Requests – Ten Oldest Consultations Received from Other Agencies and Pending at Your Agency

	10 th Oldest Request and Number of Days Pending									Oldest Request and Number of Days Pending	
		9 th	9 th	7 th	6 th	5 th	4 th	3 rd	2 nd		
HRSA	0	0	0	0	0	0	0	0	0	0	0

XII D. Comparison of Numbers of Requests from Previous and Current Annual Report – Requests Received, Processed, and Backlogged

XII D. (1) Requests Received and Processed

	Number of Requests Received During Fiscal Year from Last Year's Annual Report	Number of Requests Received During Fiscal Year from Current Annual Report	Number of Requests Processed During Fiscal Year from Last Year's Annual Report	Number of Requests Processed During Fiscal Year from Current Annual Report
HRSA	338	369	334	369

XII D.(2) Requests Backlogged

HRSA	Number of Backlogged Requests as of End of the Fiscal Year from Previous Annual Report	Number of Backlogged Requests as of End of the Fiscal Year from Current Annual Report
	30	2

XII E. Comparison of Numbers of Administrative Appeals from Previous and Current Annual Report – Appeals Received, Processed, and Backlogged

See Department of Health and Human Services Annual Report