

HRSA Freedom of Information Annual Report FY 2011

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/foiaannualreport2011.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.)

8. **Full Grant** an agency decision to disclose all records in full in response to a FOIA request.
9. **Full Denial** an agency decision not to release any records in response to a FOIA request because the records are exempt in their entirety under one or more of the FOIA exemptions, or because of a procedural reason, such as when no records could be located.
10. **Median Number** the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.
11. **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.
 1. **Expedited Processing** an agency will process a FOIA request on an expedited basis when a requester satisfies the requirements for expedited processing as set forth in the statute and in agency regulations.
 2. **Simple Request** a FOIA request that an agency using multitrack processing places in its fastest (nonexpedited) track based on the low volume and/or simplicity of the records requested.
 3. **Complex Request** a FOIA request that an agency using multitrack processing places in a slower track based on the high volume and/or complexity of the records requested.
12. **Partial Grant/Partial Denial** in response to a FOIA request, an agency decision to disclose portions of the records and to withhold other portions that are exempt under the FOIA, or to otherwise deny a portion of the request for a procedural reason.
13. **Pending Request or Pending Administrative Appeal** a request or administrative appeal for which an agency has not taken final action in all respects.
14. **Perfect Request** a request for records which reasonably describes such records and is made in accordance with published rules stating the time, place, fees (if any) and procedures to be followed.
15. **Processed Request or Processed Administrative Appeal** a request or administrative appeal for which an agency has taken final action in all respects.
16. **Range in Number of Days** the lowest and highest number of days to process requests or administrative appeals.
17. **Time Limits** the time period in the statute for an agency to respond to a FOIA request (ordinarily twenty working days from receipt of a perfected FOIA request).

3. Concise descriptions of the nine FOIA exemptions:

1. **Exemption 1:** classified national defense and foreign relations information
2. **Exemption 2:** internal agency rules and practices
3. **Exemption 3:** information that is prohibited from disclosure by another federal law
4. **Exemption 4:** trade secrets and other confidential business information e. **Exemption 5:** interagency or intraagency communications that are protected by legal privileges
5. **Exemption 5:** inter-agency or intra-agency communications that are protected by legal privileges
6. **Exemption 6:** information involving matters of personal privacy
7. **Exemption 7:** records or information compiled for law enforcement purposes, to the extent that the production of those records
 1. could reasonably be expected to interfere with enforcement proceedings,
 2. would deprive a person of a right to a fair trial or an impartial adjudication,
 3. could reasonably be expected to constitute an unwarranted invasion of personal privacy,
 4. could reasonably be expected to disclose the identity of a confidential source,
 5. would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions, or
 6. could reasonably be expected to endanger the life or physical safety of any individual
8. **Exemption 8:** information relating to the supervision of financial institutions
9. **Exemption 9:** geological information on wells

IV: Exemption 3 Statutes

Statute	Type of Information withheld	Case Citation	Component	Number of Times Relied upon per Component	Total number of Times Relied upon by Agency
42 U.S.C. § 00aa12(d)(4)(A) (National Childhood Vaccine Injury Act of 1986)	Medical records presented to a special master or the court in National Vaccine Injury Compensation Program	Long V DOJ, No. 06CV1086, 2011 WL 113925, at *10 (N.D.N.Y. Mar. 25, 2011)	HRSA	1	1
42 U.S.C § 11137(b)	Adverse reports of health practitioners" conduct.	None	HRSA	2	2

V: FOIA Requests

A. Received, Processed and Pending FOIA Requests

	Number of Requests Pending as of Start of Fiscal Year	Number of Requests Received in Fiscal Year	Number of Requests Processed in Fiscal Year	Number of Requests Pending as of End of Fiscal Year
HRSA	31	332	330	33

B. (1) Disposition of FOIA Requests All Processed Requests

Component	Number of Full Grants	Number of Partial Grants/Partial Denials	Number of Full Denials Based on Exemptions	Number of Full Denials Based on Reasons Other than Exemptions: No Records	Number of Full Denials Based on Reasons Other than Exemptions: All Records Referred to Another Component or Agency	Number of Full Denials Based on Reasons Other than Exemptions: Request Withdrawn	Number of Full Denials Based on Reasons Other than Exemptions: Fee Related Reason	Number of Full Denials Based on Reasons Other than Exemptions: Records not Reasonably Described	Number of Full Denials Based on Reasons Other than Exemptions: Improper FOIA Request for Other Reasons	Number of Full Denials Based on Reasons Other than Exemptions: Not Agency Record	Number of Full Denials Based on Reasons Other than Exemptions: Duplicate Request	Number of Full Denials Based on Reasons Other than Exemptions: Other * Explain in chart below	Total
HRSA	262	33	3	12	17	1	0	0	0	2	0	0	330

B. (2) Disposition of FOIA Requests – Other Reasons for “Full Denials Based on Reasons Other than Exemptions” from Section V, B (1)

Component	Description of “Other” Reasons for Denials from Chart B (1) & Number of Times Those Reasons Were Relied upon	TOTAL
HRSA	N/A	0

B. (3) Disposition of FOIA Requests Number of times exemptions applied

	Ex. 1	Ex. 2	Ex. 3	Ex. 4	Ex. 5	Ex. 6	Ex. 7 (A)	Ex. 7 (B)	Ex. 7 (C)	Ex. 7 (D)	Ex. 7 (E)	Ex. 7 (F)	Ex. 8	Ex. 9
HRSA	0	0	3	38	6	41	0	0	0	0	0	0	0	0

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

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	15	17	1	344	0	0	0	0

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	15	17	1	344	0	0	0	0

C. Processed Requests – Response Time in Day Increments

1. Simple Requests

	1-20 Days	21-40 Days	41-60 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

2. Complex Requests

	1-20 Days	21-40 Days	41-60 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	268	41	15	3	1	1	0	0	0	0	1	0	330

3. Requests Granted Expedited Processing

	1-20 Days	21-40 Days	41-60 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

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	34	11	12	0	0	0

E. Pending 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	9/15/2011	9/14/2011	9/14/2011	9/13/2011	9/13/2011	9/12/2011	9/12/2011	9/12/2011	9/12/2011	8/15/2011	6/1/2010
	Number of Days Pending	11	12	12	13	13	14	14	14	14	32	344

VIII: Requests for Expedited Processing and Requests for Fee Waiver

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	8	8	8

Requests for Fee Waiver

	Number Granted	Number Denied	Median Number of Days to Adjudicate	Average Number of Days to Adjudicate
HRSA	1	4	7	7

IX: FOIA Personnel and Costs

	Number of "FullTime FOIA Employees"	Number of "Equivalent FullTime FOIA Employees"	Total Number of FullTime FOIA Staff	Processing Costs	LitigationRelated Costs	Total Costs
HRSA	3	1.5	4.5	487,951.00	0	487,951.00

X: Fees Collected for Processing Requests

	Total Amount of Fees Collected	Percentage of Total Costs
HRSA	4,029.00	0.83%

XI. FOIA Regulations

<http://www.hhs.gov/foia/45cfr5.html>

XII: Backlogs, Consultations, and Comparisons

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

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

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	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	
HRSA	0	0	0	0	0	0	0	0	0

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

(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	369	332	369	330

(2) Requests Backlogged

	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
HRSA	2	2

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