

1-5-18

**To: Employment First stakeholders**

**From: Acacia McGuire Anderson, Statewide Employment First Coordinator**

**Re: Employment First: Model Referral and Release**

(Please forward to your local partners & stakeholders)

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Based on stakeholder feedback, with technical assistance from the National Technical Assistance Center on Transition, the Office of Developmental Disabilities Services (ODDS), Vocational Rehabilitation (VR) and the Oregon Department of Education (ODE) collaborated to create a Model Referral and Release of Information form.

The purpose of the model referral and release of information is to:

- Ensure there is a coordinated delivery of employment services available through VR, ODDS, and/or ODE.
- Speed up delivery of employment services by documenting what employment information exists and is available from multiple agencies. This streamlines employment service delivery by decreasing duplication caused when a person must recreate information for multiple agencies. This also helps employment service delivery by decreasing the amount of time case managers and counselors spend following up on employment and eligibility information.
- Make sure the person has agreed to share information that is relevant and necessary for the delivery of employment services.
- To ensure education agencies, VR, and ODDS can share information requiring Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) compliant release of information forms.
- Consistent with Senate Bill 397, which directs the Department of Human Services to develop a “common client confidentiality release form,” the model referral and release form helps fill this requirement.

Before launching this Model Referral and Release statewide, we are asking for local regions to volunteer to test the form by using it for a few months and giving us feedback. This form is intended to save service coordinators, personal agents and VR counselors time and speed up the process for our customers. The local VR branch, Brokerage and Community Developmental Disability Program in an area

must all agree to be part of the pilot, since the purpose of the form is to streamline planning and employment service delivery, and reduce questions or confusion regarding the correct form to use.

Local regions interested in piloting the Model Referral & Release should email Allison Enriquez at: [allison.n.enriquez@state.or.us](mailto:allison.n.enriquez@state.or.us).

Thank you for your help in ensuring we improve services for people with intellectual and developmental disabilities. I appreciate your help and support with this process.

~ Acacia