

Sept. 25, 2019

Statewide Referral and Release of Information Simplifies Sharing Information

(Please forward to your local partners & stakeholders)



Roger Walker, student at Micah Community Transition Program, working at Geppetto's Italian Restaurant in Salem.

The Employment First Statewide Referral and Release of Information is finalized and available for use.

The tools include the [Authorization for Sharing Individual Information](#) (Form 3010, commonly referred to as the Statewide Release of Information) as well as the [Statewide Employment First Referral](#) (Form 4130). The tools can be used to refer a person for employment services to Office of Developmental Disabilities Services (ODDS), Vocational Rehabilitation (VR), or both agencies simultaneously.

The Statewide Release of Information must be used if a new release of information is needed for coordinating services or sharing information between Oregon's social service agencies. Social service agencies include VR, ODDS, Education, as well as contractors for these state agencies. Releases already in place remain effective until a new release is needed. The Statewide Employment First Referral must be used if a written referral for ODDS or VR employment services is needed.

The Statewide ROI, Form 3010, was developed as a result of 2017 legislation that directed social service agencies to work together to develop and implement a statewide release of information. The 3010 replaces form 2099 (the current DHS release of information). The 3010 will be used more broadly by multidisciplinary teams from social service agencies (including VR, ODDS, and Education) that are working together to more seamlessly meet the needs of people served.

Melissa Glover, special education coordinator for high school and transition services for Salem Keizer School District, said her program started using the Employment First Statewide Referral and Release of Information for the 2018-19 school year. The district has Community Employment Transition Teams (CETT) working on seamless transition from school to work for students.

“We struggled the previous year because of the amount of people involved in the teams, and sharing information to help support the student was tricky to navigate,” Melissa said, adding that the CETT teams include the student, their parents or guardians, services coordinator or personal agent, Vocational Rehabilitation counselor, and any providers in the area.



Karen Okello, working for Salem Keizer Public Schools in Library Media Support Services, as part of their summer work experience program.

“The people at the table may change, so we spend a lot of time trying to chase down different signatures, so everyone could share information to work on the seamless transition.”

Melissa said Salem Keizer School District’s transition program will continue to use the new Release of Information. She said having one form to be able to list everyone involved in the employment team made the process easier.

“It minimized paperwork, which is something we can all agree is a good thing,” she said. “It helped to make sure we had everyone at the table listed on one place, and we could more easily communicate that with the student and their family as well.”

The following calls have been scheduled to answer questions regarding use of the Statewide Release of Information and Employment First Referral for purposes of agencies working together to deliver employment services for individuals with intellectual and developmental disabilities.

• **October 16, 2019, from 1-2 p.m.:**

Webinar (recommended):

<https://attendee.gotowebinar.com/register/8616321073622379020>

Audio only: 1-213-929-4212; Attendee code: 484-356-777

• **November 5, 2019, from 12-1 p.m.:**

Webinar (recommended):

<https://attendee.gotowebinar.com/register/3678984999815317516>

Audio only: 1-631-992-3221; Attendee code: 374-094-932

• **November 18, 2019, from 11 a.m. to noon:**

Webinar (recommended):

<https://attendeegotowebinar.com/register/8619572329505753100>

Audio only: 1-415-655-0060; Attendee code: 436-674-803

Also, the [Employment First I/DD Policy Page](#) includes links to a number of Technical Assistance resources including:

- The [Employment First Worker's Guide](#) regarding the Employment First Referral and Release of Information.
- An [online webinar](#) that answers some common questions.
- Contact information for [Employment First regional specialists](#) who may provide further technical assistance.
- Employment First Quarterly Call: October 22, 2019 from 2:30-3:30 p.m. Call: 877-411-9748; Access Code: 5268628#
- [DHS 12/20/18 transmittal](#) announcing the publication of the 3010.
- [ODDS and VR joint transmittal](#) announcing revised Statewide Release of Information.

Email Employment First with questions, or to schedule a training:

employment.first@state.or.us