

April 5, 2019

To: Employment First stakeholders

From: Acacia McGuire Anderson, Statewide Employment First Coordinator

Re: Employment First: Update on Statewide Referral and Release of Information

(Please forward to your local partners & stakeholders)

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Our [Feb. 8 message](#) provided some preliminary information regarding the Employment First Statewide Referral and Release of Information.

These new tools are available for statewide use April 1, 2019. Effective April 1, it is best that these tools will be used if a written referral for Office of Developmental Disabilities Services (ODDS) or Vocational Rehabilitation (VR) employment services is needed, or if a release of information is needed for coordinating or sharing information between Oregon's social service agencies.

Referral tools include the Authorization for Sharing Individual Information (Form 3010, commonly referred to as the statewide Release of Information). The tools can be used to refer a person for employment services to VR, ODDS, or both agencies simultaneously. 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) and will be used more broadly by social service agencies working together to more seamlessly meet the needs of people served.

The 3010 Release of Information will have a soft launch as it continues to be tested statewide during 2019. Please continue to send comments and feedback as these tools launch to: ODDS.Engagement@state.or.us

Additional information and resources regarding the Statewide Referral and Release of Information is now available, including:

- Referral and Release of Information Tools on the DHS forms page (under form 3010): https://aix-xweb1p.state.or.us/es_xweb/FORMS/
- Online Worker's Guide: <https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/Worker-Guide-Statewide-Employment-First-Referral-Release-Information.pdf>
- Online Training: <https://youtu.be/p0VhID9rUto>

- ODDS Monthly Transmittal Call: April 18, 2-3 p.m. Call: 1-877-848-7030; Guest Code: 458900.
- Transmittals on [Release of Information](#) and [Statewide Referral](#).

Additional questions can also be directed to the [ODDS Regional Employment Specialists](#).

We appreciate all the hard work and stakeholder feedback that has gone into the creation of these valuable tools. It is exciting to have a Referral & Release process to streamline the delivery of employment services for people with intellectual and developmental disabilities in Oregon.

~ Acacia