

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number: APD-IM-19-019**

**Issue date: 4/5/2019**

**Topic:** Developmental Disabilities

**Due date:** 4/5/2019

**Subject:** Statewide Referral for Employment Services (Form 4130) and Statewide Release of Information (Form 3010)

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                              | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}          | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities             | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS)                     |
| <input type="checkbox"/> Self Sufficiency Programs                      | <input type="checkbox"/> ODDS Children's Intensive In Home Services                               |
| <input checked="" type="checkbox"/> County DD program managers          | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)                                     |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Employment Service Providers |
| <input type="checkbox"/> ODDS Children's Residential Services           |   |
| <input type="checkbox"/> Child Welfare Programs                         |   |

**Message:**

The Employment First Statewide Referral & Statewide Release of Information tools are available for statewide use, effective April 1, 2019, to refer a person for employment services through Vocational Rehabilitation (VR), Office of Developmental Disabilities Services (ODDS), or both agencies simultaneously.

Referral tools include the Employment First Statewide Referral (Form 4130) and the Statewide Authorization for Sharing Individual Information (Form 3010, commonly referred to as the Statewide Release of Information).

It is expected that the Statewide Referral (form 4130) is used if a written referral for ODDS or VR employment services is needed. It is expected that the Release of Information (form 3010) is used if social service agencies, including ODDS, VR, and Education need a release to share information about a person to coordinate and deliver services. This also includes contractors for social service agencies (including ODDS case management entities, and VR or ODDS providers).

Effective April 1, 2019, the tools are entering a soft launch period as they continue to be tested statewide. It is expected that the tools will become required forms for state social service agencies that need a written referral and/or interagency release of information to coordinate services.

The Referral and Release of Information can both be accessed on the DHS Forms page. [https://aix-xweb1p.state.or.us/es\\_xweb/FORMS/](https://aix-xweb1p.state.or.us/es_xweb/FORMS/)

Please continue to send comments and feedback as these tools enter a soft launch period. Comments can be sent to: [ODDS.Engagement@state.or.us](mailto:ODDS.Engagement@state.or.us).

### **Background:**

At the recommendation of stakeholders, Oregon's Employment First agencies, including Vocational Rehabilitation (VR), Office of Developmental Disabilities Services (ODDS) and Oregon Department of Education (ODE), set a goal to incorporate best practice found around the state into the development of a statewide referral and release of information for employment services.

Form 3010 was incorporated 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 Oregon's social service agencies that are working together to simultaneously support shared clients.

### **Training/communication:**

- **Online training will be available in April**
- **Online worker's guide**
- **Regional Subject Matter Experts available for Technical Assistance including:**

ODDS Regional Employment Specialists,  
Transition Network Facilitators,  
VR Branch Managers

- **Stakeholder call information:**  
**Employment First Quarterly Stakeholder Calls**

April 2, 12-1PM

1-877-336-1831

Guest Code: 230706#

<https://attendee.gotowebinar.com/register/5071716580718255874>

July 16, 12-1PM

1-503-934-1400

Guest Code: 4504549#

**ODDS Monthly Transmittal Calls**

April 18, 2-3PM

1-877-848-7030

Guest Code: 458900#

May 16, 2-3PM

1-877-848-7030

Guest Code: 458900#

*If you have any questions about this information, contact:*

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