

Action Request Transmittal



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Number: N/A
Issue date: 12/20/2018

Topic: New Release of Information Form

Subject: Form MSC 3010 *Authorization for Disclosure, Sharing and Use of Individual Information* is replacing form MSC 2099 *Authorization for Use and Disclosure of Individual Information*.

Applies To:

- | | |
|--|--|
| <input checked="" 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 type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): OHA Employees |
| <input type="checkbox"/> Child Welfare Programs | |

Action required: The MSC 3010 *Authorization for Disclosure, Sharing and Use of Individual Information* is now available on the forms server as a fillable PDF document. Beginning April 1st, 2019, the MSC 3010 must be used whenever a new authorization of information sharing is required. The existing MSC 2099 is being replaced by the MSC 3010. Already completed and signed MSC 2099 forms remain effective until their expiration date.

When: Effective Thursday, December 20th, 2018

Reason for action: Senate Bill 397 (2017) directed certain state entities to create and use a common client confidentiality release form in order to:

- Streamline information sharing in support of providing integrated, coordinated and timely services;
- Identify trends and risks so that intervention is effective; and
- Promote optimal information sharing consistent with state and federal privacy laws.

Additional information: The MSC 3010 *Authorization for Disclosure, Sharing and Use of Individual Information* will be used by governmental and other partners to streamline information sharing and enhance service provision. Features of the MSC 3010:

- Expands to allow multiple entities to be listed.
- Mutual exchange of information between entities can be authorized.
- Drop downs for the named entities, the specific information to be shared and the date range of records covered by the authorization is now included.
- A section is provided to specify information not to be shared.
- The form can be accessed on the web using the Internet Explorer browser or can be downloaded to your computer if using a different browser.

The development of the MSC 3010 was a collaborative effort of the following entities which have been involved in the design and review of the form:

- DHS — Aging and People with Disabilities (APD)
- DHS — Child Welfare (CW)
- DHS — Office of Developmental Disabilities Services (ODDS)
- DHS — Self-Sufficiency Programs (SSP)
- DHS — Vocational Rehabilitation (VR)
- Oregon Department of Corrections
- Oregon Department of Education
- Oregon Department of Justice
- Oregon Health Authority
- Oregon Youth Authority
- Oregon Department of Employment
- Oregon Housing and Community Services
- Oregon School Boards Association
- Multnomah County

Publications and Design is in the process of translating the form to other languages. These versions will be posted to the forms server when they are ready to be used.

Resources:

- [MSC 3010](#)
- [Senate Bill 397](#)

If you have any questions about this information, contact:

Contact(s): Information Security and Privacy Office (ISPO)

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