

Information Memorandum Transmittal Developmental Disabilities Services



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Number: APD-IM-19-065

Issue date: 9/20/2019

Topic: Developmental Disabilities

Due date: 9/20/2019

Subject: A revised Statewide Release of Information (Form 3010) has been posted on the DHS forms page.

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 checked="" 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>): Vocational Rehabilitation Services, Employment Service Providers |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: A revised Statewide Release of Information (Form 3010) has been posted on the DHS forms page. The revision, posted on 08/16/2019, must be used for new releases going forward. Releases already in place remain effective until a new release is needed.

Oregon's State social service agencies are required to use the Statewide ROI if a release is needed for interagency coordination and sharing information necessary for the delivery of social services. Agencies include ODDS as well as its contractors and agents (meaning case management entities and providers). This does **not** require that the 3010 be used or accepted by outside non-state and non-social service entities (e.g. healthcare providers releasing disability related information needed by social service agencies to determine eligibility for services).

See the following for more information and resources for technical assistance:

- **ODDS transmittal call:**
October 17, 2019
Phone number: 877-848-7030; Access code: 458900#
- **Webinars to provide an overview of the tools and Q&A:**
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://attendee.gotowebinar.com/register/8619572329505753100>
Audio only: 1(415)655-0060; Attendee code: 436-674-803
- Contact your [regional employment specialist](#) for technical assistance related to application for employment services: employment.first@dhsosha.state.or.us; or <https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/VR-ODE-ODDS-Regional-Employment-Specialists.pdf>
- Contact the field liaison team with questions related to application for other services: ODDS.FieldLiaison@dhsosha.state.or.us
- **Initial DHS transmittal dated 12/20/2018; A second DHS transmittal on the use of the 3010 is anticipated in early October.**

Also, a number of technical assistance resources specific for employment services can be found on the [Employment First I/DD Policy Page](#) as well as below:

- The [Employment First Worker's Guide](#) regarding the Employment First Referral and Release of Information.
- An online webinar answers some common questions.
- Employment First Quarterly Call:
October 22, from 2:30-3:30PM

Phone number: 1-877-411-9748; Access code: 5268628#

- Contact Allison Enriquez (see contact information below) or [Regional Employment Specialists](#) for in person training or technical assistance.
- Email the employment first mailbox with questions: employment.first@dhsoha.state.or.us.

If you have any questions about this information, contact:

Contact(s): Allison Enriquez	
Phone: 503-945-5827	Fax:
Email: allison.enriquez@dhsoha.state.or.us	