



<b>Policy No.</b> 801	<b>Subject:</b> Authority for Release of Information (R-407) Instructions
<b>Section:</b> Forms and Case Filing	<b>Revised:</b> 09/2016
<b>Signature:</b> Brandy McOmber, Resource Manager	<b>Version:</b> FINAL

1. Type or print job candidate's name.
2. Date of birth and/or other identifier: Certain information sources may be assisted by date of birth and other identifier. Other identifiers may include Social Security number, hospital patient number, insurance or VA claim number, etc.
3. The addresses entered should always be the agency, clinic, facility, or group from which the information is being sought.

By addressing it to IVRS, the job candidate can request IVRS to release selected information to some other agency/facility/individual, which can be identified in number 4 below.

4. The same principles apply as the instructions in number 3 above. Generally, the information is to be delivered to: IVRS, local office address, ATTENTION: specific counselor.
5. Requests must be for reports of a specific date or time period. Enter the date(s) here. If dates are unknown, request information for the preceding two years.
6. Check all of the types of information that apply. Types of information not listed may be specified under "Other".
7. The usual purposes for which IVRS uses information are printed here. Only when information is needed for some other purpose is the "Other" checked and an entry made on the line following.



8. This item is intended to accommodate any changes or modifications in the basic terms of the release that would be agreed upon and appropriate. For example, there may be reasons the counselor and job candidate would agree to change the expiration date of the release to some other reasonable period after the date of signature that does not exceed the 12 month timeframe. The job candidate may desire to have the counselor provide periodic progress reports during his/her rehabilitation program to the addressee. The use of this item depends entirely upon the circumstances. In a majority of situations, it will be left blank.
9. The expiration date may not exceed 12 months for medical and psychological information exchange in accordance with HIPAA. The release may exceed 12 months only when the information exchanged is with an appropriate service provider and is restricted to educational and work performance progress, but does not pertain to any disability or HIPAA protected information.
10. Job candidate signature, date, and address will generally be adequate for most routine requests.
11. Parent or guardian signature is required if the job candidate is under age 18. There may also be cases in which the signature of a parent/guardian/responsible agent should be obtained as a matter of principle, particularly when mental competency due to a severe intellectual disability or psychiatric illness is an issue. If a signature is obtained from someone other than a parent or guardian, the relationship should be noted below the signature.
12. Provide evidence that the job candidate is aware that substance abuse, mental health, and HIV information is being requested and disclosed. It is essential for compliance with federal law. Even if no such information is being anticipated, many providers require this to be signed to protect them from inadvertent release of the protected information. For those individuals with a legal guardian, both signature lines should be completed.



**NOTE: UNDER NO CIRCUMSTANCES IS AN INCOMPLETE FORM TO BE SIGNED AND INCLUDED IN AN IVRS CASE FILE. NOR SHOULD A RELEASE OF INFORMATION FORM BE MODIFIED WITHOUT THE JOB CANDIDATE'S APPROVAL AND SIGNATURE.**

**CASE FILE COPY:** Prior to sending out a release, a copy is to be made and filed in the section of the job candidate case file which relates to the type/nature of the material requested; i.e., medical, psychological, social, etc. A handwritten "date sent" notation on the case file copy should be made as such would prove helpful in the event that follow-up is necessary due to non-receipt. When received, the report or other material should be associated with the R-407, with the release on top of the report received. While waiting for the information to be received, the copies of the releases may be loose in the case record until received.

When IVRS information is released to some other party, a copy is to be made and the original R-407 sent with the material. The copy should be filed in the correspondence section of the case file.

In most instances, these copies of the R-407 will eliminate the need for any additional cover letter and will serve as evidence of the requests and action taken in response.

### **APPLICABLE FORMS**

1. [Authority for Release of Information \(R-407\)](#)