

# CONSENT TO RELEASE AND OBTAIN INFORMATION

DR 260 (Rev. 01/18)

DIVISION: \_\_\_\_\_

Name / Entity / Address:	<b>Individual's Full Name</b> and Address:	
Social Security Number: (if necessary)	Record Number:	Date of Birth:

**I hereby consent to and authorize the Department of Rehabilitation (DOR) to:**

- Obtain from the above Name / Entity     
  Release to the above Name / Entity

- |  |   |
|--|---|
| <input type="checkbox"/> Benefits Planning Query<br><input type="checkbox"/> Employment History<br><input type="checkbox"/> HIV / AIDS Information<br><input type="checkbox"/> Individualized Education Program (IEP)<br><input type="checkbox"/> Individualized Plan for Employment (IPE)<br><input type="checkbox"/> Psychological / Psychiatric Reports<br><input type="checkbox"/> Drug and Alcohol Information, as explicitly described below<br><input type="checkbox"/> Regional Center Records, including Individual Program Plan (IPP)<br><input type="checkbox"/> Other: | <input type="checkbox"/> Benefits Summary and Analysis<br><input type="checkbox"/> Financial Aid Award<br><input type="checkbox"/> Progress Reports<br><input type="checkbox"/> Transcripts / Report Cards<br><input type="checkbox"/> Work Incentives Plan<br><input type="checkbox"/> Vocational Rehabilitation Records |
|--|---|

The dates of the requested information are: \_\_\_\_\_ to \_\_\_\_\_

I acknowledge and understand the following: the requested information may contain medical history, treatment, and diagnosed mental and physical condition, including drug and alcohol information, psychiatric disabilities, or HIV / AIDS. I may refuse to allow DOR to release or obtain information by not signing this form or not checking some of the above boxes, which may affect the provision of vocational rehabilitation services. The information requested by DOR will be used to determine eligibility for or assist in the provision of vocational rehabilitation services. The DOR shall not make any disclosure of the information received without my signed authorization, unless required or permitted by law. I may revoke this authorization in writing at any time; however, the revocation will not be effective to the extent that any person or entity has already acted in reliance on my authorization prior to the revocation. I may have a copy of this signed authorization, which will remain valid for 30 days from the date of signature, unless

otherwise specified here: \_\_\_\_\_

<b>Individual's Signature</b> 	<b>Date Signed</b>
Guardian, Parent or Conservator Signature 	Date Signed
Witness Signature (if above signature by mark) 	Date Signed
Information sent To / From: Department of Rehabilitation	Phone Number:

Staff Name and Title:

Address:

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**PRIVACY STATEMENT AND NOTICE**

The California Information Practices Act of 1977 (Civ. Code § 1798.17) and the Federal Privacy Act (5 U.S.C. § 552a) require this notice be provided to individuals when collecting personal information. The information requested on this form, including the Social Security Number, is necessary to correctly identify the individual and provide written consent to obtain or release information for the limited purpose of determining eligibility for or assisting in the delivery of vocational rehabilitation services or release information at the individual's request. Please do not provide any personal information on this form that is not requested.

An individual has the right to revoke this authorization by providing written notice to the local Department of Rehabilitation (DOR) office serving the individual. If an individual revokes the authorization, it will not affect information already used or released before DOR received the individual's written notice. The federal Health Insurance Portability and Accountability Act (HIPAA) (42 U.S.C. § 290dd-2) may not protect information after it is released or provided to agencies not covered by that law. Even though DOR is not subject to HIPAA, DOR adheres to applicable federal and state privacy laws. The DOR's Privacy Policy is online at [www.dor.ca.gov](http://www.dor.ca.gov).

Information obtained by DOR will be included in the individual's record of services. An individual has the right to inspect information maintained by DOR about the individual, unless otherwise prohibited or conditioned by law or regulation. For assistance accessing such information, contact the DOR staff listed on the form.

Any personal information collected or released by DOR is subject to the limitations established in federal and state law and regulations. Federal law requires DOR to release some personal information to other state agencies in order to match data, such as wage records, for federal performance accountability requirements. In some cases, DOR may release personal information in response to a court order, investigations in connection with law enforcement, fraud, abuse, or to protect the individual or others. The DOR may also release personal information for audit, evaluation, or research purposes directly connected with the administration of the vocational rehabilitation program or to significantly improve the quality of life for applicants and recipients of services in accordance with a written agreement that limits use of the information and safeguards confidentiality, and if the final product reveals any personal identifying information, informed, written consent is required. (29 U.S.C. § 3141; 34 C.F.R. § 361.38; 42 C.F.R. §§ 2.33, 2.51, 2.52, 2.61, and 2.63; Civ. Code §§ 56.13 and 1798 et seq.; and Cal. Code of Regs., tit. 9, §§ 7140 through 7143.5.)

If information is RELEASED with the informed, written consent of the individual to whom the information pertains, the receiving individual or agency should be aware that the information from DOR is confidential. Federal and state law and regulation prohibit any further disclosure of this information without the informed, written consent of the individual to whom this information pertains, unless otherwise permitted by law.