

REQUEST FOR CLARIFICATION/INTERPRETATION

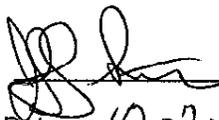
TO:	Name and Title: Jannis Conselyea	FROM:	Name and Title:
	Organizational Unit: DDP Program Support Bureau Chief		Organizational Unit:
	Address: 111 Sanders, Helena, Mt		Address:

1. TYPE OF REQUEST: Follow-up to Verbal Request - Date of Verbal Request: _____ Written Request

2. STATEMENT OF QUESTION OR ISSUE: If a Developmental Disabilities Program staff requires information pertaining to an individual in Developmental Disabilities Program Services, or other "Department services," from a contracted or licensed entity must the requesting staff sign a release form before the information can be transferred to the Developmental Disabilities Program staff?

3. ANSWER: Any Developmental Disabilities Program staff requesting information regarding an individual who is receiving services from a entity contracted with the Developmental Disabilities Program is not required to sign a release. However, if a Developmental Disabilities Program staff requires information from another "Division" within the "Department", even if the individual is receiving Developmental Disabilities Program Services or other "Department Services" a release must be signed in order to review the information.

References


 _____ Approved and Issued by:
 Date: 10-7-11

STATE USE ONLY	4: DISTRIBUTION: One Copy: _____ One Copy: _____ One Copy: _____ Additional Copies: _____ _____	Requestor Manual Coordinator Division Files	5: FOLLOW-UP: To be issued as Bulletin to: _____ (Division Administrator) Manual. Expected Date of Issuance: _____ A.R.M. Change State Plan Change
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