

## **Consent to Release of Information Concerning Chemical Dependence Treatment For Criminal Justice Clients**

### **Instructions for Treatment Referrals from the Courts**

#### **-Heading Section**

##### **Client Name**

Use full name from court records.

##### **Referring Entity's Staff Member's Name:**

Name of the court employee making the referral and telephone number. This will be the individual contacted by the treatment provider in the event they have any questions.

##### **Referring Entity's Name and Address**

Referring court's name and address

##### **Client's New York State Identification Number (NYSID)**

The NYSID number is now required information and it is critical that it be accurately entered. A NYSID number is a unique identifier assigned to all defendants who are convicted of a crime for which they were fingerprinted. The format is always a series of numbers followed by a single letter and the total number of characters can vary depending on when the NYSID number was assigned. NYSID numbers currently have eight numbers followed by a letter. For defendants who have shorter NYSID numbers the court should enter leading zeros so that all nine boxes are filled.

Any questions concerning the NYSID number should be directed to the Court Clerk

##### **Referring Entity Type**

Place a check mark in the space before "Court"

#### **-Consent Section**

This section has two main components:

First, to identify the name of the OASAS Chemical Dependence Treatment Provider who will be disclosing the identified protected information to the court.

Second, to identify any individuals to whom the court will be redisclosing the information. For example, the Drug Treatment Courts will enter the **role** of the individuals who will be receiving the protected information. This would normally include: judge, court staff, defense counsel, district attorney and probation department. In addition, any other individuals or entities who participate on the Drug Treatment Court team and who will be receiving the protected information **must** be listed.

#### **-Signature Section**

Should include the date and the defendant's printed name and signature.