

June 9, 2015

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 14-33
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Authorization to Release Health-care Information

1. Purpose. To provide the new Authorization to Release Health-care Information form.
2. Background. Currently, during the Outreach and Admissions period, applicants sign a release form entitled "Records Release Authorization," located in Policy and Requirements Handbook Exhibit 1-5. By signing this form, applicants agree to have educational, health, and other personal information forwarded to Job Corps Admissions Counselors and Job Corps centers. A separate form that allows Job Corps to release health-care information to outside health-care providers is located in the Medical Separations Technical Assistance Guide.

The current release of information forms are not in line with regulations set forth in the Health Insurance Portability and Accountability Act (HIPAA) regarding release of medical information. According to the Centers for Disease Control and Prevention, in order to be HIPAA compliant, a release of medical information form must:

- Specifically identify the Protected Health Information (PHI) to be used or disclosed;
- Provide the names of persons or organizations, or classes of persons or organizations, who will receive, use, or disclose the PHI;
- State the purpose for each request;
- Be signed and dated by the individual or the individual's personal representative;
- Be written in plain language;
- Include an expiration date or event;
- Notify the individual in writing of the right to revoke authorization at any time, how to exercise that right, and any applicable exceptions to that right under the privacy rule; and
- Explain the potential for the information to be subject to redisclosure by recipient and no longer protected by the Privacy Rule.

In order to ensure Admissions Counselors and centers are able to obtain necessary health records from applicants during the Outreach and Admissions period as well as students during their stay in Job Corps, and to ensure that centers are legally able to release students' health-care information, a new Authorization to Release Health-care Information form was developed. A separate form should be completed for each request to release health-care information.

All health-care records received by Admissions Counselors should be placed in the Health and Disability History Envelope. All other records received should be placed in a confidential envelope.

3. Action Required. Addressees are to ensure this Program Instruction Notice is distributed to all appropriate staff, particularly Outreach and Admissions, and Health and Wellness staff.
4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Carol Abnathy at (202) 693-3283 or abnathy.carol@dol.gov; or Johnetta Davis at (202) 693-8010 or davis.johnetta@dol.gov.

Attachment

Authorization to Release Health-care Information