DATE ISSUED: May 13, 2009

FROM: Joan Truhler, DWP/MFIP Employment Services Division Manager

TO: Ramsey County MFIP-Employment Services (MFIP-ES) Staff

SUBJECT: Sharing Information from DWP to MFIP-ES

BACKGROUND
Workforce One (WF1) security access to DWP was granted to all MFIP-ES counselors in the fall of 2008. DWP information such as case notes, Employment Plans, support services, etc. can now be viewed on WF1 by MFIP-ES counselors to promptly assist participants transitioning out of DWP.

PURPOSE
In addition to the DWP information accessed on WF1, supplementaty DWP case file information will also be shared with the MFIP-ES counselor effective June 1, 2009. This memo sets a protocol on how to share and/or request information from DWP to MFIP-ES staff.

POLICY AND GUIDELINES

A-   **General Guidelines**
- Immediately after DWP participation ends and MFIP opens:
  1- DWP clerk will prepare information about the case including (as available):
     - o DWP Intake Form
     - o Resume(s)
     - o Psychological/Vocational evaluation/repot(s)
     - o Medical Information
     - o Formal Assessment Results
     - o Order of Protection/no Contact Order
     - o Court Document(s)
     - o Workshop Certificates of Completion
     - o Certificate(s) and/or Credential(s)

  2- A copy of the above will be sent via interoffice mail to the designated MFIP-ES staff during the participant's initial MFIP month.

- When a participant's DWP case closes and the MFIP case opens at a later time (within a year), the designated MFIP-ES staff may request information by contacting one of the DWP clerks directly:
     - o Sandy Alayon-Ybarra at 651-266-4751, or
     - o Donna Zepeda at 651-266-4752

B-   **Data Sharing**
Please note, the Combined Application Form includes an authorization for release (sharing) of medical information signed by the participant. This release will cover the HIPAA constraints of sharing medical information included in the case file.

Effective Date: June 1, 2009

Contact Person: Your Agency Lead Planner, or
Nancy Lee, DWP Supervisor: 651-266-4715 Nancy.Lee@co.ramsey.mn.us