



Drug Law Reform (DLR)

The TRS-49 Consent Form for Criminal Justice Clients and the NYSID Number

“What do they mean and why are they important?”

The TRS-49 Consent Form:

- Provides informed consent in a standardized format.
- Remains in effect for the duration of Criminal Justice involvement.
- Irrevocable unless otherwise specified.
- Complies with 42CR and HIPAA.
- Authorizes transfer of confidential data for research and evaluation.
- Can be used to initiate referral.

The New York State Identification Number (NYSID #) is:

- A unique identifier assigned to an individual by the NYS Division of Criminal Justice Services (DCJS).
- Assigned for all Criminal Justice cases.
- Essential for sharing data across agencies, measuring the impact of DLR and the procurement of funds for OASAS-certified treatment services.

Guidelines for TRS-49 and NYSID # “Best Practices”:

- **Be Informed:** Get to know the NYS Criminal Justice Standards Practice Project: http://www.criminaljustice.ny.gov/stdpractices/main_menu.htm and Local Service Bulletin (LSB) #2009-03 <http://www.oasas.ny.gov/mis/bulletins/lsb2009-03.cfm> and PAS-44N <https://apps.oasas.ny.gov>.
- **Be Proactive:** When the referring agency does not forward the TRS-49 or NYSID #, it is crucial that the provider pursue this information; do not wait for the referring agency to “catch up.”
- **Be Prepared** to respond to misunderstanding or confusion: Include TRS-49 and NYSID # on all referral forms and phone consults.
- **Familiarize all clinical and administrative staff with TRS-49 and NYSID # and its significance.**
 - Provide CEUs training on TRS-49/NYSID # usage for all staff.
 - Develop policy and procedures for all CJ referrals; acquisition of missing TRS-49/NYSID # or consents; case documentation and management.

Special Situations:

- **Late TRS-49:** In the event that the program receives a completed TRS-49 with a consent date after the patient’s admission date (first date of service received), the program should

use the admission date as the CJ Consent Date when completing the PAS-44N or the PAS-46N (crisis programs).

- **Backdating Consent Date after Admission:** Write a note on the TRS-49 that the Consent Date was adjusted to the admission date per OASAS. If audited, this note will be in the case record.
- **PAS-44N or PAS-46N entered without the NYSID #:** In some cases, programs must enter the PAS forms for admissions without the NYSID # to avoid penalties for late data entry. If you receive the TRS-49 form after the PAS-44N/PAS-46N was entered into the OASAS Client Data System (CDS), the admission record must be edited to reflect the NYSID # and CJ Consent Date as well as the appropriate referral. Editing admission/discharge information is accomplished through the Client Management function in the CDS.
- **Adolescents/Juvenile Cases:** Do not require a NYSID # or DLR referral code.

Seeking Assistance:

- Please be sure that the PAS form instructions are followed. This will avoid unnecessary error messages. If you are having difficulty with entering the admission in the OASAS Client Data System, you may call the OASAS Help Desk at (518) 485-2379.
- For issues with the TRS-49 form: First, attempt to resolve the issue with the referring agency. If referring agencies are confused about the TRS-49 or if you have any difficulties or questions, consult either the OASAS Data Quality and Integrity Unit or your OASAS Program Manager:

Administration	Downstate Field Offices	Upstate Field Offices
OASAS Data Quality and Integrity Unit: Tammy January (518) 457-9555 Theresa Rosa (518) 457-5990	Bronx (646) 728-4544	Long Island (631) 434-7263
Statewide Field Ops (518) 485-0488	Brooklyn (646) 728-4549	Central (315) 428-4113
Upstate Field Ops (585) 231-1695	Upper/Lower Manhattan (646) 728-4566	Finger Lakes (585) 454-4320
Downstate Field Ops (646) 728-4533	Queens/Staten Island (646) 728-4592	Mid Hudson (518) 485-1484
		Northeastern (518) 485-1660
		Western (716) 847-3037

TRS-49 Form is available online at:

<http://www.oasas.ny.gov/mis/forms/trs/documents/TRS-49.pdf> or
https://apps.oasas.ny.gov/portal/page/portal/OASAS_APPS/CDS_Public_Documentation/TAB38646/CDSV4/TRS-49%20pdf.pdf