



DRUG LAW REFORM (DLR)

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

“What do they mean & 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 42CFR & HIPAA.
- Authorizes transfer of confidential data for research & evaluation.
- Can be used to initiate referral.

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

- A unique identifier assigned to an individual by the New York State 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 & NYSID “Best Practices”:

- **Be Informed:** Get to know the NYS Criminal Justice Standards Practice Project:
http://www.criminaljustice.ny.gov/stdpractices/main_menu.htm & Local Service Bulletin (LSB) #2009-03 <http://www.oasas.ny.gov/mis/bulletins/lbs2009-03.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 the TRS-49 & NYSID # on all referral forms and phone consultations.
- **Familiarize all clinical & administrative staff** with the TRS-49 & NYSID # and its significance.
 - Provide CEUs training on TRS-49/NYSID # usage for all staff
 - Develop policy & 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 person has been admitted (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 (for crisis programs). A note should be added to the TRS-49 that the consent date was adjusted to the admission date per OASAS.
- **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 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 and discharge information is accomplished through the Client Management Function in the CDS.
- **Adolescent and Juvenile Cases:** These instances do not require a NYSID # or DLR referral code.

Seeking Assistance:

- If you have any difficulties or questions when entering the admission in the OASAS Client Data System, please call the Provider Help Desk at (518)485-2379
- If you have any issues with the TRS-49 form, please reach out to the referring agency. If the referring agency is confused about the TRS-49 or if you continue to have difficulties or questions, please consult OASAS Administration or your OASAS Program Manager:

Administration	Downstate Field Offices	Upstate Field Offices
Data Management Unit Helpline (518)457-9555	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

The TRS-49 Form is available online at:

<http://www.oasas.ny.gov/mis/forms/trs/index.cfm>