



## 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](http://www.criminaljustice.ny.gov/stdpractices/main_menu.htm) & Local Service Bulletin (LSB) #2009-03 <https://www.oasas.ny.gov/criminal-justice-referred-individuals-and-trs-49-form>
- **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 OASAS Help Desk at (518)457-9555.
- 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:

<b>Administration</b>	<b>Downstate Regional Offices</b>	<b>Upstate Regional Offices</b>
Data Management Unit Helpline (518)457-9555	New York City (631)728-4533	Central (315)428-4113
	Long Island (631)434-7263	Hudson (518)485-1484
		Western (585) 454-4320

The TRS-49 Form is available online at:

<https://www.oasas.ny.gov/system/files/documents/2019/05/TRS-49eng.pdf>