



COMMONWEALTH OF VIRGINIA

Department for the Aging

Julie Christopher, Commissioner

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August 28, 2007

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(Molly Huffstetler)

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COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Molly Huffstetler

DATE: August 28, 2007

SUBJECT: Universal Authorization Form Revised 7/07

The Virginia Department for the Aging continues to seek opportunities to streamline efforts among service providers. Several months ago you will recall receiving the Universal Authorization Form originally approved by the Office of the Attorney General in November 2006. This form allows for the sharing of information among service providers, much inline with the concept of No Wrong Door.

As the No Wrong Door initiative continues to move forward, the Virginia Department for the Aging made recommendations to the Office of the Attorney General to amend the Universal Authorization Form. These recommendations were adopted, implemented, and approved July 3, 2007. As you will see, there is very little change to the form, but the new language clarifies that client information can be shared in both paper and electronic formats, and acknowledges that No Wrong Door has partners that are not service providers.

We request that you replace the original Universal Authorization Form with the revised edition that is attached. Please contact Molly Huffstetler with any questions concerning this change.

**COMMONWEALTH OF VIRGINIA
UNIFORM AUTHORIZATION TO USE AND EXCHANGE INFORMATION**

Full Printed Name of Client: _____

FOR AGENCY USE ONLY

AUTHORIZATION HAS BEEN:

- Revoked in entirety
 Partially revoked as follows:

NOTIFICATION THAT AUTHORIZATION WAS REVOKED WAS BY:

- Letter (Attach Copy) Telephone In Person

DATE REQUEST RECEIVED: _____

AGENCY REPRESENTATIVE RECEIVING REQUEST:

(AGENCY REPRESENTATIVES FULL NAME AND TITLE)

(AGENCY ADDRESS)

(PHONE NUMBER)