

PSRB CEU: *PSRB PASS POLICY*

Alison Bort, PSRB Executive Director

November 18, 2022

DISCLAIMER

- This module should not be used as a stand-alone training. It requires the person observing it to have proficient knowledge of the PSRB system.
- The PSRB is neither your supervisor nor your legal counsel, and this training does not serve as legal advice.
- This training is being recorded.

PSRB MISSION

The primary purpose of the PSRB is to protect the public by working with partnering agencies to ensure persons under its jurisdiction receive the necessary services and support to reduce the risk of future dangerous behavior using recognized principles of risk assessment, victims' interest and person-centered care.

PURPOSE OF CONDITIONAL RELEASE

THE GOAL OF CONDITIONAL RELEASE IS TO PROTECT THE PUBLIC WHILE PROMOTING A SAFE, GRADUAL AND SUPERVISED RETURN TO THE COMMUNITY.

Accept mental health diagnosis, understand its impact on the instant offense, and learn how to prevent it from occurring again in the future.

Identify early warning signs and adopt coping skills, safety plans, or other means to handle them.

Achieve and commit to a lifestyle worth living with the least restrictive level of support and services.

Develop routines that include meaningful activities that they will continue to engage in following the end of jurisdiction.

Develop a social support system outside of our program that clients can rely on when experiencing a mental health episode in the future.

Promotes Recovery!




PSRB PASS POLICY



Serves as Evidence!

Community integration and connection are important aspects of recovery. The PSRB encourages case managers to approve opportunities for clients to take passes that promote recovery so long as those passes are consistent with the conditional release plan, the level of privileges within a program, and account for specific risk factors and public safety. The following provides a guide on the PSRB's pass notification and/or approval process. Please note, not all passes require approval, but may require notification to the PSRB office. If you are unclear about whether approval is required or have a more atypical pass request, please call our office to consult. Exceptions to the timeframes in this policy can be considered for emergency situations such as a death in the family or a medical situation.

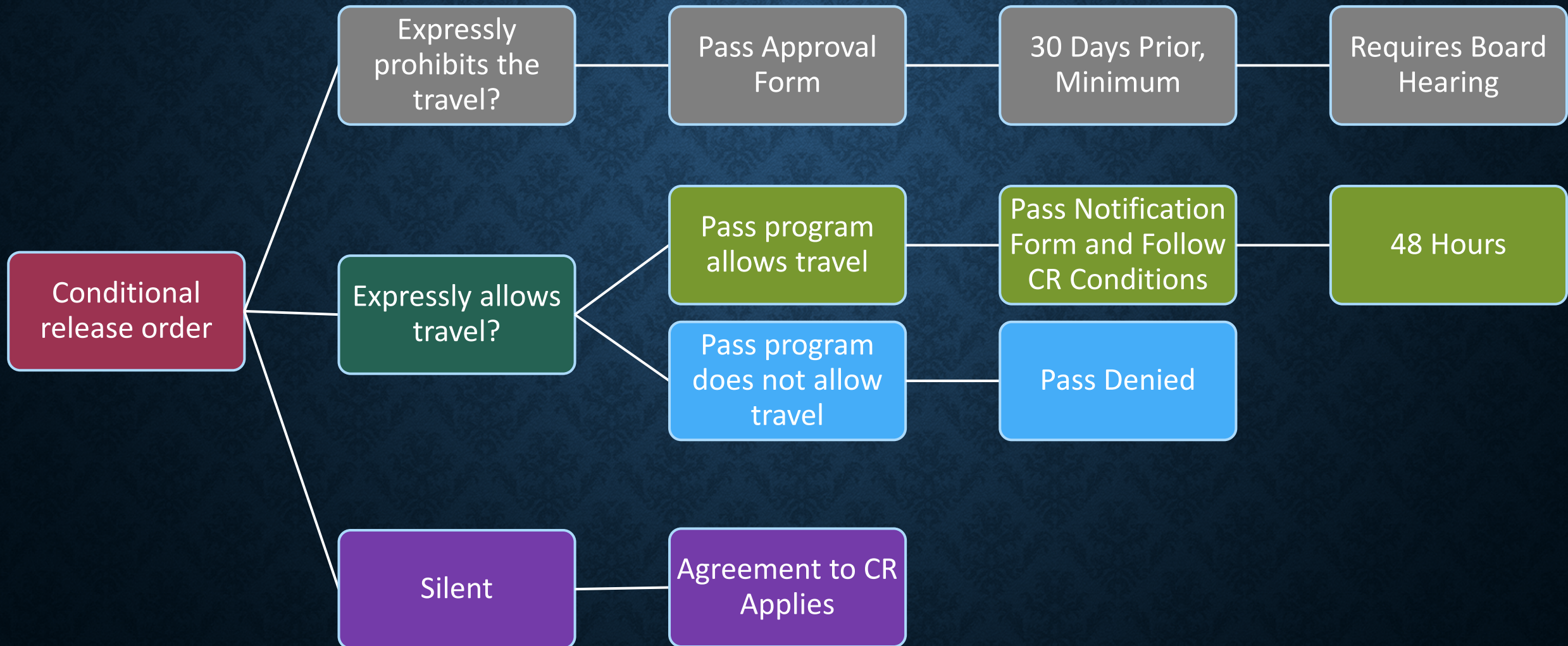
HISTORY OF THE PASS POLICY

- Prior to December 2013
 - Agreement to Conditional Release required all passes to be submitted to the ED for review and approval.
 - Board Administrative Meeting 12/02/2013
 - Agreement to Conditional Release modified
 - *I agree not to leave the county to which I am released without first obtaining the permission of my case manager. My case manager may approve single day, out-of-county travel unless specifically prohibited in my conditional release order.*
 - Board Administrative Meeting 03/03/2016
 - Agreement to Conditional Release modified
 - *Expanded the case monitor's discretion to delegate authority to community case monitors to allow them to approve overnight, in-state travel up to 14 days so long as the client has pass privileges to support the length of the pas and the case manger submits a notification for it with specific information regarding the pass.*
 - *Board specified that case monitors should not use this discretion to circumvent the client's ordered level of care or reside at an address other than the place identified in the Board's order. these types of passes. Ultimately, the Board stated that case managers may approve a*
 - Board Pass Forms
 - Unknown if form existed pre-10/29/13
 - First known Form: 09-17-2008
 - Updated 10-29-13
 - Updated 11-2-16
 - Updated 08-30-19
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STEP 1: WHAT TYPE OF PASS IS THIS?

- In State, Single Day, Supervised Pass
 - No notification or approval is needed for single-day passes within Oregon where the client will be supervised at all times by staff, unless the conditional release (CR) order or the program's pass system states otherwise.
- All Other Passes are , Proceed to Step 2

STEP 2: REVIEW THE CR ORDER



STEP 3: IF CR ORDER IS SILENT, AGREEMENT TO CR APPLIES



COMPLETING PASS FORMS

- [Pass Request Form](#)
- [Pass Notification Form](#)
- Information that does not fit should be typed onto a separate page.
- Every section should be completed.
- Recognize and appreciate that your pass forms are consider evidence—these are legal documents that are not only used to make decisions about passes, but also for decision-making for future hearings (e.g., modification requests and early discharge requests).


COMPLETING A PASS FORM

- Case monitors are required to apply the same care, standards and vetting process whether completing a pass notification or pass request.
 - Case monitors are to use their discretion and seek out approval when appropriate.
- Case monitor discretion should not be used to circumvent the Board-approved level of care for the client.

LETTERS OF SUPPORT

LENGTH & DETAIL COMMENSURATE WITH THE REQUEST

- Mental status
- Risks associated with the travel
- Clinical benefits of the travel
- Detailed itinerary
- Plan for meeting CR plan and taking medications as prescribed
- Information about travel companions, host, authorized others
- Recent incidents or violations of conditions of release
- Victim concerns
- Safety plan, plan for checking in with client while on pass
- Payment and financial obligations
- Any requirements or concerns of the state/country being visited



Required for out of state passes, passes requiring a Board hearing, and as need

WAIVER OF EXTRADITION

- Required for out-of-state travel, regardless of who approves the pass
- Fill out completely and legibly
- One waiver for each period of travel
- Needs signatures
- Include all addresses where the client is visiting or spending the night
- Provides additional legal support to execute an extradition

BIGGEST BARRIERS TO PASS APPROVALS

- ✓ Late submissions
- ✓ Mistakes on pass forms/incorrect form
- ✓ Missing requirements (e.g., waiver, letter of support, request)
- ✓ Monthly reports/prescriber notes are not up to date
- ✓ Inconsistent documentation between the letter of support and other documents (e.g., recent incidents, medication changes, monthly reports)
- ✓ Letter of support does not adequately support the length/nature of the pass.
- ✓ Pass appears to circumvent the spirit of the level of care/conditions of release



THE BOARD IS YOUR
PARTNER IN THIS
JOURNEY!