

Placement Order FAQ

Responses to common questions about the Placement Order that CMHPs must use, beginning December 2022, to provide placement info to OHA

What is the purpose of the order?

The purpose of the Placement Order is for CMHPs to inform OHA where those under civil commitment are physically residing and where they are receiving care. The need for the form is outlined in OAR 309-033-0290.

In what circumstances does the Placement Order need to be submitted?

This form needs to be filled out when the person is initially placed once civilly committed by the court, when the person transfers or otherwise changes placements (provider, program, etc.), and whenever a person moves or otherwise changes their physical location or mailing address. This includes transfers to all types of treatment including acute care settings, residential treatment, and outpatient care.

It does not need to be filled out when a person goes to the emergency department from, for example, an SRTF as that is not a new placement. If the person were to move to a psychiatric unit from that emergency department, this form would then need to be filled out and submitted. It also does not need to be filled for those on holds prior to commitment. Lastly, it does not need to be filled out when a client absconds. In that scenario, the form would be filled out if the client was subsequently evicted from their residential program or disenrolled from a mental health provider.

So the Placement Order needs to be completed and submitted each time a person changes treatment provider or setting *and* when their residential location changes?

Yes, that is correct.

What do we report for changes in address for individuals without a residential address or who are currently houseless?

Please provide a geographic location where this person can be located on a typical day. For example, you can include an intersection or a landmark: "They currently sleep in a small tent community at the corner of A Street and B Street behind the post office."

Is there a grace period for submitting the form?

OHA expects CMHPs to submit completed Placement Orders as soon as reasonably possible.

In the case that a person needs to be moved out of county for acute care – does the county in which the acute care facility is located need to approve that placement prior to the move taking place?

No, approval is not needed prior to placement in an out-of-county acute care facility.

Is there an appeals process related to this form? If so, what is it?

The third page of the Placement Order form outlines the appeal process for the person under civil commitment. The person under civil commitment can notify OHA of the desire to appeal the placement decision; however, this appeal does not necessarily prevent transfer or admission to the appealed placement.

What do the terms “placement” and “treatment provider” mean in relation to this form?

Regarding the Placement Order, “placement” and “treatment provider” are one in the same. A person’s placement is their treatment provider - whether that is within a residential treatment facility, an outpatient clinic, or any other clinical setting.

Who do we file this form with?

This form is filed with OHA by email: civil.commitment@odhsoha.oregon.gov. It is not filed with the courts or any other government agency.

Where will we be able to access the most up-to-date version of this form?

The form is titled “HSD 309-033-0290” and can be downloaded from <https://www.oregon.gov/oha/hsd/amh/Pages/civil-commitment.aspx>.

What is OHA doing with this data? How and when will it be released to CMHPs and CCOs?

OHA is filing received Placement Orders and will use the information to help identify where people under civil commitment are located and where they access care. How this data can best be utilized is still in consideration. CMHPs are encouraged to let OHA know any suggestions or ideas on what helpful data these orders could produce.

How is OHA supporting CMHPs in filling out this form? Given the additional administrative burden, will the implementation of this form come with additional funding?

There is not currently additional funding provided to CMHPs to complete the Placement Order form. OHA staff are available for technical assistance, questions, and feedback as needed. Question 12 provides contact information.

Is this order required for Aid and Assist and/or PSRB clients?

This order is required only for those under civil commitment pursuant to ORS 426.

Is this order required for civil commitments in the Developmental Disabilities Services Division?

No. This order is required only for those under civil commitment and in the care and custody of OHA, pursuant to ORS 426. Civil commitments for DDSD are pursuant to ORS 427 and handled by DHS.

Is there a point person that we can consult with regarding this form and other related topics?

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