

Oregon State Hospital (OSH) Request for Community Evaluation Process

1. OSH social worker submits the OSH Evaluation Request Form via email to psrb@psrb.oregon.gov, and copy dawn.anderson@psrb.oregon.gov, requesting an evaluation for placement.¹ Included with the request should be:
 - Violence Risk Assessment (VRA)
 - Applicable Specialty Risk Assessments (e.g. SORA, Fire-setting, Stalking, Neuropsychological)
 - Current Short-Term Assessment of Risk and Treatment (START)
 - Prescriber Notes within last 30 days
 - Risk Review Minutes
 - Release of Information (ROI)
 2. Within **5 business** days,² the PSRB will vet the file, process the exhibits, and get final approval to order the evaluation.³ Upon approval, an email is sent to the prospective evaluator(s), with the OSH Social Worker copied, containing the following:
 - An electronic link to the client's exhibit file
 - The exhibit number for the Order for Evaluation
 - Contact information for the social worker and prospective evaluator(s)
 - Any additional information for the evaluator (e.g.: concurrent evaluations ordered, victim considerations)
- If the OSH Social Worker has not received the above-described email within 5 business days, they may contact Dawn Anderson at dawn.anderson@psrb.oregon.gov.
3. A QMHP-credentialed community evaluator has **15 days** from the receipt of the evaluation order to contact the OSH Social Worker to schedule an interview with the client. [OAR 309-019-0160\(2\)\(a\)\(A\)](#). The OSH Social Worker is encouraged to reach out to the community evaluator for a status updated as necessary.
 4. The community evaluator has **30 days** from the date of the interview to submit a completed community evaluation report in the format developed by the PSRB.⁴ [OAR 309-0160\(2\)\(a\)\(C\)](#). If accepted, the evaluator must also develop and submit a [Summary of Conditional Release Plan](#) (SCRP).⁵
 5. Upon acceptance to a prospective placement, the OSH Social Worker submits the following materials to the Board to request a hearing for conditional release:
 - Application for Hearing
 - Signed SCRП
 - Signed [Agreement to Condition Release](#)

¹ Treatment teams are strongly encouraged to be familiar with state-wide [PSRB conditional release placements](#). Prior to requesting an evaluation, outreach to the prospective community program is highly recommended to discuss goodness of fit considerations, risk-needs-responsivity factors, vacancy timelines, and/or other specialty funding/resource needs.

² This timeline is contingent on receiving a completed request. Workload factors may also cause delays.

³ Requests for community evaluation where Murder is the instant offense or the person is committed pursuant to ORS 426.701 will be scheduled for and administrative review by the Board.

⁴ Report template and training materials available on the [PSRB Website](#).

⁵ SCRП should be submitted to the OSH Social Worker for review and appropriate signatures *prior* to being submitted to the PSRB.