



June 3, 2024

To all OSH staff,

This Administrative Directive modifies and adds to Oregon State Hospital policy number 6.058, "Admissions," 6.045 "Clinical Documentation," and 6.061 "Gender Affirming Treatment for Transgender and Gender Diverse Patients."

To support admissions staff in navigating room assignment decisions and to clarify expected documentation relating to patient chosen names, the following changes are effective May 30, 2024:

- Changes to Policies 6.058 and 6.061
 - If the patient has a history of sexually assaultive behavior during adulthood, these clinical risk factors will be prioritized for patient placement.
 - If a patient has been assessed by GECOS and/or has been referred to OSH's Sexual Offending Treatment Program (SOTP), these providers (or their designee) must be contacted prior to making the placement decision.
 - If admissions staff require immediate support in patient placement, they may contact the Program Director for support.
- Changes to OSH Policy 6.045 and 6.061
 - If a patient has a chosen name that differs from their legal name, when documenting in Avatar, staff must first refer to the patient's chosen name followed by their legal name to ensure clarification of identity. For example:

Jill (John) Smith is a 50-year-old, Caucasian transgender female who uses she/her pronouns. Jill reports feeling manic because "my legal case has overwhelmed me". Jill and I discussed ways for her to



decompress so she does not feel so overwhelmed.
Or

Labs came back today on Jill (John). Jill's A1c and CBC are elevated. Jill has been eating too much sugar and we discussed changing this today. Jill became very upset and threw a pencil at me.

This directive will remain in effect until OSH Policies and Procedures are updated or the directive is otherwise rescinded.

Sincerely,

A handwritten signature in blue ink, reading "Sara C. Walker MD". The signature is cursive and fluid.

Sara C. Walker, MD
Chief Medical Officer/Interim Superintendent