

Purpose

This guidance document aims to facilitate a smooth and expedient transition for clients moving from the Oregon State Hospital (OSH) to a designated Community Provider following their conditional release by the Psychiatric Security Review Board (PSRB). Effective planning and clear communication are critical to this process, requiring coordinated efforts between the PSRB, OSH staff, and Community Providers. Given the specific steps following a PSRB hearing may vary depending on placement vacancies and any additional contingencies outlined in the PSRB's conditional release orders, this standardized process guarantees that all required steps are completed efficiently, documented thoroughly, and communicated effectively to support each client's prompt conditional release to the community.

Conditional Release is Contingent Upon Maintaining Psychiatric Stability

When the PSRB grants a conditional release at a hearing, the release order will specify that the client's release is contingent upon maintaining psychiatric stability. Although rare, if there is a significant change in the client's psychiatric condition or other factors affecting their ability to be safely managed under the approved conditional release plan prior to the conditional release, the PSRB's order requires OSH and Community Providers to promptly notify the PSRB of these changes. They are also encouraged to provide any additional recommendations, which may include modifying the approved plan or requesting that the conditional release be rescinded. These requests are carefully reviewed and assessed by the PSRB's Executive Director (ED), who will determine the appropriate course of action.

Scenario 1: Conditional Release Within 60 Days of the PSRB Hearing

When the conditional release date is within 60 days of the hearing, the following steps are taken:

- The PSRB will email the OSH Liaison a Summary of Findings signed by the PSRB's Executive Director (ED), authorizing the conditional release.¹
- The Community Provider must promptly email the PSRB (psrb@psrb.oregon.gov) upon the client's discharge from OSH and admission to their program.
- The OSH social worker or designee will submit to FileCloud a current photo of the client and the OSH Discharge Summary as soon as practicable.²
- The PSRB will distribute the official Conditional Release Order within 30 days of the hearing.

Scenario 2: Conditional Release More Than 60 After the PSRB Hearing

When the conditional release is expected to occur more than 60 days after the hearing, the following steps are taken:

- Within 30 days of the hearing, the PSRB will distribute a Conditional Release Order outlining contingencies that must be met before release, pending review by the PSRB ED.

¹ The Summary of Findings authorizes the conditional release of a client from OSH based on the PSRB's decision at a hearing, before the PSRB's order is officially finalized and signed.

² Please do not email these documents to the PSRB.

Conditional Release from Oregon State Hospital Process

- Both OSH and the Community Provider must carefully review the order to ensure compliance, as it serves as a placeholder until all contingencies are met before the conditional release occurs.
- Prior to conditional release, the following must be completed:
 - An updated consultation between the OSH and the Community Provider’s Licensed Medical Practitioners (LMP), with the Community Provider’s LMP completing the PSRB’s [form](#) attesting to this consultation.³
 - Within 30 days prior to conditional release, written confirmation from the OSH LMP or designee that the client remains psychiatrically stable and appropriate for conditional release. This confirmation should be documented in formal OSH records (not via email).
 - OSH shall submit the medical practitioner’s monthly progress report note updates beginning from the month after the hearing.
- The Conditional Release Order will also require OSH to submit written documentation to both the PSRB and the prospective Community Provider if there are significant changes to the client’s psychiatric stability, medication regimen, or any other relevant incidents following the hearing.⁴
- For timely processing, all documentation must be submitted to FileCloud at least 48 hours prior to the anticipated discharge date for final review and approval by the PSRB ED.⁵ As specified in the order, conditional release should not occur until confirmation of approval from the Executive Director is received.

PSRB’s Commitment to Timely Conditional Release

Clear communication and effective planning should prevent any delays in the conditional release process. If there are any concerns about potential delays related to these procedures, please contact the PSRB directly at 503-229-5596. We will prioritize resolving any issues promptly.

³ The LMP Attestation Form is available on the PSRB’s website.

⁴ This additional documentation is only necessary if there has been a significant change in the information that was provided to the PSRB and the Community Provider at the conditional release hearing.

⁵ Please do not email these documents to the PSRB. This will delay processing and conditional release.