

Purpose

This guidance document explains the process the Oregon State Hospital (OSH) follows when preparing a request for the Psychiatric Security Review Board (PSRB) to order a community evaluation and the subsequent steps in the community evaluation process. The purpose of the evaluation is to determine whether a prospective community provider can safely supervise the individual while meeting their treatment and risk-management needs. The evaluation process is collaborative, involving communication between OSH treatment teams, the prospective community provider, and the PSRB. The following steps ensure that evaluation requests are processed efficiently, that evaluators receive the information necessary to complete a thorough assessment, and that the Board has the relevant information it will need to consider treatment, supervision, and risk management at the conditional release hearing, as required.

Step 1: OSH Preliminary Preparation

Before an individual is granted Conditional Release Readiness, OSH social workers are encouraged to complete preliminary preparation to identify potential community placements. At this stage, information about risk and treatment needs may be evolving; however, early consideration of known factors, such as specialty treatment needs, victim concerns, natural supports, and general level-of-care requirements, can help inform initial alignment with available providers and rule out placements that are unlikely to be appropriate.

This groundwork may also include developing familiarity with community resources and, where appropriate, engaging in informational outreach, such as discussions with prospective providers or site visits, to better understand program capabilities and fit. Establishing this foundation in advance can help streamline subsequent steps and reduce delays in the evaluation process.

Step 2: OSH Requests a Community Evaluation

Once an individual is granted Conditional Release Readiness and a prospective community provider is identified, the OSH social worker submits an [OSH Evaluation Request Form](#) to the PSRB via this [FileCloud link](#) and enters the password.¹

The request must include sufficient information for the prospective community evaluator to assess the individual's suitability for community supervision and must also consider vacancies and waitlists. Providing complete documentation at the time of the request allows the evaluation process to proceed without delay. The request, at a minimum, must include:

- ✓ Current Violence Risk Assessment (VRA)
- ✓ Current Short-Term Assessment of Risk and Treatability (START)
- ✓ Applicable specialty risk assessments such as a sex offender risk assessment, fire-setting assessment, stalking assessment, or neuropsychological evaluation when relevant.
- ✓ Most recent Risk Review Minutes (granting the CRR privilege)
- ✓ Monthly Medical Practitioner note from the previous six months.

¹ Contact psrb@psrb.oregon.gov for the password.

Step 2: PSRB Reviews the Request and Issues an Evaluation Order

After receiving the request, the PSRB reviews the materials and prepares an Order for Community Evaluation. Requests are typically processed within three business days. The Board's review ensures that the proposed level of care and placement aligns with the individual's clinical and risk profile and that the evaluation order directs the prospective evaluator to address the most relevant information. This ensures the evaluation is meaningful and actionable, providing the Board with the information it will need to fully consider treatment, supervision, and risk management needs at the conditional release hearing.

Once approved, the submitted materials are organized into the PSRB exhibit file, and an email is sent to the prospective evaluator(s), with the OSH Social Worker copied, containing:

- ✓ A secure electronic link to the client's marked exhibits, as well as documentation anticipated to become exhibits at the client's next hearing
- ✓ The Order for Evaluation with instructions
- ✓ Contact information for the OSH social worker and evaluator(s)
- ✓ Any additional information relevant to the evaluation (e.g., concurrent evaluations, 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.

Step 3: Community Provider Conducts the Evaluation (See OAR 309-019-0160)

Upon receipt of the PSRB's Order for Evaluation, the prospective provider assigns a Qualified Mental Health Professional (QMHP) to conduct the evaluation. The evaluator reviews the materials provided and may coordinate with OSH staff to obtain additional information necessary to complete the evaluation. Evaluations should assess whether the provider can safely supervise the individual in the community and whether the services available match the individual's clinical and risk-management needs.

Within 30 days, the evaluator submits a community evaluation report to the PSRB, addressing the questions outlined in the evaluation order and indicating whether the provider supports or declines placement. If the provider supports placement, they must also submit a Summary of Conditional Release Plan (SCRP) that is consistent with the findings of the evaluation.

Step 4: OSH Requests a Conditional Release Hearing

If a provider accepts the individual and an SCRCP has been completed, the OSH social worker should request a conditional release hearing without unreasonable delay. To request the hearing, the following documents are submitted to the PSRB via this [FileCloud link](#) and password²:

² Contact psrb@psrb.oregon.gov for the password.

- ✓ [An Application for Hearing](#);
- ✓ [A signed Summary of Conditional Release Plan \(SCRP\)³](#); and
- ✓ [A signed Agreement to Conditional Release.](#)

Once received, the PSRB reviews the submission and schedules a Hospital Request for Conditional Release hearing.

³ signed by the representative from the Community, OSH, and the Client.