**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, (copy maria.mccormack@psrb.oregon.gov) requesting an evaluation for placement.[[1]](#footnote-2) 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)
1. Within **5 business** days,[[2]](#footnote-3) the PSRB will vet the file, process the exhibits, and get final approval to order the evaluation.[[3]](#footnote-4) 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 Maria McCormack at maria.mccormack@psrb.oregon.gov.

1. 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)](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=242808). The OSH Social Worker is encouraged to reach out to the community evaluator for a status updated as necessary.
2. 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]](#footnote-5) [OAR 309-0160(2)(a)(C)](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=242808). If accepted, the evaluator must also develop and submit a [Summary of Conditional Release Plan](https://www.oregon.gov/prb/Documents/Summary%20of%20CR%20Plan%20Template%20March%202017.doc) (SCRP).[[5]](#footnote-6)
3. 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 SCRP
	* Signed [Agreement to Condition Release](https://www.oregon.gov/prb/Documents/Agreement%20to%20Conditional%20Release%20revised%203-17.pdf)
1. Treatment teams are strongly encouraged to be familiar with state-wide [PSRB conditional release placements](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjt79qEm-n2AhUTPH0KHdk9AG0QFnoECAsQAQ&url=https%3A%2F%2Fwww.oregon.gov%2Fprb%2FDocuments%2FPSRB%2520CR%2520Guide%2520FINAL.pdf&usg=AOvVaw164RsOEH_kWcLZ9TjLZ-vr). 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. [↑](#footnote-ref-2)
2. This timeline is contingent on receiving a completed request. Workload factors may also cause delays. [↑](#footnote-ref-3)
3. Requests for community evaluation where Murder is the instant offense or the person in committed pursuant to ORS 426.701 will be scheduled for and administrative review by the Board. [↑](#footnote-ref-4)
4. Report template and training materials available on the [PSRB Website](https://www.oregon.gov/prb/Pages/PSRB_Training.aspx) . [↑](#footnote-ref-5)
5. SCRP should be submitted to the OSH Social Worker for review and appropriate signatures *prior* to being submitted to the PSRB. [↑](#footnote-ref-6)