

[Provider or Facility Name]

SECTION: [Facility Name] Residential Treatment Facility (RTF)	Policy Number: PSRB. 001 Page: 1
SUBJECT: Psychiatric Security Review Board (PSRB) In compliance with OAR 309-032-0450 Purpose and Statutory Authority	Date of Implementation: Date of Review (r) or Revision (R):
REVIEWED BY:	Attachments:

Policy:

[Facility Name] provides residential treatment facility services to residents who are receiving services through the **Psychiatric Security Review Board (PSRB)** Program. All applicable OAR rules and regulations will apply to residents living at [Facility Name] who receive PSRB services.

309-032-0450

Procedures:

Purpose and Statutory Authority

(1) Purpose. These rules prescribe standards and procedures for community treatment and supervision of persons under the jurisdiction of the Psychiatric Security Review Board (PSRB).

(2) Statutory Authority. These rules are authorized by ORS 192.690 and 430.041 to carry out the provisions of ORS 161.295 through 161.430, and 428.210 as these relate to community mental health services.

[Facility Name]

SECTION: [Facility Name] Residential Treatment Facility (RTF)	Policy Number: PSRB. 002 Pages: 2 – 6
SUBJECT: Psychiatric Security Review Board (PSRB) In compliance with OAR 309-032-0455 Definitions	Date of Implementation: Date of Review (r) or Revision (R):
REVIEWED BY:	Attachments:

Policy:

[Facility Name] provides residential treatment facility services to residents who are receiving services through the **Psychiatric Security Review Board (PSRB)** Program. All applicable OAR rules and regulations will apply to residents living at [Facility Name] who receive PSRB services.

309-032-0455

Procedures:

Definitions

As used in these rules:

(1) "Case Coordinator" means a person who is a qualified mental health professional, is identified by the PSRB in the Conditional Release Order and who is designated by the provider to deliver and/or arrange and monitor the provision of required reports and services in this rule.

(2) "Case Number" means the unique identification number assigned to each consumer by the provider. No more than one such number shall be assigned to the consumer, and that number shall be identical for both the consumer's rehabilitation record and CPMS enrollment. Once assigned, the case number must be retained for all subsequent admissions or periods of service for the consumer.

(3) "Community Mental Health Program" or "CMHP" means the organization of all services for persons with mental or emotional disturbances, drug abuse

problems, developmental disabilities, and alcoholism and alcohol abuse problems, operated by, or contractually affiliated with, a local mental health authority, and operated in a specific geographic area of the state under an omnibus contract with the Mental Health and Developmental Disability Services Division.

(4) "Conditional Release" means placement by a court or the PSRB, of a person who has been found eligible under ORS 161.327(b) or 161.336, for supervision and treatment in a community setting.

(5) "Consumer" means a person who is under the jurisdiction of the PSRB and receiving services under these rules.

(6) "Consumer Identifying Information" means specific personal, biographical, and demographic information about the consumer.

(7) "CPMS" or "Client Process Monitoring System", means an automated consumer data system maintained by the Division. "CPMS" shall also mean any subsequent modification or change to this system.

(8) "Data Base" means that collection of consumer information obtained through the mental health assessment process. It includes, but is not limited to: Identifying information, behavioral description, presenting problem(s), psychosocial and medical histories, developmental history, mental status, and current health information.

(9) "Diagnosis" means a DSM diagnosis determined through the mental health assessment and any examinations, tests, procedures, or consultations suggested by the assessment.

(10) "DSM" means the current edition of the **"Diagnostic and Statistical Manual of Mental Disorders,"** published by the American Psychiatric Association.

(11) "Division" means the Mental Health and Developmental Disability Services Division of the Department of Human Resources.

(12) "Goal" means the broad aspirations or more final objectives toward which the consumer is striving, and toward which all services are intended to assist the consumer.

(13) "Health History" means a review of the consumer's current and past state of health as reported by the consumer, including:

(a) History of any significant illnesses, injuries, allergies, or drug sensitivities; and

(b) History of any significant medical treatments, including hospitalizations and major medical procedures.

(14) "Informed Consent" means the consumer or guardian understands a specific diagnosis and consents to service procedures and is informed of the risks or benefits, alternative services and procedures and the consequences of not receiving a specific service or procedure.

(15) "Licensed Medical Professional" means a medically trained person who is licensed to practice in the State of Oregon and has one of the following degrees: MD (Medical Doctor); DO (Doctor of Osteopathy); NP (Nurse Practitioner); PA (Physician's Assistant); or RN (Registered Nurse).

(16) "Local Mental Health Authority", as defined by ORS 430.620, means the county court or board of county commissioners or one or more counties who choose to operate a community mental health program, or in the case of a Native American reservation, the tribal council, or if the county declines to operate or contract for all or part of a community mental health program, the board of directors of a public or private corporation.

(17) "Medication Use Record" means information kept in the consumer's rehabilitation record which documents medications and/or agents prescribed or recommended by the provider's employed or contracted licensed medical professional who has prescriptive privileges, and includes medication progress notes as applicable.

(18) "Mental Health Assessment" means a process in which the consumer's need for mental health services is determined through evaluation of the consumer's strengths, goals, needs, and current level of functioning.

(19) "Mental Status Examination" means an overall assessment of a person's mental functioning that includes descriptions of appearance, behavior, speech, mood and affect, suicidal/homicidal ideation, thought processes and content, and perceptual difficulties including hallucinations and delusions. Cognitive abilities are also assessed and include orientation, concentration, general knowledge, abstraction abilities, judgment, and insight.

(20) "Objective" means an interim level of progress or a component step that is necessary or helpful in moving toward a goal.

(21) "Process Note" means a written summary of how the consumer is progressing with respect to the consumer's rehabilitation plan.

(22) "Provider" means an organizational entity which is operated by, or contractually affiliated with, a community mental health program, and is responsible for the direct delivery of mental health services to consumers.

(23) "Psychiatric Evaluation" means an assessment performed by a licensed medical professional with prescriptive privileges who is a qualified mental health professional.

(24) "Qualified Mental Health Associate" means a person who delivers services under the direct supervision of a qualified mental health professional, and who meets the following minimum qualifications:

(a) Has a bachelor's degree in a mental health related field; or

(b) Has a combination of at least one year's work experience and two years education, training or work experience in mental health.

(25) "Qualified Mental Health Professional" means a person who meets all of the following minimum qualifications:

(a) Fits one of these categories:

(A) Psychiatrist or physician, licensed to practice in the State of Oregon; graduate degree in psychology, social work, or other mental health related field; graduate degree in psychiatric nursing, licensed in the State of Oregon; registration as an occupational therapist; graduate degree in recreational therapy; or

(B) Any other person whose education and experience meet, in a determination process approved by the Division, a level of competence consistent with the standards established for qualified mental health professionals.

(b) Has demonstrated competence to identify precipitating events; gather histories of mental and physical disabilities, alcohol and drug use, past mental health services and criminal justice contacts; assess family, social, and work relationships; conduct a mental status assessment; document a DSM diagnosis; write and supervise a rehabilitation plan; and provide individual, family, and/or group therapy.

(26) "Qualified Person" means a qualified mental health professional or a qualified mental health associate.

(27) "Rehabilitation Plan" means an individualized, written plan defining specific rehabilitation objectives and proposed service interventions derived from the consumer's mental health assessment, and the Conditional Release Order.

(28) "Rehabilitation Record" means a separate file established and maintained under these rules for each consumer.

(29) "Service Supervisor" means a person who has two years of experience as a qualified mental health professional and who, in accordance with OAR 309-032-0505, reviews the services provided to consumers by qualified persons.

(30) "Setting" means the location at which a service is provided, and includes, but is not limited to: CMHP office, consumer's residence, or other identified location.

(31) "Significant Procedure" means a diagnostic or service modality, which may have a substantial adverse effect on the consumer's psychological or physical health, such as administration of medications, which have serious side effects.

(32) "Supervision" means monitoring of consumer's compliance with Conditional Release Orders, Agreement to Conditional Release, the rehabilitation plan requirements, and any additional monitoring and reporting requirements stipulated by the PSRB, the courts, or the Division, not otherwise specified in these rules.

(33) "Termination Summary" means a summary of consumer progress toward rehabilitation objectives from the time of admission to the termination of services.

(34) "Utilization Review" means a process in which consumer rehabilitation records are examined by a review committee to evaluate the need for, and appropriateness of services, as well as completeness of the record.

[Provider or Facility Name]

SECTION: [Facility Name] Residential Treatment Facility (RTF)	Policy Number: PSRB. 003 Page: 7
SUBJECT: Psychiatric Security Review Board (PSRB) In compliance with OAR 309-032-0460 General Standards	Date of Implementation: Date of Review (r) or Revision (R):
REVIEWED BY:	Attachments:

Policy:

[Facility Name] provides residential treatment facility services to residents who are receiving services through the **Psychiatric Security Review Board (PSRB)** Program. All applicable OAR rules and regulations will apply to residents living at [Facility Name] who receive PSRB services.

309-032-0460

Procedures:

General Standards

Providers of mental health evaluations and services under Orders for Evaluation and/or Orders of Conditional Release shall provide all reports and notifications ordered by the PSRB, under ORS 161.295 through 161.430, or otherwise required in this rule and other law. These responsibilities do not conflict with adherence to consumer rights under this rule and other Oregon statutes.

[Provider or Facility Name]

SECTION: [Facility Name] Residential Treatment Facility (RTF)	Policy Number: PSRB.004 Page: 8-9
SUBJECT: Psychiatric Security Review Board (PSRB) Evaluation in compliance with OAR #309-032-0465 Order for Evaluation (1 – 4)	Date of Implementation: Date of Review (r) or Revision (R):
REVIEWED BY:	Attachments:

Policy:

[Facility Name] provides residential treatment facility services to residents who are receiving services through the **Psychiatric Security Review Board (PSRB)** Program. All applicable OAR rules and regulations will apply to residents living at [Facility Name] who receive PSRB services.

309-032-0465

Order for Evaluation

Following the receipt of an Order for Evaluation from the PSRB, the provider (provider is the program that is providing the PSRB resident Mental Health Services) will:

- (1) Within 15 days of receipt of the Order, schedule an interview with the consumer for the purpose of initiating or conducting the evaluation;
- (2) Appoint a qualified mental health professional to conduct the evaluation and to provide an evaluation report to the PSRB;
- (3) Within 30 days of the evaluation interview, submit the evaluation report to the PSRB responding to the questions asked in the Order for Evaluation; and
- (4) If supervision by the provider is recommended, notify the PSRB and the Oregon Forensic Psychiatric Center Outreach Consultation Services Team of the name of the person designated to serve as the consumer's Case Coordinator,

who will be primarily responsible for delivering or arranging for the delivery of services and the submission of reports under these rules.

[Provider or Facility Name]

Policy:

SECTION: [Facility Name] Residential Treatment Facility (RTF)	Policy Number: PSRB. 005 Pages: 10-11
SUBJECT: Psychiatric Security Review Board (PSRB) Periodic and Special Circumstance Reports in compliance with OAR #309-032-0470 Periodic and Special Circumstance Reports to the PSRB	Date of Implementation: Date of Review (r) or Revision (R):
REVIEWED BY:	Attachments:

[Facility Name] provides residential treatment facility services to residents who are receiving services through the **Psychiatric Security Review Board (PSRB)** Program. All applicable OAR rules and regulations will apply to residents living at [Facility Name] who receive PSRB services.

309-032-0470

Procedures:

Periodic and Special Circumstance Reports to the PSRB

The service provider, acting through the designated Case Coordinator, shall submit reports to the PSRB as follows:

(1) Monthly reports. Monthly reports consistent with PSRB reporting requirements as specified in the Conditional Release Order that summarize the consumer's adherence to Conditional Release requirements and general progress in rehabilitation;

(2) Interim reports. Prompt interim reports, including immediate reports by phone, if necessary, to ensure the public's or consumer's safety including:

(a) At the time of any significant change in the consumer's clinical, legal, employment or other status which may affect compliance with Conditional Release orders;

(b) Upon noting major symptoms of a psychiatric decompensation requiring psychiatric stabilization or hospitalization or any other major change in the consumer's rehabilitation plan;

(c) Upon learning of any violations of the Conditional Release Order;

(d) At any other time when, in the opinion of the Case Coordinator, such an interim report is needed to assist or protect the consumer or to protect public safety.

[Provider or Facility Name]

SECTION: [Facility Name] Residential Treatment Facility (RTF)	Policy Number: PSRB. 006 Pages: 12 - 14
SUBJECT: Psychiatric Security Review Board (PSRB) Minimum Rehabilitation Services OAR #309-032-0475 Minimum Rehabilitation Services	Date of Implementation: Date of Review (r) or Revision (R):
REVIEWED BY:	Attachments:

Policy:

[Facility Name] provides residential treatment facility services to residents who are receiving services through the **Psychiatric Security Review Board (PSRB)** Program. All applicable OAR rules and regulations will apply to residents living at [Facility Name] who receive PSRB services.

309-032-0475

Procedures:

Minimum Rehabilitation Services

Rehabilitation services shall include all appropriate services determined necessary by the Community Mental Health Program to assist the consumer in maintaining release and which are consistent with Conditional Release Orders and the Agreement to Conditional Release. Rehabilitation shall include:

- (1) Medication management and monitoring;
- (2) Substance abuse treatment or referral;
- (3) Group, family, and individual counseling services;

(4) Health care services. The providers shall directly provide, or refer for, available health care services to the extent they are necessary for continuation of conditional release;

(5) Life skills training; and

(6) Hospital services. The provider shall directly provide or arrange for psychiatric hospital services, if needed as follows:

(a) Voluntary psychiatric hospitalization. At the discretion of the Case Coordinator, and in consultation with the PSRB Executive Office, consumers may be returned to psychiatric hospitalization on a voluntary basis. These returns may be prompted by deterioration in mental status, violations of Conditional Release Orders, or at the request of the Case Coordinator or the consumer;

(b) Conditional release revocation. If a consumer requires involuntary return to a State Psychiatric Hospital or center, revocation procedures shall be initiated through the PSRB. If the Community Mental Health Program is unable to consult immediately with the PSRB when it is necessary to hospitalize a consumer involuntarily, the PSRB Executive Office shall be notified of actions taken by the next working day.

Involuntary and Voluntary Psychiatric Hospitalization

During Regular Business Hours (Monday thru Friday 8:00 a.m. – 5:00 p.m.)

1. Contact the Case Manager and inform him/her of your concerns.
2. Case Manager will determine if they need to do a face-to-face evaluation.
3. If Case Manager concludes the resident needs to be hospitalized they will then contact the PSRB Board and make the appropriate arrangements.
4. The Board takes a verbal deposition to determine what justifies a revocation; if legal the board solicits for a warrant from the state. If the warrant is issued, the board contacts the PSRB Case Manager, who in turn makes arrangements for the person to be taken back to the state hospital.
5. Write an incident report, complete a progress note and make a notation in the staff log.

After Hours

1. If staff assess that the resident is considered to be an imminent risk (e.g.; they will likely be harmed or cause harm if not placed in a more

restrictive setting) then call the on-call Administrator or Residential Program Manager to consult. The Administrator will then page the PSRB Case Manager and a decision will be made whether to revoke them or not. The PSRB Case Manager will then call the police. OAR 161.336.(6). Arrangements will then be made for the police to pick them up and transport them to Salem. Inform the police that you work for a Residential Treatment Program providing services to individuals who are under the Psychiatric Symptom Review Board and that you need an officer to place the consumer in custody and return them to Oregon State Hospital in Salem.

2. PSRB Case Manager will contact Mary Claire Buckley, Executive Director of the PSRB Board. Contact the PSRB program at 503-229-5596 and leave a message on their recorder describing what occurred.
3. Write an incident report, complete a progress note and make a notation in the staff log.