303 Data Reporting Guide for Service Centers

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Preparing to Report 303 Client and Service Center Data

Senate Bill 303 Background

Senate Bill 303 (SB 303) was adopted by the Oregon Legislature in 2023 and is now codified in ORS 475A.372 and ORS 475A.374. Beginning January 1, 2025, licensed service centers are required to collect and compile certain client level data and compile and compute certain service center level data. Service centers submit total numbers through the OPS-TLC portal on a quarterly basis.

Service centers must submit the data required in statute and rule. Not doing so is a violation of ORS 475A and OAR 333-333. This guide is intended to support service centers in complying with SB 303 requirements. To simplify, in TLC and guidance we refer to this data as “303 Data”.

Compliance with this law will require preparation time. Before beginning to collect and compile data, service centers will need to fully understand the reporting requirements and develop plans for meeting those requirements.

Thank you for your time and efforts.

Getting Familiar with the 303 Data Reporting Portal in TLC

To fulfill 303 reporting requirements, service centers will use the 303 Data Reporting Portal in the TLC Menu.

Only individuals who are service center licensees or designated licensee representatives may submit 303 data in TLC.

The data can only be entered and submitted during the designated 25-day quarterly reporting windows:

April 1 – April 25

July 1 – July 25

October 1 – October 25

January 1 – January 25

When the data reporting windows are NOT open, service centers will only be able to see 303 Data Reporting Instructions in TLC.

Once a data reporting window is open (Beginning April 1, July 1, October 1, January 1 of each year), a button will appear at the bottom of the instructions, allowing all service centers to enter the 303 Data Reporting Portal.

During the 25-day reporting windows, service centers may enter and save partial data to return to later. All data must be submitted by the quarterly deadline (April 25, July 25, October 25, and January 25 of each year).

Giving Permitted Workers Access to the 303 Data Reporting Portal in TLC

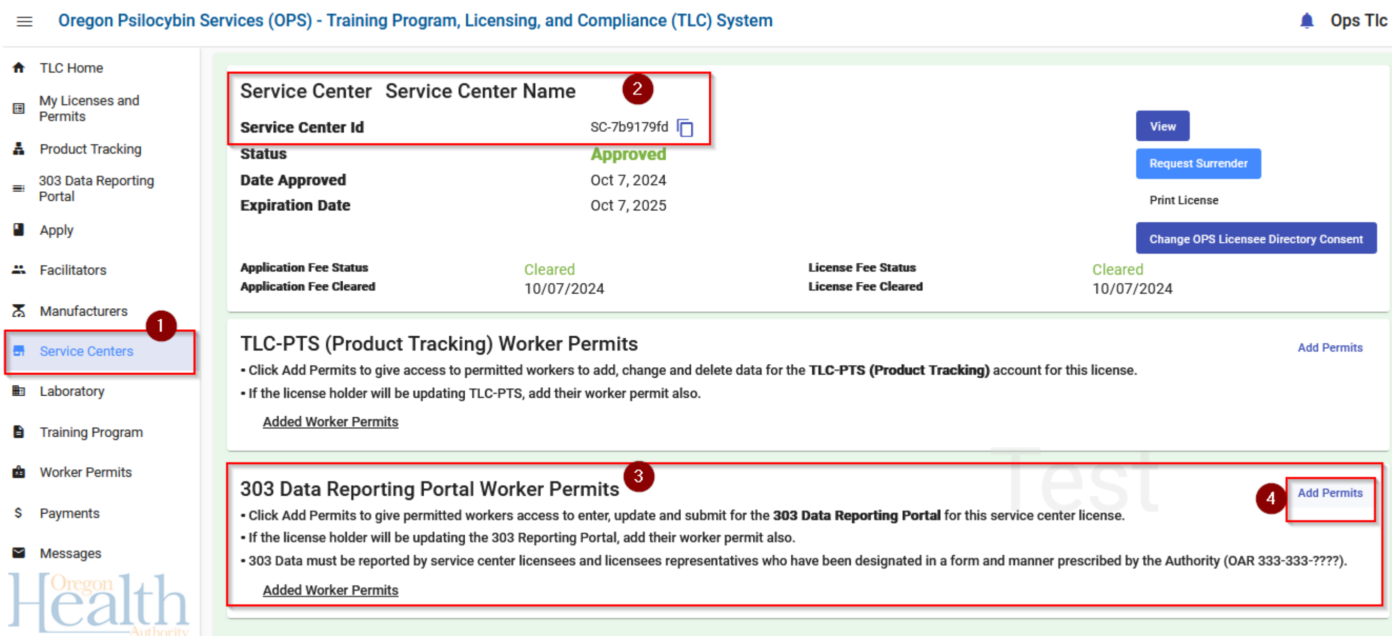
Only individuals who are service center licensees or designated licensee representatives may submit 303 data in TLC.

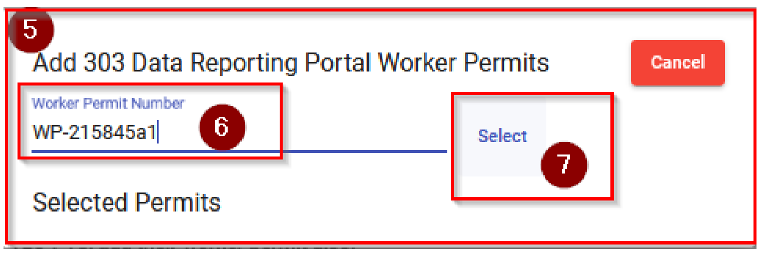
To give permitted workers access to the 303 Data Reporting Portal in TLC, add the worker permit numbers of any designated licensee representative. The license holder will also need to add their own worker permit number to access the 303 Data Reporting Portal.

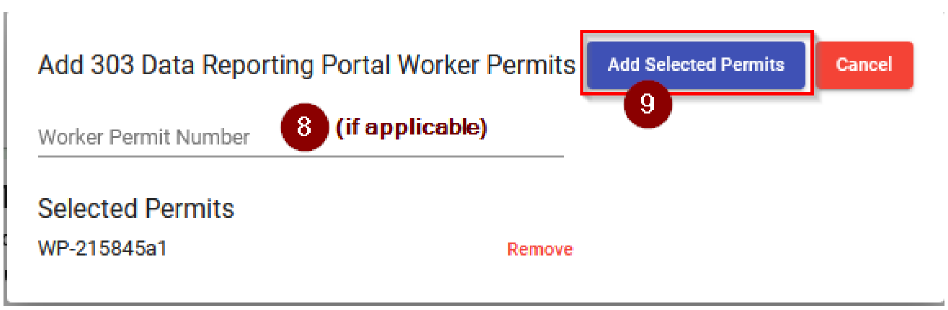
To add, remove and view the permitted workers who have access to the 303 Data Reporting Portal, follow the steps and screenshots below.

To Add a Permitted Worker:

Action	What to do
Add Permitted Worker* ***License holder must also add their own worker permit number**	1. Click on Service Centers on the far-left side bar 2. Find the license you want to add permitted workers to 3. Scroll down to the “303 Data Reporting Portal Worker Permits” box. (It is below the “TLC-PTS (Product Tracking) Worker Permits” box) 4. Click Add Permits 5. A form will pop up 6. Enter Worker Permit Number 7. Click Select 8. Repeat steps 6 and 7 for all worker permits you are adding 9. Click Add Selected Permits button

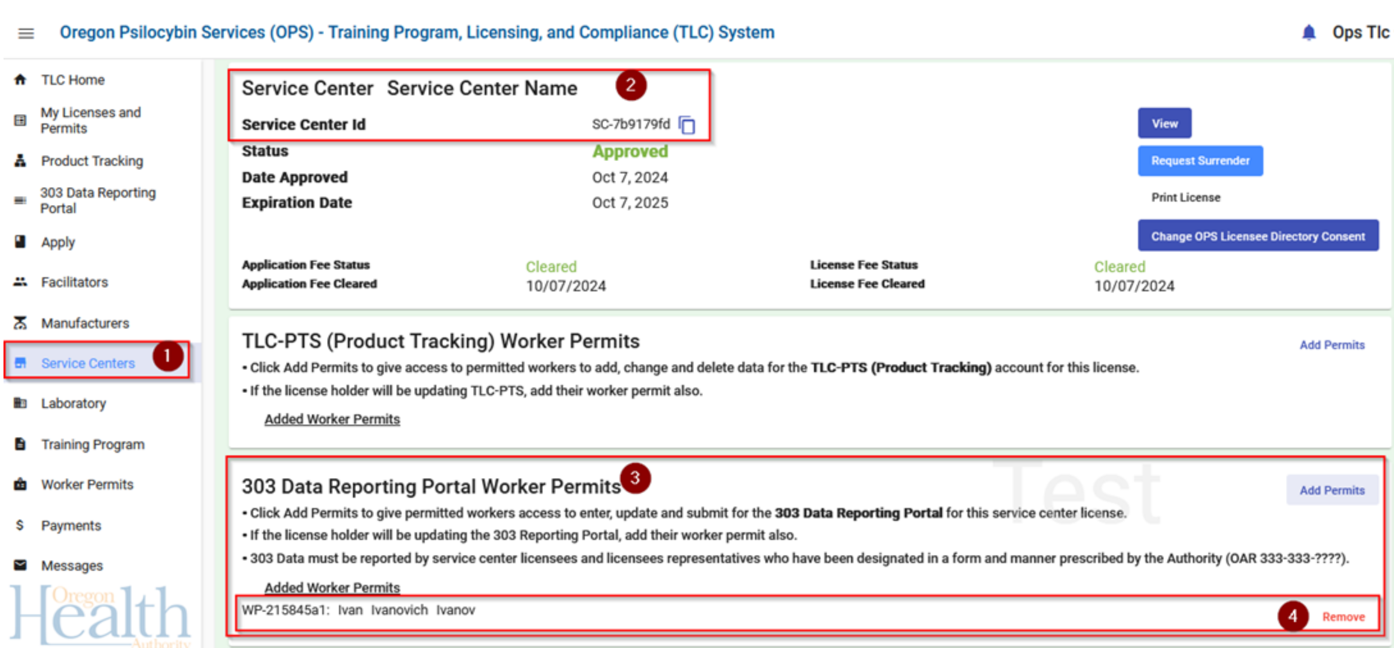

Oregon Psilocybin Services (OPS) - Training Program, Licensing, and Compliance (TLC) System
Ops Tlc
TLC Home
My Licenses and Permits
Product Tracking
303 Data Reporting Portal
Apply
Facilitators
Manufacturers
1
Service Centers
Laboratory
Training Program
Worker Permits
Payments
Messages
Oregon Health Authority
Service Center Service Center Name
2
Service Center Id SC-7b9179fd
Status Approved
Date Approved Oct 7, 2024
Expiration Date Oct 7, 2025
View
Request Surrender
Print License
Change OPS Licensee Directory Consent
Application Fee Status Cleared
Application Fee Cleared 10/07/2024
License Fee Status Cleared
License Fee Cleared 10/07/2024
TLC-PTS (Product Tracking) Worker Permits
Add Permits
• Click Add Permits to give access to permitted workers to add, change and delete data for the TLC-PTS (Product Tracking) account for this license.
• If the license holder will be updating TLC-PTS, add their worker permit also.
Added Worker Permits
303 Data Reporting Portal Worker Permits
3
4
Add Permits
• Click Add Permits to give permitted workers access to enter, update and submit for the 303 Data Reporting Portal for this service center license.
• If the license holder will be updating the 303 Reporting Portal, add their worker permit also.
• 303 Data must be reported by service center licensees and licensees representatives who have been designated in a form and manner prescribed by the Authority (OAR 333-333-????).
Added Worker Permits
Test

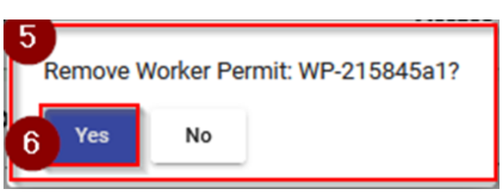

5
Add 303 Data Reporting Portal Worker Permits
Cancel
Worker Permit Number
WP-215845a1
6
Select
7
Selected Permits


Add 303 Data Reporting Portal Worker Permits
Add Selected Permits
Cancel
9
Worker Permit Number
8
(if applicable)
Selected Permits
WP-215845a1
Remove

To Remove a Permitted Worker's access:

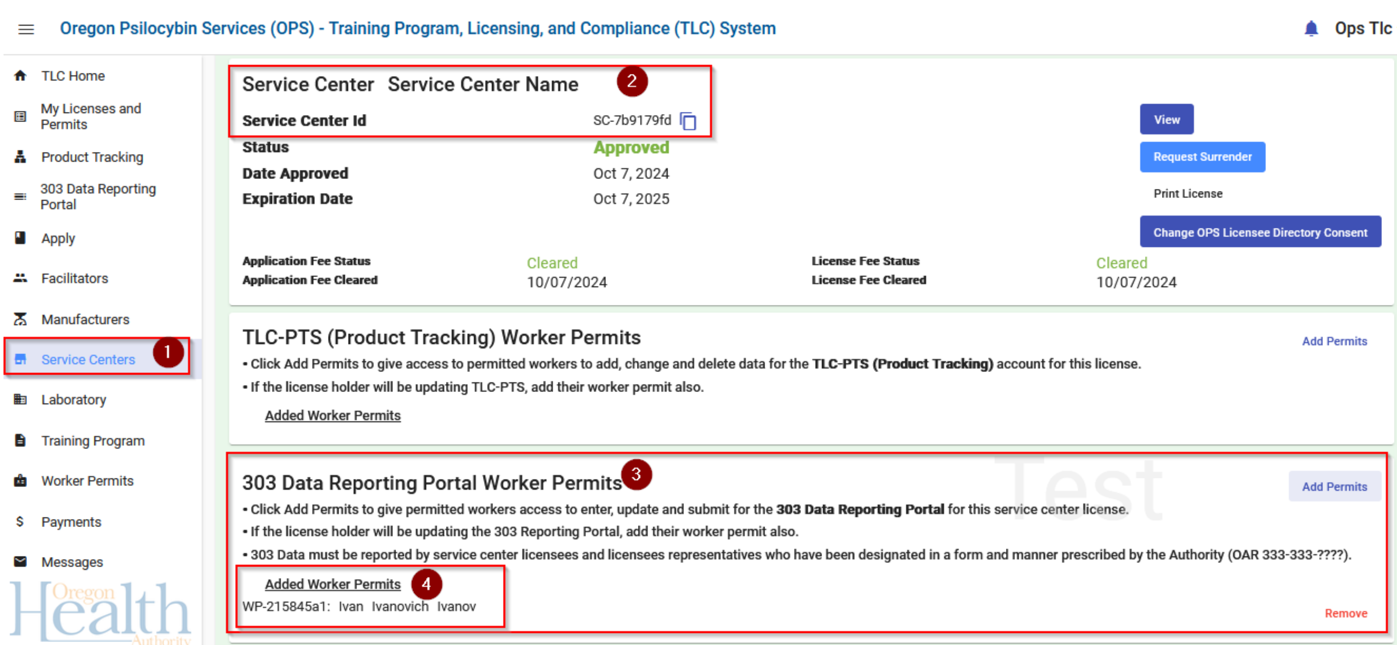
Action	What to do
Remove Permitted Worker	1. Click on Service Centers on the far-left side bar 2. Find the license you want to remove permitted workers from 3. Scroll down to the "303 Data Reporting Portal Worker Permits" box. (It is below the "TLC-PTS (Product Tracking) Worker Permits" box) 4. Click Remove, next to the worker permit you want to remove 5. A window will pop up 6. Click Yes to confirm





To View Worker Permits who have access to the 303 Data Reporting Portal:

Action	What to do
View Worker Permits that have access	1. Click on Service Centers on the far-left side bar 2. Find the license you want to view permitted workers on 3. Scroll down to the “303 Data Reporting Portal Worker Permits” box. (It is below the “TLC-PTS (Product Tracking) Worker Permits” box) 4. Added Workers are listed below “Added Worker Permits”



303 Client Data

Collecting 303 Client Data

Every client who will participate in an administration session is required to complete a 303 Client Data Form. Clients should receive this form prior to or during a preparation session. Under ORS 475A.372 and ORS 475A.374, licensed service centers must collect this form from clients in a manner that protects their personally identifiable information.

The first page of the form provides the client with background information. It describes how client data will be collected, how personally identifiable information will be kept confidential, and how client data will be used. Licensees and licensee representatives are prohibited from influencing a client's responses to the form. Service center licensee representatives should discuss 303 guidance and rules with facilitators and clients.

For more information, please review the rules on Collection and Maintenance of 303 Client Data (333-333-4900).

Storing 303 Client Data

Service centers are required to store completed 303 Client Data Forms in each client file. If a client 'opts-out' of having their data shared with OPS, their Client Data Form is still required to be stored in their client file. No client records, or copies of client records, may be stored at a location other than the service center where the client participates or intends to participate in an administration session.

Service centers must store, maintain, and destroy all 303 client data in a manner that prevents unauthorized access and protects client confidentiality.

Protecting Client Confidentiality

Service centers are required to create and retain a confidentiality plan for all client records. The plan must describe practices and procedures for storing and maintaining records on the licensed premises in a manner that prevents unauthorized access, protects client confidentiality, and prevents alteration of client records. This plan must be provided to OPS upon request.

Compiling 303 Client Data

Service centers are required to compile the 303 client data that they collect from clients. However, clients may choose not to have their data submitted to OPS. When a client checks the box on their 303 Client Data Form indicating that they do not want their responses submitted, the service center is responsible for excluding their responses from the total numbers compiled and reported to OPS that quarter.

Service centers need to create and maintain their own secure systems for compiling and storing 303 data.

Reporting 303 Client Data

Service centers will report total numbers using the 303 Data Reporting Portal in TLC. The numbers can be entered and submitted only during the designated 25-day quarterly reporting windows:

April 1 – April 25

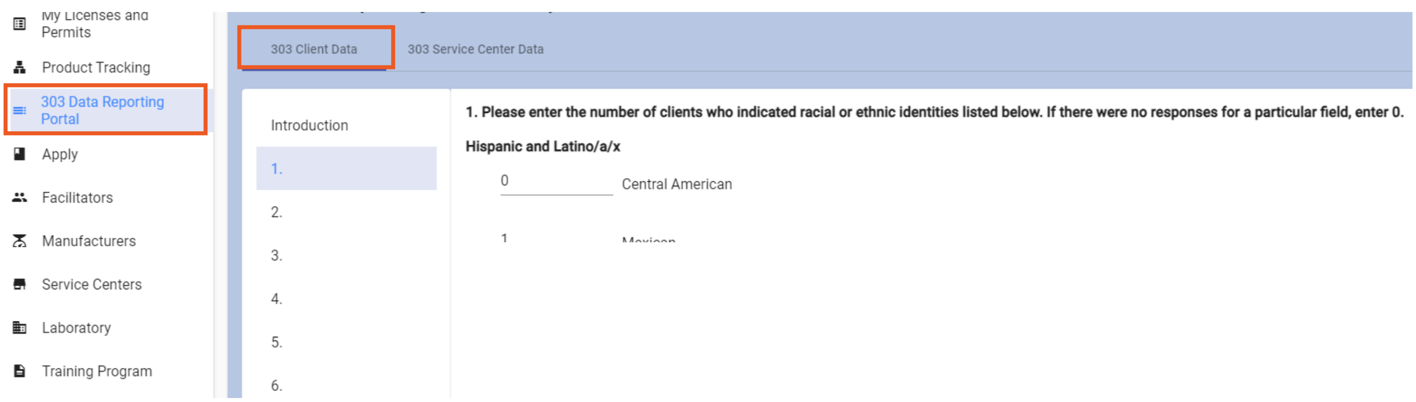
July 1 – July 25

October 1 – October 25

January 1 – January 25

The 303 Data Reporting Portal is the fourth menu item in the TLC Menu column. There are two tabs in the 303 recording portal, the first tab is for reporting client data and the second tab is for reporting service center data.

To report the 303 Client Data during a reporting window, click on the "303 Client Data' tab. Service centers will need to be prepared to provide a total number for each of the check box options provided on the form. For example, for Question #1, service centers will need to report how many clients checked the "Central American" box to describe their racial or ethnic identity. If no client checked that box, the service center will enter "0" for that quarter. Service centers then proceed through the list of all racial or ethnic identities, entering in the total number of all clients who checked each box. For example, if one client that quarter described their racial or ethnic identity as "Mexican", you would enter "1" for that quarter.



All data fields are mandatory. If a question number is in red font, it means that there is an empty field or empty fields on that question number. Review that question again and fill in the missing information. The data cannot be submitted if there are empty fields on any question.

When all the questions on the "303 Client Data" tab have been filled in, click on the "Review & Submit' page and follow the instructions.

303 Service Center Data

Compiling Service Center Data

There are two tabs in the 303 recording portal, the first tab is for reporting client data and the second tab is for reporting service center data. Service centers need to create and maintain their own secure systems for tracking, compiling, computing, and storing 303 Service Center data.

Service Centers are required to track, compile, compute, and report the following service center level data:

1. Number of clients, administration sessions, and group administration sessions
    a. Number of clients served
    b. Number of individual administration sessions
    c. Number of group administration sessions
2. Number of individuals who were denied services
    a. Number of clients who requested products or services that are inconsistent with the service center business model
    b. Number of clients who were ineligible for services
    c. Number of clients who arrived at the service center intoxicated
    d. Number of clients who exhibited concerning behaviors after arriving at the service center
    e. Number of clients who were denied services for other reasons
3. Number of adverse reactions
    a. Number of clients who experienced adverse behavioral reactions
    b. Number of clients who experienced severe adverse behavioral reactions
    c. Number of clients who experienced adverse medical reactions

    d. Number of clients who experienced severe adverse medical reactions
4. Number of post-session reactions
    a. Number of clients who experienced post-session reactions
5. Averages (computed by the service center)
    a. Average number of times per client that psilocybin services were received (numerical field, one decimal place)
    b. Average number of clients participating in each group administration session (numerical field, one decimal place)
    c. Average dose of psilocybin analyte consumed per client during an administration session (whole number, measured in milligrams)

Please Note: For definitions of ‘adverse reaction’, ‘adverse behavioral reaction’, ‘adverse medical reaction’, ‘post-session reaction’ and ‘severe adverse reaction’, please see OAR 333-333-1010

Examples for Computing Averages

Service centers must create their own systems for computing averages. To support service center efforts to compute these averages, we have provided the following examples:

a) **Average number of times per client that psilocybin services were received** (numerical field, one decimal place)

1. For each client, track the total number of administration sessions they each have participated in for the quarter. This could be called the "Client Participation" number. For example, if Client A has participated in 3 administration sessions in the past quarter, their 'Client Participation' number is 3. If Client B has participated in 1 administration session, their 'Client Participation' number is 1.
2. Add all 'Client Participation' numbers for all clients served in the past quarter to get a 'Total Client Participation' number. In this example of 2 clients, the 'Total Client Participation' number would 4 (3+1).
3. Divide the 'Total Client Participation' number by the number of total clients served to get your 'Average number of times per client that psilocybin services were received'. In this example 4 sessions divided by 2 clients = an average of 2 times per client. The average you would report is: 2.

Average Times Per Client Services Received =

Total Client Participation Number / Total Number of Clients Served

b) Average number of clients participating in each group administration session (numerical field, one decimal place)

1. For each group administration session, track the number of clients participating. This could be called the “Group Administration Participation” number. For example, if Group A had 9 clients participate, the “Group Administration Participation” number would be 9. If Group B had 2 clients participate, the “Group Administration Participation” number would be 2.
2. Add all ‘Group Administration Participation” numbers for all group administration sessions that occurred in the past quarter to get a ‘Total Group Administration Participation’ number. In this example of two group administration sessions, the ‘Total Group Administration Participation’ number is 11 (9 + 2).
3. Divide the ‘Total Group Administration Participation’ number by the number of group administration sessions that occurred in the past quarter to get your ‘Average number of clients participating in each group administration session’. In this example, 11 clients divided by 2 group sessions = 5.5 clients on average. The average you would report is: 5.5.

Average Number of Clients Participating in Each Group Session =

Total Group Administration Participation Number / Total Number of Group Administration Sessions

c) **Average dose of psilocybin analyte per client per administration session** (whole number, measured in milligrams)

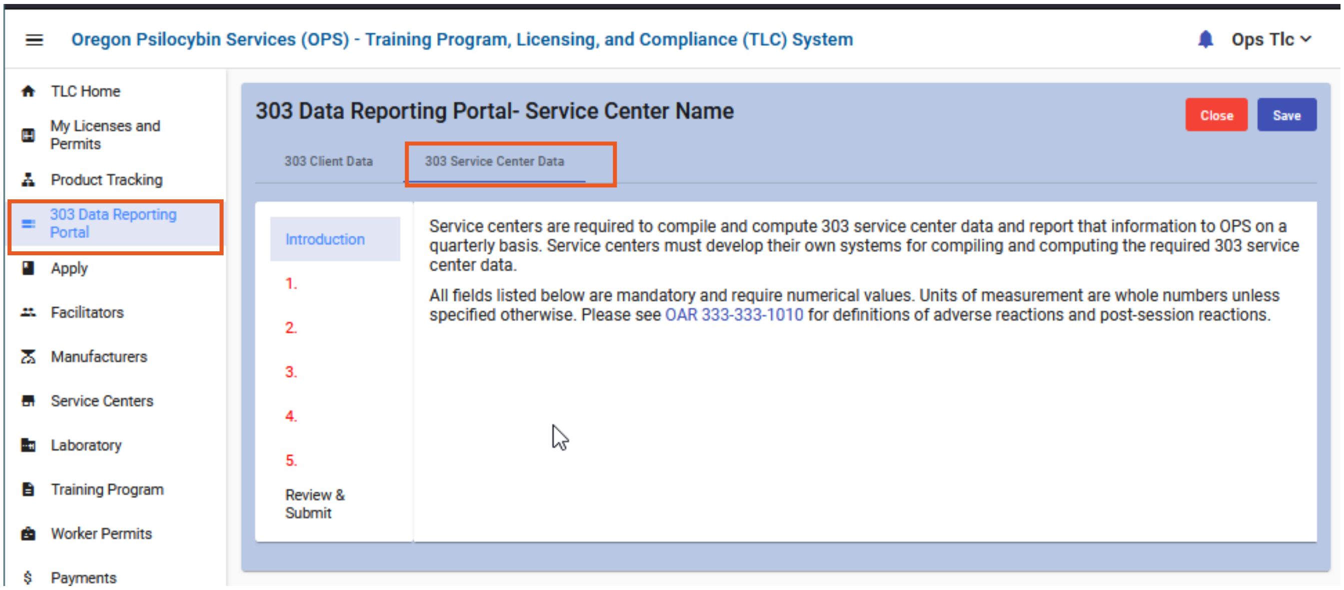
1. For each client, track the total amount of psilocybin analyte consumed in each administration session. There is no distinction between individual or group administration sessions for this data point. This includes secondary doses and must be recorded in milligrams of psilocybin analyte. This could be called the 'Client Dose' number. For example, if Client A consumed a total of 15 mg of psilocybin analyte in their first administration session, their first 'Client Dose' number is 15. If Client A then consumed 25 mg in their second administration session and 40 mg in their third administration session, you would record their 'Client Dose' numbers for those sessions. If Client B consumed 30 mg in their administration session, their 'Client Dose' number would be recorded as 30 mg.
2. Add all 'Client Dose' numbers for all administration sessions that occurred in the past quarter to get a 'Total Client Dose' number. In this example, you would add 15, 25, 40 and 30 to get a 'Total Client Dose' number of: 110.
3. Divide the 'Total Client Dose' number by the number of 'client doses' compiled to get your 'Average dose of psilocybin per client per administration session'. In this example, 110mg divided by 4 sessions = 27.5 mg. The average you would report is: 27.5 mg.

Average Dose of Psilocybin Analyte Per Client Per Session =

Total Client Dose Number / Total Number of Client Doses

Reporting Service Center Data

Service centers will report total numbers in the TLC 303 Data Reporting Portal in the “303 Service Center Data” tab. Service centers will need to be prepared to report a number for each of the fields (listed on page 12 and 13). All data fields are mandatory.



OPS Reporting and Sharing of De-Identified 303 Data

After 303 Client Data and 303 Service Center Data are submitted by service centers by the appropriate quarterly deadline (April 25, July 25, October 25, and January 25 of each year), OPS prioritizes data privacy and will compile and de-identify all client and service center data statewide.

Oregon Psilocybin Services prioritizes data security and will ensure accountability with Oregon Health Authority data standards before publishing on the OPS Data Dashboard after the first quarter of 2025 and every quarter thereafter.

Remaining in Compliance

Service centers must submit all required data by the quarterly deadline. After the 303 Data Reporting Portal closes, service centers will not be able to submit data. Failure to submit required quarterly 303 data may result in a compliance action or administrative penalty. As a reminder, submitting false data may be considered a false statement under OAR 333-333-6040.

OPS expects to open administrative rules during the fall of each year and will notify service centers if there are any rule changes or updates that affect how 303 data should be collected, compiled, stored, or reported. New legislative action may also require additional rulemaking. Please continue to reference current OPS Administrative Rules and the OPS Guidance on Administrative Rules document. The guidance document is updated on a regular basis and provides important clarification on administrative rules.

Please message the OPS Compliance Program in TLC if you have questions.

Thank you!

You can get this document in other languages, large print, braille, or a format you prefer free of charge. Contact the Oregon Psilocybin Services section at oha.psilocybin@oha.oregon.gov or 1-971-673-0322. We accept all relay calls.

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OREGON HEALTH AUTHORITY