

Guidance for OPS Licensees on Preparing Annual Social Equity Evaluation Reports

Updated January 1, 2026

Background

This document is intended to serve as a resource for Oregon Psilocybin Services (OPS) licensees who are required to provide documentation of the evaluation of their social equity plans ([Oregon Administrative Rule: 333-333-4020](#)).

Upon renewal of an OPS license, a licensee must submit a document that reports how their Social Equity Plan was implemented over the past year. We refer to this annual reporting document as the Annual Social Equity Evaluation Report.

The purpose of this requirement is to ensure that every licensee evaluates the implementation of goals they have prioritized in their Social Equity Plan. If an Annual Social Equity Evaluation Report does not sufficiently meet the administrative rule requirements, a licensee may be required to submit additional information. If a licensee fails to submit the appropriate information, a license may not be renewed.

Strategic Alignment with Oregon Health Authority Equity Goals

OPS aligns with the Oregon Health Authority (OHA) strategic goal to eliminate health inequities by 2030. Eliminating health inequities means ensuring that all people in Oregon can reach their full health potential and well-being, and that they do not face disadvantages due to their race, ethnicity, language, disability, immigration status, age, gender, gender identity, sexual orientation, geography, or social class. For more information, please refer to [Oregon Health Forward](#).

OPS also works to advance the priorities of Oregon's [State Health Improvement Plan](#) (SHIP). The 2025-2029 SHIP focuses on improving the health of all people, of all ages, in all places in Oregon.

The 2025-2029 SHIP has four priority areas:

- Healthy environments
- Individual, family and community well-being
- Health promotion and disease prevention, and
- Emergency preparedness and response

The ‘Individual, family and community well-being’ section of the plan includes a strategy to “Destigmatize psilocybin as a culturally responsive option for healing and wellness” which supports a goal to improve Individual, Family, and Community Well-Being. OPS is working on evaluating safety and client/applicant/licensee demographic data to measure progress towards this strategy. Aligning with statewide public health goals is an important way that we work to integrate psilocybin services into the public health, behavioral health, and broader healthcare system.

Guidance for Annual Social Equity Evaluation Reports

There is no size or page requirement for the Annual Social Equity Evaluation Report. Licensees are encouraged to keep the information directly tied to the goals and objective performance measures already in their Social Equity Plan.

The Annual Social Equity Evaluation Report can include both qualitative and quantitative information to describe progress made in meeting Social Equity Plan goals. Below is a table with evaluation examples:

Example Goals	Example Actions	Example Performance Measures	Example Quantitative Evaluation	Example Qualitative Evaluation
Destigmatize psilocybin as a culturally responsive option	Volunteering time toward public education or public advocacy	Hours devoted to public education and/or advocacy work that helps to destigmatize psilocybin	# of comments or testimonies submitted into public records that align with the SHIP strategy to destigmatize psilocybin as a culturally responsive option	Examples of content developed, comments or testimonies submitted, descriptions of initiatives or collaborations

Increase workforce diversity	Recruit and hire diverse employees	Increase workforce diversity	% as reported in an annual workforce survey	Feedback provided in annual workforce survey about current workforce representation and retention practices
Workforce training	Require and pay for employees and contractors to attend equity-centered training	Equity-centered training completed	# of hours documented through training registration and % of employees and contractors who attended	Name and description of training(s), key take-aways, how training will be applied to business policies and practices
Financially support licensees	Support a licensee by sponsoring their licensing fee	X% of licensing fee sponsored for #X of licensee applicants	\$X in sponsorship dollars provided and documented through transaction to recipient	Description of sponsorship; how recipient was selected and benefited, etc.
Mentorship activities	Provide mentorship for a prospective licensee through a culturally responsive, harm reduction lens	Meet with an individual X times to provide mentorship	# of meetings	Describe what you have learned from the meetings, describe specific topics you have mentored on, describe areas of growth for yourself as a mentor
Financial assistance for clients	Provide reduced rates for clients	Clients who accessed services at a reduced rate	# of total clients who benefited from assistance Average reduced rate: \$X for an administration session	Describe challenges and opportunities identified

Please keep in mind that the information listed in the table above is only provided to give examples. Licensees should evaluate and report on the goals and objective performance measures prioritized in their specific Social Equity Plan.

If progress was not made in the past year, licensees should describe reasons, lessons learned, and adjustments they have made to their Social Equity Plan for their renewal application.

Updating Social Equity Plans

The [OPS Social Equity Plan Guidance and Resources](#) document provides more information on creating Social Equity Plans that meet OPS requirements. In addition to submitting an Annual Social Equity Evaluation Report at the time of license renewal, licensees must also submit their current Social Equity Plan.

If a licensee decides to update their social equity plan, they must submit a copy of the updated social equity plan as part of their license renewal application package. At any other time, licensees must provide written notice of any material changes they make to their Social Equity Plan within 60 days of making that change.