

Tina Kotek, Governor

## **OHA Instruction Guide: OHA Notification & Support Requests**

The OHA Notification/Support Request (See Definitions Below) is to ensure HB 2005 requirements are met and ensures Plan of Resolution, which is defined in the CFAA. The OHA Notification and Support Request work congruently with the Consultation Report to ensure continuous Community Transition Planning. The Support Request is a Smartsheet form that is located on the [OHA Intensive Services](#) website.

Check the appropriate box to indicate if an OHA Notification or OHA Support Request is being submitted or check both if both are being submitted.

### **Definitions**

The OHA Notification is a notification from the CMHP Director to OHA, notifying OHA when a Supplemental Consultation Report indicates that there are no appropriate placements. The OHA Notification is immediately sent to OHA per ORS 161.371(3)(d)(B), OAR 309-099-0125 and OAR 309-088-0130.

The OHA Support Request is to request OHAs support in identifying and securing placement per ORS 161.371(3)(b), OAR 309-088-0125 and OAR 309-088-0130. The Support Request is submitted when:

- The Court orders a Supplemental Community Consultation and a CMHP is wanting OHAs help to identify and secure a placement per ORS 161.371(3)(b); or
- When the defendant has been RTP for 30 days and no placement has been identified (supports Plan of Resolution); or
- When a 60-day time out notice has been received, and no placement has been identified (supports Plan of Resolution); or
- At the request of OHA to support Plan of Resolution.

## Sections of the Notification Form

### Submission Date

The date the request is submitted.

### Individual Completing OHA Notification/Support Request

This section is to be filled out with the contact information/credentials of whomever is completing the form. If wanting the Notification/Support Request to go to more than one email separate the emails with a comma.

### Defendant Information

This section is completed to collect basic information on the defendant that the OHA Notification /Support Report is being completed for.

**NOTE:** The CMHP must include, in the Supplemental Community Consultation, information concerning why there are no appropriate placements per ORS 161.371(3)(d)(B).

## Sections of the OHA Support Request Form

### Submission Date

The date the request is submitted.

### Individual Completing OHA Notification/Support Request

This section is to be filled out with the contact information/credentials of whomever is completing the form. If wanting the Notification/Support Request to go to more than one email separate the emails with a comma.

### Defendant Information

This section is completed to collect basic information on the defendant that the OHA Notification /Support Report is being completed for.

## **OHA Support Request Submission Choices and OHA Process**

### **CMHP Request**

If CMHP is requesting OHA Support, designated OHA staff will reach out within 3 business days with a response to the Support Request and schedule a staffing to take place within 10 business days.

### **OHA Request**

If OHA has not received an OHA Support Request for defendants reviewed and determined to not have an appropriate placement identified, OHA will remind CMHP and request the CMHP to complete an OHA Support Request within 3 business days for the following timelines:

- When the defendant has been RTP for 30 days; or
- When a 60-day time out notice has been received by the CMHP.

### **60-Day Time Out Notice**

CMHP is submitting OHA Support Request to notify and receive OHA Support because the defendant does not have an appropriate placement identified. Designated OHA staff will reach out within 3 business days with a response to the Support Request and schedule a staffing to take place within 10 business days.

### **30-Day RTP**

CMHP is submitting OHA Support Request to notify and receive OHA Support because the defendant does not have an appropriate placement identified. Designated OHA staff will reach out within 3 business days with a response to the Support Request and schedule a staffing to take place within 10 business days.

After an OHA Support staffing the CMHP director must follow OHAs recommendations from the staffing and update the Supplemental Community Consultation Report or 30-

Day Community Transition Planning (Placement identified) Update prior to submission to the Court, parties to the case, OSH and OHA, per ORS 161.371(3)(b).

