

## **OHA Instruction Guide: Plans of Correction**

Any CMHP that has not met one or more of the requirements in OAR 309-088-0125, OAR 309-088-0130, and OAR 309-088-0146, which could include but is not limited to the CMHP Director being unable to submit Consultation Reports as required, OHA Notification/Support Requests as required or when Community Restoration Status Reports/Immediate Notification Reports are not submitted as required for defendant's on community restoration, determined by the court to lack fitness to proceed under ORS 161.370 on or after September 29, 2025, must submit a written Plan of Correction.

The Plan of Correction is a Smartsheet form that is located on the [OHA Intensive Services](#) website.

*The Plan of Correction will be autogenerated to the Intensive Services Unit.*

Individual Completing Plan of Correction: This section is to be filled out with the contact information/credentials of whomever is completing and submitting. If the individual completing and submitting the form is not a QMHP indicate the QMHP that was assigned for review.

Forms: Indicate if the submission is an agency specific Plan of Correction or a defendant specific Plan of Correction.

Defendant Information: If it is a defendant specific Plan of Correction this section is completed to collect basic information on the defendant.