

## **Guidance for completing the HMR Referral Form**

The purpose of this form is to report the death of a homeless person in Oxfordshire to the Oxfordshire Safeguarding Adults Board (OSAB), for consideration for a Homeless Mortality Review (HMR).

In order to meet the requirements for a HMR, the person will have been any of the following:

- Rough Sleeping
- Living in temporary Homeless Accommodation
- Living in settled accommodation within the last 6 months (having moved there with a history of being involved with homeless services)

For further clarity, please refer to the HMR process document on our website [HERE](#)

When completing the form, please take the time to answer all the questions, to the best of your knowledge. Some of the answers to the questions may not be known at the point of you completing this form, however, by putting N/A (not applicable), or not known, it will show that you have considered the question.

By providing as much information as possible on this form, you will be enabling us to include all relevant organisations in the next step of the 'Scoping process', as early as possible.

It is good practice to involve family/next of kin in these reviews, to gather their thoughts and feelings prior to the multi-agency meeting. Please provide clear information about family members including name, contact numbers, relationship etc as this will help the person making the initial contact with them.

Please note, you are not required at this stage to provide any chronology information, as this can delay you sending the form. Further information, including a chronology of your organisation's input will be requested later, in the scoping forms. This referral form allows you to provide the basic information required to assess the suitability of the case for a HMR.

If you have any further questions, or queries having read this guidance, then please contact the Homeless Officer at OSAB at [osab@oxfordshire.gov.uk](mailto:osab@oxfordshire.gov.uk).