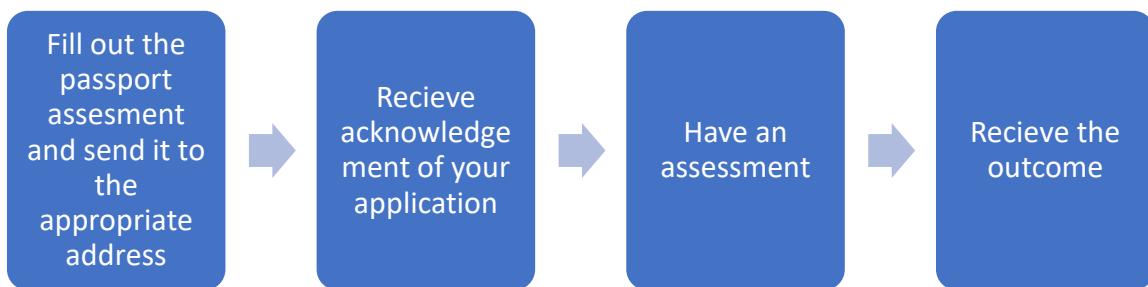


Passport Assessment Guide

This is a guide to help you fill in the Oxfordshire Common referral form. In this guide we will help with suggestions of what information we require in each section.

The stages of the referral process:



Filling out the form

If you have a support through another mental health service or Adult Mental Health Team you can also contact them for support with filling this out.

Initial Referral

This section asks if this is a new referral to the Oxfordshire Mental Health Partnership or if you have engaged with any of our services before. Please see the information on services document to see if you have used any of our services previously.

You are then asked which organisation you are wanting to be referred to. If you are unsure which service you want to be referred to, please see the information on services documents.

Initial referral
Is this a new referral into the OMHP? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you engaged with any of the services within the Partnership previously? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide detail: <input type="text"/>

Organisation(s) to be referred to:
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>Oxfordshire Mind for better mental health</p> </div> <div style="text-align: center;"> <p>response</p> </div> <div style="text-align: center;"> <p>Connection Support Elmore</p> </div> <div style="text-align: center;"> <p>restore working for mental health</p> </div> <div style="text-align: center;"> <p>mind Oxfordshire Wellbeing</p> </div> </div>
Housing
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Section A – Personal Details

Your GP address is needed as in order to be eligible for our services, you must be registered for a GP within Oxfordshire. To search for a GP in your area or check your practice contact details please visit <https://www.nhs.uk/service-search/find-a-gp>

We also ask if you need any adjustments to attend an assessment. This includes a wheelchair accessible room, access to easy read documents, an interpreter or any further adjustments you might need.

In this section you are asked about your marriage status as well as any caring duties you have. This is so we know if there is anyone in your life we need to consider.

See Rethink's information about a carer's assessment including why a carer's assessment might be needed and how to access one <https://www.rethink.org/advice-and-information/carers-hub/carers-assessment-under-the-care-act-2014/>

GP Name and Address:

Please note you must be registered to a GP in Oxfordshire to be eligible for our services.

Please provide details of any adjustments required to attend an assessment:

Would you need an interpreter for an assessment? Yes No

If yes, please provide details:

Are you a carer, parent or being cared for? Carer Parent Being cared for None

Has a carer's assessment been arranged for you? Yes No

Section B – Mental Health and Support Needs

This section looks at your mental health and what support you are looking for.

The first questions look at the support you are requiring. Try and put as much detail as possible into this question as it helps the organisation work out how best to support you.

There is also an opportunity for you to provide a detailed history of your mental health condition. Please note your current diagnosis and any previous diagnoses you have received.

We also ask for your cluster number. Care clusters are a tool used by secondary care providers like the Adult Mental Health Team for planning and organising mental health services and the care and support that can be provided for individuals. In mental health there are 21 clusters that cover a range of diagnosis and needs, and in order to be referred to any of the services mentioned in this form except the Oxfordshire Mind Wellbeing Service the referred person needs to have a care cluster between 4 and 17.

If you are unsure if this applies to you, please speak to your Care Coordinator and they should be able to provide you with one. Usually you will also find your care cluster on your care plan. Please note that your GP will not be able to allocate a care cluster as this is not a tool used by primary care services.

If you are not supported by the AMHT and have not been allocated a care cluster so far, you can still submit a referral with a letter from your GP describing your mental health issues, mental health support needs and any medication you might take. If the information received indicates that your mental health issues might fall under cluster 4 to 17 we can do so-called indicative clustering at assessment.

Section C – Psychiatric History

This section looks at if you have ever been subject to a mental health section and details about any medication you are on.

The following link has lots of information about what sectioning is and the different sections if you are unsure <https://www.mind.org.uk/information-support/legal-rights/sectioning/about-sectioning/>

It is important we know whether you take care of your own medicine as we are only able to provide support with taking your medication in certain services.

Section D – About You

Please let us know what you hope to gain from the support offered in our services. What aims you have and where you would like to see yourself one day. This can include courses you wish to take, getting a job, building ties with family and friends or gaining independence. We want to know what you would like to achieve in the short term as well as long term.

Spiritual and cultural needs can include anything you feel it is important we know.

Section E – Family History and Support Networks

We ask for your support network to get a better understanding of who we need consider in your life as well as what support you are receiving from other services. This is to ensure we are not duplicating support and have a wider understanding of yourself and your needs.

Section F – Employment

Please state whether you currently undertake any employment, this won't affect your eligibility for support but does let us know how active you are in the community. Employment in this context covers paid employment, volunteering and education. We ask how many hours you work/are in education to determine which services will suit your current schedule.

Section G – Physical Health

We take the physical health of our service users as seriously as their mental health issues. By letting us know about any physical health issues you have, we are then able to support you in the best way possible. Please take a best estimate of your last annual physical health review if unknown.

You can use the BMI calculator on the NHS website if you don't know your BMI
<https://www.nhs.uk/live-well/healthy-weight/bmi-calculator/>

Section H, I and J – Smoking, Alcohol Use and Substance Use

As we aim to provide a holistic approach to our support service this section helps us to recognise other areas we may be able to help in or whether we can recommend other services to help with things such as alcohol consumption, quitting smoking or substance misuse.

Section K – Risks

It is very important you are completely honest in this section. In this section we get a better idea of your history and current situation and it will help us to accurately assess the risks.

Please provide as much detail as you can for every box ticked. For instance, if you have ticked destruction of property how severe was the damage and when did it take place? Also, what led up to the event? You must include dates of incidents. If needed, please continue on a separate piece of paper.

If you have used or still do use illicit substances it will not necessarily prevent you accessing our services, but it may, for example, affect which properties are an option for you, if applying for housing.

If you have any previous convictions, we will need to get a list of them before carrying out an assessment. This is so we can accurately assess the risks and decide if our services would be the most suitable for you.

Definitions:

Multi-Agency Public Protection Agency refers to a set of arrangements which you might be under to manage any risks if you were a previous offender.

Deprivation of Liberty Safeguards refers to if you are in hospital and if some of the care you receive takes away your freedoms. This isn't always a bad thing and should only happen if it is in your best interest.

Section L – Safeguarding

We ask about any safeguarding issues and if there is any. This is to ensure we can support you through any issues and have a good understanding of your background.

To help understand and identify different types of safeguarding issues, visit the Oxfordshire Safeguarding Adults Board website <https://www.osab.co.uk/public/what-is-abuse-and-neglect/>

Section M – Capacity

Capacity is all about making decisions and your ability to make them. In order to be able to make a decision, you need to understand the information, remember it for long enough, think about the information, and communicate your decision. Your capacity may be affected by many things including illness, disability, drugs or alcohol. It is important to us that you understand what our services do and how we might be able to help you.

A capacity assessment is a meeting to assess if you are able to make decisions for yourself. It is worth noting that capacity has the ability to change and you may not be able to make a decision at one point in time, but can a week later. An Independent Mental Capacity Advocate is someone who doesn't make decisions for you, but someone who is there to support you.

Section N – Extra information on finances

It is helpful for us to know information about your finances to help us to support you with your finances or debt and to complete benefit applications. If you are applying for housing, all our properties require rent which we most often receive via Housing Benefit, each property also has a service charge. When you move in you will need to pay 2 weeks service charge in advance, this covers utilities and internet connection. Rent costs vary from property to property and this information can be provided closer to the time you move in.

If you aren't sure whether you are eligible for benefits please contact Benefits for Better Mental Health on - 01865 263756. They can help you apply for and explain about each type of benefit.

Section O – Housing

In this section please note how you are currently living and why you require supported housing (if applying for housing).

We ask for a full housing history for at least the last 5 years. If certain details aren't available or unknown, please put other; however, try to put in as much detail as possible.

At the bottom of this section, it asks which type of housing and with which organisation you would like to be referred to. Please see the information on services document for detailed information about each of the different housing types. Please be aware that unless there is a specified need, not preference, to live on your own all accommodation is shared. If you are applying for transitional housing, you can apply for both Oxfordshire Mind and Response and can indicate this by ticking services from both Oxfordshire Mind and Response and we will offer you a joint assessment.

If you are unsure which housing to apply for, you can contact Oxfordshire Mind on referrals@oxfordshiremind.org.uk, 01865 797751 or visit the website www.oxfordshiremind.org.uk or Response on referrals@response.org.uk, 01865 397 951 or visit our website: www.response.org.uk.

To access Oxfordshire Mind and Response supported accommodation the person referred needs to meet the following eligibility criteria:

- Have a local connection to Oxfordshire. For the purposes of our services delivered under the OMHP, a person has a local connection to Oxfordshire if:
 - The person is registered with a GP in Oxfordshire *and*;
 - The person has a residential address in Oxfordshire, or their last residential address was in Oxfordshire. Living with family/ friends can be considered as a residential address. We may ask for evidence (e.g. utility bills, benefit letters, tenancy agreement/ letter from persons you have been living with) in order to evidence residential address. Hospital, prison and supported accommodation is not classified as a residential address and persons living in these settings would therefore not be considered to have a local connection on these merits alone. The person may also have a local connection for the purposes of our services if they are registered with a GP in Oxfordshire *and* are working in Oxfordshire and/or have close family in Oxfordshire that they are in touch with regularly.
- The person has severe and enduring mental health needs (cluster 4-17)
- The person has no other suitable housing available to them
- The person is unable to live independently, i.e. needs to live in supported accommodation

- The person has recourse to public funds (are entitled to claim and receive benefits, such as Universal Credit and Housing Benefit)
- The person is in receipt of benefits or have sufficient funds to pay rent and service charge
- The person is aged 18-65
- The person is willing and able to work with support workers towards recovery/improvement of mental ill health

If it cannot be demonstrated that the person you are referring meet the eligibility criteria, we will unfortunately not be able to process the referral.

Please note: If the person you are referring do not have a local connection to Oxfordshire as defined above, but cannot return to the area where they have a local connection (for example where a person would be at risk or presents a risk to others if they returned to the area where they have a local connection), we would need confirmation from the local authority where the person has a local connection that a placement with us will be funded by that authority. If you are referring a person for whom this is the case, please contact our Referrals Co-ordinator to obtain the relevant documents/information we need that confirms funding arrangements.

As our services are commissioned by the Oxfordshire Clinical Commissioning Group, we will always prioritise our services for persons who have a local connection to Oxfordshire. This means, that even when funding agreement has been made, persons with no local connection to Oxfordshire who may be accepted to our services, we will only be able to offer accommodation if there are no persons on the waiting list who have a location connection to Oxfordshire.

Passport

This is the section that needs to be filled if you are already receiving support from one of the OMHP services and wish to receive support from another. The rest of your information should be filled in from your initial referral so it will just require updating anything that has changed, rather filling it all out again. The aim of the passport assessment is to provide a smoother transition between mental health services and provide a better experience for people using our services. This helps to avoid asking people repetitive questions and removing unnecessary internal referrals.