Self Directed Support
choice • control • independence

self directed support

the user guide

February 2016

Self Directed Support

"Self Directed Support is a **flexible** way of providing social care support, which gives you more **choice** over the way your care and support needs are met. Self Directed Support gives you more **control** over how your support is arranged and managed. This includes deciding: the kind of support you want, when you want to use it and who will provide it."

Self Directed Support is available to those who have been assessed as being in need of social care support.

Following an assessment, a Personal Budget will be agreed to meet those identified support needs. A Personal Budget is money given to you by the Health and Social Care Trust to organise and buy your own care and support. This will allow you to have more choice and flexibility in how your needs are met.

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The Self Directed Support Journey

The Start of my Journey

If you do not already receive social care support you will need to ask for an assessment from a keyworker to ensure that you are eligible. You can contact your local Health & Social Care Trust or have a friend, neighbour, doctor, family member, nurse or someone else to make contact for you.

Your keyworker will work in partnership with you to understand your needs and complete an assessment. They will check if your needs meet the eligibility criteria for social care funding.

If your needs do not meet the eligibility criteria you will be given information/ support to explore other options that may be available to you. e.g. voluntary or community sector organisations or advice to increase your independence.

My Personal Budget: Finding out how Much

Using your assessment your keyworker will work out how much funding you need for your Personal Budget. You will need to know how much you have in your Personal Budget so that you can work out how best to get the help that you need.

A Personal Budget can be taken in the following four ways:

1 Direct Payment* or	The Personal Budget can be taken in the form of Direct Payment by the individual or their nominated representative. A Direct Payment is payment to an individual as an alternative to services which would have been provided, or purchased by the Health & Social Care Trust.
2 Managed Budget or	Not everyone will want a direct payment but many people will want the freedom to choose who provides their support. A managed budget allows for the individual to stay in control without the responsibility of managing a direct payment. With this arrangement your Health & Social Care Trust will manage your personal budget payments to the approved provider.
3 Trust Arranges Support or	This allows for the individual to choose the Health & Social Care Trust to make the appropriate arrangements to meet their assessed care and support needs that will meet their agreed outcomes.
4 Choose from a combination of options 1, 2 or 3	With this option the individual can choose a mix of the options to tailor support that best suits them.

*For more information on Direct Payments please refer to the Direct Payments Guide available through your Keyworker.

The Health & Social care Trust will confirm this by sending you a Letter of Offer detailing your Personal Budget.

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Making my Plan

Your key worker will assist you to develop a Support Plan which will include how you will use your Personal Budget to meet your needs and make things work better for you.

Anybody can write the Support Plan, you, your family or friends, people who give you support or someone who is paid to do this.

The following pages show areas which should be explored and form the basis of your Support Plan.

Developing a Support Plan: 7 Questions

Question	What this should include
1. What is important to me?	Your Strengths, including what others appreciate about you. Significant people in your life. Important routines, activities, interests. What matters to you. How you like to be supported. Dreams and aspirations.
2. What I want to change and achieve?	Changes you want to make. Positive, achievable goals that are personal to you. E.g. Where you live; What you do; Your Support; Short and long term.
3. How will I be supported?	What is needed to support you? Include enough detail for others to know how best to support you. Cover health issues and safety. Deal with any risks. When? Where? Who? Include 'natural' supports and paid supports.
4. How will I use my personal budget?	A breakdown of how the money will be spent. Include detailed costs (in and out). Who will the money be paid to? Weekly; Monthly; Yearly
5. How will I manage my support?	Meet legal requirements Clear Responsibilities to deal with issues Have a backup plan Specify review arrangements
6. How will I stay in control?	How will you make decisions? Important Decisions in my life; How must I be involved; Who makes the final decision
7. What will I do to make this plan happen?	Clear Action Plan What? Who? When?

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Developing a Support Plan: Your Notes

Question	What this should include
1. What is important to me?	
2. What I want to change and achieve?	
3. How will I be supported?	
4. How will I use my personal budget?	
5. How will I manage my support?	
6. How will I stay in control?	
7. What will I do to make this plan happen?	

Getting my Plan Agreed

Your Support Plan will need to be in enough detail to make sure that others are clear about how your needs are going to be met.

Your Support Plan will need to show what you are planning to do and that you have thought about how to stay safe. Your plan will also need to show what you would do in an emergency and you may need to put some money aside for this.

Your Support Plan needs to be agreed by the keyworker and their manager.

Here are some examples of what people use their Personal Budgets for:

- **Employing a Personal Assistant**
- **Practical help at home or in the community**
- **Help to go to a local club or sports group**

You can come up with ideas of your own

You **cannot** use your Personal Budget for:

- **Everyday expenses like rent or mortgage**
- **Household bills**
- **Equipment and services that the Health & Social Care Trust should provide**
- **Gambling or buying lottery tickets**
- **Anything which is against the law**

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Organising my Money and Support

You can choose who you want to support you to manage your Personal Budget and organise your support.

The Health & Social Care Trust will give your Personal Budget to you or your representative or an organisation on your behalf.

There are specialist organisations that can help you plan and organise your care and support.

Your Keyworker can advise and sign post you to one of these organisations that can assist you.

Living my Life and Seeing how it is Working

Once the Health & Social Care Trust has agreed your Personal Budget with you and your support has been arranged you can then live your life in the way that makes sense for you. It may take some time to get things the way that you want them and it is important that this is reviewed by you as well as the Health & Social Care Trust.

Shortly after your Personal Budget has started, your keyworker will check with you that everything is going well and your Support Plan is working for you. This will allow for any changes to the agreed plan.

Your keyworker will plan regular reviews with you and you can ask for a review at any time if your support needs change. In this case, contact your keyworker.

If the option you have chosen is not working for you, you will be able to choose another option to suit your needs. The Health & Social Care Trust will always have a "Duty of Care" to meet your assessed needs. The Health & Social Care Trust will also want to hear if things are going well, not going well, or if you have a complaint. This will ensure that things are addressed as soon as possible.

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Where can I get More Information About Self Directed Support

Speak to your key worker or the Health & Social Care Trust Self Directed Support Implementation Officer for more information.

For copies of this leaflet in large print and other languages contact your Health & Social Care Trust Self Directed Support Implementation Officer.

Implementation Officer Contact Details

Information on Self Directed Support can also be found on the Health and Social Care Board Website **www.hscboard.hscni.net/SDS**

Additionally speak to your keyworker for more information.

Keyworker Contact Details

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Western Health and Social Care Trust — www.westerntrust.hscni.net

Belfast Health and Social Care Trust — www.belfasttrust.hscni.net

Northern Health and Social Care Trust — www.northerntrust.hscni.net

Southern Health and Social Care Trust — www.southerntrust.hscni.net

South Eastern Health and Social Care Trust — www.setrust.hscni.net

Health and Social Care Board

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For additional information about Self Directed Support please contact your Health & Social Care Trust Implementation Officer.