

Taic Fèin-Stiùirichte

Cùm Smachd Air Do Bheatha Fhèin



What is Self Directed Support?

What is Self Directed Support?

Dè tha ann an Taic Fèin-Stiùirichte?

Self Directed Support is an alternative to receiving council-arranged services. It puts you in control by giving you a lot more say about the type of support you get. It does this by giving you an individual budget to spend on the support you most need and prefer in order to live the life you want. It is a way of providing Social Care Services which enables you to:

- ✓ Have more choice and flexibility
- ✓ Have money to buy your own services
- ✓ Choose services to suit and improve your lifestyle
- ✓ Manage your own support

The Council will tell you how much money is in your individual budget. You can then plan and decide the best way to use it. You don't have to just spend the money on services. You might choose to spend some of it on buying the kind of services you already receive and the rest on new and different things that would make a real difference to your life.



You can choose how you would like your self directed support to be delivered:

- ✓ The Highland Council can arrange your care or support
- ✓ You can receive a direct payment from The Highland Council
- ✓ You can work with a care provider to manage your budget on your behalf
- ✓ You can have a combination of these options

Self Directed Support is managed by The Highland Council's Social Work Service.
To find out more about how it could work for you, please contact the Self Directed Support Team.

☎ 01463 703424

✉ sds.info@highland.gov.uk

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How can Self Directed Support work for you?

Ciamar a dh'fhaodas Taic Fèin-Stiùirichte obrachadh dhutsa?

SDS gives you control over your support budget allowing you to use services creatively, wherever and whenever is best for you.

You take the responsibility to spend the money on buying support to meet your needs, such as employing a personal assistant or buying care from an agency.

You can use SDS for all of your support or just for part of it. If you only want to use SDS for part of your support, then the rest of your support will be organised by the Social Work Service in the usual way.

Deciding whether Self Directed Support is right for you is a big decision. You do not have to opt for Self Directed Support if you do not want to.

- Choice
- Control
- Flexibility
- Confidence

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Are you eligible for Self Directed Support?

A bheil thu ion-roghnach airson Taic Fèin-Stiùirichte?

To find out whether or not you are eligible for The Highland Council Self Directed Support programme, you can speak to your social worker, your care manager or the Self Directed Support team. The contact details for the Self Directed Support team are given at the bottom of this page.

How do you receive support through SDS?

Ciamar a bhios tu a' faighinn taic tro TFS?

There are seven simple steps to receiving your support through Self Directed Support:

- 1** Find out how much money is available for you
- 2** Make a plan showing how you would like to live your life and receive your support
- 3** Agree your plan with the important people in your life
- 4** Arrange how you will manage the money available for your support
- 5** Organise your support
- 6** Live your life
- 7** Check how it worked

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1 Finding out how much money you have A'faighinn a-mach na th' agad de dh'airgead

The Highland Council will give you a questionnaire to be completed either by yourself or with help from your friends and family. If you have a main unpaid carer, they will also have the chance to offer their ideas and opinions.



The questionnaire or assessment looks at your needs and what support you already have. It will help you to work out your priorities and personal goals and how you want to achieve them.

Someone from The Highland Council will then meet with you to discuss your questionnaire. You will then receive an indication of the amount of money you will get.

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2 Making your plan A' dèanamh do phlana

Once you have a general idea about your needs, your priorities and your budget, you will need to develop a plan. You should consider things like:

- What works and doesn't work in your life at the moment?
- What is important to you and what do you want to do with your life?
- What support do you need and want?
- How can you make these things happen?
- How can you keep safe?
- How can you make your own decisions?

Your family or friends, your care manager, your social worker or anybody else who supports you will be able to help you to write your plan.

Self Directed Support allows you to be very creative, so make sure you take time to think about all the different ways that you can improve your life.



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3 Agreeing your plan

Ag aontachadh do phlana

Your plan will state your goals or outcomes, and which are most important to you. Once you have made your plan, it has to be agreed by a care manager or a social worker at The Highland Council before you get your individual budget. For your plan to be agreed it must answer the following points:

- How you will arrange your support
- How you will spend your money
- How you will manage your support
- How you will stay in control
- What you will do next



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4 Managing your money

A' cumail rian air do chuid airgid

When the care manager or social worker at The Highland Council agrees your plan, you will then be given an individual budget. This budget must be used to help you achieve the outcomes specified in your plan. There are two ways to look after the money:

- You can look after the money yourself
- You can choose someone else to look after the money for you

The Adults with Incapacity (Scotland) Act 2000 says that some people need a person acting with power of attorney or a guardian to help them manage their budget. If you think that this may be relevant for you, you can find out more from the Office of the Public Guardian: 01324 678 300 or www.publicguardian-scotland.gov.uk.



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5 Organising your support A' cur do thaic air dòigh

To help achieve your goals or outcomes, you can organise your own support by:

- Asking an organisation that provides care to arrange the type of personalised care that you want
- Paying an agency to organise your support for you
- Employing your own staff

This is a big decision. People who can help you to decide the best option for you are:

- Your friends and family.
- A service provider or organisation (a group of people who run services) that will keep your money and use it just for you.
- A person acting with power of attorney or a guardian (under the Adults with Incapacity (Scotland) Act 2000)
- A Trust: a group of people who the law says can look after your money.
- Your care manager or social worker.
- The Self Directed Support team.



Self Directed Support is very flexible. Remember that you don't have to spend the money on services; you can choose to spend some of it on a wide range of other things that will make a big difference to your life.

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If you choose to ask an organisation to arrange your care or you are paying an agency to provide your care staff then you do not have the responsibilities of being an employer. However you may have to pay the organisation or agency to manage your support arrangements.

If you choose to employ people to support you, then you should be aware that you take on the responsibility of becoming an employer.

This means that you will need to advertise for staff, interview them and become their employer. You will be required to provide your employees with terms and conditions, pay their wages on time and make alternative arrangements to cover for illness and holidays.

You will also need to obtain insurance and make sure that any employees have been properly checked to make sure they are the right people to work with vulnerable adults.

You cannot employ a partner or close relative. A close relative is a parent, son, daughter, brother, sister, aunt, uncle, grandparent, parent-in-law, son-in-law, daughter-in-law, stepson or stepdaughter. This also applies to a civil partnership. However, The Highland Council can give permission to allow you to employ a close relative in some situations if they believe that this is necessary to meet your needs.

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6 Living your life **A bhith beò**

Self Directed Support is all about living your life your way. You can use your individual budget to help you get the life that you want.

There are some responsibilities involved in managing your own individual budget. You will have to open a separate bank account with a bank or building society for your payments, and you will have to complete a monitoring form four times each year to show The Highland Council how you have spent your money and how the spending relates to achieving the goals in your plan.



7 Checking how it worked **A' sgrùdadh mar a dh' obraich e**

You will meet with your care manager or social worker about once a year to check how things are going, but you can ask for a meeting at any time.

Your care manager or social worker needs to know how your plan is working and how you are spending your money. If you receive a one-off payment through Self Directed Support we will do a simple check to see how well things worked for you.

You can also help other people by telling them what worked and didn't work for you.

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Self Directed Support

Control Your Own Life



Choice, Control & Flexibility For You Roghainn, Smachd is Sùbailteachd dhut fhèin

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