



Self Directed Support
choice • control • independence

Self Directed Support

Easy Read





What is Self Directed Support?



Self Directed Support puts you in control. It is for anyone who gets social care support that is paid for by a Health and Social Care Trust.



After your assessment your Health and Social Care Trust will let you know how much your Personal Budget is. A personal Budget is a payment or budget for your support needs.



Your personal budget can be used flexibly to meet your assessed need and to achieve your agreed outcomes.

You can choose what support you want, when you want it and who will support you through a number of options.



If you need help to understand how self directed support works, or need assistance with the forms, support can be provided.

A Summary of the Self Directed Support Journey



Start of your journey

- Referral – this means you go to someone for help, information and advice
- Assessment - this means looking at all your needs and writing down what support you need
- How Trusts decide who needs support is called eligibility criteria
- There are different supports available and how these are shared is called resource allocation



A Personal Budget is a payment or budget for your support needs and how it is used is agreed with your Trust and written in your support plan.



You can be assisted to develop your support plan. Your support plan will include how you will use your Personal Budget to meet your needs and make things work better for you. Anybody can write a support plan, you, your family or friends, people who give support or someone who is paid to do this.

A Summary of the Self Directed Support Journey (Continued)



Getting your support plan agreed.
The Trust must agree the support plan before the personal budget is available.



Organising your personal budget and support

- Helping you make your support plan work



Living your life your way - seeing how it is working

- Check what is happening
- Look at the plan again to make sure it is working for you



Start of Your Journey



If you do not have any support from a Health and Social Care Trust you can contact your Trust to refer you for an assessment.



Step 1 – Referral. This means you go to someone for help, information and advice. This can be your key worker, nurse, occupational therapist, physiotherapist, or anyone else who will be completing your assessment on behalf of the Trust.



Step 2 - Assessment. Your key worker will work with you to complete an assessment - this means looking at all your needs and recording what support you need.



How Trusts decide who needs support is called **eligibility criteria**. If the assessment shows that you do not meet the eligibility criteria you will be given information about other options. This may be advice on how to increase your independence, or access community or voluntary services.



Finding out About Your Personal Budget.



After your assessment your Trust will let you know how much your Personal Budget is. This Personal Budget can be money for a Direct Payment or a budget to arrange services.

You can choose to get your personal budget in these 4 ways.



1. A **Direct Payment** is money given to you instead of the services which would have been provided, or purchased by the Health & Social Care Trust.



2. A **Managed Budget** allows you to have flexibility and choice without becoming an employer and managing the paperwork.



3. **Trust Arranges Support.** This is where you ask the Health & Social Care Trust to arrange your support.



4. Choose options 1, 2 or 3 or you can choose a mix of 1, 2 or 3 to best suit you.

Making Your Support Plan



Anyone can help you to develop a **Support Plan** which will include how you will use your Personal Budget to meet your assessed needs and make things work better for you.



Anyone 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 page shows what **MUST** be included in 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 family, friends and community 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?

Getting Your Plan Agreed



Your Support Plan will need to have details.

- You will need to say what you are planning to do.
- How you plan to stay safe.
- What you would do in an emergency.
- You may need to put some money aside for emergencies.



Your Support Plan needs to be agreed by your Trust, your keyworker and their manager before you can have your Personal Budget.



You can come up with ideas of your own. 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 cannot use your Personal Budget for:

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



Organising Your Money and Support



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

Your Key worker can advise and tell you about the services that can help you.



- The Trust will give your Personal Budget to you or to the person or service you choose.

Living Your Life Your way Seeing how it is Working



Shortly after your Personal Budget has started, your key worker 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 key worker will plan regular reviews, this is when you and your key worker look at the plan again to make sure it is still working.



If it is not working you can choose another option . The Trust will always have a **Duty of Care** this means they will try to meet your assessed need.



The Trust want to hear if things are going well, not going well, or if you have a complaint. This will help them deal with any issues or problems as soon as possible..





Where can you 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. See the contact details on the back page of this booklet.



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



Your Notes, Contact Numbers etc.



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