

an **easy read** booklet

What is Self-Directed Support?



Information



What is Self-Directed Support?

an **easy read** booklet

in  **Control**[®]



This booklet was produced in partnership with Mencap



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About Self-Directed Support

Self-Directed Support is for anyone who gets help that is paid for by social services.

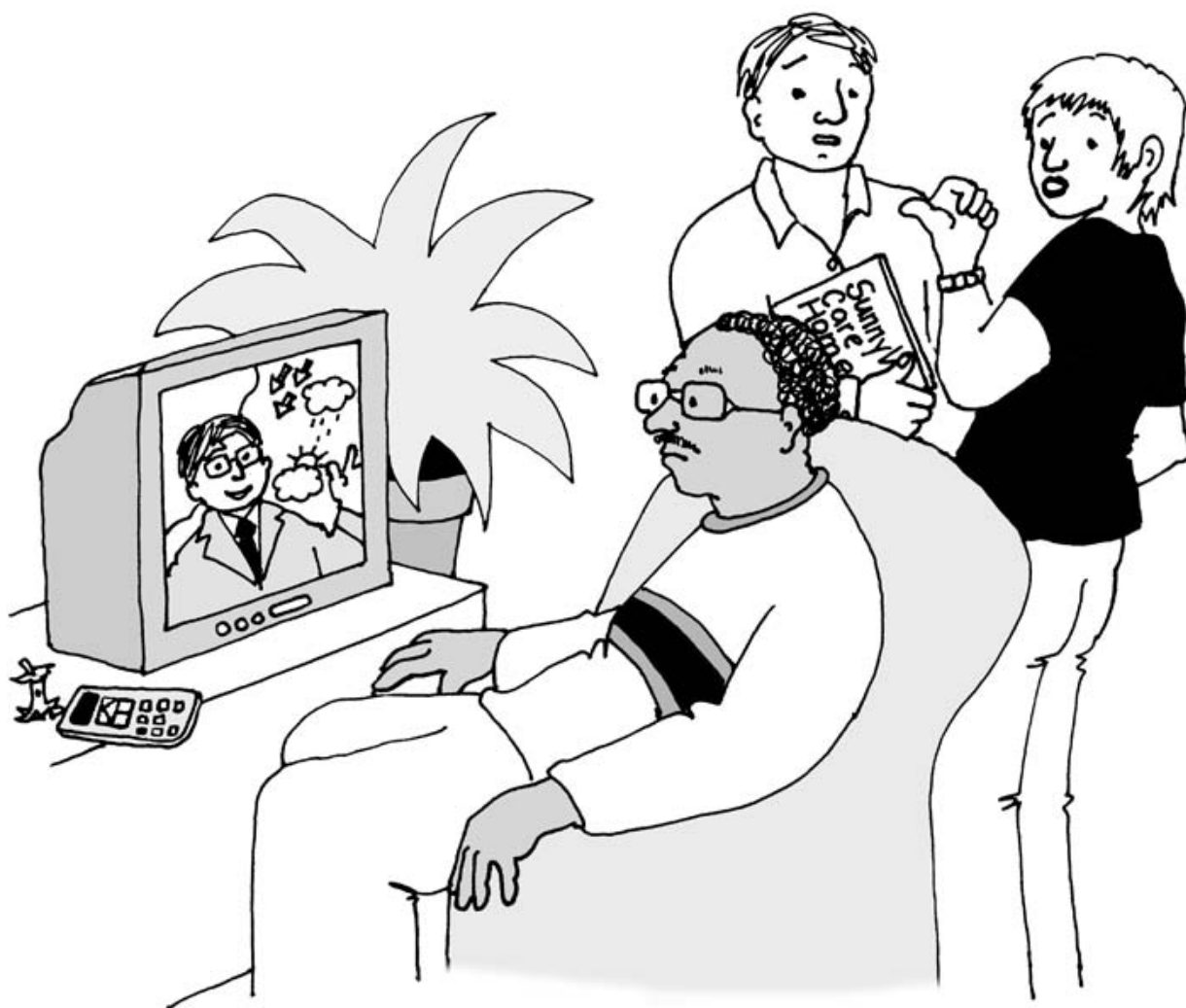
✓ **Self-Directed Support is when:**

- ✓ **you** are in control of the money you get for your support
- ✓ **you** can choose how to spend the money for your support
- ✓ **you** can choose things about your life – for example, who you want to get support from
- ✓ **you** can get help to do these things if you need it.



✗ Self-Directed Support is not:

- ✗ other people telling you what to do
- ✗ other people making decisions about your life without you.



Can you direct your own support?

Your **local council** may already offer Self-Directed Support. If not, they should start soon.

Who can you ask about Self-Directed Support?

You can ask:

- * a care manager or social worker
- * other people at the council who know about Self-Directed Support
- * people who support you now
- * your friends or family
- * someone who already has a Personal Budget
- * people who work for **in Control**.

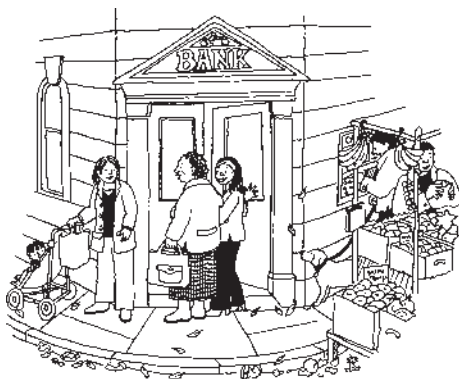
There is more information about **in Control** on the last page of this booklet.

My local contact is:

How does Self-Directed Support work?

There are **7** things that should happen when you direct your support – 7 steps to being in control.

The next few pages are about these 7 steps.



Step 1

My money – finding out how much

The first thing is to find out how much money you can get from your council to spend on support.

The money you get to spend on your support is called your **Personal Budget** or **Individual Budget**.

To find out how much money you can get, you have to fill in a **self-assessment form**. Someone can help you with this.

You have to show the form to a care manager or social worker.

Are you in control at Step 1?

Things are going well so far if:

- ✓ you know how much money you can get
- ✓ you will have enough money to get the support you need
- ✓ you know what you can spend your **Personal Budget** on.



So it looks like I can get £15,000.

Step 2

Making my plan

Step 2 is to make a **plan**. The plan says how you will spend the money on your support.

When you make your plan, think about:

- * what works and doesn't work in your life at the moment
- * what is **important** to you and what you want to do
- * what **support** you want
- * ideas about how to make these things happen.

Help to make your plan

You can get help from:

- * a friend
- * someone in your family
- * a broker. A broker is someone who you pay to help plan and sort out your support
- * your care manager
- * a social worker
- * someone who supports you now.

Are you in control at Step 2?

Things are going well so far if:

- ✓ you can choose the person you want to help you plan
- ✓ someone tells you about the different ways to plan.
You can choose the best way for you
- ✓ everything in the plan is about you and what you want
- ✓ you can plan to do new things that you have not done before
- ✓ you get the right amount of support for you.



Who else can we get to help us do this plan?

Step 3

Getting my plan agreed

A care manager or social worker at the council has to say your plan is ok before you get your **Personal Budget**.

Your Personal Budget is the money you get for support.

Your plan must answer these questions:

- 1.** What is important to you?
- 2.** What do you want to change?
- 3.** How will you arrange your support?
- 4.** How will you spend your money?
- 5.** How will you manage your support?
- 6.** How will you stay in control?
- 7.** What will you do next?

Are you in control at Step 3?

Things are going well so far if:

- ✓ your care manager or social worker explains the rules for deciding if your plan is ok
- ✓ you can talk about the new things in your plan with your care manager or social worker
- ✓ your plan answers the questions on page 10.



Yes - it looks like a good plan.

Step 4

Organising my money

When the care manager agrees your plan, you get your Personal Budget.

There are 2 ways to look after the money:

- 1.** You can get the money yourself in a direct payment
or
- 2.** You can choose someone to look after the money for you.

You can even do a bit of both.

If you want someone else to look after the money, you could choose:

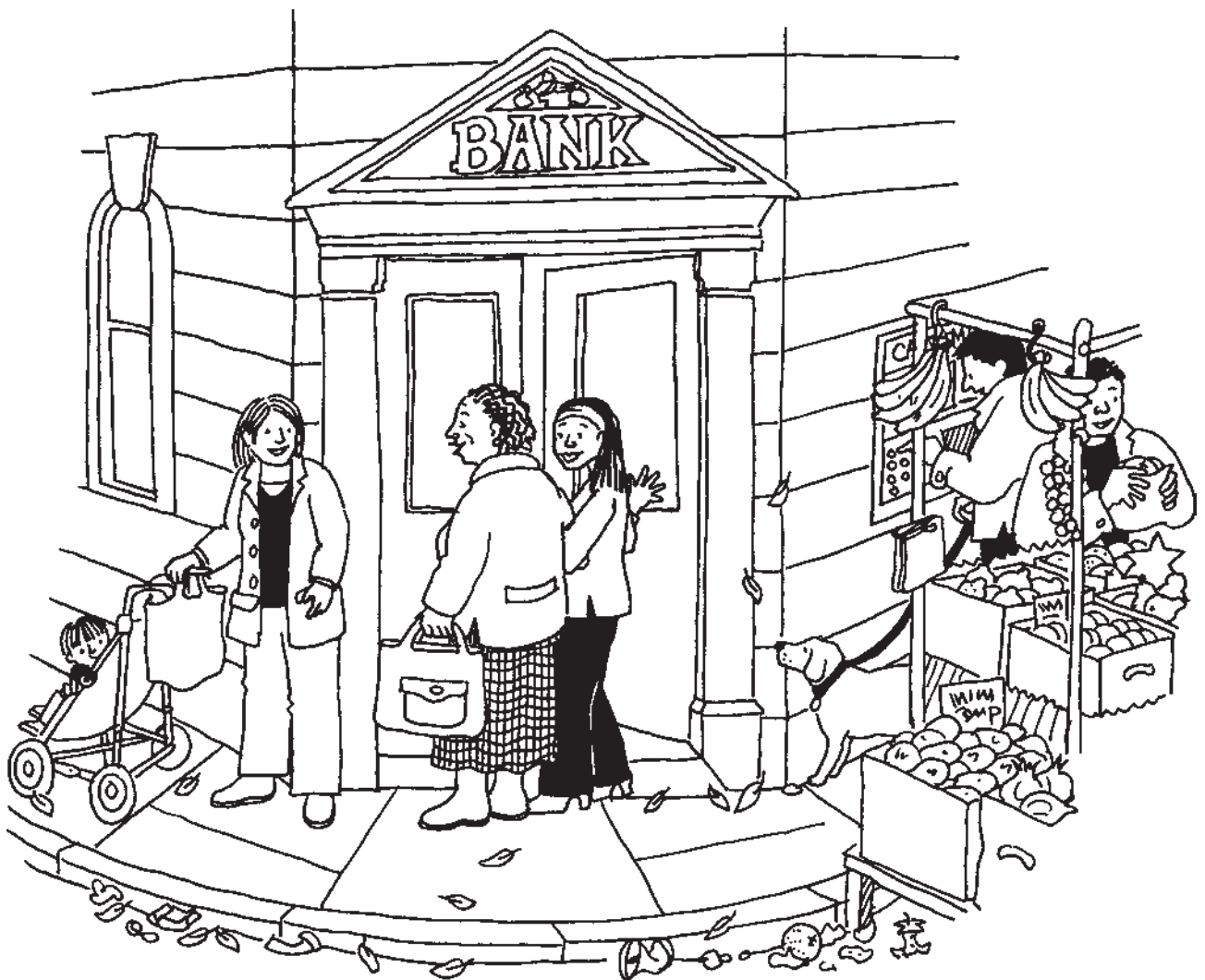
- * a friend or someone in your family
- * a broker – someone you pay to help you
- * a Trust – a group of people that the law says can look after your money for you
- * a service provider or organisation (a group of people who run services) that will keep your money and just use it for you
- * your care manager or social worker.

The Mental Capacity Act says that some people need a Deputy or Attorney. You can find out more about these from the Office of the Public Guardian: 0845 330 2900.

Are you in control at Step 4?

Things are going well so far if:

- ✓ you can choose who looks after your money
- ✓ you always know how your money is spent – even if someone else looks after it for you
- ✓ you can use the money in different ways so that you get the life you want.



I'm opening a bank account for my support money.

Step 5

Organising my support

This is when you sort out the support you want.

You can choose how much help you get to sort out your support. People who can help are:

- * a friend or someone in your family
- * a broker – someone you pay to help you.
- * a Trust – a group of people who the law says can look after your money for you
- * a Deputy or Attorney (under the Mental Capacity Act)
- * a service provider or organisation (a group of people who run services) that will keep your money and just use it for you
- * your care manager or social worker.

Are you in control at Step 5?

Things are going well so far if:

- ✓ you can choose your support – with help if you need it
- ✓ you choose who supports you
- ✓ you choose when and how you get support
- ✓ you know how much money you have for support
- ✓ you can choose if you employ your own support staff – people who you pay to support you. Sometimes these people are called Personal Assistants
- ✓ you can spend money on anything that helps you get the life you want. You don't have to spend it all on people who support you.



I can choose how I get my support.

Step 6

Living life

This is about living your life your way. There are things most people want in life – things like:

- * a nice place to live
- * feeling safe
- * having fun in your spare time
- * a job or something interesting to do in the day
- * being part of your community
- * friends
- * having a holiday.

If you have a Personal Budget you can use it to get the life you want.

Are you in control at Step 6?

Things are going well so far if:

- ✓ you get the support you need to live the life you want
- ✓ you get the same chance to do what you want as other people
- ✓ you have a job – if you want one
- ✓ you choose where you live and who with
- ✓ you have friends and relationships
- ✓ anyone who helps you to choose really makes sure you are in control.



My life's changed – I'm in control.

Step 7

Seeing how it worked

You should meet with your care manager or social worker about once a year to see how things are going. But you can ask for a meeting any time.

Your care manager or social worker needs to know how your plan is working and how you are spending the money.



It's gone well. Let's talk about what's next.

Are you in control at Step 7?

Things are going well so far if:

- ✓ the meeting with your care manager or social worker happens in a way that is right for you
- ✓ you can talk about what has worked well, what has not worked well, and any changes you want to make for the future
- ✓ your care manager or social worker explains clearly what needs to happen
- ✓ you can change your mind about what you want to do
- ✓ you do not have to wait for a meeting to make changes to your support. But you should tell your care manager about any big changes you want to make
- ✓ you can ask for a meeting with your care manager to talk about your plan when you want to.

What the words mean

Here is what some of the words in this booklet mean.

Self-Directed Support

Support that you decide and control. You control the money for support – your Personal Budget. You can choose what support you want and how to spend your Personal Budget. You can get help to do this if you want.

in Control

The organisation that helps make **Self-Directed Support** happen.

Personal Budget or Individual Budget

The money you get to pay for your support and other things in your plan.

Assessment form

A form that helps you work out what money you can get for your support.

Personal assistants

People you choose to work for you and support you in a way that is right for you.

Broker

Someone to help you sort out your support. A professional broker is someone you pay to do this.

Trust

A group of people who the law says can look after your money for you.

Attorney and Deputy

The Mental Capacity Act says some people must have an Attorney or Deputy to make decisions about money, health and support. This is for people who can't decide things themselves – who 'lack capacity'.



How to find out more about Self-directed Support

Look at our website at www.in-control.org.uk

There is a poster that tells you about in Control.

There are free books about planning support and other things.

There is a DVD you can buy called **How to be in control**

You can find the following books on the in Control web site at www.in-control.org.uk:

- * Keys to Citizenship
- * The Essential Family Guide



Or write to:

in Control Support Centre
4 Swan Courtyard
Coventry Road
Birmingham
B26 1BU
Telephone 0121 708 3031
Email: **admin@in-control.org.uk**

Or you can ask your council. Someone there should know about Self-Directed Support.

You can also speak to someone at:

The Learning Disability Helpline
Telephone 0808 808 1111
Email: **helpline@mencap.org.uk**

in Control made this booklet for local authority members to give to people in their area.

Local authorities: add your logo
and main contact number.



You can get in touch with in Control

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