Self Directed Support Procedure

For use only by
The Moray Council Community Care and Social Work Staff
Appendix 2

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1. **Introduction**

1.1 Self Directed Support in Scotland is part of the mainstream of social care delivery, targeted at empowering people. It puts the principles of independent living into practice and enables people to be active citizens in their communities. It is about flexibility, choice and control and having a decent quality of life. It is ultimately about promoting confidence and wellbeing for those with an assessed need.

1.2 Self Directed Support builds on the platform provided by direct payments legislation and the rights enshrined in the Disability Discrimination Act (Scotland) 2003. It is an opportunity to meet the assessed needs in creative and flexible ways.

1.3 The assessment is no longer about which service a person should be referred to, but about individualising the support a person can receive.

2. **Eligibility for Self Directed Support**

2.1 Self Directed Support in Moray is available to those who have an assessed need and satisfies the eligibility criteria (please refer to Eligibility Criteria Policy and Procedure).

2.2 If a person is not eligible for Self Directed Support in the form of a direct payment, all other options of Self Directed Support must be offered (please refer to separate Direct Payment guidance).

3. **Consenting to Self Directed Support**

3.1 Individuals must be given an appropriate level of assistance, where required, to make informed choices. Where the authority assess that a person lacks capacity and where that person does not have a guardian or attorney, the new Self Directed Support Bill allows authorities to appoint an appropriate person to act on behalf of the client.

3.2 Those with parental responsibility can consent to Self Directed Support for children under the age of sixteen.

3.3 Individuals agreeing to Self Directed Support will be required to sign the Self Directed Support agreement form.

4. **Supported Self Assessment Questionnaire**

4.1 The first stage in the assessment process for Self Directed Support is the completion of the Supported Self Assessment Questionnaire.

4.2 Individuals should be encouraged as part of the self-assessment process to consider for themselves, what care and support they might need. The questionnaire can be completed with the support of the social worker or community care officer if required.
4.3 If the person chooses to complete the Supported Self Assessment Questionnaire on their own, once completed, they should contact their social worker or community care officer to discuss their needs as detailed in the questionnaire. If there is a difference of opinion, the social worker or community care officer will try and resolve any issues at this point. The service user can call on the help and support of Advocacy to assist with this process if required.

4.4 Once both parties agree and are happy with the Supported Self Assessment Questionnaire the social worker or community care officer will refer to the Resource Allocation System which will give an indication of how much funding a person may receive in order to meet their outcomes and lead the life they want.

4.5 The questionnaire should detail the comments from both the individual and the social worker or community care officer. This will give a clear indication of the person’s needs and outcomes when presented to the resource allocation panel.

4.6 Social workers and community care officers should present the completed questionnaire to the resource allocation panel in order to get the funding agreed.

5. Financial Assessment

5.1 Section 87 of The Social Work (Scotland) Act 1968 enables local authorities to require the person to make a financial contribution towards the cost of any services they need to meet their outcomes. It should be made clear to the person from the outset that Self Directed Support packages may involve them making a financial contribution.

5.2 Service users will have to undertake a financial assessment in line with Moray Council charging policies to establish whether they will be required to make a financial contribution.

6. Resource Allocation System

6.1 The Moray Council uses a Resource Allocation System (RAS) as a guide to determine how much money a person should get in their Self Directed Support budget. The RAS provides a transparent process for the allocation of resources, linking money to outcomes while taking into account the different levels of support people need to achieve their goals. This is only an indication of what it may reasonably cost to meet the persons outcomes and may not be the final amount allocated.

6.2 The individual budget will be calculated using the RAS system by the social worker or community care officer. The individual budget allocated through the RAS is known as an “indicative” amount as it is provided to give the person a working budget that will enable them to develop a support plan.

6.3 The indicative amount must be authorised by the resource allocation panel before the social worker or community care officer informs the service user.
6.4 The service user, with the help of the social worker or community care officer, should devise a support plan based on the approved indicative amount.

7. **Support Planning**

7.1 Support planning is the process by which an individual determines, how they will use their indicative budget to meet their agreed outcomes. This is developed by the service user with or without support of family, friends or professionals.

7.2 The support plan should be developed with clear costings. The social worker or community care officer will present the support plan to the resource allocation panel for authorisation.

7.3 Whilst the RAS allocates the indicative budget, there is flexibility in the process. If the support plan and costs indicate that the indicative budget will not be sufficient to meet a person’s outcomes, the Resource Allocation Panel will reconsider the funding allocated to the support plan.

7.4 Support plans should address:

- what is important to the person and what do they want to achieve
- what do they want to change and what they want to stay the same
- what support do they need, how will it be provided and how risks will be managed
- how will the person manage the individual budget
- how the support plan will meet the agreed outcomes

7.5 It is important to define outcomes clearly as the support plan will focus on meeting those desired outcomes. It will also identify whether the outcomes have been met.

7.6 The support plan should clearly state the contingency arrangements in the event of emergencies to avoid the support breaking down. If a person decides to opt for a direct payment to employ staff, the plan should define what arrangements are in place to cover holidays, sickness etc.

8. **Managing Risk**

8.1 The governing principle behind good approaches to independence and choice is that people have the right to live their lives to the full. Supporting people to take informed decisions with an awareness of risks in their daily lives enables them to achieve their full potential.

8.2 It is important to identify and manage risk in a way that is shared among the person, family and friends, the Council and provider(s). Social workers and community care officers will identify any risks and address these on the support plan and risk assessment.
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9. **What can Self Directed Support be used for**

9.1 All goods and services purchased with Self Directed Support funding must be clearly targeted at meeting the outcomes specified in the person’s support plan.

9.2 Self Directed Support funding can be used to purchase services, goods or community based activities that meet the agreed outcomes. It can also be used to employ staff (Personal Assistants).

9.3 Self Directed Support can be used to arrange and fund respite or short breaks.

9.4 Self Directed Support funding can be used to purchase equipment or temporary adaptations.

10. **What Self Directed Support cannot be used for?**

10.1 Self Directed Support funding cannot be used as a substitute for Housing Improvement and Repair Grants for adaptations for disabled people or for any adaptation that would normally be provided by a landlord.

10.2 Self Directed Support funding cannot be used to purchase equipment that would normally be provided by the National Health Service.

10.3 Self Directed Support cannot be used to purchase goods/items, activities or services which do not meet the individual’s outcomes.

11. **Options for receiving Self Directed Support**

11.1 The social worker or community care officer should discuss with the person the level of support they need to manage their Self Directed Support care arrangements and budget. This should be detailed in the support plan and may involve the social worker or community care officer assisting the person to set up practical arrangements to achieve their outcomes.

11.2 There are a number of options in which an individual can direct or receive their Self Directed Support. The social worker or community care officer should discuss these with the service user and this should be set out in the support plan.

- **Option 1**, the local authority makes a direct payment to the person for them to arrange their support (this can include the purchase of support)

- **Option 2**, the person chooses their support and the local authority makes arrangements on their behalf.

- **Option 3**, the local authority selects the appropriate support and arranges support on behalf of the person.

- **Option 4**, a mix of options 1, 2 and 3 for specific aspects of the person’s support.
12. **Reviewing Support Arrangements**

12.1 Social workers or community care officers will set up review and monitoring arrangements to ensure the support plan is meeting the person’s needs and agreed outcomes.

12.2 An initial review is normally scheduled for six weeks after Self Directed Support arrangements are put in place. Subsequent review dates will be agreed in advance and there will be no more than one year between any two reviews.

12.3 Service users should be made aware that they can request an early review if their circumstances change. This must be made clear on the support plan.

13. **Reviewing Financial Arrangements**

13.1 Recipients of Self Directed Support in the form of a direct payment must complete financial paperwork demonstrating how their individual budget has been used to achieve the agreed outcomes.

13.2 The social worker or community care officer is responsible for carrying out the financial review of direct payments. *(Please refer to separate document “Financial Monitoring of Direct Payments”).*

14. **Recording on Carefirst**

14.1 Social workers and community care officers are responsible for ensuring Carefirst is accurate and up to date.

14.2 Social workers and community care officers will select the Self Directed Support options on the Carefirst system.
Eligibility established for community care services

Complete SDS questionnaire and SDS agreement form

Completed questionnaire analysed through RAS

Indicative budget identified

Resource Allocation Panel approves indicative budget

Service user advised of indicative budget

Support plan completed by service user with help of staff member

Support plan agreed through Resource Allocation Panel

Actual budget agreed

Social worker/ community care officer helps to set up support arrangements as necessary

Budget paid, or services supplied

Risk and appropriateness of plan reviewed by management group

Monitoring and review

Refer for Financial Assessment
SELF-DIRECTED SUPPORT

1. I hereby confirm that I wish to participate in the Self Directed Support project administered by The Moray Council.

2. I will use any Self-Directed Support project indicative budget to purchase services to meet my needs as assessed and agreed in my Support Plan.

3. During the financial monitoring process, should Self-Directed Support monies be found to have been mis-used or inappropriately spent, i.e. purchases made which are not in line with the agreed outcomes at the onset, I agree to repay these monies in full within the current financial year.

4. I agree to give The Moray Council 4 weeks prior notice in writing should I wish to withdraw voluntarily from the Self-Directed Support project.

5. In the event of me voluntarily withdrawing from the Self-Directed Support project or the personal budget being withdrawn due to non compliance, my care officer or social worker will arrange the services required to meet my needs through the normal Moray Council systems.

6. In the event of an emergency caused by the breakdown of my Self-Directed Support arrangements, I understand that a contingency plan will be agreed with my care officer or social worker to meet my needs and to minimise any risk to myself.

7. If I am employing my own personal assistant, I will comply with the policy governing direct payments.

8. I accept I am responsible in making clear to any interested and relevant parties that The Moray Council is under no circumstances liable for any claims, losses or damages that the party may have against me as recipient.

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Recipient to retain one copy. Other to be retained by Social worker or community care officer.