



Self-Directed Support

Self-directed Support

The Scottish Government introduced the Social Care (Self-directed Support) (Scotland) Act in 2013 and the Act came into force on 1 April 2014. This legislation enables people who are eligible for support, to make informed choices on what their support looks like and how it is delivered making it possible to meet agreed personal outcomes.

Embedded in the processes of Outcome Focussed Assessments, Personal Outcomes Planning and the framework of Self-directed Support area set the statutory Values and Principles. The Values are Respect, Fairness, Independence, Freedom, and Safety. The Principals are Involvement, Collaboration, Informed Choice, Participation, and Dignity.

In Dundee, Self-directed Support has been developed to make sure that supported people in Dundee are engaged, informed, included, and empowered to make choices about their support. Self-directed Support ensures that people are treated with dignity and respect, and their contribution is valued.

The Dundee Health and Social Care Partnership will ensure the ways that services and supports are delivered relate to the personal outcomes that matter to the supported person, and that the ways in which they can take part, and be involved in their support is communicated clearly and effectively.

Eligibility

Dundee Health and Social Care Partnership have an eligibility criteria for the provision of social care services to the people in Dundee. Dundee Health and Social Care Partnership are able to offer advice and support regarding other supports within the community of Dundee for people who do not meet this criteria.



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<u>Critical Risk</u>	Indicates that there are major risks to the person's independent living or health and wellbeing likely to require immediate or imminent provision of social care services (high priority).
<u>Substantial Risk</u>	Indicates that there are significant risks to the person's independence or health and wellbeing likely to require immediate or imminent provision of social care services (high priority).
<u>Moderate Risk</u>	Indicates that there are some risks to the person's independence or health and wellbeing. These may require provision of some social care services managed and prioritised on an on-going basis or they may simply be manageable over the foreseeable future without service provision, with appropriate arrangements for review.
<u>Low Risk</u>	Indicates that there may be some quality of life issues, but a low risk to the person's independence or health and wellbeing with very limited, if any, requirement for the provision of social care services. There may be some need for alternative support or advice and appropriate arrangements for review over the foreseeable future or longer term.

Further information regarding the eligibility criteria can be found on My Life Portal Dundee and in the Social Care (Self-directed Support) (Scotland) Act 2013 on the Scottish Government Website.

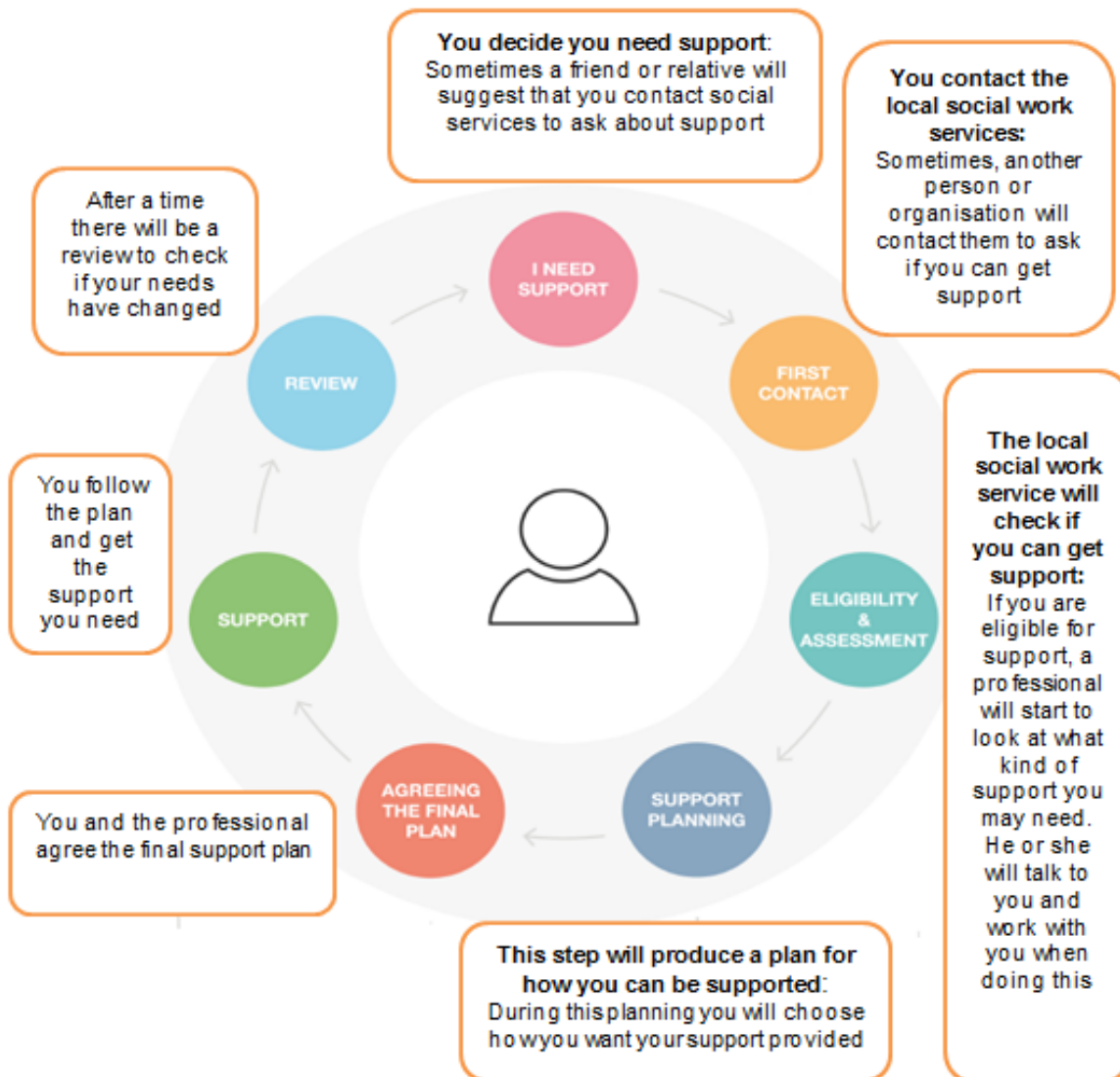
Contribution/Charging Policy

Any supported person will have a Financial Information/Income Maximum (FIIM) form. People are requested to complete a FIIM form which assesses the contribution they will be eligible to pay towards their care depending on their financial circumstances and age. Currently Personal care is free to those over the age of 65. This also ensures that they are receiving all the benefits that they are eligible for.

It is important to advise the supported person that should they decline to complete the FIIM they may be charged the full economic cost of the care. People living together as a couple will be financially assessed as a couple.



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Steps to getting support

Step 1: First Contact

The first step is get in touch with the following:-

**Dundee Health and Social Care Partnership First Contact Team Telephone 01382 434000 if over 16 years of age or
Childcare and Protection Services Telephone 01382 307940**

You can get in touch yourself, or someone who cares for you such as a friend, neighbour, doctor, or family member can make contact on your behalf. The consent of the supported person is required. ***(See leaflet on consent and capacity)***

Step 2: Initial Assessment

This is an opportunity for you to discuss with care manager/social worker about what is happening in your life, what your priorities, what is it you want to do and what is stopping you doing this. How could you be supported to live independently thus meeting your personal outcomes.

We will discuss with you what support is required to enable you to live independently. For example, you might want help with getting out and about within the community or day-to-day care such as bathing and dressing.

Where there is a lower risk to your ability to live independently, we will offer you information and advice. For example, you might be having some difficulties, but can manage most aspects of daily living without support.

You may not be eligible for all your outcomes to be met as previously defined in the eligibility criteria. We will meet with you to discuss your needs, and we will usually arrange to meet with you in your home.

Step 3: Outcome Focussed Assessment

The outcome focussed assessment is a continuation of the first conversation that took place at the initial assessment. Assessments may involve more than one meeting with you. Your meetings can involve a care manager/social worker from the Dundee Health and Social Care Partnership. You may also want to have a family member, carer, friend or anyone else who is important in your life present at this meeting.



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Step 4: Personal Outcomes Plan

If we agreed with you that you are eligible for care or support to assist you to meet your personal outcomes we will develop with you your personalised support plan.

Each of the four different options of support within the Self-directed Support framework will be discussed with you so you can make an informed decision about which option would suit you best. Once this is agreed, you will receive a copy of your care plan.

Step 5: Review

Your Care manager/ social worker will agree with you how often your personal outcomes support plan will be reviewed. Reviewing your personal outcomes support plan is important to make sure that it is still working for you. Your plan can be reviewed at any time. For example, you might feel like your support needs updated, or your circumstances might have changed.

Support Options

If you are eligible for support there are four options from which you can choose.

Option 1: A Direct Payment

A Direct Payment gives you the greatest choice and control over your services and supports. A direct payment is money which we arrange to be paid into a separate bank account that you have set up for this purpose. A direct payment for care is money paid by the local authority to a person whom it has assessed as needing community care/children's services. The local authority makes the payment instead of arranging services for the supported person and is used to purchase the support or services which meet your agreed outcomes.

Recipients of direct payments can use this money to employ their own personal assistants or purchase services from an agency to meet their assessed needs and personal outcomes. The main benefit of a direct payment is that the supported person has significant choice, control and flexibility over how, when and by whom their care and support needs and personal outcomes can be achieved. It is also the option which has the most personal responsibility associated with it.

While you will be expected to manage your direct payment support to help you to manage this payment is available. The Dundee Carers Centre is a local support organisation that can help you to manage your Direct Payment, as well



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as guide you to the types of organisations that can help you to achieve your agreed outcomes (*see separate information leaflet on Managing your Direct Payment*).

You can reach the Dundee Carers Centre in the following ways:

- Email: centre@dundeecarerscentre.org.uk
- Telephone: 01382 200422
- Visit: Seagate House, 132-134 Seagate, Dundee DD1 2HB

Frequently Asked Questions about Self Directed Support Option 1

Who can do it?

- The person requiring support or their legal representative in the form of a combined Financial & Welfare Power of Attorney or Guardianship (documentary proof required). This needs to have been activated if the person is no longer able to make overall decisions for themselves. Though it is important the person is able to be involved as much as possible.

What will I have to do?

- On completion of a personal outcome plan and sds application, you will be asked to sign a service users agreement which will outline your responsibilities (see below).
- A separate bank account needs to be set up for the money to go into .
- All bank statements/records need to be kept.
- Monthly care diaries (workers timesheets) need to be completed and sent to the direct payment financial support team at Dundee City Council.
- Meet the social worker at the six week review and then at an annual review. You are required to inform the social worker of any change of circumstance or change in support needs.
- You are required to formulate a contingency plan in case of emergencies.

What are my responsibilities

- You are required to do all the above for employing a care provider and or personal assistant.
- If however you wish to employ a personal assistant there are other responsibilities as you will need to register as an employer with the Inland Revenue. These include:



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- Working out tax and national insurance contributions , working out contributions to pensions and allowing enough money to cover Annual leave etc.
- Abiding to employment law re hours of working and holiday cover. You may wish to seek support with this through a thrid party ; Carers centre,an Accountant/Book keeper.
- You may have to put personal assistants on appropriate training(as appropriate) for example lifting and handling.
- As an employer you will have to get public liability insurance for your personal assistant.
- *Dundee City council does not currently allow the use of self employed carers .*

Can I employ family?

- Generally this is seen as problematic and not allowed as you would be their employer. However there is an exemption list to this and there is a separate application process through which the local authority may agreed for you to proceed with this if appropriate to the circumstance.

Option 2: Directing the available support

This option gives you the choice to select which support provider/s you would want to support you top meet your personal outcomes. One of the key differences between Option 1 and2 is that you cannot use Option 2 to employ your own staff or contract directly with an agency. Another difference is that with Option 2 your budget is managed by the Dundee Health and Social Care Partnership.

Option 3: Local Authority Arranged Service

Option 3: The selection of support for the supported person by the local authority, the making of arrangements for the provision of it by the authority and, where it is provided by someone other than the authority, the payment by the authority of the relevant amount in respect of the cost of that provision.

Option 4: A Combination of Options 1, 2, and 3

Option 4: The selection by the supported person of Option 1, 2 or 3 for each type of support and, where it is provided by someone other than the authority, the payment by the local authority of the relevant amount in respect of the cost of the support.



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With the introduction of the Carer (Scotland) Act 2016 all of the above options will be applicable to eligible Carers. The eligibility criteria is published on Dundee Health and Social Care Partnership website and will also form part of the emerging Carers general operating procedures.

You can use any combination of Options 1, 2, and 3, which can provide the flexibility and control where needed, and have other aspects of your supports arranged on your behalf. For example, you might want the option to hire a personal assistant, which requires Option 1, and you also might want Dundee Health and Social Care Partnership to help with personal care, which requires Option 3.