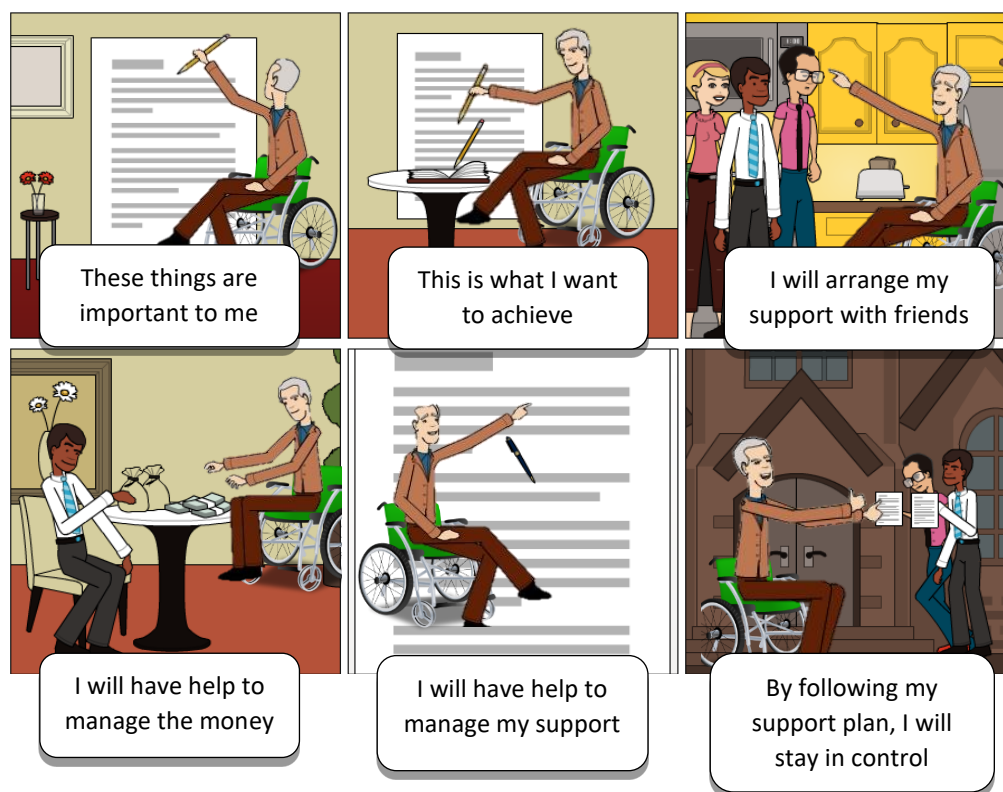


Self-directed support

How to make a support plan

You can write your support plan when your local authority has given you an idea of how much your personal budget is.

This fact sheet tells you how to make a support plan and what you need to put in it.



To get more help
contact In Control
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Email:
help@in-control.org.uk



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Self-directed support



Making my support plan



How I will spend the money



This is the final amount of your personal budget

The basic facts

Making a support plan helps you work out what's important to you and how you can use your budget in the best way.

A support plan shows the local authority:

- How you will get the things you need and the life you want.
- How you will spend your personal budget.

They need to know this before they can agree the final amount of your personal budget.



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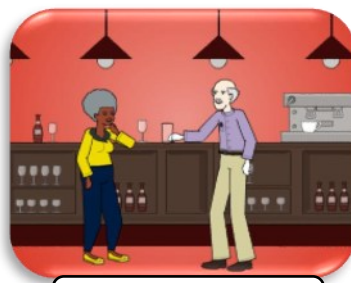
Self-directed support



A place of my own



Spend time with my family



Go out sometimes



Spend some time on my own

More information about support planning

A lot of people have made support plans. So there is plenty of information and help available. The back page of this fact sheet has links to examples and help to create a plan.

Your support plan should answer these questions:

- What is important to you?
- What do you want to change or achieve?
- How will you arrange your support?
- How will you spend your money?
- How will you manage your support?
- How will you stay in control of your life?
- What will you do to make this plan happen?

You can make a plan by yourself or get someone to help you.



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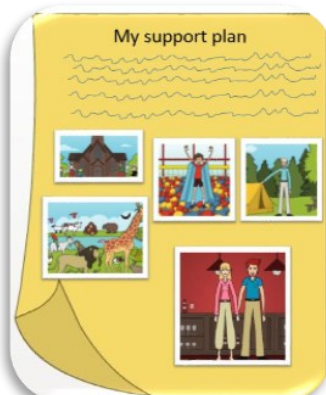


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Self-directed support



My support plan
with pictures



Making my support
plan on video



Putting my support
plan on audio disk

More detail

There are different ways to make a support plan:

- The plan can be as short or as long as you want it to be. It's your plan and it's personal to you.
- You can use words but you don't have to.
- You can use pictures and photographs.
- Make it yourself or ask someone to make it for you.
- Use ideas from your person-centred plan if you have one.
- Use a template or a workbook to help you. These can be found on the In Control website:
www.in-control.org.uk
- Use a computer to make a presentation.
- Video your ideas and thoughts.
- Record it on a tape or podcast.



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Self-directed support



What can I put in my plan?



My social worker is helping me.



My circle is helping me.

Getting help

You may already know exactly what you want to put in a plan. Or you may want some help.

You can ask:

- Someone in your family, a friend or a neighbour.
- A circle of support – a group of people who are part of your life and help you to reach your goals.
- People at work or school.
- A care manager or social worker.
- Someone who works for a support provider community organisation.
- A paid, professional support broker – your local authority can help you find one.
- Advice and information organisations, such as Centres for Independent Living, advocates, and In Control's National Network.



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Self-directed support



Your plan needs to answer 7 questions

What needs to be in your support plan?

Your local authority needs your plan to answer these seven questions:

- What is important to you?
- What do you want to change or achieve?
- How will you arrange your support?
- How will you spend your money?
- How will you manage your support?
- How will you stay in control of your life?
- What will you do to make this plan happen?



How will you manage your money?



This is the *real* me.

1. What is important to you?

If someone reads your plan they should be able to get a good understanding of:

- Who you are.
- Your interests.
- Your lifestyle.
- The important people in your life.
- Your likes and dislikes.
- Your hopes for the future.



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Self-directed support



All about me...

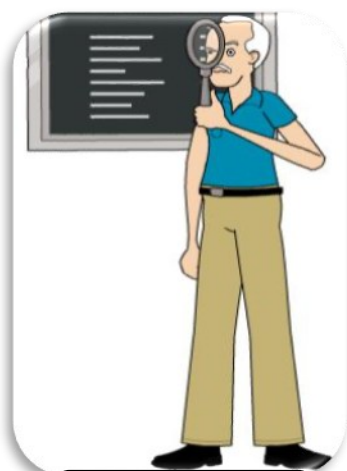
Start by writing a list of things about yourself, such as:

- Your age.
- What you like doing.
- Things you are good at.
- Things you would like to do.
- How you communicate.



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I think I will
change this...

2. What do you want to change or achieve?

What do you want to change about your life? For example:

- Where you live.
- What services you have.
- How you spend your time.



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Some thoughts for
the future...

Things you would like to do in the future. For example:

- Join a course or community group.
- Plans to live independently or stay independent.
- Get a job or volunteer in the community.



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lots more, visit the
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Self-directed support



Only put down things that have a real chance of happening and that will make your life better, not worse. People who help you will need to agree with what you put. However, don't put things down just because other people think you should. They must be things that are important to you.



I'll ask a service provider for help

3. How will you arrange your support?

Put in your plan the help and support you need to make the changes you want in your life.



I'm going to do it all myself

There are different ways to organise your support. You can:

- Organise it all yourself – perhaps with the help of family and friends.
- Ask the local authority to organise it all for you.
- Ask an organisation to help – for example, a Centre for Independent Living.
- Ask a service provider to organise your support.
- Organise some parts yourself and let others do the rest.



I think I'll ask the local authority



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Self-directed support



I think that's the cost for the year and for the next two years.



Please could you manage my money for me?



You can choose what you need and it can be managed through an Individual Service Fund.

4. How will you spend your budget?

You need to say:

- How you want the money to be paid. For example, as a direct payment or to an agent.
- What your support will cost for the year.
- How long the money is available for.

You can manage the money yourself or have someone else manage it:

- Someone you trust – a family member or friend.
- A Trust (a legal formal or informal group set up to act for you).
- Someone you pay – a broker, an independent social worker or an advocate.
- A service provider who manages the budget for you and provides support using an Individual Service Fund.
- A care manager or social worker.

Often local authorities like the budget to be paid into a separate bank account.



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Self-directed support



I'm going to spend my money on personal assistants



I'm going to spend my money on transport and expenses.



I'm going to share my money with my friend.

You need to say what you'll spend the money on. Some people use their money for:

- Personal assistants – people who work for you (although you don't need to employ them yourself).
- Expenses, equipment or transport.
- Housing adaptations or supported living services.
- Sharing costs with people who have the same needs or interests.
- Supported employment or setting up a business.
- Therapists and specialists, like speech therapists or counsellors.
- Social services, such as: respite services, day centres, adult placement services, home helps.
- Community activities or leisure.

Using local people and resources can be cheaper than just buying services 'off the peg' from a provider.



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Self-directed support



Your plan must not cost more than your agreed budget.

The support in your plan must not cost more than the agreed budget. Your plan must not include anything illegal.

5. How will you manage your support?

Your plan must be clear about how you will organise and pay for support. You can do it all yourself or get help.



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Do not include anything illegal in your plan.

If you are going to employ people, you need to do everything legally.

Your plan must show:

- How you will pay salaries. For example, are you going to use an accountant or a payroll service?
- Who is responsible for what.
- That you will comply with employment law.
- What agreement you have with any support provider you will use.



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You must employ people legally.

You can use an accountant to pay salaries if you want.



For fact sheets and lots more, visit the In Control website at:
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Self-directed support



You can use an accountant to pay salaries if you want.



Show what decisions you will make.



Show how other people help you make decisions.

6. How will you stay in control of your life?

Your plan must say what decisions you will make and what decisions other people will make.

If your plan relies on other people making decisions, it must say how they will help you make as many decisions as you can and how they know whether you agree.

If someone else will manage your money for you, how will you review your support with them?

Decision-making agreement

If other people are making decisions on your behalf, your local authority may want you to have a decision-making agreement.

In a decision-making agreement you write down:

- Important decisions that you or other people need to make about your life.
- Which decisions you will make and which you need help with.
- Who will make the final decision.



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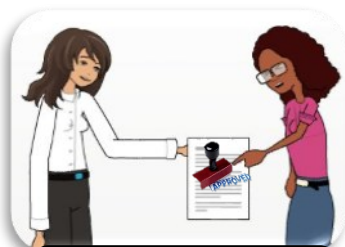
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Self-directed support



Your decision-making agreement.

You and the person helping you must sign and date the agreement. If you can't sign, you can ask someone to be a witness or make a mark that people will know is yours.



I will make the final decision.

You may need someone to agree this for you. This person is called your 'lead representative' or 'agent'. They will say if the agreement is ok and take on the legal responsibility of the contract for your self-directed support.

An agent can be:

- A member of your family or a friend.
- Someone you trust – someone who always wants the best for you.
- Someone who will not be moving on in the near future.
- A paid professional, such as an independent support broker.



I just need to sign and date this agreement.

For some people, making big decisions like choosing where you live may be difficult to make. The **Mental Capacity Act** is there to help with this. Deputyship and Lasting Power of Attorney may be something that people acting on your behalf may need to consider.



For more information about the Mental Capacity Act, see the Office of the Public Guardian website:

www.publicguardian.gov.uk



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Self-directed support



I will take responsibility for this action.



I will use a calendar to help me check when actions are done.

7. What are you going to do to make this plan happen?

A clear action plan will help make sure that your plan happens.

An action plan should say:

- Who is responsible for each action.
- When each action will be done.
- How these actions will help you make the changes you want.
- How you will keep a check on what has been done.
- How you will deal with any problems.



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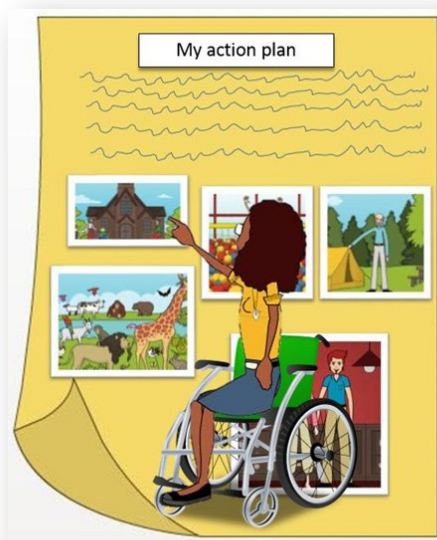
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Self-directed support

An example

A poem may not be what you expect to find in a support plan. After all, support plans are supposed to be practical.

But Gavin Croft's plan includes this poem. It really shows who Gavin is and it's followed by lots of practical planning. Gavin's support plan is in the form of a video with music.

*Who do you see people? Who do you see?
Do you see the same person as in 2003?
I sit in this chair now, stand tall at 6 feet
I am the same person as in 2003.
My vision is blurred now, my legs they are weak
My swallow where are you?
It's difficult to speak
My food through a peg now
Each day of the week
I think it might be curry I say tongue in cheek
Tongue in cheek, if only, my tongue moved...how sleek.
Let's just get on says Karen my wife
You're still just the same, we've still got a life
Rose tinted glasses, they say love is blind
Cataracts and madness, they both spring to mind
Myelin sheath, nerve endings, muscles collapsing
My body my life it needs some adapting
Care manager, dietician, physiotherapist, OT
All part of my life now but yes I'm still me*



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Self-directed support

Assessment, re-assessment, review and respite

Respite from what? This is my life

I'm not a condition, a problem or issue

Just a person with rights so sit up and listen

The right to live and laugh and cry

The right to eat and choke and die

Some of these rights have got lost on my way

But it's my right to live

And I shall do so each day

Who do you see people? Who do you see?

Just the same Gavin Croft as in 2003?



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This poem is part
of my support
plan.