

Contact

If you wish to discuss your options for Self Directed Support further, you can speak with your care manager.

Your care manager is:

NAME: _____

ADDRESS: _____

TELEPHONE NO: _____

**Self Directed Support Team
Hector McNeil House
7/8 Clyde Square
Greenock
PA15 1NB**

Telephone No: 01475 715365

Email: selfdirectedsupport@inverclyde.gov.uk



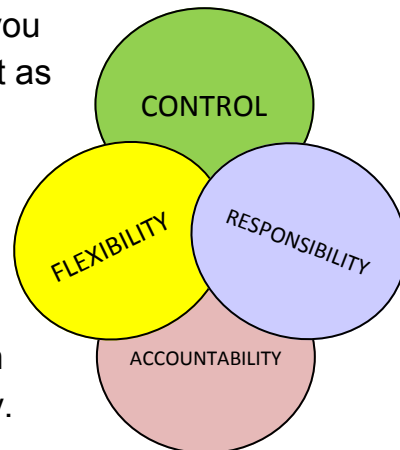
Option One

'direct payment'

This guide offers information to people who are thinking of choosing Option One (direct payment) as their preferred route to self directed support in Inverclyde. It tells you about who can receive a payment, how you can receive your payment, what your role and responsibilities are and what supports are available

If you have had an assessment that shows that you are eligible for social care support, for example, personal care or respite, you will be given the choice from 4 options as to how your support can be delivered. You may prefer to organise services or support yourself rather than have Inverclyde HSCP do this for you. This is now referred to as *Option One*.

Option One is one of four options available for receiving support, previously referred to as a **direct payment**. If *Option One* is your choice, then you will receive your individual budget as a direct payment, meaning that Inverclyde HSCP will pay money to you directly to allow you to organise and purchase your own support. This offers you control and flexibility, but also brings with it responsibility and accountability.



You must be willing and able to manage the payment (with the help of another person or organisation if you choose). You and your care manager can decide how to spend the money you receive in a way that best suits your lifestyle and will meet your agreed outcomes as defined in your support plan

The key principle is that day-to-day control of the money and provision of your support is given to you.

Complaints, suggestions or comments

From time to time people are unhappy with the service they receive. We will always try to resolve any concerns raised about the services. If this happens to you, you can raise your concerns in a number of ways. We would suggest in the first instance that you discuss this with a member of staff or the manager of the service who will assist you to resolve any concerns you may have.

However, if you would prefer, you can write to or contact by telephone or email:

**The Complaints Officer
Hector McNeil House
7/8 Clyde Square
Greenock
PA15 1NB**

Telephone No: 01475 715365

Email: psscp.swork@inverclyde.gov.uk

National Advice Sources (links)

SCOTTISH GOVERNMENT

Statutory Guidance: <http://www.scotland.gov.uk/Resource/0044/00446933.pdf>

National Practice Guides for users, carers and practitioners: <http://guidance.selfdirectedsupportscotland.org.uk/index.html>

EMPLOYERS INFORMATION

PA Employers Handbook: <http://www.scotland.gov.uk/Publications/2014/04/4710/0>

Easy Read Version: <http://www.scotland.gov.uk/Resource/0044/00447545.pdf>

Self Directed Support Scotland: www.sdsscotland.org.uk

Who can receive an Option One payment?

Most people who meet Inverclyde HSCP's eligibility criteria to receive social care support, can ask to manage that support using the Self Directed Support *Option One*.

In some circumstances *Option One* will not be offered to an individual. The reason for this will be fully explained and given to the individual in writing. The person will then be advised and supported in choosing one of the other options available.

What types of things can the money be used for?

Most people choosing *Option One* would use their money to purchase support for things such as:-

- ⬆ Personal care - having a bath, washing or getting dressed
- ⬆ Living more independently through help with managing money, cooking and cleaning
- ⬆ Going out and taking part in social activities or going on a short break

What can it NOT be used for?

The money is not for things that other bodies have a duty to meet, for example, landlord, health, education.

You can purchase your support from a social care provider or you can directly employ your own carers, known as Personal Assistants (PA)

Employing your own Personal Assistants



If you decide to employ Personal Assistants, they will report directly to you. By employing your own staff you will have certain legal responsibilities.

You must be aware of your rights and responsibilities and comply with them.

There are independent organisations that can help and support you to understand what your responsibilities are and can provide the information, advice, and training you may need to be a good employer.

They can also help you to advertise for someone to work for you and assist you throughout the recruitment process.

Before payments begin, you will be asked to sign a Contract. This Contract sets out your responsibilities as a recipient of funding as well as setting out Inverclyde HSCP's responsibilities to you. You will be able to discuss the contract with a carer or someone else you trust to advise you before you sign and return the Contract.

Where can I get more information?

There are a number of independent organisations and local support groups that will be able to support you through the process of *Option One*.

DIRECTIONS PROJECT

21 GREY PLACE

GREENOCK

PA15 1YF

01475 730797

*(Information and support
for preparing and choosing
your SDS options)*

INVERCLYDE CARERS

CENTRE

68/70 CATHCART STREET

GREENOCK

PA15 1DD

01475 735180

SPAEN

(SCOTTISH PERSONAL ASSISTANT EMPLOYERS NETWORK)

SUITE G4, DALZIEL BUILDING, 7 SCOTT STREET

MOTHERWELL, ML1 1PN, 01698 250280

www.spaen.co.uk (0845 601 1156)

Change of Circumstances / Regular Reviews

Inverclyde HSCP is still responsible for reviewing the support you purchase with your payments. The aim is to check that the needs in the support plan are still being met and that the quality of the service is adequate. This means that the HSCP will arrange for regular care reviews to take place, but you can request a review at any time if your circumstances change. Following a review, the amount of money you receive may need to be increased or reduced in line with your changing needs.

If you are admitted to **hospital**, you must inform the HSCP as soon as possible.

What if Option One is not working for me?

You can stop using *Option One* at any time. If you decide that you no longer wish to use *Option One* you must contact Inverclyde HSCP. However, you will need to take into account any commitments you have made to the existing service provider / PA for example, you will probably need to give a specific amount of notice.

The HSCP will always keep to its Duty of Care and after discussion with you will support you to arrange suitable services using one of the other options, if you still require support.

Purchasing care from a service provider



If you decide to purchase your support from a service provider, this means that you do not directly employ the people who provide the services. You therefore, do not have the responsibilities of an employer. Instead, you have a contract with the Agency whose role will be to ensure that you receive the service you need.

Your care manager will give you details of local service providers and work with you to produce a Personal Support Plan which will detail the support you need and what will be expected of you and the service provider.

What you need to know

Whether you decide to employ someone directly or to purchase services from a provider, you will need to account for the money you spend. Your payment must be spent on the support agreed with Inverclyde HSCP, based on your care assessment and support plan.

There are independent organisations that can help you manage your administrative tasks if required, eg payroll.

How does the *Option One* payment work?

Inverclyde HSCP will give you the money to pay for the support that you arrange. The support you require will have been discussed with you during the assessment process and will be detailed in your Support Plan. We will work out the cost of meeting your agreed outcomes and arrange to give you this amount of money (paid every four weeks), to arrange your own support services.

Your Responsibilities

With *Option One* there are a number of responsibilities that you will have:-

- ⬆ For payments of £50 per week or more, you must open up a separate bank account for the money to be paid into as the HSCP will monitor how you spend this money. (you can also choose to open a separate bank account for less than this if you prefer)
- ⬆ If you choose to employ a PA you will be required to comply with the laws governing employment of staff and meet your responsibilities as an employer.
- ⬆ From time to time we will ask you to complete a financial monitoring form. Your care manager will be able to advise you of the requirements.
- ⬆ You must return a signed copy of the Contract of Agreement to the HSCP within the first 2 weeks of the Agreement being made.

You will have to undergo a financial assessment following which you may be asked to make a contribution towards your support. We will advise you how much this will be as soon as we can. Your contribution will be deducted by the HSCP from the payments you receive.

Payments can also be stopped if the HSCP are not satisfied that *Option One* payment has been used for its intended purposes, but this would be discussed with you prior to any decision being made.

Your responsibilities when receiving a payment will be fully discussed with you during the assessment and support planning process.

Restrictions to *Option One*

You can only use the money to purchase the support that has been identified and agreed within your Support Plan. If you want to change the support you have agreed to purchase you must discuss this with your care manager in the first instance.

There are other restrictions to using *Option One* which are contained within the SDS Direct Payment Regulations eg, employing a relative and persons subject to certain other regulations. More information about these restrictions can be discussed with your care manager.