

Section 3

Support planning

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Getting the money agreed

Once you have completed the shared assessment questionnaire the council will have an idea of the amount of support you need. This is based on a points system. The more needs you have the higher the points scored.

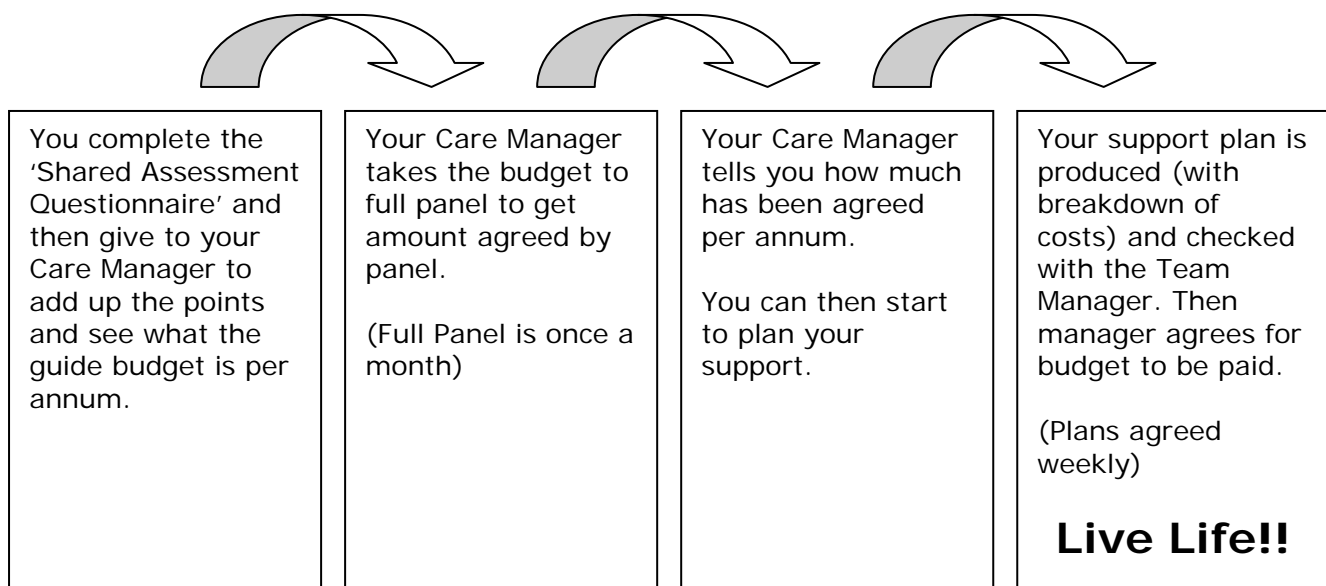
The money you are given is based on your level of need. This way all people should be treated fairly as people with similar levels of need and support will be given the same amount of money to meet their needs.

We want people to know the money they have available to them upfront. This way they can plan to meet their needs, knowing how much money they have available to do so. This is a guide figure. If, through creative support planning, people are able to meet their needs within the budget the council will arrange for any 'left over' money to be taken off the amount paid. This money can then be used to help someone else get in control of their life.

In order to check that the amount of money is about right your Care Manager will submit your guide amount to the full Panel meeting which is held once a month. When this has been agreed you can start to plan your support!

When the plan has been produced the detail of that plan will be agreed using the 'Care Manager's Checklist' (see page 36). This check is done by the Community Learning Disability Team Manager. This is to make sure you are planning to use the money responsibly and that possible risks have been considered.

Sounds complicated? Here's the local process....



If you feel that your indicative allocation is not enough to meet your eligible needs then you will need to raise this with your Care Manager and provide some evidence so that your allocation can be reconsidered.

What should be included in your support plan?

The Support Plan is the name of the plan which details how you are planning to spend your Personal Budget. In order for your Care Manager to release your money they have a responsibility to check that your plan considers all elements of your life. They also have a responsibility to make sure that risks have been considered and the money is being spent appropriately.

Support plans can be as individual as the person themselves. The council wants people to be as creative as possible in developing their support plan. To help you develop your plan, you can use a range of people to support you, such as:

- friends
- a Circle of Support
- family
- local community support (eg, church, etc)
- independent broker
- support workers
- care managers
- other staff

You can choose how you present your plan: it could be a written document, a colourful chart, a DVD, audio tape or something else. Some examples of creative support plans are on pages 28-30. By being creative you may think of ideas and ways of meeting your needs that have not been considered before.

Support planning should be a positive experience, so think about who should be involved and where you would like to work on your plan. You might want to set a couple of hours aside or to break it up so that you answer one or two questions a day.

You need to think about all areas of your life and how you will use your budget to make positive changes. On page 25 is a tool to help you to make notes to develop your support plan. There are seven questions to help you think things through.

There are many tools developed by Helen Sanderson Associates which can be used to help you to develop support plans. Some of these are shown on the following pages.

You can get more information from their website:

www.helensandersonassociates.co.uk

Remember you can produce the plan however you like as long as the questions have been answered.









Care Managers will use the 'Care Manager's Checklist' which relates directly to these questions to sign off your plan. If you want to see the Care Manager's Checklist it is available on page 36.

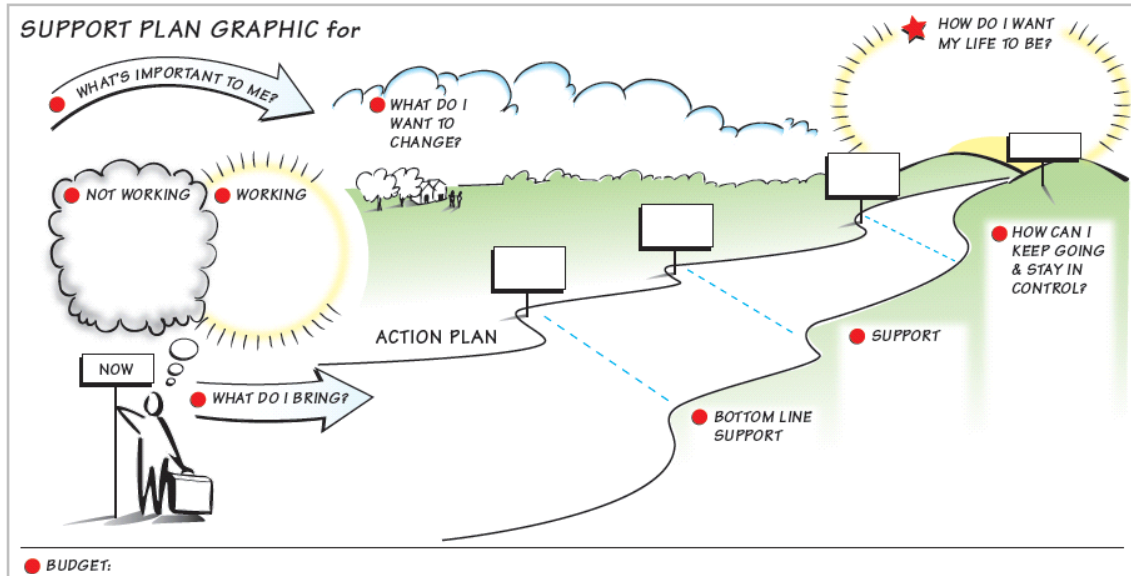
If you would like further information on planning your support you can contact:

Self Directed Support Lead for People with Learning Disabilities
Nichola St George
4th Floor, Bartholomew House
Bartholomew Square
Brighton, BN1 1JP

Self Directed Support lead for Adult Social Care
Gemma Lockwood
Kings House
Grand Avenue
Hove, BN3 2LS
Tel: 01273 295781

Tel: 01273 292309

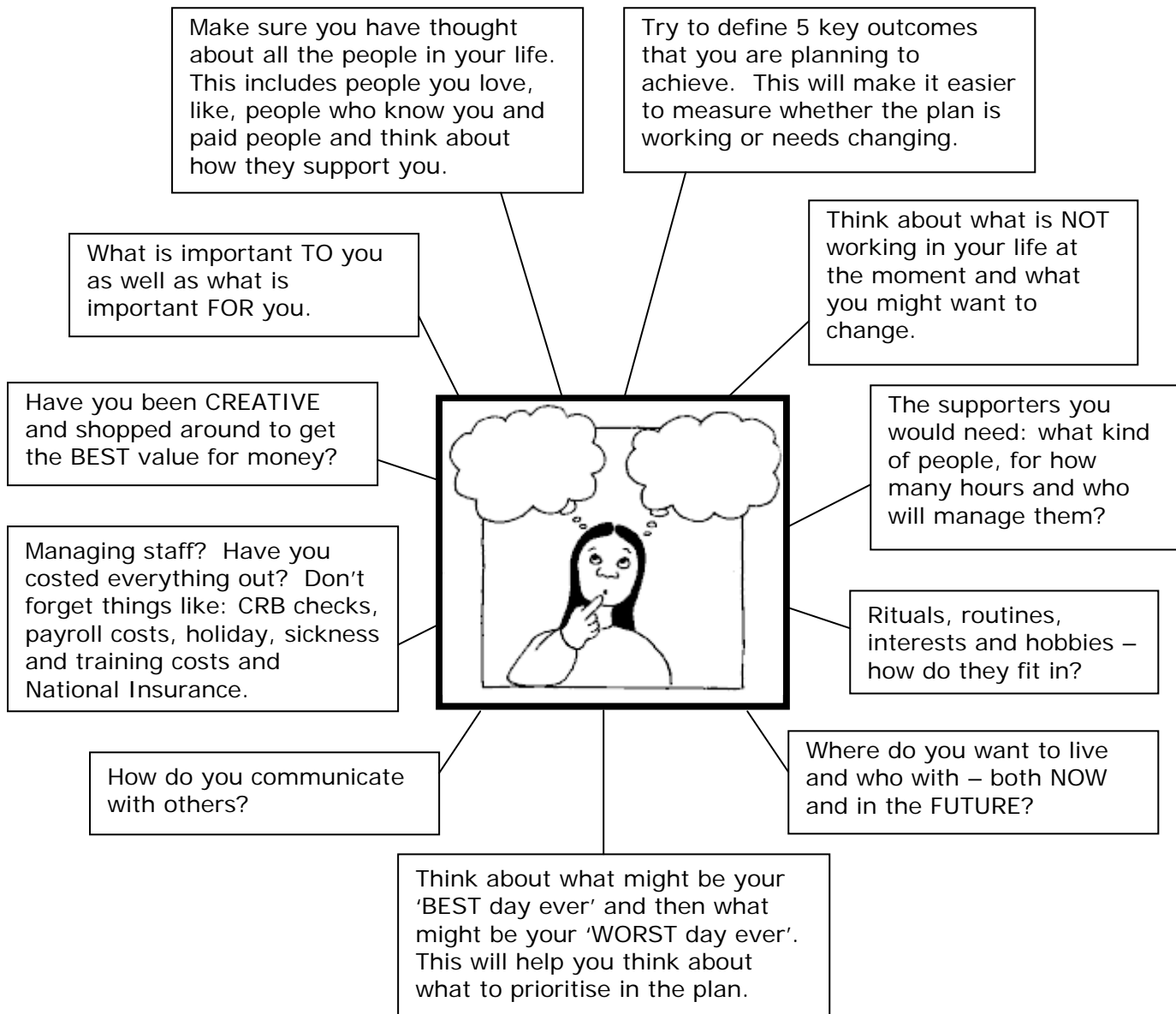
Things to think about	1. What is important to you?	2. What do you want to change?	3. How will you be supported?	4. How will you spend your Personal Budget?	5. How will your support plan be managed?	6. How will you stay in control of your life?	7. What are you and other people going to do to make this happen?
 <p>Work or unpaid work</p>							
 <p>Learning</p>							
 <p>Leisure and fun</p>							
 <p>Choices, control and rights</p>							
 <p>Feeling well and good about myself</p>							
 <p>Friends, family and intimate relationships</p>							
 <p>Where and how I live</p>							
 <p>Anything else?</p>							



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Support Plans

To get the most out of the support planning process here are some ideas of things that you might want to think about and cost into your support plan.



Other things to think about in your support plan

- Who will plan and organise your support and arrange to pay your supporters and/or the services that you buy with your Personal Budget? Who will keep records and monitor this?
- How would you be involved in the day to day decisions in your life? How would you change things in your life/plan if they were not working well? Below is a tool to help you identify these.

Decision Making Agreement: helps you to look at involvement and participation within the decision making process.

Important decisions in my life	How I must be involved	Who makes the final decision

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- What are you able to do? Are you going to need support from others to stay in control? Do some decisions in your life rely on other people helping you?
- You will need to include a contingency plan. This is another plan in case things don't work out as you'd first planned.
- Remember – it is illegal to spend community care money meeting health needs. Please think about this carefully when preparing your support plan.

Now you have thought about these areas you can put together your plan. Make sure:

- You have been involved as much as possible
- You have been as creative as possible
- You have costed all of your plan
- You have taken a copy before you send it off in the post
- You call your Care Manager to let them know to expect your plan

Top tips

Maintenance Costs

- Think about housing related costs, for example, the cost of maintenance and utilities.
- Make sure you add in the cost of expenses, travel and telephone bills.

Circles of Support: getting informal networks involved

- Think about the things in your life you need support with and ask people if they can support you.
- Be clear when you are asking for support: some people may not realise that you are asking them for assistance or they may not see themselves as “qualified” to help.
- It can be a scary thing to ask people for things, so you could get someone else to ask on your behalf. It is much easier if you have a friend ask for you. Most people will be flattered that they have been asked.
- Invite your informal network round for a cup of tea or go out for a meal. Have fun together.

Examples of support plans – personal profile

This page is about “me” – it is a one-page profile. Examples of support plans for “me” are shown on pages 29 and 30.



How you can best support me:

- I need you near me when we are out and about, as my road sense is not very good. Take my elbow when we cross roads.
- I like to have my own money. I can recognise coins but don't know the value of them, so please help me when I'm buying things.
- I do not always understand what other people are saying to me, and it takes me a long time to reply. It makes me really angry when people don't take time to wait for my response. Be patient, and ask others to be patient too.

I have a Personal Budget of £20,200
My support plan must have the following outcomes:

- For me to be clean, warm, dressed and groomed in a way that I choose and that suits me.
- For me to form a friendship or relationship outside of family and people paid to work with me.
- To do things in and be part of the community.
- To work and have a job, to gain new skills.
- To take more decisions about things important to me.
- To be safe and free from harm, and not cause harm to others.

Examples of support plans

Here are two different examples of the same support plan. They show you a couple of the different ways you can produce your plan.



My Support Plan

What will happen	Who will help me	How often	What it will cost	Cost for the year
We will pay Mrs Potts next door for the hour she comes in to help me most mornings	Mrs Potts (Mum to pay)	6 days a week	£60 per week	£3,120
We will employ a support worker to go on a sea fishing trip with me once a month	Mum and I will interview and pay	Support once a month	5 hours @ £12 + transport	£900
Charter fishing trip	Support worker	Once a month	£100	£1,200
I will buy a rod and reel and a tackle box	Support worker	One-off	£90	£90
I want to have a go at metal-detecting with a support worker	Mum and I will interview and pay	3 hours a week	£36 + transport	£2,600
I will buy a metal detector	Support worker	One-off	£250	£250
I will join Vectis Searchers Metal Detecting Club	Support worker	4 hours a month	£48 + transport + subscription	£840
College course 'Out and About with your Camera'	Support worker	4 hours/week for 5 weeks	£240 + transport + course fee of £84	£400
Support to socialise, and to investigate and develop job possibilities	Team of support workers (Mum and I will employ)	16 hours/week for 50 weeks	800 hours @ £12	£9,600
Contingency				£1,200
			TOTAL COST	£20,200

How people have spent their budget

In the future the council will be looking to develop with local providers a list of services with contact details and approximate costs. This will be called a Menu of Services. Until there is a list, here are some of the things people have spent their budgets on.

We all need to budget for things we need and want in our life. This helps us prioritise. People had to demonstrate in their plans how spending their budgets on the items below will meet the person's eligible needs and outcomes and be good value for money. This will then be linked to achieving positive outcomes for individuals.

Here are some of the practical and creative ways people have spent their allocated money to meet their outcomes:

- Staff support to help people to meet a variety of needs (support with personal care, cooking and cleaning, managing money, managing behaviours and risk, attending college and work/voluntary work opportunities, taking breaks, keeping safe and healthy, etc).
- Equipment (for accessibility – ramps, trailers, adaptations, etc).
- Holidays (instead of more expensive respite options).
- Membership of the National Trust.
- Travel Cards.
- Staffing cost (CRB, payroll, National Insurance, holiday leave, training, travel expenses, entrance fees, telephone cost, etc).
- Paying for Supported Living Services (provider manages the staff, building, etc – person chooses staff, decides on the support they need).
- CD player to help someone keep calm in the back of the car (in place of additional staffing).
- Extra bedding and washing machine to help people manage continence needs.
- Paying for 'treats' (ok to pay for dinner if you have had lots of support from friends all day).
- Jacuzzi (to help reduce behaviours that would otherwise result in additional staffing, breakdown of family relationships and move to a higher cost services).
- Buying day services.
- Buying a Supported Account Service or Payroll Service to organise the money and making sure money is managed and staff are paid appropriately.
- Buying college courses.
- Membership of a health club.

Financial summary sheet

You will need to include a financial summary with your plan. This should be a simple, one page summary. Here is an example of how it should look.

Money in my Personal Budget is £20,200

How I will spend my money		Cost for the year
Support from neighbour in the mornings	6 days a week = £60 per week	£3,120
Employ a support worker to go sea fishing with me once a month	Support once a month = 5 hours @ £12 + transport	£900
Charter fishing trip	Once a month @ £100	£1,200
Rod & reel and a tackle box	One-off = £90	£90
Metal-detecting with a support worker	3 hours a week = £36 + transport	£2,600
Buy a metal detector	One-off = £250	£250
Join Vectis Searchers Metal Detecting Club	4 hours a month = £48 + transport + subscription	£840
College course 'Out and About with your Camera'	4 hours/week for 5 weeks = £240 + transport + course fee of £84	£400
Support to socialise, and to investigate and develop job possibilities	16 hours/week for 50 weeks = 800 hours @ £12	£9,600
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