



Developing your Support Plan

**Essential information
for getting your Self-Directed
Support Plan agreed**

Your Self-Directed Support Plan gives you greater choice and control over the social care support you receive.

This leaflet will tell you more about preparing a Self-Directed Support Plan. You should read it together with our leaflet about Self-Directed Support. If you want to know more about Support Planning, a booklet entitled 'Support Planning: A Guide' is available from your Care Manager. You can also download a copy from our website www.cambridgeshire.gov.uk/social

What is a Support Plan?

Your Support Plan is a vital part of Self-Directed Support. Self-Directed Support is a new way of providing social care support to older people and adults with learning disabilities, mental health issues and physical disabilities. It puts you more in control of the support and services you receive. It involves identifying and allocating a Personal Budget to meet your social care needs and providing help, if you need it, to plan how to use this.

Your Support Plan shows how you intend to spend your Personal Budget. It describes the support you think you need, says who will provide this support, how much it will cost, and how it will be arranged and managed.

How does it work?

If you are eligible for social care support you will be told how much funding is available to you to support your needs and goals and asked to produce your Support Plan. You may be asked to make a contribution towards your funding.

There is no set format for your plan. You can produce it in any format that suits you. It is your plan. It can be short or long. It can have pictures or just text. You can write it yourself or you can have help from your Care Manager or people who know you well like a member of your family, a friend or advocate or a member of the community that supports you.

If you do have someone to help you, it is important that you are involved as much as possible in making your plan.

Planning your support

You don't have to use a particular service if you don't want to, or if you have other ideas on how to meet your needs and achieve your goals, but the Council and its partners* must agree your Support Plan before your Personal Budget is released to you.

When you receive your Personal Budget, you can ask the Council or an agreed third party to spend it for you, to buy the support and services you have chosen in your plan. Or, you could opt to take it as a Direct Payment and manage the money yourself.

If you decide to take all or part of your Personal Budget as a Direct Payment you will be able to buy your own support. You may also be responsible for recruiting and appointing staff to meet your needs or to organise these services for you.

Cambs DPSS will be able to help you. An independent support organisation paid for by the County Council to advise people thinking of taking up Direct Payments, they can support you to set up the services you need. Cambs DPSS can be contacted on 01245 392328 or at www.ecdp.org.uk/cambsdps

However you choose to engage your support, safeguarding is an integral part of Self-Directed Support and Personal Budgets. For more information see our leaflet about safeguarding.

What should you include in your plan?

Your Support Plan is “owned” by you and agreed by the Council and its partners* through a signed contract. To ensure your plan is agreed, you should include these essential details:

- 1 what is important to you
- 2 what you want to change or achieve
- 3 how you will be supported
- 4 how you plan to use your Personal Budget

- 5 how your Support Plan will be managed
- 6 how you will stay in control of your social care support and your life
- 7 what you are going to do to stay healthy, safe and independent and achieve the goals included in your plan.

See the table ‘Getting your Self-Directed Support Plan agreed’ for a guide to the sort of information you should include in your plan.

What happens once my Support Plan has been agreed?

Once your Support Plan is agreed your Personal Budget will be allocated to you and you can put your plan in to action and live your life.

When you receive your Personal Budget for the first time, your plan will be reviewed after 12 weeks to see how it is going and to check if any changes need to be made. If you decide to take your Personal Budget as a Direct Payment you will have a quarterly review for the first year. After the first year your reviews will take place according to potential levels of need, risk and complexity in your Support Plan.

If your needs change, or if you want a more regular review you can ask for one.

Open out to see our ‘Getting Your Support Plan agreed’ table for a guide to the information you should include in your Support Plan.

**NHS Cambridgeshire, Cambridgeshire Community Services and Cambridgeshire and Peterborough NHS Foundation Trust*

Getting your Support Plan agreed

To ensure your Support Plan is agreed you should include the answers to these seven questions.

	What to include	Your plan will not be agreed if...
1 What is important to you?	You should give information about you, for example: <ul style="list-style-type: none">• what you like to do• people who are important to you• your support needs	...it treats you like a stereotype, does not express your individuality, or is written in very general terms.
2 What do you want to change or achieve?	You should list the goals that you want to achieve, broken down into realistic steps. You can include long-term aims if you want to.	...it does not clearly show what you want to change, if the changes appear to be imposed by others or if the actions would make your situation worse.
3 How will you be supported?	You should say: <ul style="list-style-type: none">• what support you want• when you need it• how you want it to be provided• who will provide it• how you will manage any risks• what additional support you need to stay safe and well	...you have not said how you will use your Personal Budget to get the support you need, or if you or others are at risk of harm and you have not addressed this.
4 How will you use your Personal Budget?	You should say: <ul style="list-style-type: none">• how you want to receive your Personal Budget – as a Direct Payment; held by a third party and spent on your behalf; a mixture of both of these• how you will use your money – if you have opted to take all or part of your budget as a Direct Payment you should say how much each service will cost	...it does not say how your money will be used, or if it does not show how much your proposed support will cost, if it will cost more than the indicative budget you have been allocated, or if you plan to use the money illegally.

	What to include	Your plan will not be agreed if...
<p>5</p> <p>How will your Support Plan be managed?</p>	<p>You should say:</p> <ul style="list-style-type: none"> • who is going to manage the money • if you are going to employ people • how you will pay your employees' salaries and how you will support, train and supervise them 	<p>...it is unclear who is responsible for what, or if you don't intend to do everything that you must do by law. The plan must take into account employment and discrimination laws.</p>
<p>6</p> <p>How will you stay in control of your social care support and your life?</p>	<p>You should give details about:</p> <ul style="list-style-type: none"> • the decisions you need to make • the decisions other people will be making for you • how you want to review your support with people who are making decisions on your behalf or managing money on your behalf 	<p>...it looks like others are making decisions for you if you could reasonably make those decisions yourself.</p>
<p>7</p> <p>What are you going to do to stay healthy, safe and independent, and to achieve the goals in your Support Plan?</p>	<p>You should say:</p> <ul style="list-style-type: none"> • who will be responsible for each action • when it will be done • how you will review your action plan • how you will deal with problems as they arise • how these actions will help you make the changes and achieve the goals you listed under question 2 	<p>... you just said some general things that need to happen. There need to be clear actions included in your Support Plan, to make sure your plan will happen.</p>

More information

Our website has more information about Self-Directed Support and Personal Budgets see:

www.cambridgeshire.gov.uk/social

You may also find the following leaflets useful:

- Self-Directed Support
- Direct Payments for Social Care
- Safeguarding leaflet

Useful contacts

Cambridgeshire Direct Payments Support Service (Cambs DPSS)

01245 392328

www.ecdp.org.uk/cambsdps

sds4me website

www.sds4me.org.uk

In Control website

www.in-control.org.uk

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