



Self-directed Support

A guide to direct payments, Individual Budgets & GCIL Support Services



What is the Glasgow Centre for Inclusive Living (GCIL)?

Glasgow Centre for Inclusive Living (GCIL) is a disabled people's organisation run by disabled people for disabled people. Our aim is to promote independent living by helping disabled people gain the information, skills and support to challenge barriers and make informed choices. Independent living means all disabled people having the same freedom, choice, dignity and control as other citizens at home, at work and in the community. It does not mean fending for yourself. It means having the support you need to live an ordinary life.

This booklet is about Self-directed Support and explains how Glasgow Centre for Inclusive Living can support you to make Self-directed Support work for you.

What's so good about Self-directed Support? (SDS)

The idea of Self-directed Support is simple. It's all about giving you control, choice and flexibility over the support you need. Self-directed Support means doing it your way.

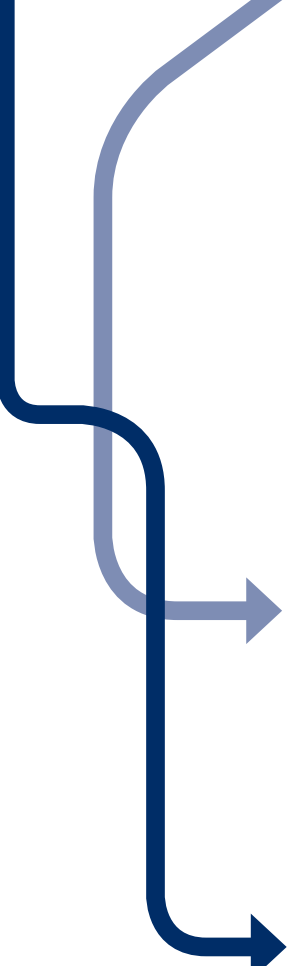
The Scottish Parliament has passed a new law on social care support, the Social Care (Self-directed Support) (Scotland) Act 2013.

Self-directed Support is where you arrange some or all of your support instead of receiving services from your local authority Social Work Services. Self-directed Support gives you genuine control over the day to day support that you need. The Social Care (Self-directed Support) (Scotland) Act 2013 gives you a range of options for how your support is delivered. The Act gives you the right to decide how much ongoing control and responsibility you want over your own support arrangements.



**“This is a great service.
Nothing is too much bother”**





Self-directed Support can be used to provide support in your home or to provide the practical support you need to go out to work, education or to take part in leisure activities. You can choose to buy support from a care agency or voluntary organisation or you can employ a personal assistant. You will have much more choice and control over sorting out the help you need as you can choose who they are, what they do and when.

Individual Budget: is the money you will receive to buy the support you need. If you are under 16 yrs your parents, carers or Social Work Services will look after your money on your behalf. If you are 16yrs or over The Social Care (Self-directed Support) (Scotland) Act gives you the right to choose one or more of the following options:

- » **Direct Payment:** You can decide to manage your Individual Budget yourself, (with support if you need it) You can then purchase the services you want or employ your own personal assistant.
- » **Individual Service Fund:** You can choose a service provider to supply the support you need. Social Work Services will arrange the service and pay for it, from your individual budget, on your behalf.
- » You can decide that you want your Social Work Care Manager to use your **Individual Budget** to arrange and pay for services.
- » **“Mix and Match”** You can choose a combination of the options detailed above.



How do I get Self-directed Support?

Self-directed Support begins with Social Work Services. A Social Work Services Care Manager will work with you throughout the Self-directed Support process and beyond. Glasgow Centre for Inclusive Living can provide you with a pack to give you information about how to contact Social Work Services.

The Assessment Process

If you are over 16yrs you will need to complete a form called a 'Self Evaluation Questionnaire' (SEQ) which asks you all about your needs.

The SEQ asks questions about:

- » **Personal circumstances:** What support do you receive from family or friends?
- » **Health:** Do you have health problems? Do you take medication?
- » **Physical, Sensory Impairments, Learning Disabilities or Mental Health problems** and how this affects you.
- » **Communication support:** For example do you need someone to read your post or write letters etc on your behalf?
- » **Support:** Do you need help with washing, dressing, eating meals and so on? Or support when it comes to shopping, cooking and cleaning?
- » **Mobility:** For example; help with getting out and about?
- » **Socialising and leisure:** Help to take part in sports or social events?
- » **Managing your money:** Do you require help with reading bank statements or visiting the bank?



» **Emotional wellbeing:** Do you feel down or anxious about your situation. You might need with such things as taking part in a support group or speaking to a counsellor.

Although the SEQ is mainly a 'tick-box' form there is also space for you to give more information about the support you need. In addition to this there is space for your Care Manager to give his/her views.

It is very important to give as much information as possible when completing the questionnaire as Social Work Services will use this information to make decisions about how much money you may get to buy services. Take all the time you need to ensure you don't miss anything important. Anyone can help you with this form; an advocate, family member, friend or an Inclusive Living Adviser from an organisation like Glasgow Centre for Inclusive Living.

You can give your Self Evaluation Questionnaire (SEQ) to Social Work Services in writing, by email, or by an audio recording. Once your SEQ is returned to your Care Manager he/she will arrange for you to be told what your estimated budget will be which is the amount of money you may be given to arrange your support.



The Support Plan

Once you have been given information about your estimated budget your Care Manager will assist you to draw up a support plan which will include:

- » What is most important to you
- » What you want to do with your budget
- » How you will benefit
- » How much you will spend and what you plan to purchase
- » Who will supply your support: personal assistants or an agency
- » How much your support will cost
- » Who will support you to manage your budget and support plan.

What can I use Self-directed Support for?

Here are some things you can think about when preparing your support plan

Learning - is your support enabling you to continue learning new skills or study courses of your choice?

Employment - is your support allowing you to explore employment, voluntary work or training opportunities?

Citizenship - is your support allowing you to take an active role in your local community?

Social Life - is your support enabling you to do the things you enjoy?

Personal Support - do you need practical help in your home or to get out and about?



“I don’t know how I would manage without your support”



How can Glasgow Centre for Inclusive Living Support you?

If you are a disabled person, or you are authorised to act on behalf of a disabled person, Glasgow Centre for Inclusive Living can help you to set up and manage your support arrangements. Our experienced team of Inclusive Living Advisers will work with you to help you to arrange the support detailed in your support plan.

We can:

- » help you to complete the Self Evaluation Questionnaire
- » arrange information sessions about how to make Self-directed Support work for you
- » find the best way to achieve the outcomes detailed in your support plan.

If you wish to purchase a service from an agency we can help you to:

- » gather accessible information on any service you may wish to buy
- » help you to arrange meetings with prospective agencies to discuss how they can deliver their service to meet your needs
- » arrange a bill paying service if needed
- » help you to arrange a back up plan in case your regular arrangements break down.

If you wish to consider employing your own personal assistant we can help you to:

- » write suitable job descriptions
- » advertise for personal assistants
- » recruit personal assistants safely
- » set up and manage a payroll system to pay your personal assistant/s
- » find the right insurance cover
- » access expert employment advice when you need it
- » access information and training for you and your personal assistant/s
- » arrange a back up service so that you have cover at times when your personal assistant/s are ill or on holiday.





Good News Stories: Michael

I am 28 and live in the Millerston area. Previously all the support I needed was provided by my family but last year I managed to get a direct payment through the new Self-directed Support Scheme. I am using the money to buy support from an agency but at some point in the future I may employ my own personal assistants.

The support I get from the agency workers allows me to do my own thing such as bowling, cinema and I regularly go along to the football, only home games at the moment but I may branch out this season and take in a few away games - money allowing of course!

I am actively involved with GCIL and have attended a number of events organised by Glasgow Disability Alliance. Next year I would like to think about a holiday and perhaps go to 'T in the Park' - might even enjoy the mud!

“The support I get allows me to do my own thing”



How do I get started??

If you would like to know more about Self-directed Support and how you can apply for SDS please phone Glasgow Centre for Inclusive Living on **0141 550 4455** or email us at **info@gcil.org.uk**

- » you can choose to speak to an Independent Living Adviser to give you information and advice about how to get started.
- » we can send you an information pack or if you use a computer or laptop we can send you a flash drive, containing information about how to apply for Self-directed Support.
- » you can come along to an information session with other people who are already using Self-directed Support or who, like you, are interested in finding out more about it.



We hope you will get in touch and look forward to hearing from you



“You always get back to me when I ring up about a problem”

**This brochure is available on request in Braille,
large print or computer disk and in the following
community languages:**

Urdu, Punjabi, Hindu, Chinese and Arabic

یہ دستاویز اشتہار درخواست پر بڑے چھاپے۔ بریل آڈیو ٹیپ۔ کمپیوٹر ڈسک اور ان زبانوں میں دستیاب ہے: اردو۔ پنجابی۔ ہندی۔ چینی اور عربی

ਇਹ ਪਰਚਾ ਬੇਨਤੀ ਕਰਨ ਤੇ ਵੱਡੇ ਪਰਿੰਟ, ਬਰੇਲ, ਆਡੀਓ ਟੇਪ, ਕੰਪਿਊਟਰ ਡਿਸਕ ਅਤੇ ਕਮਿਊਨਿਟੀ ਭਾਸ਼ਾਵਾਂ-
ਉਰਦੂ, ਪੰਜਾਬੀ, ਹਿੰਦੀ, ਚੀਨੀ ਅਤੇ ਅਰਬੀ ਵਿਚ ਮਿਲ ਸਕਦਾ ਹੈ ।

यह पर्चा बिनती करने पर बड़े प्रिंट, बरेल, आडीओ टेप, कम्प्युटर डिस्क और कम्युनिटी भाषाएं-उर्दू,
पंजाबी, चीनी और अरबी में उपलब्ध हो सकता है ।

此小冊子另有中文、烏都語、旁遮普語、印地語、及亞拉伯語、
大字體、盲人凸點字等版本，並有磁碟及錄音帶備索。

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Glasgow Centre for Inclusive Living (GCIL) is a registered Scottish
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About

How?

What?

Support

Get Started