



Fife Health  
& Social Care  
Partnership



# Self Directed Support in Fife

Opening doors to  
Choice, Control & Independence



Supporting the people of Fife together



# Self Directed Support (SDS)

The aim of Self-directed Support is to give people who are eligible for care and support as much control, choice and flexibility over their own lives and support as they want.

SDS is a method of arranging support in a tailor made way so that people, families and carers can live more independently with an improved quality of life.

## You know what's best for you

Self Directed Support is about recognising that you are best placed to know what you need and how your needs can best be met.

To get to know you and explore ways in which we can best meet your needs, you and your assessor, along with any other relevant people of your choice will:

- Discuss, identify and agree your outcomes, through assessment
- If eligible, explore the SDS Options and how they meet your outcomes
- Agree your support plan.

Together we will review your support plan to make sure it is still meeting your needs.

# Fife SDS Customer Journey

Self-directed Support in Fife means starting with you as a person and considering your strengths and needs and identifying your outcomes.

## Are you eligible?

Find out if you are eligible to receive support from Fife Health & Social Care Partnership.

Call 03451 55 15 03 or visit [www.fife.gov.uk/SDS](http://www.fife.gov.uk/SDS)

Information about the SDS approach to social care

Begin your social care assessment in partnership with your assessor

Identify, discuss and agree your outcomes

Explore the SDS Options and how they meet your outcomes

Your support starts

Agree your support plan

Reviewing your plan regularly

# Getting to know you

Your Personal Outcomes Support Assessment is a chance for you to talk about the things you feel you may need support with to live your life in the way you choose.

You will have a conversation with your assessor about:

- What is working well for you?
- What are your hopes, goals and outcomes?
- What help you might need in order to achieve your goals and outcomes?

To help you identify your outcomes, your assessor will also discuss with you:

- Your health and wellbeing
- Family and friends
- Things you like to do
- Getting out and about
- Looking after yourself
- Your safety
- Managing your life at home

The conversation you have with your assessor will help you both to work out how best you can achieve your goals and outcomes. You will also discuss what supports you may need to help you improve your quality of life and to stay safe.

Your assessor can support you through the assessment and work with you to answer the questions, if you wish. If you choose, you can ask someone you know to help you.

# Your Support Options

The Self Directed Support options mean that with the right support, advice and information, you can make your own decisions about what you need to meet your agreed outcomes.

## **Option 1 Direct Payment - Self managed**

This option gives you the most responsibility, choice and control over your support. The Local Authority will pay your direct payment to you, an accountant or payroll provider of your choice, that will allow you to arrange and pay for your own support, as agreed in your support plan.

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## **Option 2 Direct your available support through a third party**

This option gives you choice and control without the responsibility for managing the budget. You decide on the supports that you want and the Local Authority (or another organisation you choose) will manage the budget for you.

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## **Option 3 After talking to you, the Local Authority decides and arranges your support**

This option gives you the least responsibility for arranging your support but you may also have less choice and control over what support you receive.

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## **Option 4 You arrange a mixture of ways to arrange your care and support**

This option allows you to control the parts of your care and support you choose and the Local Authority can arrange other parts on your behalf.

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1

Direct Payment  
Self Managed

2

Direct your available  
support through a  
third party

## Option 1

### Direct Payment- Self Managed

**This option gives you the most responsibility, choice and control over your support. The Local Authority will pay your direct payment to you allowing you to arrange and pay for your own support, as agreed in your support plan.**

With this option you can become an employer and recruit your own carers or personal assistants or buy items of equipment. This is the only option that allows you to do this.

If you don't want to employ staff, you can buy support services from a care agency. This would be agreed in your support plan.

Your direct payment is your responsibility, but you can get help with managing it. You can ask your family and friends to help if you like.

There are also organisations set up especially to help people who choose a direct payment. You can use some of your direct payment to pay for their services which will include help with recruiting and employing staff, being a responsible employer, paying your carers wages, tax, national insurance and pension as well as employment advice if things go wrong. Your assessor or local support organisation will be able to give you details of the support that is available.

# Support Options

## 3 Local Authority arranges support

You can only spend your direct payment on what has been agreed in your support plan.

You will need to keep receipts and records of the money you spend. The Local Authority will ask for this information every 3 months.

If you are assessed as not having the capacity to have a direct payment then a power of attorney or financial guardian may have the power to manage the direct payment on your behalf. You can discuss this with your assessor or one of the support organisations.

Your family and friends may be able to help. You can also ask your assessor for information about local support organisations who can talk you through this option.

For more information about local support organisations visit [www.onyourdoorstepfife.org](http://www.onyourdoorstepfife.org)

## 4 A mix of options 1, 2 and 3

### Some things to think about if you choose Option 1:

- If you choose to employ your own staff, you take responsibility for being a good employer
- You will have to sign an agreement with the Local Authority. The agreement explains the things you are required to do as part of receiving a direct payment
- You will need to open a separate bank account for a direct payment or purchase the services of an accountant or payroll provider
- You will be asked to make statements for that bank account and any other relevant paperwork available to the Local Authority for auditing purposes
- By accepting direct payments you and/or your representative take responsibility for managing the money and arranging your support.

**1** Direct Payment  
Self Managed

**2** Direct your available  
support through a  
third party

## Option 2

### Direct your available support through a third party

**This option gives you choice and control without the responsibility for managing the budget. The budget is sometimes called an Independent Service Fund or ISF.**

**You select the supports which will meet your agreed outcomes and the Local Authority (or another organisation you choose) will manage the budget for you.**

The organisation that you choose will need to agree to keep a record of the money spent which must match up with your agreed support plan. They must give you a copy of this regularly.

As well as care providers there are other organisations, who can help you manage this option. Alternatively, the Local Authority can manage your ISF for you and pay for your support directly.



# Support Options

**3** Local Authority arranges support

If you choose for an external organisation to manage your Individual Service Fund (ISF), the Local Authority will pay the money to them. Together you will agree how the support will work best for you. The organisation then pays for your agreed support using money from your budget.

Your family and friends may be able to help. You can also ask your assessor for information about local support organisations who can talk you through this option.

**4** A mix of options 1, 2 and 3

## Some things to think about if you choose Option 2:

- The provider you choose must enter into a contract with the Local Authority
- You can talk to your provider about the support you want
- You can only use your ISF to pay for support agreed in your support plan
- You will be asked to sign a User Agreement with the Local Authority and your provider. This agreement will have details of your budget and what you, the Local Authority and the organisation are expected to do. You will be given a copy once everyone has signed it for your records.

1 Direct Payment  
Self Managed

2 Direct your available  
support through a  
third party

## Option 3

After talking to you, the Local Authority selects, arranges and manages the support on your behalf

You ask the Local Authority to select, arrange and manage the support that it thinks is right for you. This option gives you the least responsibility for arranging your support but you may also have less choice and control over what support you receive.

You will remain at the centre of your own care and your assessor will consult with you on how your support is delivered.

Some things to think about if you choose Option 3:

- The support that the Local Authority arranges for you will be as agreed in your support plan.
- You cannot employ your own staff.

# Support Options

**3** Local Authority  
arranges support

**4** A mix of options  
1, 2 and 3

## Option 4

### You use a mixture of ways to arrange your care and support

**This option allows you to control the parts of your care and support you choose and the Local Authority can arrange other parts on your behalf.**

If you think this is the best option for you, your assessor or an external support organisation can give you more details. Please also see the information on the other options.

You can find out more about Health & Social Care services in Fife:

**Fife Health  
& Social Care  
Partnership**



**Online**

[www.fife.gov.uk/SDS](http://www.fife.gov.uk/SDS)



**Phone**

03451 55 15 03 (9am to 5pm)



**BSL Translation SMS service**

07781 480185



**BT Text Direct**

18001 03451 55 15 03 (9am to 5pm)

More information about Self Directed Support in Scotland is available online at [www.selfdirectedsupportscotland.org.uk](http://www.selfdirectedsupportscotland.org.uk)

### Alternative Formats

The information included in this publication can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling 03451 55 55 00.

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#### Language lines

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خط ہاتف اللغة العربية: 03451 55 55 77

বাংলায় আলাপ করার জন্য টেলিফোন লাইন:

03451 55 55 99

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中文語言熱線電話: 03451 55 55 88

Polskojęzyczna linia telefoniczna:

03451 55 55 44

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Fife Council and NHS Fife are supporting the people of Fife together through Fife's Health and Social Care Partnership.  
[www.fifehealthandsocialcare.org](http://www.fifehealthandsocialcare.org)