



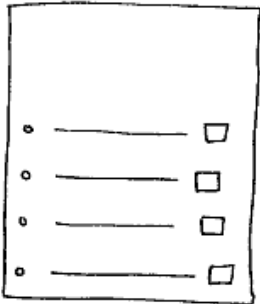
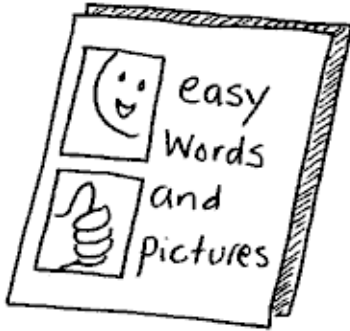
Nottinghamshire
County Council

Adult Social Care and Health

**Personal budget support plan
Accessible guide**



Nottinghamshire
County Council



Easy Read

Personal Budget Support Plan

Support planning is a very important part of the self directed support process.

If there is someone you trust to help you with your plan, they should be with you at the planning meeting.



A member of staff from Nottinghamshire County Council will co-ordinate the planning meeting

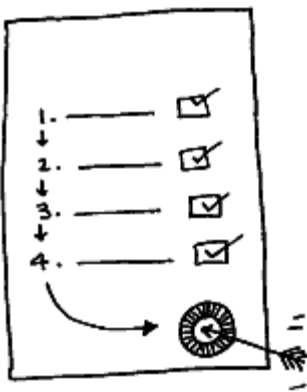


The most important thing is that the plan shows your views and wishes for the future.



This support plan is an important document, it has:

- all the information we need so that you can receive a Personal Budget.
- a list of all the goals and outcomes you will achieve from using your Personal Budget
- information you can use to tell people who support you what you want to achieve and what support you will need.



- Information to help us see how well your Personal Budget is working and make sure the support it pays for is improving your quality of life.



The information you give us for your support plan will be recorded on our computerised care records system (called Framework).



You will be sent a copy of all the information we put on Framework.



Unhappy?

If you are not happy with the help you had to complete your Support Plan or the information we put on Framework,

Please tell the member of staff who helped you complete your

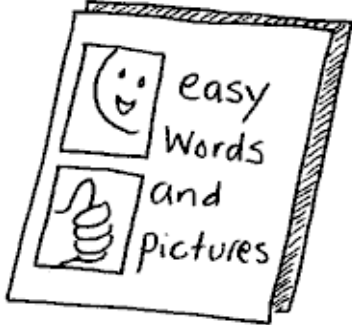
plan



If you are still unhappy you can make a formal complaint by contacting the Customer Relations Service on 08449 80 80 80.



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Personal Budget Support Plan

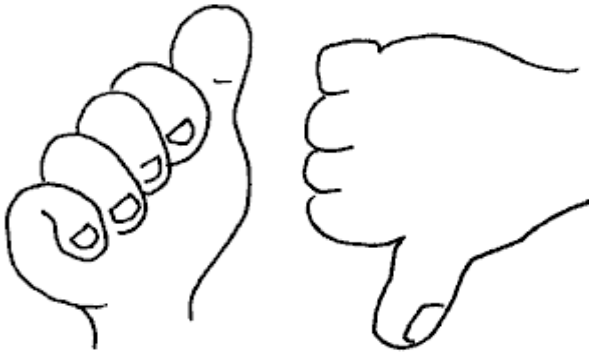
Section 1

This section should tell people who read it all about:



your lifestyle

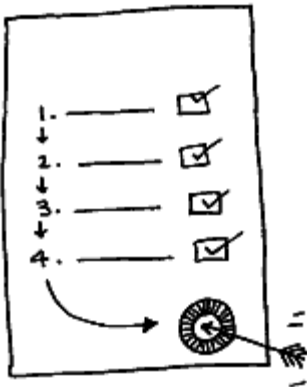




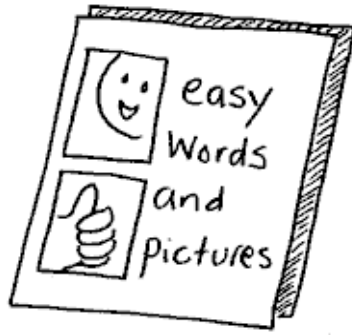
your likes and dislikes



who is important to you



The changes you would like to make to improve your quality of life in the future.



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Personal Budget Support Plan

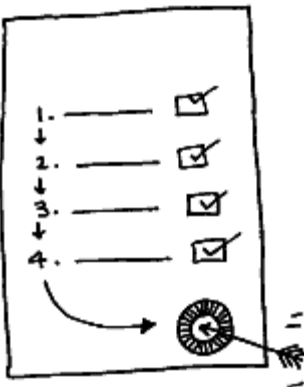
Section 2



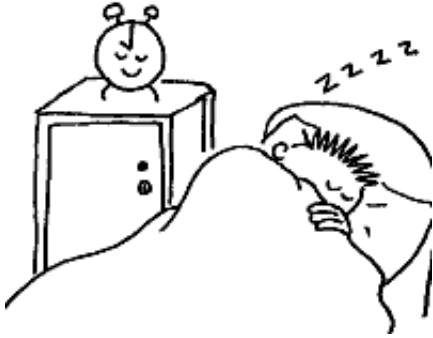
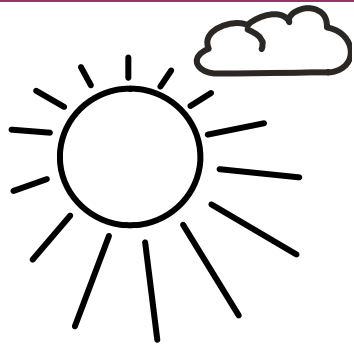
Parts of my life I am happy with



Parts of my life I would like to change and make better



This section is to help you be clear about the things you want to change



It might help if you think about 1 day for example:

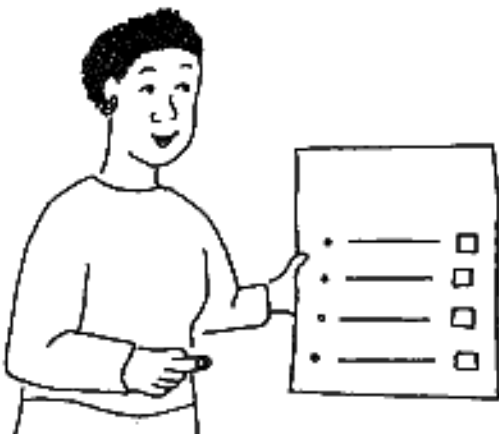
- from getting up in the morning
- to going to bed



Think about



the things that work well for you



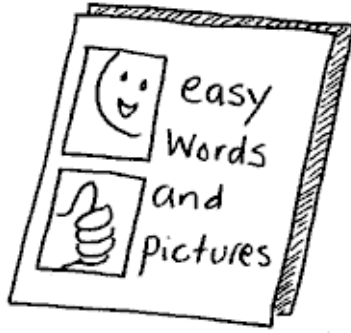
the things you want to stay the same



- the parts of your day or routines that are causing difficulties for you



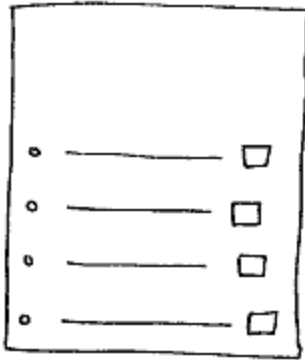
- the things you would like to change



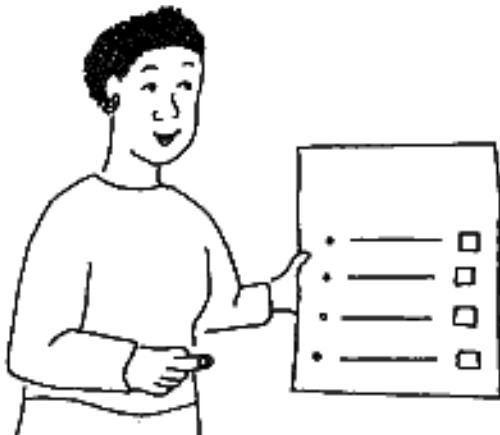
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Personal Budget Support Plan

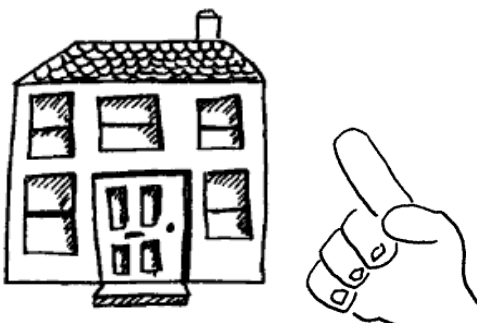
Section 3



This is the most important part of your support plan



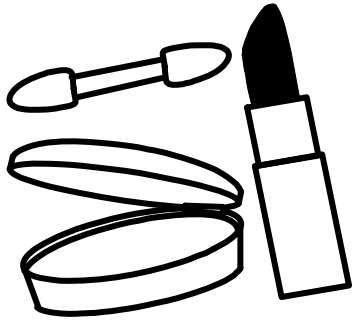
It says what outcomes you want to see from the support you buy with your personal budget



These can be important life changes such as moving house



or getting a job



It might be something that seems small but is really important to you

Such as having your make up put on in a way you like

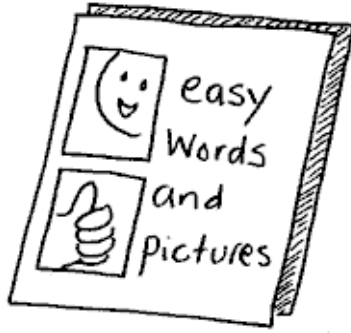


or choosing the clothes you want wear



In your support assessment you work out how much support you need

Your worker will look at your support assessment with you and explain what information you need to give



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Personal Budget Support Plan

Section 4

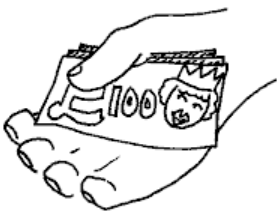
How I manage my support and stay in control



We want people to have a direct payments because they give you more control



It is possible to have a mix of options so people can try different things with some of the money from their budget





There are 2 ways of managing your personal budget when it is taken as a direct payment

1

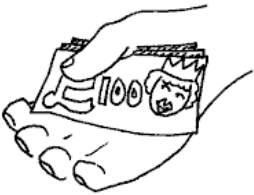


This is for people who want to and can manage the money themselves or perhaps with help from family or friends



2

the second way is for the money to be managed by someone else





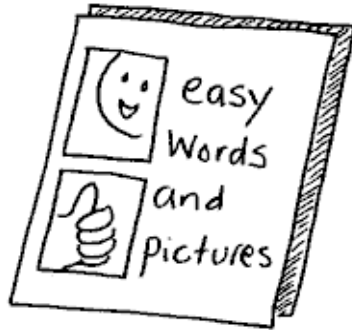
This could be an agent chosen by you and they will be responsible for keeping records of how you spend your money



It could be a group of people called a trust, the money is paid into an account in the trustees names and they keep records of how the money is spent



The worker supporting you can give you more details about the options



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Section 5

How I would like to be involved in decision making and taking as much control as possible

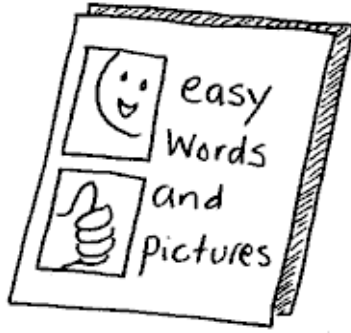


Being in control of decision making is really important to everyone



The council needs to be sure that you are making all the decisions in your life

or that you are as involved as much as possible when others make decisions for you



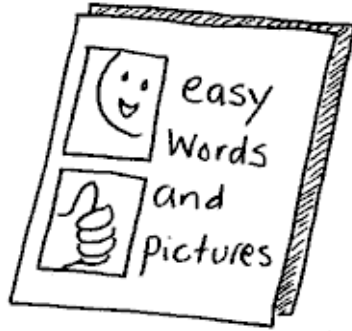
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Section 6



This section records the cost of support that should be met within the amount of money the council think you will get (indicative budget)

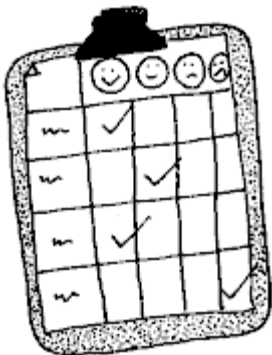


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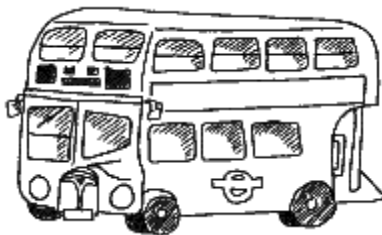
Personal Budget Support Plan

Section 7

This section is filled in by the social worker



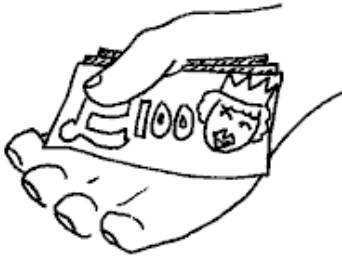
This section looks at parts of the assessment not covered in the amount of money the council thinks you should have (indicative budget)



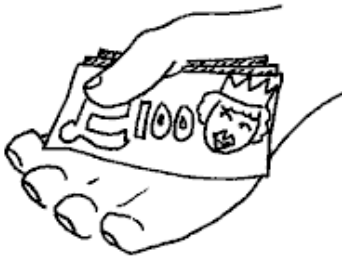
Transport



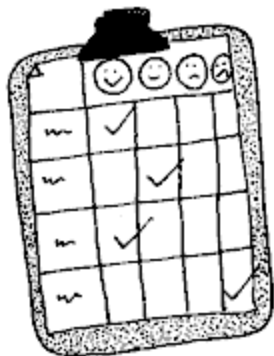
The worker helping with your support plan must know what the latest council transport policy says

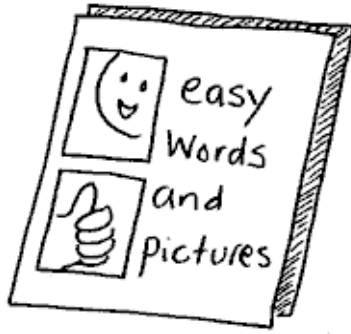


They must tell you the standard amount of money you will have to pay towards transport costs



They must tell you that this is extra money you need to pay and not part of any contributions you will make towards your personal budget



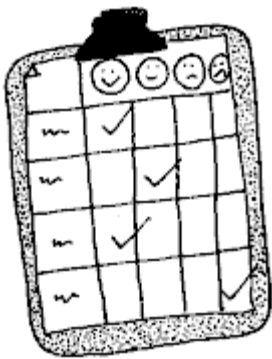


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Section 8

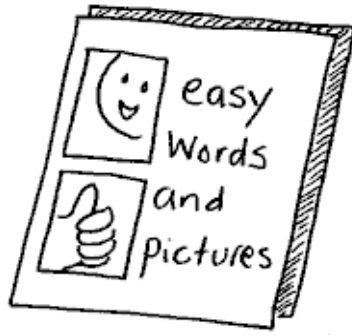
Contingency planning- what happens if your support does not meet your needs



Even with lots of planning
your support network will
sometimes not be enough
to meet your needs



Should your support break
down it is useful to have
thought about how you
could be supported in other
ways



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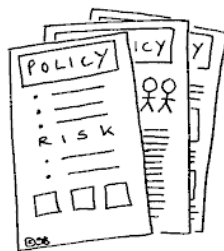
Personal Budget Support Plan

Section 9

Prompts and/ or assistance with medication



This section is filled in if people need support with medication as part of the support plan



Workers doing the support assessment must know about the policies on prompts and support with medication



All support workers and their managers must have read 'Assisting with medication'



Support planners and assessors must give very clear guidance

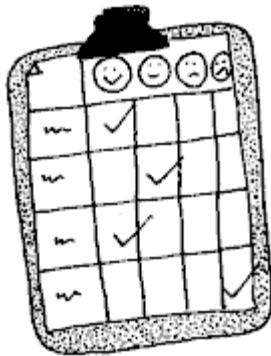


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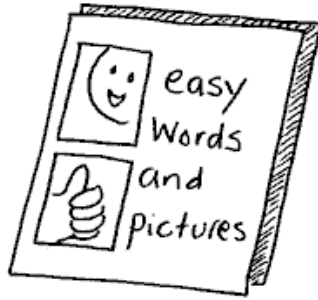
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Section 10

Support plan risk identifier



This section should be filled in to help record any risks to service users and others

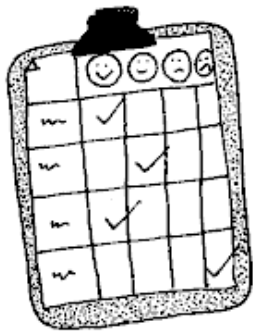


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Section 11

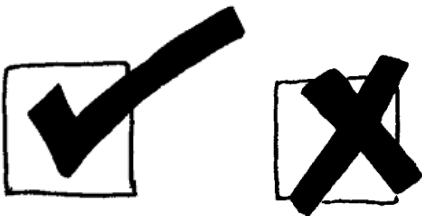
Agreement of support plan



The support plan and how much it is thought someone will get now has to be given to Nottinghamshire County Council



Here an appropriate officer can say if the plan and cost is ok or not





You should not agree to buy any support or one off items until the care plan has been approved in writing

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