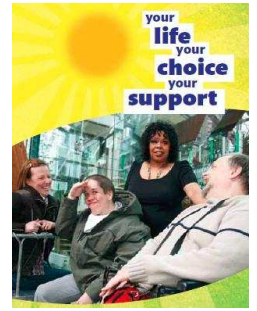


# Choosing how to plan your support



When it comes to writing your support plan it is really important that you know about all of the options available to you. There are many ways you can stay in control of planning and organising your support. This fact sheet can help you to decide how to do this.

There are three ways that you can choose to plan your support:

1. Planning myself, or with family and friends
2. Planning with a non-council Support Planner
3. Planning with a council Support Planner

You will also find it useful to know roughly how long it will take to plan your support. This will help you to understand roughly how much it might cost if you decide to pay for help. This information is available in section 4:

4. How long does support planning take?

If you would like more information or have any questions then you can talk to your social worker, care manager or care co-ordinator or visit our website [www.sheffield.gov.uk/asc](http://www.sheffield.gov.uk/asc).

## 1. Planning myself, or with family and friends

### **What does this mean?**

Lots of people often choose and enjoy writing their own support plan. Writing your own plan means you will need to spend time thinking about how you would like to be supported and plan how you will receive this support. Your social worker will then check your support plan when you have finished it and will help you to get it signed-off.

### **What are the advantages of planning by myself or with family and friends?**

- By planning yourself you are completely in control of your support plan, including how it is put together and the amount of time you want to take working on it.
- It won't cost you anything to plan yourself.
- Even though they are not going to be planning with you, your social worker, care manager or care coordinator is still responsible for checking your plan and helping to get it agreed.

### **How do I contact people who can help?**

You can choose who you want to help you write your support plan, including friends, family, your GP and other people who are important in your life. If you need help getting started your social worker can guide you and they will give you

their contact details when you do your assessment. You may also find that there are some free support planning services available in your community, which you will be able to find by searching the Sheffield Help Yourself database. You can do this yourself by visiting their website at [www.sheffieldhelpyourself.org.uk](http://www.sheffieldhelpyourself.org.uk) or calling 0114 273 4763 and they will send you a list of the services you want. You can also choose to buy support from support planning professionals but you will need to pay for this using your personal budget. More information on this is below.

### **Where can I find resources to support me to plan?**

There are lots of free resources that you can find online, especially at [www.sheffield.gov.uk/asc-supportplan](http://www.sheffield.gov.uk/asc-supportplan). If you do not have a computer you can use a computer at a library, ask a friend or family member to get information for you or you can call your social worker, who will send you the information you need.

### **How much will this cost?**

Writing your own plan will not cost you anything. All of the resources are free. However, you may wish to thank the people or person who helped you with an appropriate gift. If so, then this can be paid for from your personal budget.

## **2. Planning with a non-council support planner**

### **What does this mean?**

In Sheffield, lots of people have been trained up to help people write their support plans. They work for a range of different organisations across the city including charities, providers, community centres and private businesses. These people provide support planning in the same way as any other service; you choose the person you want and they work for you, helping you to plan your support in the way that you want.

### **What are the advantages of planning with a non-council support planner?**

- An independent support planner can often work with you very flexibly at times and in ways that make sense to you.
- Because you buying a service from this person, it gives you greater control over how information is presented to you, the work you can ask them to do and how quickly you can ask them to do it.
- You can choose from a range of people and plan with the person you most want to work with.
- You will benefit from the expertise of someone who has experience of support planning and knows about support and services available in the city – you can even choose someone with specific skills and experience of your circumstances, such as your culture or the area you live in.
- Your independent support planner will also be responsible for giving your social worker, care manager or care coordinator a copy of your plan so that they can get it agreed for you.
- Even though they are not going to be planning with you, your social worker, care manager or care coordinator is still responsible for checking your plan and helping to get it agreed.

### **How do I contact non-council support planners?**

You will find a list of all support planners in Sheffield on the Sheffield Help Yourself database. You can search through this yourself by visiting their website at [www.sheffieldhelpyourself.org.uk](http://www.sheffieldhelpyourself.org.uk) or call 0114 273 4763 and they will send you a list of the support planners in your area. You can also ask your social worker to do this for you.

### **How much will this cost?**

Each different support planner will tell you their costs so that you can decide who you would like to pay. You can find out each support planner's costs by searching the Sheffield Help Yourself database, as explained above. You do not have to use your own money to pay for this help; you can use some of the money from your personal budget. Also, whilst you will have a financial assessment to see if you can afford to contribute towards some of your support, you will not have to make any contributions towards the cost of your support planning.

## **3. Planning with a council support planner**

### **What does this mean?**

All social workers, care co-ordinators and care managers are trained to assist people with writing support plans. Alongside their other duties they can help you to find the support that suits you and to put it in place.

### **What are the advantages of planning with a council support planner?**

- You may prefer this option if you have known your social worker for long time and feel that you have a good relationship with them.
- They will have experience of support planning and knowledge of services and support available in the city.
- Your social worker, care manager or care coordinator will also be responsible for getting your plan agreed.

### **How do I contact council support planners?**

In most cases your social worker will act as your council support planner, so you will already be in touch with them. In some cases your social worker will introduce you to another worker but either way this will be organised for you.

### **How much will this cost?**

There is a cost when your social worker/ care manager/ care co-ordinator helps you to write your support plan, just as there is for an independent support planner. The standard cost for council support planning is £27.11 per hour. You do not have to use your own money to pay for this help; you can use some of the money from your personal budget. Also, whilst you will have a financial assessment to see if you can afford to contribute towards some of your support, you will not have to make any contributions towards the cost of your support planning.

## **4. How long does support planning take?**

The chart below gives you an idea of roughly the amount of time a support plan should take, depending on the person’s level of need.

Level of need	Hours spent planning	Reasons
A straight-forward standard plan using a personal budget	10	This should be roughly: <ul style="list-style-type: none"> <li>• 1 hour - initial introduction and thinking through some options</li> <li>• 2 or 3 hours - putting the body of the support plan together</li> <li>• 1 hour - office time for typing and phone calls etc</li> <li>• 2 or 3 hours - costing out and finalising all the options</li> <li>• 2 hours - any additional visits, activity or office-based work</li> </ul>
A Support Plan using multiple funding streams (an individual budget) requiring meetings with other professionals	10 - 15	Because there are a number of funding streams, support planners may need to have meetings with a number of different professionals and agreement may be required from a number of different decision-makers. This is in addition to the work set out for a standard plan.
A Support Plan where the person has very complex needs, or where there are capacity or safeguarding issues and a multi-agency or best interest approach is needed	15 - 25	Needing to carefully plan and unpick issues as well as plan in a more multi-disciplinary way may mean that the planning needs a more step by step approach. More time needs to be available to enable the person to work through their options, try a range of activities or services and for any planning meetings to be held with the person involving lots of other people.

All of these figures are only estimates. Sometimes we find that a person with very complex needs and many professionals involved in their care can take a very short amount of time, whilst someone who is able to take more control over their plan may need lots of time to look at their options and have real choice.

Other individuals they may also want to take their time over planning. For example a young person moving from children’s to adult’s services who does not need their plan in place until July may be planning carefully for 3 or 4 months. However, they will still only pay for the hours spent actually planning, regardless of how much time passes between each planning session.