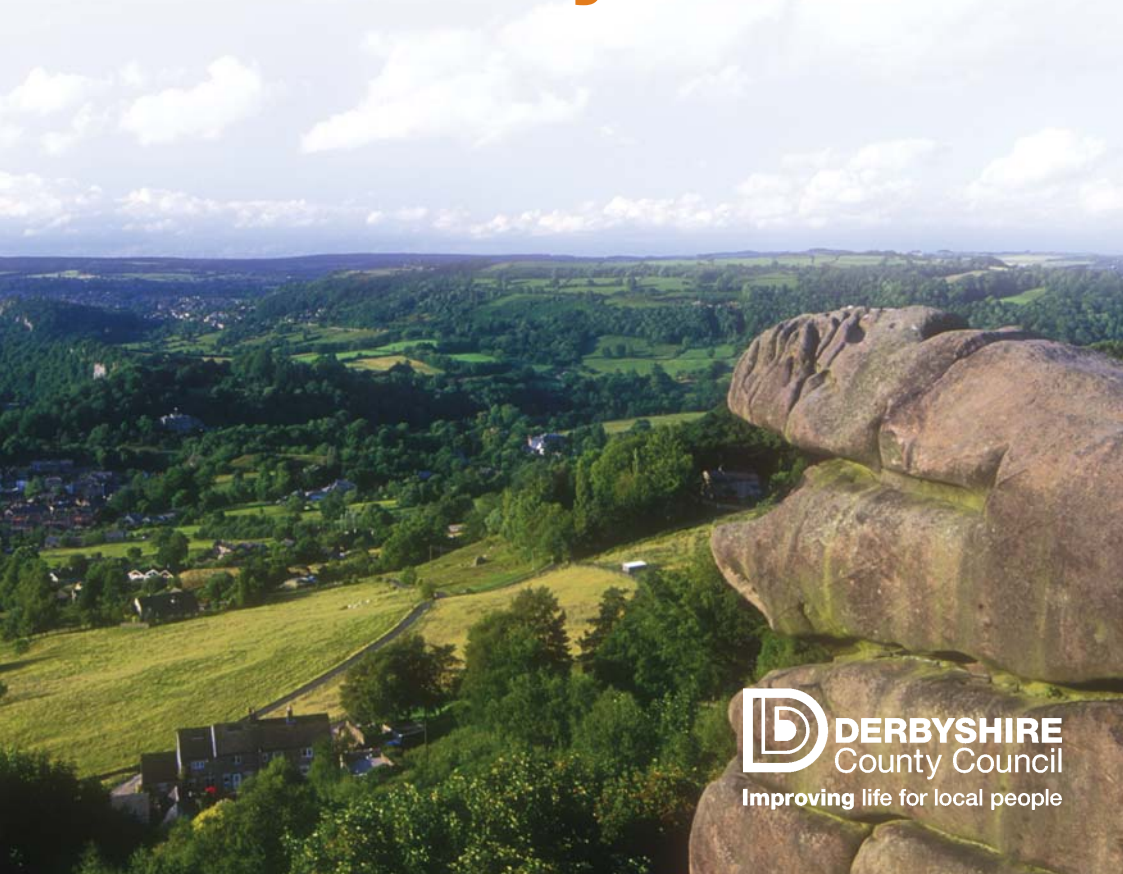


**Derbyshire County Council
Social Care Services**



An Easy Guide to Direct Payments



Other Formats

The information in this leaflet may also be available in:

- Other languages
- English on audiotape
- Large print
- Braille
- British Sign Language with English subtitles

To request information contained in this leaflet in an alternative format, please telephone **01629 532225** and ask for the Performance Review Team.

如果你需要以另一種格式說明這份傳單的訊息，請致電 01629 532225 向績效檢討工作組提出要求。

इस दस्तावेज में भी जानकारी है उसे किसी अन्य रूप में प्राप्त करने के लिए प्रफॉर्मैन्स रीव्यू टीम (जांच करने वाली टीम) को टैलीफोन नंबर 01629 532225 पर सम्पर्क करने को कृप्या करें।

Per richiedere le informazioni contenute in questo volantino in un formato alternativo, vogliate per favore, telefonare al seguente numero: 01629 532225 e chiedete del Performance Review Team (Ufficio di Revisione Competenze).

W celu uzyskania informacji zawartych w niniejszej ulotce w innym formacie, należy zadzwonić pod numer 01629 532225 i poprosić o połączenie z Performance Review Team (zespołem ds. oceny wyników).

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿੱਚ ਜੇ ਵੀ ਜਾਣਕਾਰੀ ਹੈ ਉਸਨੂੰ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਪ੍ਰਫਾਰਮੈਂਸ ਰੀਵੀਓ ਟੀਮ (ਜਾਂਚ ਕਰਨ ਵਾਲੀ ਟੀਮ) ਨੂੰ ਟੈਲੀਫੋਨ ਨੰਬਰ 01629 532225 ਤੇ ਸੰਪਰਕ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕਰਨੀ।

اگر آپ کو اس ایف لیٹ میں درج معلومات کسی اور صورت میں درکار ہوں، تو براہ مہربانی پرفارمنس ریویو ٹیم سے ٹیلیفون نمبر 01629 532225 پر رابطہ کیجئے۔
(Performance Review Team)

Equal Opportunities

Derbyshire Social Services will provide services fairly, valuing diversity and with recognition for age, cultural background, disability, gender, HIV status, marital status, race, religion and sexual orientation.



An Easy Guide to Direct Payments

We want to make sure that as many people as possible, in Derbyshire, get the chance to have Direct Payments. This guide is for people who want to know more.

Direct Payments are for people who want to arrange their own care and support by receiving money rather than care services from us.

This guide tells you the most important things about Direct Payments. It is to help you decide if Direct Payments are right for you.

What is a Direct Payment?

A Direct Payment is money we can give you to spend on getting support to meet your needs, which we have assessed.

Most people who use social care services could get a Direct Payment. Your Social Worker or Care Manager should talk to you about Direct Payments when they start to assess, or review, the care and support you need.

Support can mean different things:

- Support with personal needs, like: having a bath, washing, getting dressed, cooking and eating a meal;
- Support to live in your own home, like help with: managing money, cleaning, dealing with the post, budgeting and shopping;
- Support to get out and about and to join in social activities.

*All support provided through Direct Payments to adults is subject to the Fair Access to Care (FACS) criteria. An Integrated Children's Service (ICS) assessment of need is carried out for disabled children or young people and their parents/carers.**

* For more information contact your Care Manager or Social Worker.

How do Direct Payments work?

Some people may not be happy with the support social care services are able to provide and would like a more flexible service. Direct Payments give you more control over the service you get.

If you say “yes” to Direct Payments, then you will be able to buy in your own support and choose when it is provided.

Direct Payments are a good way of being more in charge of your own life. You choose the people who work for you and when they work for you.

Direct Payments for disabled children are also a good way for a child or young person to have their needs met. By taking account of their wishes and feelings, Direct Payments can improve their sense of flexibility and control.

But not everyone wants Direct Payments. You cannot be made to take Direct Payments if you don't want to. It is important to decide whether they are right for you.





What can I use my Direct Payments for?

Some examples which may form part of an overall package of support

- Employing a personal assistant
- Employing an agency carer
- Using day care services
- Having respite or short break care
- Using play schemes
- Employing a childminder.

Direct Payments can be used alongside Independent Living Fund (ILF) payments.

What if you choose to have a Direct Payment?

If you choose to have a Direct Payment:

You could **employ** care staff or a Personal Assistant. As an employer, it is important that you treat people responsibly and reasonably;

OR

You could choose to buy your care from an **agency** instead of employing care staff or a Personal Assistant directly. There are pluses and minuses to doing this. Your Care Manager or Social Worker will support you in deciding how best to use your Direct Payments;

OR

If you still want to use some of our services, your Care Manager or Social Worker can arrange a mix of services purchased from Direct Payments and social care services.

You will need to tell your Care Manager or Social Worker your plans for buying services and agree what you can spend your Direct Payment on.

You don't have to manage Direct Payments on your own. So, please don't worry if all this sounds complicated. There is a lot of help to recruit and employ staff, as well as with managing: tax, insurance and pay.

You can talk it through with your friends, family and supporters. Your Social Worker or Care Manager will help you as well.

Making the choice

In making this choice, here are two questions you may want to ask yourself?

- If you use social care services already, would you like to change some or all of that service?
- Would you like to be more independent and in control of the service you receive?


If the answer to these questions is '**yes**' then Direct Payments could help you get the support that meets your needs.

Getting Direct Payments

Either talk to your existing worker or contact Call Derbyshire on **08456 058 058** to arrange for one of our workers to visit you.

A Social Worker or Care Manager will need to carry out an **assessment** of your needs. Before the date of your assessment, it is a good idea to keep a diary. Take a note of what help and support you need and at what times.





Use this diary during your assessment, so that you can point out things that are important to you.

Your assessment will include: us assessing your ability to manage Direct Payments and the support you may need.

Your Care Manager/Social Worker will need your agreement to start your Direct Payments. If you feel the need for further support then you may use an **advocate** to help you.

Social care services produce other leaflets about social care and assessments. If you would like to know more on any social care matter, please contact Call Derbyshire on **08456 058 058** in the first instance.

Carers and Direct Payments

As a carer, you can receive Direct Payments in your own right to help you take a break from your caring duties. If you would like a carer's assessment, to see whether you would qualify for Direct Payments, contact your Care Manager or Social Worker or contact Call Derbyshire on 08456 058 058.

Managing Direct Payments

There will be some paperwork to fill in to start up Direct Payments, but you can get our help to do this. In addition, you will need a separate bank account with a cheque book especially for Direct Payments. Your Care Manager or Social Worker will support you with this.

The Finance Team, based in Matlock, can also offer you help.

Once Direct Payments are under way, you will need to keep records of how you spend the money. You will need to send these details to us every four weeks.

Derbyshire Coalition for Inclusive Living (DCIL) - supporting Direct Payments

DCIL continue to develop the services they offer to people in receipt of Direct Payments. The Direct Payments Support Worker is happy to help you with any aspect of setting up Direct Payments for as long as you need.

One area that DCIL are able to offer lots of support is in recruitment. They can offer you help to advertise and interview for a personal assistant and to prepare job descriptions and contracts.

Contact DCIL on 01773 740246.

Personal Assistant (PA) Database

Derbyshire Coalition for Inclusive Living are setting up a database of personal assistants who are looking for Direct Payments work. This may make getting staff easier. You would still need to interview them and carry out checks and references. But, as you don't need to advertise for somebody, getting a PA this way could save you time and effort.

If you are looking for a personal assistant and would like to access the database contact:

DCIL on 01773 740246.





Volunteering Opportunities

Derbyshire Coalition for Inclusive Living are looking for volunteers to support people with Direct Payments. Full training and the chance to gain valuable work experience is offered in return.

If you are interested in becoming a volunteer contact: **Direct Payments Volunteer Co-ordinator on: 01773 740246**

Glossary

Employ

With Direct Payments, to **employ** someone means you pay an individual to do specific tasks for you, such as, help with washing and dressing. In Direct Payments, these workers are referred to as personal assistants. If you employ your own staff, you decide: who to employ, what tasks they carry out for you and when. You become the boss.

Agency

An **agency** is an organisation which provides a service. Social care agencies provide care services. With Direct Payments, to use an agency is to pay an agency to send you a worker to carry out specific tasks for you. Most agencies will try to send you staff at the times you want if they are able to.

Assessment

An **assessment** is a legal term. It is a discussion about what care you need and what we can provide for you. An assessment will involve one of our workers discussing with you what help you

need and what help you already have. We have certain criteria we use to decide how much support we can offer you. These are the Fair Access to Care criteria. (In the case of a child or young person with a disability and their parents/carers an Integrated Children's Service assessment is carried out).

Advocate

An **advocate** is someone who can speak on your behalf. An advocate would support you to come to a decision yourself and to express your wishes. In Direct Payments, it is important that you are in control and you are given a choice.





Derbyshire County Council - Social care offices

All telephone enquiries: 08456 058 058

High Peak and North Dales e-mail: highpeakandnorthdales@derbyshire.gov.uk

- Talbot Street, Glossop. SK13 9DG.
Textphone: (01457) 861898 Fax: (01457) 728850
- Stancliffe House, Molyneux Business Park, Whitworth Rd, Darley Dale, Matlock. DE4 2HJ. Textphone: (01629) 735410 Fax: (01629) 772324
- Cromwell House, High Street, Chapel-en-le-Frith. SK23 OHD
Textphone: (01298) 812556 Fax: (01298) 308150

Chesterfield e-mail: chesterfield.socialservices@derbyshire.gov.uk

- West Street, Chesterfield. S40 4TZ
Textphone: (01246) 277249 Fax: (01246) 347867
- 19 High Street, Staveley. S43 3UU
Textphone: (01246) 277249 Fax: (01246) 348057

North East Derbyshire e-mail: nederbyshire.socialservices@derbyshire.gov.uk

- High Street, Clay Cross, Chesterfield. S45 9JB
Textphone: (01246) 861852 Fax: (01246) 348889
- Southgate House, Southgate, Eckington. S21 4FT
Textphone: (01246) 348602 Fax: (01246) 348601

Bolsover e-mail: bolsover.socialservices@derbyshire.gov.uk

- Oxcroft Lane, Bolsover, Chesterfield. S44 6DJ
Textphone: (01246) 823105 Fax: (01246) 348415

Amber Valley e-mail: ambervalley.socialservices@derbyshire.gov.uk

- Long Close, Cemetery Lane, Ripley. DE5 3HY
Textphone: (01773) 570864 Fax: (01773) 728111
- Alfreton Primary Care Centre, Church Street, Alfreton. DE55 7BD
Fax: (01773) 546875

Erewash e-mail: erewash.socialservices@derbyshire.gov.uk

- Rutland Mill, Market Street, Ilkeston. DE7 5RU
Textphone: (0115) 9303058 Fax: (0115) 9098586

South Derbyshire and South Dales

e-mail: sdalessderbyshire@derbyshire.gov.uk

- Civic Way, Swadlincote. DE11 0AQ
Textphone: (01283) 226901 Fax: (01283) 238100

Supporting People e-mail: supporting.people@derbyshire.gov.uk

- Derbyshire County Council, County Hall, Matlock, Derbyshire. DE4 3AG
Tel: 08456 058 058

Out of office hours

We provide access to social services support out of normal office hours on: **08456 058 058**

Please note: not all offices listed provide social care services to both children and adults and your enquiry may be re-directed elsewhere. Please contact **Call Derbyshire on 08456 058 058** in the first instance.



Improving life for local people

Produced by the performance review team

Photos from www.JohnBirdsall.co.uk

 This document is produced on recycled paper.

Adult Social Services, Derbyshire County Council, County Hall, Matlock. Derbyshire DE4 3AG

