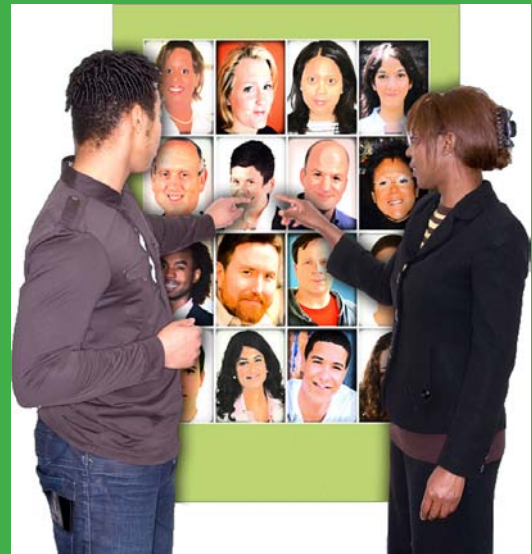


A Way With Words

Common Assessment Framework



Personal Budget Support Plan
SSQ **Words** RAS
Self Directed Support CAF



Shropshire Council's Glossary of words for
The Common Assessment Framework (CAF)
and Self Directed Support



Introduction

This leaflet will help you to understand some of the words that Shropshire Council use.



It is for people with learning disabilities and all people involved in the lives of people with learning disabilities.



In some of the descriptions you will see a word or words in **green**. This is to tell you that there is more information to help you understand what it means. Look for that word in the list.

What the Words Mean

A



Activity of Daily Living (ADL)

How **Shropshire Council** looks at what people can do. It helps us to think about what type of services you might need. The things we look at can be:

- personal support – like feeding, bathing, dressing
- work
- homemaking
- leisure

A

Advocate



An advocate is a person who speaks up for you and helps you to speak up for yourself. An advocate will tell people what you do or do not like and what you would like to happen to you.



Citizen Advocacy

A Citizen Advocate is a volunteer who will get to know you and what you do and do not like. They will speak up for your rights.



Self Advocacy is when you speak up for yourself.



Assessment

An assessment is when Social Care Staff work with you to decide what your needs are.



It will also help decide if services could be provided to help make life better or easier.



Assessment and Care Planning

A **Care Manager** is the person that will do your **Assessment** to find out what your needs are and how they can be met. This is called Assessment and Care Planning.



Assessed Eligible Needs

These are the needs that we found out about in your **Assessment**. If you are **eligible** it means **Shropshire Council** can help you by giving you support and/or other services.



Assistive Technology

A service or something that helps improve your life so that you can keep doing the things you want to do.

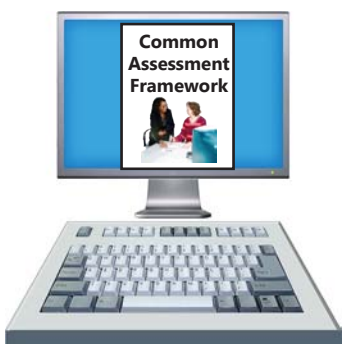
It can include things that help with communication, mobility or personal care.



Brokerage

This is service that can help you decide what social care services you can buy with your **Personal Budget**.

Brokerage is not used in Shropshire at this time.



CAF (Common Assessment Framework)

A way of sharing information electronically.

This means on computers.



Caldicott Guardian

These are people who work for the NHS and Social Care. They are in charge of keeping information safe.

The Caldicott Guardians will make sure that people follow the rules and only look at the information that they are allowed to.



Care Manager

A Care Manager is the person that works with you to see what you need. They will work out if you are **eligible** for a **Personal Budget**. If you are **eligible** they will make sure that your **Support Plan** is meeting your needs and **Outcomes** and keeping you safe.



Sometimes a Care Manager is called a **Social Worker**.



Care Pathway

This is about how your care and support will work for you. It is a way of making sure that everyone gets the same level of care and support.



Choice and Control

A way of giving you lots of information to help you make your own decisions.



Circle of support

A group of people who will make sure that you are listened to. They will support you to say what you want to do and help you plan for the future.



Citizenship

The rights and responsibilities you have to be part of and involved in the community.



Community Care

The support that you get to help with your daily life.



Confidential

You can give someone information that you do not want to be shared with everyone. This will be kept safe and confidential.



Consent

This is about being able to decide if you want to do something. You might be asked to give consent by:

Signing something or saying "Yes".



Council

Look at **Local Authority** on page 14.



Court Appointed Deputies

A Deputy is someone who will help to make a decision for you if you cannot make your own decisions.



Dignity

This about you being respected as a person wherever you are.



Direct Payment

Money that **Shropshire Council** gives you to pay for your own support. This is if you are **eligible** for Adult Social Care under **FACS**.



EAP (Emergency Action Plan)

This is a plan about your needs if there is an emergency.



Eligible or Eligibility

If you are eligible it means you can get social care support from **Shropshire Council**.



If you are not eligible this means that **Shropshire Council** cannot pay for your social care.

They will tell you about other services that may be able to help.



Evaluation

This is when you look back on something and decide how well it worked.





FACS (Fair Access to Care Services)

Fair Access to Care is the name given to a guide from the Department of Health. Your **Council** uses this guide to decide if you are **eligible** for help from social care.

There are four different types of need: Low, Moderate, Substantial and Critical.



Low needs

This is when you need a little bit of help to do some things.

You will be able to do a lot of things without support.



Moderate needs

This is when you need help to do some things.

Your support needs will not be very high.

You will be able to do some things for yourself without support.



Substantial needs

This is when you need help to do a lot of things.

You will have quite high support needs.

You will not be able to do a lot for yourself without support.



Critical Need

This is when you need help to do everything.

You will have very high support and care needs.

Without care and support your life would be in danger.

Shropshire Council will only fund support for people with Substantial and Critical needs.



Family Carer

This is a relative or friend who supports and cares for you but is not paid to do it. A family carer will be someone who is 16 or older. They might live with you or somewhere else.



Financial Assessment

This looks at whether you have money to pay towards the cost of your support.



Health Action Plan

A plan about the things you need to stay healthy.

It will have information about how your health needs can be met.

Your Health Action Plan belongs to you.



Health Facilitator

Someone who helps you to get the health care that you need.

They will find out if you have a **learning disability** and make sure that Doctors and Nurses know about you.



A Health Facilitator will also make sure that you have a **Health Action Plan**.



Independent Living Fund

Money that helps you to live in the community instead of residential care.



Indicative Personal Budget

If you are eligible, the Resource Allocation System tells us what money you can expect to receive. It is this money which helps you to plan your support that will deliver the outcomes to meet your needs.



Once you have your Indicative Personal Budget, you can start to plan your support.



Individual Budget

Money from different places that you can use to buy your support. It can be from the public, private or voluntary sector.



IMCA

An IMCA is an Independent Mental Capacity Advocate.



This person helps you if you cannot make decisions for yourself and if you do not have family or friends to help.



Lasting Power of Attorney

This is someone you chose to make decisions for you in the future.

They can make decisions about your health and welfare as well as money.



You have to choose this person or people while you are able to understand.

When you are not able to understand any more, the person will make decisions for you.



When you choose them, they have to be registered with the Court of Protection.



Learning Disability

A learning disability affects the way someone learns, communicates or does some everyday things. There are lots of different types of learning disability.



Live Life Your Way

This is the name of **Shropshire Council's** Programme to change social care services.



An important part of this is offering **Choice and Control** through **Personal Budgets**.

It used to be called My Life My Choice



Local Authority

This is another word for Council. Shropshire Council is our Local Authority. We have voted for the people who run our council. They have to make decisions and look after all of the different services in Shropshire.



Mental Capacity

This is about being able to understand and make your own decisions.

The **Mental Capacity Act 2005** says that you can make your own decisions unless it is proven that you do not understand.



This means you have to have an assessment of your capacity before people can make decisions for you.



Mental Capacity Act 2005

A law which helps you to make your own decisions.

It also protects people who cannot make their own decisions.



To find out more about the Act, get the easy read version here:

www.dca.gov.uk/menincap/mca-act-easyread.pdf



NHS Number

The number that NHS and Social Care will use to match your records to you.



Outcomes

If you are eligible for a **Personal Budget**, your outcomes will be clear on your **Support Plan**. These are the things you want to be able to do to achieve your assessed eligible needs.



Partner Organisation

People or organisations that are working with **Shropshire Council**. These might be people like the police, advocacy services ambulance service and ShropDoc.



Personal Budget

If you are **eligible** this is money that **Shropshire Council** gives you to meet your support needs and **outcomes**.



There are 3 ways you can have a Personal Budget in Shropshire.

- **Direct Payment**

This is when the money is paid into a separate bank account.

It can be in your name or someone who looks after it for you.

It can be paid as a one off or as a regular payment.





It cannot be used to pay for services directly provided by the Council.



- **Council Managed Fund**

1. You can receive a service directly from **Shropshire Council**.

You will agree the cost and this will be taken from your **Personal Budget**.



2. After a risk assessment, your **Care Manager** can decide that the service needs to be arranged, bought or provided by Shropshire Council.

The **Care Manager** will work with you and within your **Personal Budget** and the cost will be taken from it.



3. You can ask your **Care Manager** to make decisions for you.

Your **Care Manager** will work with your **Personal Budget** and will do a **Support Plan** that you will need to agree with.



- **Individual Service Fund**

This is when the money is paid to a service provider who you or somebody for you has chosen.

They will use the money to meet your needs and outcomes as agreed with you.

You can use the services as and when you would like from your chosen service provider.



Person Centred Planning

This a plan about you.

It talks about all of the things you like and do not like.

It also has information about the people in your life.



Personalisation

This means choosing how you want to live your life.





Personal Contributions

Money that you pay towards the cost of your support.

How much you will pay is decided after you have had a **Financial Assessment**.



RAS (Resource Allocation System)

If you are **eligible**, this is how **Shropshire Council** decides how much money you need for your **Personal Budget**.

The RAS is worked out from your **SDA** :

- The **SDA** looks at your support needs.
- Each of your needs is given a point
- The points help decide how much **Indicative Personal Budget** you need.



Reablement

Support and therapy that you can get to help you build more independence. This is to help you live in your own home for as long as possible. It will also help you do things without needing as much help from others.



Reasonable Risk

Being supported to make choices and take informed everyday risks.



Rehabilitation

Support and help from different people and services. This will help you be more independent and need less help from others.



Respite

This is a break for carers.

Extra support services are given to the people being cared for.

It may be for a few hours or days.



Review

A meeting to look at your support plan and what **outcomes** you have met. It will help decide if new ones are needed and how much **Personal Budget** needs to be paid.



Role Based Access

People can only look at information that is about the job they are doing.



Self Assessment Questionnaire

See page 22 for [SDA \(Self Directed Assessment\)](#).



SCR (Summary Care Record)

This is a small record about the health care that you get. It has information like:

- Your name and address
- Any medicine you take
- Any allergies you have

This information is held on a computer.



SDA (Self-Directed Assessment)

An easy to use form that you can fill in yourself.

There are different sections that ask questions to help you decide what your needs are.



If you are **eligible** it will help to find out how much money is needed to support you to do the things you need to.

SDS (Self-Directed Support)



This is the new way of helping you with your health and social care needs.

If you are **eligible**, with SDS you will be offered a **Personal Budget** to spend on your care and support needs. This is to meet the **outcomes** you decided in your **Support Plan**.



You will be supported to choose and organise your support in a way that suits you.

The main aim of SDS is to give you more independence, choice and control of your own life.



Shropshire Council

This is the name of your **Local Authority**.



Social Worker

A Care Manager is the person that works with you to see what you need. They will work out if you are **eligible** for a **Personal Budget**. If you are **eligible** they will make sure that your **Support Plan** is meeting your needs and **Outcomes** and keeping you safe.



A Social Worker is sometimes known as a **Care Manager**.

Support Plan

A plan about how you will use money that you receive for your care and support to meet your eligible needs and **outcomes**.



The plan is yours, it can be written by you and you can get help to write it if you want to. You can ask a friend, family, or sometimes your **Care Manager**.



Support Planner

Someone who can help you to get the information you need to do your **Support Plan**.



Transformation

This is about the changes to the way Social Care works.

It is about you having as much control as possible of your social care support.



































Young Carers

Children and young people under the age of 18, who care for another family member.

They would be giving care that would usually be done by an adult.

Index: List of words and page numbers

	Activity of Daily Living (ADL)	2		Advocate	2
	Assessment	3		Assessment and Care Planning	3
	Assessed Eligible Needs	3		Assistive Technology	4
	Brokerage	4		CAF	4
	Caldicott Guardian	5		Care Manager	5
	Care Pathway	5		Choice and Control	6
	Circle of Support	6		Citizenship	6
	Community Care	6		Confidential	6
	Consent	7		Council	7

	Court Appointed Deputies	7		Dignity	7
	Direct Payment	7		EAP	8
	Eligible and Eligibility	8		Evaluation	8
	FACS	9		Family Carer	10
	Financial Assessment	11		Health Action Plan	11
	Health Facilitator	11		Independent Living Fund	12
	Indicative Personal Budget	12		Individual Budget	12
	IMCA	13		Lasting Power of Attorney	13
	Learning Disability	14		Live Life Your Way	14
	Local Authority	14		Mental Capacity	15
	Mental Capacity Act	15		NHS Number	15

	Outcomes	16		Partner Organisation	16
	Personal Budget	16		Person Centred Planning	18
	Personalisation	18		Personal Contributions	19
	RAS	19		Reablement	19
	Reasonable Risk	20		Rehabilitation	20
	Respite	20		Review	20
	Role Based Access	21		SAQ (Self Assessment Questionnaire)	21
	SCR (Summary Care Record)	21		SDA (Self-Directed Assessment)	22
	SDS (Self Directed Support)	22		Shropshire Council	23
	Social Worker	23		Support Plan	23
	Support Planner	24		Transformation	24
	Young Carers	24			

