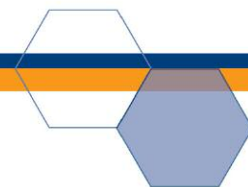




**Disability SA
Phase One: Self-managed Funding Initiative**

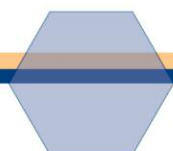
Information package

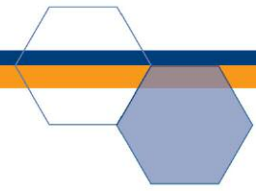
October 2009



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What is self-managed funding?

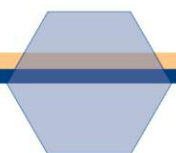
Self-managed funding, also known as individualised funding, is an approach used to enable people with disabilities to have control and choice about the supports they receive. Self-managed funding gives a person with a disability control of the funding that has been allocated for their support needs. It enables the individual to choose the services/items they need and how, where and when they receive them.

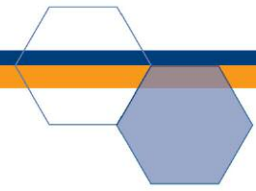
Self-managed funding can range from a direct payment to a person with a disability to enable them to arrange and purchase the support they require, through to arrangements which support a person with a disability to make decisions about how the funding should be spent on their behalf.

Is it available now?

Some self-management arrangements are already in limited operation in the disability system in South Australia. These allow a small number of individuals to make decisions and choices about what type of support best suits their needs. The Minister for Disabilities requested that the Department for Families and Communities (DFC) plan a more comprehensive approach to self-managed funding within Disability SA. This will be a significant change to the way the support needs of people with disabilities are met. The service system will require development. The right mechanisms need to be in place to ensure that the choice and control provided through self-managed funding is real and that there is no disruption to essential services.

For this reason self-managed funding will be implemented in stages. Phase One commences in October 2009, when current clients of Disability SA will be invited to register their interest in participating in this initial phase. People who are selected to participate will manage their funding and support arrangements, while also informing the further development of a self-managed funding system within Disability SA. Self-managed funding arrangements won't suit everyone. Disability SA will maintain its services for those who prefer not to participate.





Who will be able to participate in Phase One?

To participate in Phase One a person must be a current client of Disability SA and have an existing allocation of ongoing disability support services.

Phase One will enable 50 people who are existing clients of Disability SA to transfer their current support services to a self-managed funding arrangement. People with different disabilities, ages, living arrangements and backgrounds will be able to participate.

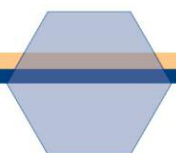
Some people will manage their support and funding arrangements independently while others will be supported to do so. Disability SA wants to learn how to make self-managed funding available for people with diverse needs, circumstances and choices. For this reason people and organisations participating in Phase One will need to participate in an evaluation of this phase so that Disability SA can develop and refine its system of self-managed funding for the future.

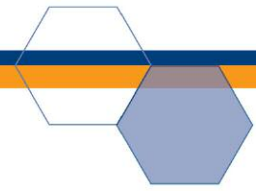
Who will make the decisions about a person's funding?

Participants will make the decisions about how they will use their self-managed funding to meet their support needs and goals. For some participants a guardian or carer may do this on their behalf. Some people may want or need some support to make decisions and plan their support arrangements. A range of people will be able to help with decision making and planning, including:

- Parents and other family members
- Carers
- Friends
- Circles of support
- Guardians
- Service providers

Disability SA will provide each participant in Phase One with a Self-management Facilitator. These Facilitators will work with participants and their support network to develop a personal plan which details how the funding will be used.





The Self-management Facilitators will be given extra training to enable them to support people in this new way.

How will the funding be administered?

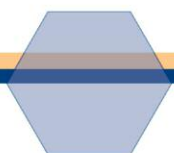
Some people will want to manage their self-managed funding independently. Some people may need support to put in place their personal plan and manage their support and funding arrangements. For this reason Disability SA will provide different mechanisms for administering a person's self-managed funding. These include direct payments to:

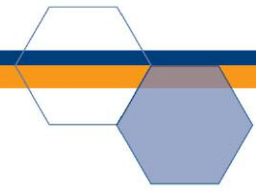
- A person with a disability to enable them to arrange and purchase the services they require.
- A recognised carer or a legally nominated or recognised guardian, administrator or attorney of a person with a disability. This person will act on behalf of a person with a disability with respect to arranging and purchasing services.
- An organisation which will support a person with a disability to manage the financial arrangements associated with self-managed funding.
- An organisation which will support the person to put in place their personal plan. This includes arranging services and managing the funds. These organisations are called host organisations.

Phase One: Self-managed Funding is about individuals and their choices. A Facilitator will help participants work through their individual needs, choices and circumstances to determine the arrangements that best suit their needs. Disability SA will work flexibly with participants. The focus will be on finding innovative solutions and minimising barriers, so that individual participants can achieve the maximum level of choice and control possible.

How much funding will be provided?

In Phase One Disability SA will work with participating clients to identify the value of their existing allocation of ongoing disability support services. The level of





funding provided to participants during Phase One will be based on their existing ongoing service allocations. No additional funding will be available.

Participants will not need to undergo an assessment to determine their funding allocation in Phase One. A resource allocation method will form part of a future self-managed funding system for South Australia.

Funds will be paid according to a payment schedule. This will typically be monthly, in advance.

What can be purchased with self-managed funding?

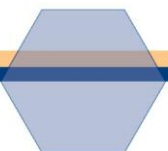
Self-managed funding is provided to meet the disability support needs of a person with a disability. Funds may be used to purchase services or items that address these needs and assist with a person's goals, such as living independently, improving skills or participating in the community. Participants will be encouraged to use their funding in innovative ways to meet their unique needs and goals. As Phase One progresses participants will be given the opportunity to share with others the creative ways they are using their funding.

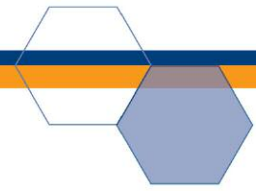
Self-managed funding can not be used for the following:

- Gambling, alcohol, or illegal purposes.
- To employ staff.
- To pay participants for the time spent self-managing their arrangements.

Self-managed funding can only be used in accordance with a participant's approved personal plan, which details their support arrangements and expenditure. Participants will need to account for the way they spend their funds.

A Disability SA Self-management Facilitator will assist participants to develop a personal plan which is in keeping with the rules around expenditure. The Facilitator will assist with any uncertainties.





Will the funding affect my income tax or Centrelink benefit?

Self-managed funding is not income so it can not be used in the same way that money from a pension or wage may be used. Self-managed funding is money granted to a person to meet their disability support needs..Because self-managed funding is not income it can not used to purchase items that a member of the community would reasonably be expected to pay for from their income, for example, rent or groceries. Disability SA has sought rulings from the Australian Taxation Office and Centrelink to ensure participants are not financially disadvantaged by their participation in the self-managed funding initiative.

Who can provide the services and items?

Some organisations are registered on the Disability Services Provider Panel to provide disability services in accordance with national standards. A list of these will be provided to participants. All personal support type services must be purchased from these providers. Non-personal services and goods may be purchased from other organisations and contractors as long as they have public liability insurance.

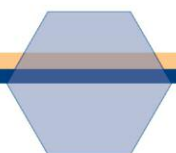
Will it be possible for participants to choose their support workers?

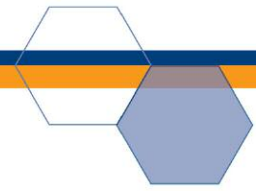
Participants will be able to make choices about their support workers through some host organisations. In Phase One individual participants will not be able to directly employ their own support workers. However host organisations may engage support workers nominated by the participant or support the participant to be involved in the selection of their support workers.

How will it work?

1 *Registering your interest*

From the 28 October 2009 clients of Disability SA will be able to register their interest in participating in Phase One: Self-managed Funding by submitting out a registration form. Disability SA's information service will be able to answer any questions and provide information to assist people to work out whether they want to participate.





2 *Participants are selected*

A Self-managed Funding Panel made up of Disability SA and external representatives will select Phase One participants. If more than 50 people register interest, the panel will need to prioritise registrations for selection. Their decisions will be based on the need to ensure people with different disabilities, ages, living arrangements and backgrounds are included. People who are not selected for participation will be notified in writing and their registrations of interest will be retained for the next phases of self-managed funding.

3 *A support and expenditure proposal is developed*

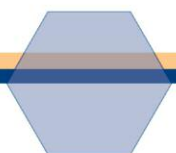
Once a person has been selected to participate, a Disability SA Self-management Facilitator will contact the person and arrange a time to discuss their current situation, existing services and the self-management arrangements that will suit their goals and needs. Following this the Facilitator will identify the level of funding that is available for self-management and assist the person with developing their personal plan that details their support and expenditure plans. People who may help the person to make decisions will be able to be involved throughout this process.

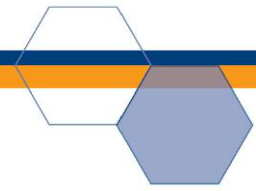
4 *A personal plan is approved*

The Self-managed Funding Panel will approve the person's proposed support and expenditure plan. The plan will then become the basis upon which funding is provided for self-management.

5 *Grant agreement*

A funding agreement is developed on the basis of the approved Personal Plan. The agreement is between the Department for Families and Communities and the participating client (or their guardian/administrator) or host organisation. The agreement details the amount of funding, the payment schedule and the participant's obligations in relation to the funding.





6 Self-management

Once a signed agreement is in place notice will be given to existing services and the person can commence arranging new services in line with agreed timeframes for commencement of payments. Participants will have responsibilities, including accounting for their expenditure. These are detailed below.

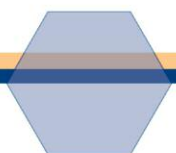
What responsibilities will participants have?

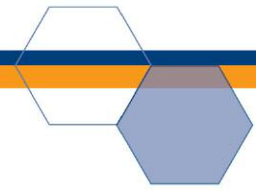
Individuals who receive direct payments (a person with a disability or their guardian/administrator/attorney/carer) will be responsible for the following:

- To have a separate bank account solely for direct payments (in the name of the direct payment recipient). The bank account must be completely separate from the recipient's other banking arrangements. It must not be linked to a credit or overdraft facility or any other bank account. This will need to be in place before the grant agreement is signed.
- To sign a grant agreement with DFC for the self-managed funds.
- To keep records for seven years. This includes approved support and expenditure plans, receipts, invoices and bank statements.
- To arrange their services and spend their funds in accordance with the rules around expenditure and service provision.
- To participate in monthly conversations about their self-management arrangements with their Disability SA Facilitator.
- To provide quarterly and annual acquittals of the funding and if the self-management arrangement ceases for some reason.

Organisations which receive the self-managed funds on behalf of a person with a disability will have similar responsibilities.

Participants' use of funds and their experiences in self-management will be important in developing the future self-management system in Disability SA. This is why participation in Phase One requires participants to agree to regular monitoring of their self-management arrangements.





This will provide important information on the further development of self-managed funding and the levels of support that participants will need in the future.

What support will be available for participants?

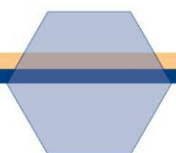
Self-managed funding represents a new form of service delivery for the majority of people with disabilities and their carers and service providers. Disability SA will ensure that participants and service providers have access to training, as well as information and support throughout Phase One. This includes:

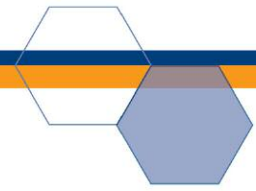
- Training in all aspects of self-managed funding.
- The Disability SA information and enquiry service will answer questions from individuals interested in participating in Phase One.
- Self-management Facilitators will be available to work directly with individual participants. These Facilitators will assist participants throughout Phase One.
- Resource materials will be provided to assist participants to plan and self-manage their support arrangements.
- A point of contact for service providers will be established within the Office for Disability and Client Services to support participating organisations.

Why is an evaluation needed?

Participants and participating organisations agree to take part in an evaluation during Phase One. Phase One is just the first step in a self-managed funding system for South Australia. Disability SA has investigated self-managed funding schemes overseas and interstate and consulted with people with disabilities and their carers, service providers and subject experts to identify what is needed to take that first step.

This is about learning through action. Disability SA wants to understand how it can best offer self-management to suit South Australian conditions. The evaluation will inform the further design and development of self-managed funding.





What else is happening?

Phase One: Self-managed Funding is an exciting step in a new way forward for disability services in South Australia. Phase One is also about working in a new way, where people with disabilities and their carers and service providers come together to share their experiences and insights and collectively inform the development of services. It is part of a broader reform agenda for disability services which focuses on maximising choice, control, independence and opportunity for people with disabilities. The Department for Families and Communities 5 year Strategic Plan refers to some of this work. Other work is also taking place which will complement the Self-Managed Funding initiative.

