

## A Guide for Spending a Direct Payment Budget -

Your Direct Payment can be used to meet your assessed outcomes. The assessed outcomes have to be agreed and authorised by NHS Highland. All care and support is completely individual and bespoke, so it is important to remember that every support plan is unique. What may be appropriate, approved and acceptable for one person, may not apply to the next person. Additionally, those outcomes that are most important for individuals often change over time as some outcomes are achieved and no longer relevant, some remain on-going and some evolve and develop to become new outcomes. Support plans, outcomes and budgets may therefore change over time as assessed and authorised.

Your Direct Payment can only be spent on outcomes identified within your support plan. **If unsure**, please speak to your Lead Professional/worker and/or an SDS Officer. This document is a simple guide to spending and includes examples of what is appropriate, what may be negotiable and considered and what is not allowed in terms of spending a Direct Payment. (This is a guide and not exhaustive list!)

**As illustrated below there are 3 areas to consider when deciding how to spend your Direct Payment:**

**GREEN** you can spend your budget on these areas.

**AMBER** you may be able to spend your budget on these areas after conversation and negotiation with your practitioner. This area may have limits to spending.

**RED** spending of your budget on these areas is not accepted or authorised.

<p><b>YOU CAN SPEND YOUR DIRECT PAYMENT BUDGET ON:</b></p>	<p>Meeting your assessed outcomes as identified in your support plan</p>	<p>Employing Carers / Personal Assistants</p>	<p>Contracting Self Employed Carers or Self Employed Personal Assistants (see guidance re Self-Employed carers to ensure the correct requirements are in place)</p>	<p>Purchasing respite and support from a Provider</p>	<p>Purchasing an activity, support, service or equipment that clearly meets an identified Personal Outcome</p> <p>Equipment purchases only where NHSH provided equipment is not readily available in a reasonable period of time so that it does not increase the level of support required</p>	<p>Support to find employment or volunteering opportunities</p>	<p>Support to attend employment and to access Higher education</p>	<p>Purchasing gym membership - NHSH will pay for Highlife Highland membership - alternative gym memberships may be purchased to the level/cost of Highlife Highland if agreed on support plan</p>	<p>The purchasing of a Broker where required to meet the Personal Outcomes identified. (includes Payroll support)</p>
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<p><b>NEGOTIABLE TO MEET A SPECIFIC OUTCOME -</b></p> <p><b>MUST BE APPROVED AS PART OF SUPPORT PLAN:</b></p>	<p>Employing someone who is a family member</p> <p><b>(This would require approval from senior manager and be considered as “exceptional circumstances” agreement and approval will only be made if the factors set out in the Regulations apply (see the link at bottom of this document for further information)</b></p>	<p>Transport costs to enable access to activities as identified in the outcome focused assessment – If other benefits and options have been explored and transport is necessary in order to meet an outcome</p>	<p>Short breaks to help meet your specified outcomes.</p> <p>(Short breaks are intended to provide similar benefits to traditional respite services.)</p>	<p>One-off purchases, dependant on meeting outcome and considered as an appropriate spend</p>	<p>Specialist equipment (e.g. i-pad, computer equipment, communication voice recognition software, touchscreen equipment or sports equipment, if agreed to meet outcome</p> <p>Specialist wheelchairs where not available on the NHS, and any adaptations to wheelchairs</p> <p>On-going running costs and service to specialist equipment</p>	<p>Specialist therapy – negotiable on an individual basis and where NHSH provided therapy is not readily available in a reasonable period of time so that it does not increase the level of support required</p>	<p>Expenses for paid carers/ Personal Assistant’s (not informal or family members) may be agreed where a carer/PA is accompanying the supported person on an outing or activity and the expense incurred is directly linked to an identified outcome for the supported person e.g. building life skills</p>	<p>Food costs for eating out may be approved if this activity meets a specific and agreed outcome</p> <p>Food for short breaks may be agreed at a reasonable amount</p>
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<b>YOU CANNOT SPEND YOUR DIRECT PAYMENT BUDGET ON:</b>	Anything that has not been identified, agreed and authorised by NHS Highland through the assessment and support planning process	Client contributions for services including respite - which must be paid from personal funds. (applies to adults who have been financially assessed as requiring to make to contribution)	Permanent residential care and support	Insurances for car, home, holiday, personal or household items. (does not include insurances for employing PA's, which can be purchased with the Direct Payment)	Household expenditure; (examples: rent or mortgage payments, utility bills and groceries)	Rewards/gifts/pocket money	Food; general grocery shopping, (including alcohol/tobacco, e-cigarettes or alcohol  Meals and eating out are only allowable as outlined above.	Employing someone who is a Welfare or Financial Guardian or has active/enacted Power of Attorney in respect of who the budget is for.
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NHS Highland promotes responsible use and spending of an allocated budget to ensure agreed outcomes are met. Certain spending may be limited in the following situations:

- Short breaks as an alternative to traditional respite: Consideration to the type and cost of break and whether it is reasonable to achieve/meet identified outcomes and not excessive; Food may be included in the cost of short break at a reasonable level/amount in line with what is included within traditional respite stays.
- Activities; the priority is to be given to facilitating the supported person to access the activity. The activity may be an alternative to respite or day care.
- Expenses; paid carers/PA's (not informal or family members) can be paid where a carer is accompanying the supported person on an outing or activity and the expense incurred is directly linked to an identified outcome for the person e.g. building life skills.
- Computer hardware, cost to be agreed to meeting an outcome.

**Statutory Guidance to accompany the Social Care (Self-directed Support) (Scotland) Act 2013:** <http://www.gov.scot/Resource/0044/00446933.pdf>