

Shaw Trust Direct Payments Support Services

Information Sheet 1: Assessing your Support Needs

Sheet Outline:

- Assessing your support needs

Outcome:

- To be prepared for a Care Assessment and employing appropriate staff

Assessing your Support Needs

Before you think about how you are going to source the support you need, it is a good idea to work out exactly what your Personal Assistance needs are:

- What is it that you want to do?
- What do you need assistance with?

Once you've done this you can then move on to producing a Job Description – see **Information Sheet 6**.

A straightforward way to tackle this task is to keep a diary over a couple of weeks to record everything that you need assistance with. Remember to make this a 24-hour record and include all overnight assistance. You may need to include:

- **Personal needs:** for example getting up and going to bed; washing, eating, bowel and bladder care and so on;
- **Domestic needs:** for example shopping, laundry, cooking, household tasks, driving and so on; or
- **Social needs:** getting to work, studying, having fun, going to meetings etc.

For each activity you should try to record:

- What assistance you need, at what time and for how long; and
- How many Personal Assistants you think you will need.

It is also a good idea at this stage to start thinking about what arrangements you will need to make if your PA is off sick or on leave and also what rate of pay you wish to offer.

Speak to your Support Officer for further information and support about assessing your support needs or go to: www.shaw-trust.org.uk/dp