

# SELF-DIRECTED FUNDING GUIDEBOOK

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# Guide to Self-Directed Funding (SDF)

This guidebook explains what is involved in planning and managing an SDF plan.

The guide will briefly outline the administrative and financial requirements of SDF, and provide some useful resources.

## Section 1: SDF 101

### A. WHAT IS SDF?

SDF is a Community Living Service Delivery (CLSD) funding option that provides funding directly to an individual and their representative to hire their own supports, rather than CLSD providing traditional funding to a program or service provider, such as a group home or day program. SDF enables individuals to have greater choice, control, independence and flexibility when deciding on the supports and services they require.

SDF can be used for two types of support:

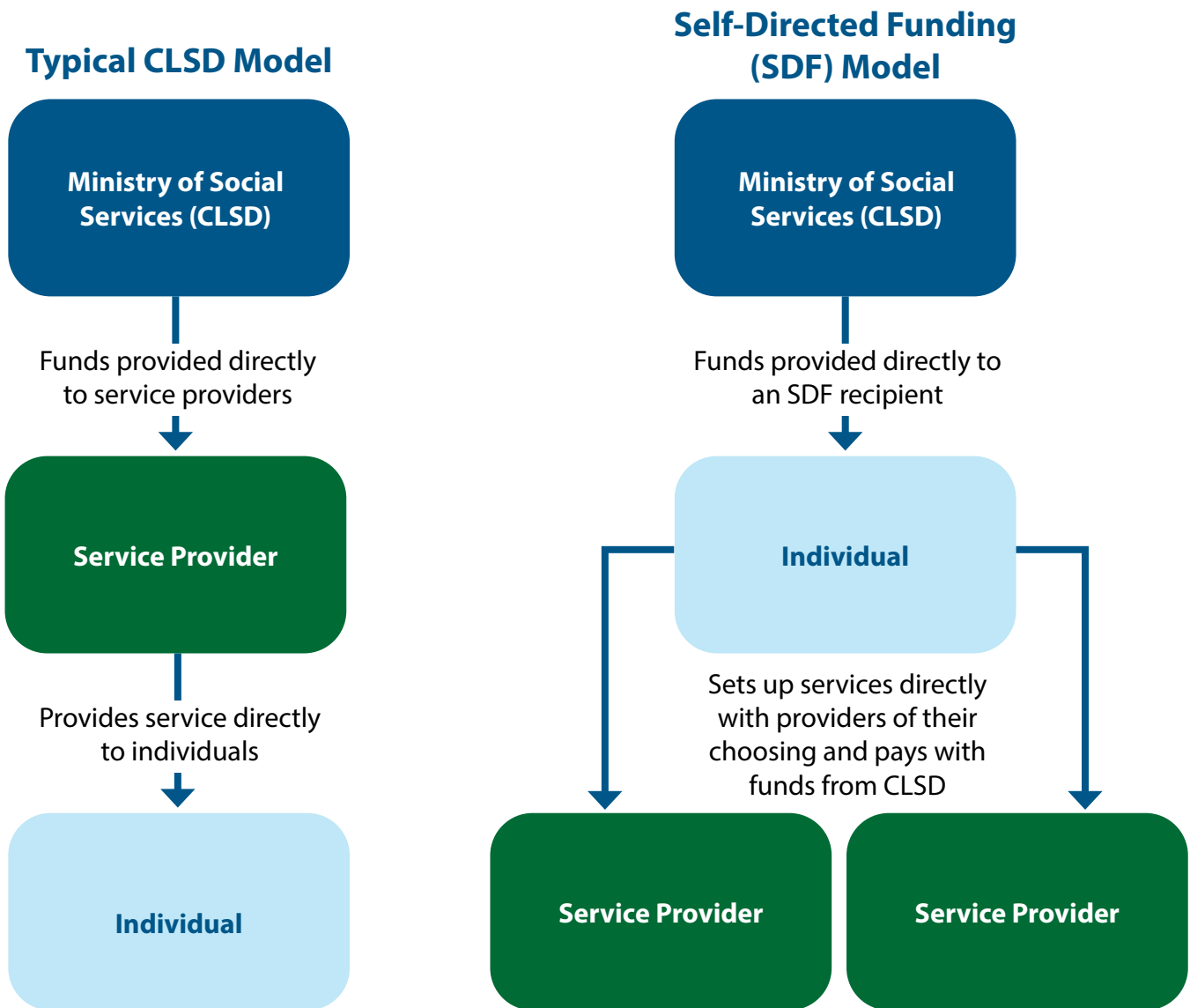
1. **Residential Supports** – support staff hired to assist the individual in their home environment.
2. **Community Inclusion Supports/Day Programming** – support staff hired to help the individual access and participate in the community.

It is important to note that SDF is not a method of funding that will fast-track an individual to receive funding. CLSD may provide this as an option to individuals through the regular CLSD prioritization process. SDF also requires the individual and their supports to manage their SDF plan once the SDF contract is approved and signed.

CLSD uses a prioritization process to make decisions for allocating funding based on the emerging needs of individuals. CLSD completes forecasting on an annual basis by identifying CLSD clients requiring services across the province. CLSD can also add individuals with emerging needs throughout the year pending available financial resources.

CLSD prioritizes funding for clients with the most urgent need. Other factors are also considered, such as availability of existing services, services under development, environmental fit, level of risk, personal outcomes for the individual, geographical considerations and level of support needed.

# Self-Directed Funding Diagram



## B. WHO IS ELIGIBLE FOR SDF?

An individual is eligible for SDF if they meet the conditions below:

1. be a resident of Saskatchewan;
2. be over the age of 18;
3. meet CLSD eligibility requirements and be accepted for services; and,
4. have a representative(s) to assist in carrying out the SDF plan.

If an individual interested in SDF is not a current client of CLSD, or is unsure, please contact your regional CLSD office to determine eligibility for services.

**CLSD Contact Information:**

<b>Estevan</b> 306-637-4550	<b>La Ronge</b> 306-425-4552	<b>Lloydminster</b> 306-825-6410
<b>Melfort</b> 306-752-6100	<b>Moose Jaw</b> 306-694-3800	<b>Nipawin</b> 306-862-1704
<b>North Battleford</b> 306-446-7705	<b>Prince Albert</b> 306-953-2668	<b>Regina</b> 306-787-3848
<b>Saskatoon</b> 306-933-6300	<b>Swift Current</b> 306-778-8219	<b>Weyburn</b> 306-848-2404
<b>Yorkton</b> 306-786-1300		

**C. IS SDF THE RIGHT FIT?**

SDF may be the right funding option for those who want to have more say about how and when support is required, and who provides that support. It is also an option to consider in situations where there is not an existing service that meets specific needs.

Things to consider:

- Are there people willing to assist with the planning and ongoing management of an SDF plan? SDF involves a long-term planning process.
- What kind of supports are needed? They can be residential supports, community living supports or both.
- How much support time is required each day?
- What support arrangements make the most sense? Private supports, supports from an agency or a combination of the two are all options.
- Are there supports present to ensure that the SDF contract meets contractual obligations, as well as provincial/federal obligations?

**What support does CLSD provide once the SDF contract is signed?**

SDF is directed and managed by the individual and their supports, including their representative. Ongoing management of the SDF contract is the responsibility of the SDF contract holders. Management includes tasks such as hiring and contracting with service providers, setting up any transportation needs and financial bookkeeping. CLSD is able to answer questions about the SDF contract and funding. Please note CLSD is not involved in assembly of, and ongoing management of services for the individual.

# Section 2: SDF Support Team

There are a number of people who come together to support an individual who chooses SDF. A representative, personal support board and circle of support are **volunteers** who donate their time and resources to help with an SDF plan. The CLSD case manager and Inclusion Saskatchewan staff are also available to assist in the SDF process. The following section describes each of these roles and how they work together.

## A. THE REPRESENTATIVE

The representative is a person the individual chooses to help them manage the responsibilities of an SDF contract. It can be a family member, neighbour, co-worker or friend. A representative is **required** to help manage an SDF contract.

The representative assists with:

- communicating the individual's needs, goals and desires;
- developing a plan that describes how the individual's support needs and life goals can be met;
- hiring, managing and being responsible for staff who will be providing support services; and,
- administering the SDF contract, including financial and reporting requirements.

The representative must be an adult who is able to enter into a contract for services with the Ministry of Social Services.

## B. CIRCLE OF SUPPORT

A circle of support is a group of people, chosen by the individual, to assist them with planning and administration of their life decisions and goals. It usually includes some of the most important people in the individual's life who know and care about them.

Suggestions of people who may be included in a circle of support are:

- Family (parents, siblings, aunts, uncles or cousins)
- Neighbours
- Religious community or other community members
- Mentors
- Co-workers
- Any other trusted people

Though not a requirement, a circle of support is **recommended**. Members of the circle of support should be clear on their planning and management responsibilities and be willing to take on a long-term commitment. Circles of support will also help the individual explore their dreams and goals. They work together cooperatively with the individual's wants and needs at the centre of their decisions.

## C. PERSONAL SUPPORT BOARD

A personal support board is an alternative to a representative or circle of support. A personal support board is a small group of individuals who act together in place of the representative to assist in planning and administration of life goals. Though it is not required, a personal support board may choose to become incorporated as a non-profit organization, which means the group will be formally recognized as a legal entity.

For more information about incorporating as a non-profit organization, please refer to [Plea.org's page on Non-Profit Organizations and Charities.](#)

As noted above, the representative, circle of support or personal support board are volunteers who help the individual in their SDF plan. **Those who are involved in developing the SDF plan and decision making cannot also be paid for services outlined in the SDF plan.**

## D. CLSD CASE MANAGER

The CLSD case manager is a staff member of the Ministry of Social Service. They are the first point of contact for SDF, and can assist with planning at all stages. The CLSD case manager is involved in planning throughout the SDF process, but can be more heavily involved at the request of the individual and their representative. Individuals who choose SDF still have case management services available to them and are considered a CLSD client.

## E. CLSD COORDINATOR OF COMMUNITY SERVICES

The CLSD coordinator of community services is another staff member of the Ministry of Social Services that the individual, their representative, and case manager work with during various stages of SDF planning. They are particularly involved in the SDF contract portion of the SDF process and are able to answer questions about SDF contracts and funding.

## F. INCLUSION SASKATCHEWAN

Inclusion Saskatchewan, formerly known as Saskatchewan Association for Community Living (SACL), is an organization that has worked with individuals with intellectual disabilities in a variety of areas for more than 60 years. Inclusion Saskatchewan staff provide an SDF orientation and assist in navigating the SDF process as the individual and representative request, along with CLSD staff.

**Inclusion  
Saskatchewan:**

**Telephone:  
306-955-3344**

**Email:  
info@inclusionsk.com**

# Section 3: Person-Centred Planning

## A. WHAT IS PERSON-CENTRED PLANNING?

Person-centred planning (PCP) is a tool used to help an individual plan their life, where the individual's needs and desires are at the centre. The individual decides what is good for them. Person-centred planning can be used for day-to-day choices like what to eat, or bigger choices like where to live.

SDF is a piece of person-centred planning and not the whole person-centred plan. SDF is the CLSD funding option that the individual chooses to help them meet the goals in their person-centred plan.

## B. WHERE CAN I FIND RESOURCES ON PERSON-CENTRED PLANNING?

CLSD and Inclusion Saskatchewan both have staff that are trained in person-centred planning. They are able to assist in the planning process and provide resources or tools that can be used in planning.

### Person-Centred Planning Links:

- **Person Centred Saskatchewan** - <http://personcentredsk.ca/>
- **What does it mean to be person-centred?** (Creative Options Regina) - [video introduction to Person Centredness: https://vimeo.com/128632673](https://vimeo.com/128632673)
- **SARC Learning Central Person-Centredness** - links to several documents and sources of information about Person-Centredness: [https://www.sarclearningcentral.ca/resources/group\\_details/person\\_centredness?resource=1](https://www.sarclearningcentral.ca/resources/group_details/person_centredness?resource=1)
- **Comprehensive Personal Planning and Support Policy (CPP&SP)** - Plain language version
- **Helen Sanderson and Associates Person-Centred Thinking Tools\*** - useful resources to use while working on an individual's SDF plan: <http://helensandersonassociates.co.uk/person-centred-practice/person-centred-thinking-tools/>
- **MAPS (Making Action Plans)** - a creative person-centred planning tool designed to identify actionable steps in the direction of a more desirable future: <http://www.inclusion.com>
- **PATH (Planning Alternative Tomorrows with Hope)** - another planning tool which starts in the future and works backwards to an outcome of first (beginning) steps that are possible and positive: <http://www.inclusion.com>
- **Safe and Secure: Seven Steps on the Path to a Good Life for People with Disabilities** - a road map to a good life and PLAN's bestselling guide for families, that helps individuals living with disabilities and their relatives plan for a positive future: <http://www.planningnetwork.ca/en-ca/resources/19780/safe-and-secure>

\*Helen Sanderson Associates have some tools that act as a great guide to person-centred thinking when first getting started with SDF. These tools are just some of the tools to consider and are a starting point. Some tools come with training that is not mandatory, but you may want to consider in the future while working with SDF



## Circle of Support Links:

- **Support Network Planning Document** (Innovative Life Options in Manitoba): <http://innovativelifeoptions.ca/pdf/2013%20NEW%20ICOF%20Support%20Network%20Planning%20docx.pdf>
- **Information on Microboards** (Vela Microboard Association): <https://www.velacanada.org/vela-microboards>

# Section 4: The SDF Process

## **SDF PHASES**

The phases of SDF are meant to provide a general path to help understand the SDF process. They should be viewed as a guide rather than as a rule.

### **A. ENGAGEMENT**

This is the first point of contact, where an individual expresses interest in SDF to a CLSD Case Manager.

### **B. ORIENTATION**

After a CLSD case manager is aware of an individual's interest in SDF, an orientation meeting with Inclusion Saskatchewan will be scheduled for the individual and their representative.

The orientation will:

- Explore the vision and plan for SDF;
- Help the individual and representative consider what support may be needed to manage an SDF plan;
- Explain the responsibilities of SDF;
- Help answer any questions; and,
- Assist in determining if SDF is the right choice.

### **C. PLANNING**

#### **Completing the Expression of Interest (EOI)**

The EOI is a document that communicates why SDF would be a good fit for an individual, as well as:

- The kind of support the individual requires (residential, day programming or both); and,
- A basic overview of what your SDF plan might look like (no details or budget required yet).

A CLSD case manager, or supporters of the individual's choosing, can help fill out the EOI form. When complete, the EOI needs to be submitted to the case manager, who will arrange an EOI review meeting. The individual can also invite Inclusion Saskatchewan to attend. The EOI may be altered based on this meeting and will then move forward to CLSD for funding consideration.

While waiting for SDF approval, an individual is encouraged to work with their case manager to ensure that all available sources of support are being accessed. It is also a good time to establish a circle of support, so it is in place when funding is available. It is important that the case manager or Inclusion Saskatchewan be informed of any changes in circumstance in the individual's life.

## D. PRE-APPROVAL

While an individual is waiting to hear about approval, the individual and their supports develop an SDF support plan that includes details about what support for that individual looks like on any given day and who would be providing it. This plan will also help with development of a budget once SDF moves forward. They will also need to complete a budget document.

### Completing the Budget Template

The case manager, Inclusion Saskatchewan, and supporters of the individual's choosing, can help develop a budget.

CLSD will complete or review an individual's daily living support assessments (DLSA) and day program support assessments (DPSA) scores. CLSD uses these assessments to identify the level of supports needed. The **DLSA** score determines the funding level for residential supports, while the **DPSA** score will determine the funding level for community inclusion and day program supports.

As CLSD evaluates DLSA and DPSA to determine dollar funding, the individual and representative develop preliminary budget plans based on the individual's needs. It is important that the individual and their representative consider all funding options at this time and look for creative ways to support all of an individual's needs. Sources of income outside of SDF funding may be used.

## E. APPROVAL

The ministry has a formal budget and initiative approval process which reviews submissions on a scheduled basis either weekly or biweekly. Every request for new or expanded service that comes forward must be approved through this process. The decision to fund or not fund a proposal is made through this process. Once approved, the case manager or coordinator of community services will contact the individual to move forward with the SDF plan. If the SDF plan is approved in principle, the individual and representative will be notified that they can move ahead finalizing the plan. The individual will also receive a letter in the mail from CLSD to tell them that they are able to move ahead with planning and let them know what the next steps are.

Once an SDF plan is approved, any funds in addition to the original contract amount will need to be requested and approved through the ministry's budget process as it would be considered a new funding request.

## **An Individual's SDF Plan**

There are several documents that make up an individual's SDF plan, including the EOI, an updated person-centred plan, detailed support plan, updated DLSA and DPSA and budget document. The Expression of Interest (EOI) tells CLSD why SDF would be a good fit for the individual and how SDF would benefit them in their goals. This document is completed during the planning phase.

The SDF plan tells CLSD how SDF will help an individual meet their goals in more detail and is inspired by person-centered thinking. It tells CLSD where service providers will be working with the individual and how that meets the individual's wants and needs. The SDF plan should include:

1. Activities that are important **to** the individual\*.
2. Activities that are important **for** the individual\*.
3. Describe what day programming would look like (if applicable).
  - How that connects to what is important to and for the individual.
4. Describe what residential programming would look like (if applicable).
  - How that connects to what is important to and for the individual.
5. A weekly schedule.
  - Outline how these activities fit into the individual's life.
  - Draft weekly schedule that outlines each hour of an individual's week and who the service providers are.

\* Helen Sanderson Associates have some tools that act as a great guide to person-centred thinking when developing an SDF plan. <http://helensandersonassociates.co.uk/person-centred-practice/person-centred-thinking-tools/sorting-important-tofor/>

Other than the weekly schedule, there is no specific format for an individual's SDF plan. It can be a word document, a slide show, or another format, so long as it contains the info listed above. If more information is needed, a Coordinator of Community Services or Case Manager will be in touch with a representative.

### **Why does CLSD need to know what the individual's SDF plan is?**

In order to be able to see how SDF will assist an individual in meeting their goals and supporting greater independence, CLSD needs an idea of what the supports will be and how that fits into the individual's life. The SDF plan is an opportunity for the individual and their supports to map out what an individual's day-to-day will look like and what services might be needed to get there.

## F. CONTRACT AND FUNDING ALLOCATION

CLSD will provide the individual and their representative with a contract that outlines the responsibilities and terms of the SDF arrangement. The contract should be reviewed to make sure that the individual and their representative understand their responsibilities and accountabilities. The individual and their representative can also provide suggestions or recommendations for what they would like to see in the contract.

Once the individual, their representative, and the ministry are satisfied with the contract, it is signed by the representative and the executive director of CLSD, the ministry will begin making arrangements for payment. Once payment arrangements are in place, the money is provided by direct deposit into the individual's account. The ministry will notify the individual and representative when they should expect the first SDF payment. **It is recommended that representatives delay hiring support staff or entering into any program contracts until the individual has actually started receiving payments as it can take a month or more for funds to begin flowing.**

An SDF contract will need to be signed annually. Because of the provincial budget cycle, it is possible that an individual may go without a contract from April 1st until after the budget is approved (usually sometime in the spring). During this time, the Ministry of Social Services will typically continue to fund an individual's contract at the current rate until the budget is approved. At this time, they will make any necessary changes to new contracts and funding levels.

## G. IMPLEMENTATION

After the individual begins receiving funds, supports and other arrangements with service providers can be arranged. The individual and the representative are now responsible for the financial and administrative tasks involved with managing the individual's SDF contract. A portion of the individual's SDF budget may be used to pay a professional, such as an accountant, bank, or community-based organization to help with these matters.

### **Employers vs. Contractors**

Because each SDF arrangement is different, it is the responsibility of the representative to understand whether the SDF plan requires that they act as employers or contractors of the service providers and adhere to Canada Revenue Agency rules.

<https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110/employee-self-employed.html>

## H. REVIEW AND EVALUATION

CLSD will have regular review meetings with the individual and their representative to ensure that the funds are being spent according to the individual's SDF plan, as approved by the Ministry of Social Services. CLSD has a responsibility to ensure that SDF is meeting the needs of the individual.

## **I. ACCOUNTABILITY AND FINANCIAL REPORTING**

On an ongoing basis, the representative will be responsible for providing CLSD with financial reports. The money for the SDF contract comes directly from the Ministry of Social Services, which has particular reporting requirements, including:

- Records of payroll;
- Records and copies of receipts and all expenses related to SDF; and,
- A complete financial report for the year every 12 months.

The representative must inform the case manager if all of the SDF funding for the year is not spent and there is money left over. The representative may request to keep unspent funds and present a plan for how they will use them. The request must be approved by CLSD.

If the representative experiences challenges or problems managing or recording SDF, they should contact the individual's case manager as soon as possible.

# Expression of Interest for Self-Directed Funding (SDF)

## Section A: Applicant Information

Applicant Name: \_\_\_\_\_  
Last First Initial

Preferred Name: \_\_\_\_\_ Birth date: \_\_\_\_\_  
MM DD YYYY

Community Living Service Delivery Worker (if known): \_\_\_\_\_

## Section B:

Please describe how you think SDF can help support what is going well in your life, as well as the things that you would like to change. Please describe how you think SDF can help you meet your goals. Feel free to attach additional notes if you require more space in order to express your thoughts.

What is going well in my life now and how can SDF support me?

What do I want to keep the same?

What do I want to change?

How will SDF help meet my goals?

## Section C:

It is important to note that depending on the specifics of any SDF plan that you may develop, the representative may be required to perform money management and administrative functions, as well as take on the responsibilities of an employer.

Please note that completion and submission of the expression of interest for self-directed funding option does not commit the applicant to moving forward with this funding option. The document indicates a desire to further explore the SDF and undertake related activities in order to further assess feasibility and potential funding available.

Acceptance of this document does not constitute a commitment on behalf of the Ministry of Social Services to any level of funding for the applicant related to SDF. It acknowledges the ministry's commitment to continue to work with the applicant to explore the feasibility of a SDF option and to determine potential funding resources that may be available based on an agreed upon plan and funding as available.

Please sign to indicate that you have read the SDF information provided.

Applicant: \_\_\_\_\_  
Representative: \_\_\_\_\_  
Date: \_\_\_\_\_  
MM DD YYYY

## Section D: FOR CLSD USE ONLY

**This section is to be completed by the ministry official upon receipt of a SDF EOI.**

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Community Living Service Delivery MM DD YYYY

Community Living Service Delivery Region: \_\_\_\_\_ Community: \_\_\_\_\_

DLSA Score (if known) \_\_\_\_\_ DPSA Score (if known) \_\_\_\_\_

Interested in: Residential Community Inclusion/day programming Both



# Expression of Interest for Self-Directed Funding

## Appendix A: Circle of Support Contacts

Please provide the following information for individuals who have agreed to be part of your circle of support. This information will be used by the Ministry of Social Service for any follow-up on this application, if needed. This information will only be used for contact purposes related to SDF and will not be shared with any other government programs.

### Primary Contact:

Name: \_\_\_\_\_  
Last First

Relationship to Applicant: \_\_\_\_\_  
(Family/Supporter)

Address: \_\_\_\_\_  
City Province Postal Code

Phone numbers: \_\_\_\_\_  
Home Work Cell

Email: \_\_\_\_\_

### Additional Contact:

Name: \_\_\_\_\_  
Last First

Relationship to Applicant: \_\_\_\_\_  
(Family/Supporter)

Address: \_\_\_\_\_  
City Province Postal Code

Phone numbers: \_\_\_\_\_  
Home Work Cell

Email: \_\_\_\_\_

**Additional Contact:**

Name: \_\_\_\_\_  
Last First

Relationship to Applicant:  
(Family/Supporter) \_\_\_\_\_

Address: \_\_\_\_\_  
City Province Postal Code

Phone numbers: \_\_\_\_\_  
Home Work Cell

Email: \_\_\_\_\_

**Additional Contact:**

Name: \_\_\_\_\_  
Last First

Relationship to Applicant:  
(Family/Supporter) \_\_\_\_\_

Address: \_\_\_\_\_  
City Province Postal Code

Phone numbers: \_\_\_\_\_  
Home Work Cell

Email: \_\_\_\_\_