



Self Managed Care

December 2005

CONTINUING CARE FACT SHEET

What is Self Managed Care?

Self Managed Care is a program introduced by the Department of Health in December 2005. It helps people with physical disabilities to increase control over their lives by helping them develop their own care plans and directly arrange and administer their own support service needs. The Department of Health provides funds to eligible individuals so that they may directly employ care providers for the purpose of meeting their approved service needs. The self manager (client) assumes full responsibility for the coordination and management of the funded services.

Who can benefit from this program?

The program is suitable for a person who requires ongoing physical assistance with the routine activities of daily living as a result of a physical disability. The person must be able to fully participate in decisions, make arrangements regarding his or her own care requirements, and enter into a contractual agreement. To be considered for Self Managed Care program funding, people must be assessed and meet program eligibility requirements.

What is the Agreement?

The Agreement is a legal contract between the Department of Health Continuing Care branch and the self manager. It governs the terms and conditions of the funding and care plan.

What are self managers expected to do?

The person who receives funding under the Self Managed Care program:

- signs an Agreement with the Department of Health
- develops a care plan, in consultation with the care coordinator
- employs care providers
- develops an emergency back-up plan when the care provider is unavailable
- ensures the Care Coordinator is notified when there is an interruption in service requirements, such as being admitted to hospital
- maintains a separate bank account and keeps all financial records
- provides Continuing Care with complete accounting of program funding
- accepts case management and support from Continuing Care
- notifies Care Coordinator within 24 hours of significant change in health status
- cooperates with Continuing Care on financial and quality audits

What does the self manager need to know about being an employer?

The self manager must:

- hire, train, supervise and terminate care providers
- perform scheduling and payroll activities
- ensure quality of care provided by care providers
- register with Canadian Revenue Agency and Workers' Compensation Board of Nova Scotia
- comply with Nova Scotia Labour Standards
- calculate appropriate deductions

What supports are available?

An orientation is available to people who are interested in learning more about the requirements of the Self Managed Care program. The orientation session is mandatory for all registered clients. As well, a Client Guide can be found on the Department of Health website at the address below. A list of resources is included in this guide to help people prepare to manage and administer their services.

Who can be hired?

The Department of Health does not define required qualifications for service providers, however, the Self Managed Care program policy outlines that family members are not able to be hired. Family members who cannot be paid under the Self Managed Care program include:

- parents or grandparents
- spouse (or partners living together in a spousal relationship)
- children (by birth or adoption)
- siblings
- in-laws
- other relatives living in the same household

Can program funding be adjusted or stopped?

If the support needs change, the client may request a reassessment. As well, the care coordinator can recommend modifications to the amount of funding in accordance with policies, procedures and guidelines. Program funding can be stopped when a request is received within 30 days (written notice) by either the client or care coordinator. The client may choose to receive home support services directly from Continuing Care at this time. Continuing Care may stop funding if the conditions of the Agreement are not met.

For more information

The Self Managed Care Policy, Applications, and the Care Manager Guide can be requested by calling Continuing Care or visiting our website.

Phone: 1-800-225-7225 (toll free)
Website: www.gov.ns.ca/health/ccs

