



## **SDS Folder – Keeping All Your Information Together & Keeping Records of Support**

It is advisable to get a folder to put all your Self Directed Support paperwork, financial records, personal information about yourself and medical information for PAs to read, PAs holiday cards, timesheets and support logs.

Get dividers to organise all your information. Suggested way to divide information:

1. Personal Information
2. Medical Information & Records
3. Self Directed Support Paperwork
4. Support Logs
5. Timesheets
6. Financial Records
7. Personal Assistant/Support Worker Records (Contact Information, Holiday Cards, Contract, information from support organisation, Letters)

Any other information you want to keep safe can be put in sections at the back of the folder e.g. benefit letters or pay slips, letters from tax credits, housing letters, letters from hospital/GP etc.

Having a folder keeps all your information in one place so it is easier to find. Do not put anything in the folder that you would not want anyone else to read as your personal assistants/support worker will be regularly accessing the folder to check up on any changes to your medical information, and writing up your support log and timesheet.

Remember to keep your personal information and medical information up to date. This information allows your personal assistants/support worker to learn more about you which means you don't have to repeat yourself each time you get a new personal assistant or support worker; and know what medication you're on and any illnesses/conditions/allergies you have so if there is an emergency they can pass this on if you're unable to do so yourself.

Sample personal information, medical information, support log, timesheet, holiday card, and weekly planner available to use as an example of how these could be set out.