

## INFORMATION SHEET 9

### TIPS TO SELF-MANAGE A HOME CARE PACKAGE

#### Our useful tips will help you decide if self-managing a Home Care Package is an option.

- **Do you have access to a home computer and reliable internet connection?**
- **Can you organise and negotiate with people to provide services you need?**
- **Do you feel confident managing a budget?**

If you answered yes to these questions, you could consider self-managing your Home Care Package.

#### Self-managing a Home Care Package

A Home Care Package is usually managed by a nominated aged care agency, a service that attracts a fee. Self-managing a Home Care Package means you take on the responsibility to contact and arrange the supports you need and manage the budget.

#### Benefits of self-managing

- Save money by reducing management fees.
- Maintain control of the support you require.
- Select the support workers that you want to provide a service.
- Negotiate the time for supports to be delivered directly with the workers.
- Control of your Home Care Package budget.

#### What's involved?

You must nominate a government approved agency to host the Home Care Package. They have a duty of care to ensure you have the required skills to self-manage.

A host agency may provide a list of support workers who hold relevant qualifications and

clearances though you can select your preferred support worker. They must contact the host provider who will carry out checks to ensure they are qualified to provide services to you.

You must have home insurance to cover you should there be an incident in your home where a claim is made by a support worker.

You must contact and negotiate directly with support workers regarding fees and dates and times they will provide support.

You will need to keep track of the budget and submit invoices to the host agency for payment.

#### Skills and tools required

**Technology:** A computer, internet and email address to receive and send emails.

**Communication:** Phone support workers and negotiate and arrange the supports you require.

**Financial:** Accurately manage a budget.

#### More information

COTA Australia offers resources including a Consumer Guide to Self-Management and Self-management Toolkit. Visit, [www.cota.org.au](http://www.cota.org.au)

#### Notes:

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