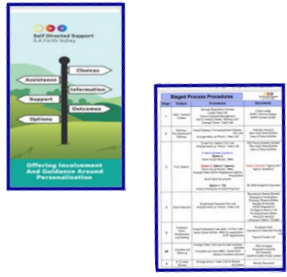








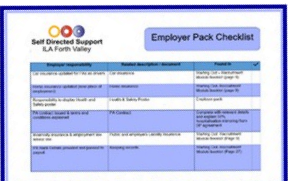


SDS Forth Valley Service Stages

Stage		What we will do	Documents you will receive from us	
1	Initial / General Contact	<p>Register you with our service</p> <p>Arrange Video call / Telephone call to discuss the enquiry further</p>	<p>Trifold Leaflet</p> <p>GDPR Consent Email</p>	
2	Pathway / Pre-assessment Pathway	<p>Email you Pathway / Pre-assessment Pathway Film Link</p> <p>Arrange follow up Video / Telephone call</p>	<p>Pathway Handout</p> <p>Who Does What Booklet</p> <p>Diary of Daily Activities</p>	
3	Four Options	<p>Email you Four Options Film Link</p> <p>Arrange follow up Video / Telephone call</p> <p>If you indicate an interest in:</p> <p>Option 3: We will update Social Worker to progress this</p> <p>Option 2 / Option 1 - Agency We will update Social Worker to liaise with you Give the “Engaging an Agency” presentation</p> <p>Option 1: We will progress you to Stage 4</p>	<p>SDS Personalisation Booklet</p> <p>Who Does What Booklet</p> <p>Diary of Daily Activities</p> <p>Option 2 Booklet / Agency list / Agency Questions</p> <p>My SDS Budget & Outcomes</p>	
4	Direct Payment	<p>Email you Direct Payment Film Link</p> <p>Arrange follow up Video / Telephone call</p>	<p>Recruitment Module Booklet</p> <p>Emergency Contingency</p> <p>Employer Responsibilities</p> <p>Equality & Diversity</p> <p>GDPR Regulations</p> <p>Insurance & Indemnity</p> <p>PA Right to Work in UK</p> <p>PA Employment Status</p> <p>Pensions Handout</p> <p>Using your Option 1 Budget</p>	

SDS Forth Valley Service Stages

Stage		What we will do	Documents you will receive from us
5	Employer Pack / Employment Law Briefing	<p>Email you Employment Law Parts 1-3 Film Links</p> <p>Update Social Worker for preparation of Direct Payment Agreement documentation</p>	<p>Employer Pack Insurance & Indemnity Provider List</p> <p>Payroll Provider List</p>    
5B	Checklist and Follow up	<p>Arrange a Video call to go through the employer check list with you</p>	<p>Employer Pack Checklist</p> <p>Health & Safety Poster</p>  
6	6 /12 week Review	<p>We will contact you for a Review discussion to check everything is in place and going OK</p>	<p>Review Document</p> <p>Preparing for an Annual Review Meeting handout</p> 