



CareSync
EXPERTS

SUPPORTED LIVING PACKAGE

EMPOWER YOUR CLIENTS THROUGH OUR SUPPORTED LIVING SERVICES

CHANGING LIVES WITH TAILORED ASSISTANCE FOR INDEPENDENT LIVING

Our Supported Independent Living Services Package aims to assist individuals with diverse needs in leading independent lives.

At Care Sync Experts, we offer comprehensive support to ensure the success of your supported living service, providing top-notch care and promoting autonomy among your clients.

Why Opt for Our Supported Independent Living Package?



Expert Advice and Tailored Solutions

Our team of consultants collaborates with you to develop customised care plans that cater to the unique requirements of each client, guaranteeing they receive optimal support for independent living.

Extensive Regulatory Support

Navigating the regulatory environment can be challenging. We offer comprehensive assistance to ensure your service adheres to all laws and guidelines, including standards set by the Care Quality Commission (CQC).



Package Pricing

Our Startup Package (**Excluding VAT**) Ranges From

● **£500**

● **£10,250.00**

Our Inclusive Offering

- ▶ Business Setup and Registration
- ▶ CQC Registration and Compliance Support
- ▶ Branding and Marketing Materials
- ▶ Website Development
- ▶ Recruitment and Staffing Solutions
- ▶ Forms, Documents, and Policies
- ▶ Operations and Management
- ▶ Virtual Phone Number

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Business Setup and Registration



Company Registration

We handle the entire process of registering your supported living service, ensuring all legal requirements are met.

Business Plan Development

We work with you to create a detailed business plan, including financial projections and strategic planning tailored to your specific objectives and market conditions.

Name Selection

Assistance in brainstorming and selecting a fitting, memorable name for your service that reflects its mission and values.

Employer Registration

Your company will be registered as an employer with all relevant authorities, including PAYE registration to ensure compliance with employment regulations.

IT Setup Assistance

Expert advice on the necessary tools, equipment, and resources to ensure your service is technologically up-to-date.

Corporation Tax Enrollment

Automatic enrollment for corporation tax with HMRC to fulfill your tax obligations from the outset.

Office Space Assistance

Guidance in finding and setting up office space in your desired location to create a professional work environment.



VAT Registration Support

Handling the VAT registration process to ensure compliance with tax laws and effective VAT management.

Virtual Phone Number Setup

Establishing a phone number for efficient call management, allowing you to maintain a reliable communication channel with clients and partners.

Data Protection Compliance

Registration with the Information Commissioner's Office (ICO) to ensure compliance with data protection regulations, including covering the initial annual fee.



CQC Registration and Compliance Support

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Support for CQC Registration

Comprehensive guidance through the CQC registration process to streamline the setup of your supported living service.

Application Form Assistance

Help with completing and submitting application forms for both the new provider and registered manager, ensuring accuracy and adherence to CQC standards.

Statement of Purpose Preparation

Assistance in crafting a thorough statement of purpose that outlines your service goals, objectives, and the array of services you plan to offer.

CV Review for Compliance

Reviewing CVs of your Registered Manager and Nominated Individual to ensure they meet CQC requirements, verifying their qualifications and suitability for their roles.

Direct Communication with the CQC

Engaging with the CQC on your behalf to address any requirements and provide necessary supporting documents.

Post-Interview Support

Assistance with any follow-up requirements or requests from the CQC to ensure a smooth continuation of your registration process.

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Branding and Marketing Materials



Logo Design

Customised logo creation that reflects the values and mission of your supported living service.

Business Cards

Professionally designed business cards for your team that enhance your brand image.

Letterheads and Compliment Slips

Consistently branded letterheads and compliment slips for professional correspondence.

Brochures and Leaflets

Informative and visually appealing brochures and leaflets to effectively showcase your services.

Roll-up Banners and Door Signs

Eye-catching roll-up banners and door signs for events and on-site branding.

ID Badges

Custom ID badges featuring your logo and brand colours to promote professionalism and security.

Email Signatures

Standardised email signatures for all your email accounts to ensure uniformity in communication.



Website Development

Domain Name Registration

Securing your business domain for a year to establish your online presence.

Professional Website Design

Creating a user-friendly website that mirrors your brand identity and provides an excellent user experience.

Quality Content Creation

SEO-optimised content tailored to the supported living sector to attract visitors and improve search engine rankings.

Licensed High-Quality Images

Professionally licensed images that enhance the visual appeal of your site.

Responsive Design

Ensuring your website adapts seamlessly to provide a great user experience on all devices.

Social Media Integration

Linking your social media accounts to your website to boost visibility and engagement.

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Recruitment and Staffing Solutions



Recruitment Plans

Developing a recruitment strategy to attract and retain qualified healthcare professionals for your service

Employee Development

Providing training initiatives to ensure your team is well-prepared to deliver high-quality care.

Uniforms and Identification Badges

Supplying professional uniforms and ID badges to build trust and maintain a consistent image.

Licensed High-Quality Images

Professionally licensed images that enhance the visual appeal of your site.

Responsive Design

Ensuring your website adapts seamlessly to provide a great user experience on all devices.

Social Media Integration

Linking your social media accounts to your website to boost visibility and engagement.

**6**

Forms, Documents, and Policies

Customised PDF Forms

Creating forms for client assessments, care plans, risk assessments, and additional needs.

Professional PDF Forms

Equipping forms with the latest PDF features for ease of use and maintenance.

Guidelines and Protocols

Developing policy documents that are well-structured, up-to-date, and compliant with regulatory standards.

Customised Documents

Designing all forms and policy documents with your agency's logo, colours, and branding elements for consistency.

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Operations and Management



Operational Resources and Technology

Implementing top-notch software solutions tailored to your service's requirements.

Administrative Procedures

Establishing efficient administrative procedures to support day-to-day operations.



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Virtual Phone Number

Professional Communication

Setting up a virtual phone number for efficient call management, allowing you to handle client calls professionally.

Flexible Business Practices

Enabling you to conduct business from any location while maintaining a professional image.

Improved Client Access

Enhancing client experience with features like voicemail, automated greetings, and call routing.

Project Timeline
Two Months

How Does Care Sync Experts Work?

Initial Consultation

We start with an initial consultation to understand your vision, goals, and specific needs for your supported living service. This helps us tailor our services to your unique requirements.

Company Registration

We handle the entire registration process with Companies House and other necessary regulatory bodies, ensuring your business is legally established.

Website Design and Development

Our IT specialists design and develop a professional, user-friendly website that represents your brand and services effectively.

Contact Details Setup

We set up your business phone lines and email addresses to ensure effective communication with clients and partners.

Name Brainstorming

Our team assists you in brainstorming and selecting a memorable and fitting name for your service that reflects its mission and values.

Office Space and Equipment

We provide guidance on finding and setting up your office space, including sourcing the necessary equipment and technology for efficient operations.

Logo and Branding Materials

We develop your company's logo and colour schemes, ensuring a cohesive and professional brand identity.

Marketing Materials Acquisition and Plan Development

We create a comprehensive marketing plan and design all necessary marketing materials, such as brochures, flyers, and business cards.

Company Branding Materials

Our team designs and develops all branding materials, including letterheads, ID badges, and compliment slips.

Financial Setup

We assist in setting up your company's financial details, including banking, corporate tax registration, and financial planning.

Training and Preparation

We provide thorough training sessions to ensure you and your team are well-prepared for day-to-day operations and compliance with industry standards.

Policies and Procedures

Our experts help you develop and implement essential policies and procedures, ensuring your service meets all regulatory requirements.

Deliverables

Initial Deposit

A deposit is processed before the project commences.

First Instalment (1st Month)

The first instalment is processed one month after the project starts. By this stage, you will have received printed marketing materials and a confirmed company logo. Your business website will also be completed and agreed upon.

Second Instalment (2nd Month)

The second instalment is taken at the end of the second month. At this stage, all materials and company information will have been provided. You will also participate in a training session, which acts as a handover where the project concludes.



NOTE

All time frames are subject to the response times of clients when asked for information by their project lead. Delays in responses may delay project continuity.

Cost of Package

Total
£12,300.00

Package Cost
£10,250.00

VAT
£2,050.00

Payment Plan

Deposit (signing of contract)
£5,150.00

First Instalment (First month)
£3,075.00

Second Instalment (Second month)
£3,075.00

FAQs

1. What is Supported Independent Living?

Supported Independent Living (SIL) services aim to help individuals with disabilities or special needs live independently while receiving necessary support. This includes assistance with daily activities, healthcare, and social integration.

2. Why should I choose Care Sync Experts for setting up my Supported Independent Living service?

Care Sync Experts provides comprehensive support, expert guidance, and tailored solutions to ensure your Supported Independent Living service is successful and compliant with all relevant regulations.

3. What services are included in the Supported Independent Living package?

Our package includes:

- Business Planning and Establishment
- Comprehensive Regulatory Support
- Development of Care Plans and Policies
- Recruitment and Training
- Brand Development and Marketing Materials
- Website Development
- Operations and Administration Support
- Printing Services

4. How does Care Sync Experts assist with business planning and establishment?

We help create a detailed business strategy, assist in selecting a suitable business name, handle the registration process, provide IT setup guidance, and offer support in finding and setting up office space.

5. What regulatory support do you offer?

We navigate the regulatory environment to ensure your service adheres to all laws and guidelines, including standards set by the Care Quality Commission (CQC). This includes assistance with application forms, preparing statements of purpose, and ensuring compliance with data protection regulations.

6. How do you assist with developing care plans and policies?

We collaborate with you to create customised care plans that cater to the specific needs of each client. We also develop comprehensive policies covering health and safety, care delivery standards, data protection, and employee guidelines to ensure compliance and operational efficiency.

7. How do you support recruitment and training?

We help develop a robust recruitment process, including creating job descriptions, screening candidates, and conducting interviews. We also provide training programs to ensure your staff are equipped with the necessary skills and knowledge to deliver high-quality care.

8. How do you assist with branding and marketing?

We establish a strong brand identity by designing logos, business cards, letterheads, brochures, leaflets, roll-up banners, and ID badges. Our marketing strategies are tailored to your service, ensuring effective promotion.

9. What is included in the website development service?

Our website development service includes:

- Registering your business domain for a year
- Designing a professional, user-friendly website
- Creating SEO-optimised content
- Using licensed high-quality images
- Ensuring responsive web design
- Integrating social media profiles
- Adding key features like application form downloads, client testimonials, and an admin panel

10. How does Care Sync Experts support operations and administration?

We help implement software solutions for billing, payroll, CRM, and scheduling. We also assist with establishing administrative procedures, organising documents, and enhancing communication channels.

11. What printed materials are included in the package?

We provide complimentary printed materials, including:

- Business Cards (200)
- Posters (A3) (5)
- Tri-fold Brochures (50)
- Compliment Slips (100)
- Care Plans (100)
- Client Leaflets (100)
- Staffing Leaflets (100)

12. What is the timeline for setting up a Supported Independent Living service?

The setup process typically takes around two to three months. However, the timeline may vary based on the responsiveness of clients when providing information and the specific needs of your service.

13. What is the cost of the Supported Independent Living setup package?

The package cost ranges from £500 to £10,250.00 (excluding VAT). The total cost depends on the specific services and support required for your service.

14. What is the payment plan for the package?

The payment plan includes an initial deposit upon signing the contract, followed by instalments over the first and second months of the project. The exact amounts and schedule will be detailed in your agreement with Care Sync Experts.


15. How can I get started with Care Sync Experts?

To get started, contact us via email at hello@caresyncexperts.co.uk or phone at 0333 577 0877. We will schedule an initial consultation to discuss your vision, goals, and specific needs for your Supported Independent Living service.



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