

## **Funding and Service Agreement<sup>1</sup>**

### **Agency-based Enhancement of Clinical Psychological Support Services for Children under Foster Care**

#### **I Service Definition**

##### **Introduction**

Agency-based Enhancement of Clinical Psychological Support Services (ABCPS) help to provide timely assessment and stop-gap intervention for foster children and youth with special needs and have been waitlisting for long-term clinical psychological services.

##### **Purpose and objectives**

2. The purpose and objectives of ABCPS are as follows:

- to provide one-off/short-term case assessment/clinical consultation/clinical treatment to facilitate the cognitive, emotional and behavioral development of children and youth under foster care.
- to provide professional consultation and training to foster care workers and foster parents regarding the management of the children and youth in care.

##### **Nature of service**

3. The services provided include:

- case assessments;
- clinical consultations/treatments; and
- training for foster care workers and foster parents.

##### **Target groups**

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<sup>1</sup> 1 This Funding and Service Agreement is a sample document for reference only

4. The target groups are children and youth with special needs, who are under foster care and have been waitlisting for long-term clinical psychological service. ABCPS is also extended to their parents and foster parents in handling children with special needs. Examples of special needs include suspected learning difficulties, attention deficit, hyperactivity disorder, autism and speech impairment, developmental delay, etc.

## **II Performance Standards**

5. The Service Operator has to meet the performance standards, including an output standard in accordance with the total number of foster care places of the agency and an outcome standard as shown at **Annex**.

## **Essential Service Requirements**

6. Qualified clinical psychologist is the essential staff of ABCPS.
7. For the flexibility of the service as well as for those agencies encountering difficulties in engaging clinical psychologists for proper service provision, the Service Operator may hire qualified clinical psychologist service from qualified professionals or concerned organisations.

## **Quality**

8. The Service Operator shall meet the requirements of the 16 Service Quality Standards (SQSs).

## **III. Obligation of Social Welfare Department to Service Operator**

9. The Social Welfare Department (SWD) will undertake the duties set out in the General Obligations of SWD to the Service Operator as specified in the Funding and Service Agreement (FSA) Generic Sections.

## **IV. Basis of Subvention**

10. The basis of subvention is set out in the offer and notification letters issued by SWD

to the Service Operator.

**Funding**

11. An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the Service Operator for a time-defined period. This lump sum has taken into account the personal emoluments (PE), including provident fund (PF) for employing registered clinical psychologists, and other charges (covering all other relevant operating expenses including employee's compensation insurance and public liability insurance) applicable to the operation of the project and recognised fee income, if any. The Service Operator may deploy PE excluding PF for purchasing clinical psychological service.
12. In receiving the LSG, the Service Operator is accorded flexibility in the use of the grant but required to observe the guidelines set out in the latest LSG Manual, LSG Circulars, management letters and relevant correspondence in force as issued by SWD on subvention policies and procedures. The LSG will be subject to adjustments including salary adjustments in line with civil service pay adjustments and other charges in line with the price adjustment factor (currently the Composite Consumer Price Index). The Government will not accept any liabilities or financial implication arising from the project beyond the approved funding.

**Payment Arrangement, Internal Control and Financial Reporting Requirements**

13. Upon the Service Operator's acceptance of the FSA, payment of the LSG subventions will be made on a monthly basis.
14. The Service Operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control and auditing. It should maintain proper books and records and supporting documents on income and expenditure relating to the project and make them available for inspection by the Government representative.
15. The Service Operator shall submit the Annual Financial Report (AFR) as reviewed and the annual financial statements of the non-governmental organisation (NGO) as a whole as audited by a certified public accountant holding a practising

certificate as defined in the Professional Accountants Ordinance (Chapter 50) and signed by two authorised representatives of the NGO, i.e. Chairperson/NGO Head/Head of Social Welfare Services in accordance with the requirements as stipulated in the latest LSG Manual. The AFR should be prepared on a cash basis and non-cash items such as depreciation, staff leave accrual, etc. should not be included in the AFR.

## **V Validity Period**

16. This FSA is valid for a time-defined period. Should the Service Operator be in breach of any terms of condition of the Agreement and fail to remedy the same in such manner and within such time as shall be specified in a written notice from SWD, SWD may after expiry of such notice, terminate this Agreement by giving 30 days' notice in writing to the Service Operator.
17. Where there is any change to the performance standards within the agreement period, SWD will seek mutual agreement with the Service Operator and the Service Operator will be required to achieve new requirements in accordance with the specified implementation schedule.
18. Continuation of service for the next term will be subject to the relevant considerations such as the prevailing policy directive, service needs and the performance of the Service Operator. SWD reserves the right to reallocate the project.

**Agency-based Enhancement of Clinical Psychological Support Services  
for Children under Foster Care (ABCPS)**

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### 1. Performance Standards

#### Output

<b><u>Output Standard</u></b> (OS)	<b>Output Indicator</b>	<b>Agreed Level</b>
1	Number of sessions provided by clinical psychologist for case assessment <sup>Note 1</sup> /clinical consultation <sup>Note 2</sup> /clinical treatment <sup>Note 3</sup> /training for foster care workers and foster parents <sup>Note 4</sup> in a year on a one-off/short-term basis or during the period of awaiting long-term clinical psychological service <sup>2</sup>	31

#### Outcome

<b><u>Outcome Standard</u></b> (OC)	<b>Outcome Indicator</b>	<b>Agreed Level</b>
1	Percentage of service users indicating satisfaction with ABCPS in a year <sup>Note 5</sup>	75%

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<sup>2</sup> The agreed level of the output standard is agency based in accordance with the total number of foster care places of the agency.

**Keys**      **Illustrations/Definitions**

**Note 1**      **Case assessment** refers to the following:  
(a) Diagnostic evaluation and recommendations in order to facilitate formulation of appropriate and realistic treatment plans through clinical interviews and/or psychological testing; and  
(b) Intake interview for initial assessment of the case for the purpose of determining the nature of the problem, urgency of the need, motivation of the clients for therapy and suitability of clients for group treatment and/or case consultation service.

**Note 2**      **Clinical consultation** refers to the offer of advice, demonstration and other professional support to foster care workers/parents/foster parents regarding formulation and implementation of individual treatment plan as well as enhancement of foster parents’ competence in taking care of the foster children with special needs and/or more intensive problems.

**Note 3**      **Clinical treatment** includes both individual (one-to-one basis) and group (ranged from 2 to 10 clients) sessions. It is direct hands-on treatment with the application of specific and purposeful activities/methods to maintain, develop, and improve the behavioural management and cognitive functioning of clients. Each individual/group clinical intervention session should last not less than 30 minutes excluding preparation time and follow-up work; and should not be cumulative in calculation.

**Note 4**      **Training for foster care workers and foster parents** refers to workshops/seminars/talks with specialised topic or theme conducted. Each training session should last not less than one-and-a-half hours. A whole day training event is recognised as 2 sessions in calculation.

**Note 5**      **Percentage of service users indicating satisfaction with ABCPS in a year** is measured through the designated questionnaire provided by the Service Operator, including a question asking whether the service users are satisfied with the ABCPS. Children of young age or having been regarded as mentally incompetent should not be required to fill the questionnaire while their parents/carers/guardians can be invited to complete the questionnaire when they have involvement in the ABCPS.

The calculation of **percentage of service users indicating satisfaction with ABCPS in a year** is :

$$\frac{\text{No. of service users having completed the designated questionnaires indicating satisfaction with ABCPS}}{\text{Total no. of service users having completed the designated questionnaires in the year}} \times 100\%$$

END