

Funding and Service Agreement¹

Agency-based Enhancement of Professional Staff Support Services in Residential Care Homes

I Service Definition

Introduction

Agency-based Enhancement of Professional Staff Support Services (ABPSS) provide additional social work services and clinical psychological support services to better meet the special needs of the children and youth in care of Residential Care Homes² (RCHs) and to early identify their problems for early intervention.

Purpose and objectives

2. The purpose and objectives of the services are as follows:

- To provide special designed group activities or social and recreational activities to address the special needs of the children and youth in care and/or their parents/carers.
- To provide professional advice, consultation and training to home staff in RCHs regarding management of the children and youth in care.
- To provide clinical assessments/consultations/treatments to facilitate the cognitive, emotional and behavioral development of children and youth in care on one-off/short-term basis or during the period of awaiting long-term clinical psychological service.

Nature of service

3. The Services provided included:

- clinical/intellectual assessments;

¹ This Funding and Service Agreement is a sample document for reference only.

² Residential Care Homes comprise Small Group Homes, Residential Child Care Centres, Children Reception Centre, Children's Homes, Boys'/Girls' Homes and Boys'/Girls' Hostels.

- clinical consultations/treatments;
- education for the parents/carers of the children and youth in care;
- training for home staff;
- group activities in addressing the special needs of children and youth in care and/or their parents/carers; and
- social and recreational activities in addressing the special needs of children and youth in care and/or their parents/carers.

Target groups

4. Children and youth under the care of RCHs with special needs such as learning difficulties, attention deficit, hyperactivity disorder, autism and speech impairment, developmental delay, etc. as well as their parents/carers

II Performance Standards

5. The service operator has to meet the following performance standards:

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u> (per year)
1	Number of group activities ^{Note 1} or social and recreational activities ^{Note 2} conducted and completed by social worker in a year	6
2	Number of sessions provided by Clinical Psychologist for case assessment ^{Note 3} / intellectual assessment ^{Note 4} / clinical consultation ^{Note 5} / clinical treatment ^{Note 6} / training for staff/parents/carers ^{Note 7} in a year on one-off/short-term basis or during the period of awaiting long-term clinical psychological service	49

Essential Service Requirements

6. Qualified clinical psychologist and registered social worker^{Note 8} are the essential staff of the service

Quality

7. The Service Operators will meet the requirements of the 16 Service Quality Standards (SQSs).

III. Obligation of SWD to Service Operator

8. 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

9. The basis of subvention is set out in the offer and notification letters issued by SWD to the Service Operator.

Funding

10. An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the Service Operator for a time-defined period as specified in the offer and notification letters issued by the SWD. This lump sum has taken into account the personal emoluments (PE), including provident fund (PF) for employing registered social workers and clinical psychologists, and other charges (covering all other relevant operating liability 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.
11. 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 the 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 government-wide price adjustment factor. The actual subvention

allocation will also be adjusted in accordance with date of commencement of service and proposals regarding phased admission scheduled, if applicable. 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

12. Upon the Service Operator's acceptance of the FSA and confirmation of commencement of service, payment of the LSG subventions will be made on a monthly basis.
13. 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.
14. The Service Operator shall submit the Annual Financial Report (AFR) as reviewed and annual financial statements of the 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

15. This FSA is valid for a time-defined period as specified in the offer and notification letters issued by the SWD to the Service Operator. 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 that the same be remedied, SWD, may after expiry of such notice, terminate this Agreement by giving 30 days' notice in writing to the Service Operator.

16. 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.

17. 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.

Keys **Illustrations/Definitions**

- Note 1** **Group activities** refer to groups and programmes arranged in line with “nature of the service” and with staff input, planned objective(s), programme contents, evaluation and documentation. Group activities are not counted by number of sessions.
- Note 2** **Social and recreational activities** refer to programmes arranged in line with “nature of the service” and with staff input, planned objective(s), programme contents, evaluation and documentation. Social and recreational activities are not counted by number of sessions.
- Note 3** **Case assessment** refers to the followings:
(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, the urgency of the need, the motivation of the clients for therapy and the suitability of clients for group treatment and/or case consultation service.
- Note 4** **Intellectual assessment** refers to using established IQ tests to determine levels of cognitive abilities, intellectual development or degrees of mental retardation for placement in rehabilitation and vocational programmes and/other purposes. Each client should be counted as one intellectual assessment.
- Note 5** **Clinical consultation** refers to the offer of advice and demonstration regarding planning and implementation of individual or group treatment programmes.
- Note 6** **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 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 7** **Training for staff/parents/carers** 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 8

Registered social worker refers to the definition governed by the Registration of Social Workers Ordinance.

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