

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

### **Children's Home**

#### **I Service Definition**

##### **Introduction**

Children's home is one type of residential child care services which provides out-of-home care for children who are attending school and cannot be adequately cared for by their families due primarily to various family problems or crises.

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

The purpose of children's homes is to provide temporary care to children until they can return to their families or a long term alternative living arrangement is achieved.

The *objectives* of children's homes are:

- to provide substitute care for children in a stable and safe living environment
- to provide a programme of residential care
- to protect and promote the health and welfare of children and nurture their overall growth and development, including their physical, social, emotional and intellectual needs.
- to encourage the development of potential, responsibility, self-esteem and self-care of the children in care.

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

The *services* provided are:

(a) *Physical and basic care*, including

- provision of accommodation in the form of small group living within available resources of the home to provide privacy and facilitate individual attention, supervision and closer relationship among residents, and with the residential workers
- 24-hour care

---

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

- 3 meals a day with varied food
- arranging appropriate and basic clothing items
- arranging or escorting children to activities or functions appropriate to their age and needs

(b) *Services meeting individual needs*, including

- supervising daily activities and routines, including schooling and homework
- liaising with significant others involved in children's placement, including schools, other agencies, the family/guardian and the referring agency or worker to ensure achievement of the individual work plan
- encouraging and facilitating contact with families/guardians, arranging home leave and preparing children for home restoration/independent living

(c) *Welfare planning and counselling*, including

- development and review of individual welfare plans, in conjunction with relevant others involved in the children's placement, through regular case discussions or review meetings
- counselling on the children's emotional and behavioural difficulties
- programmes and support to meet children's developmental needs

(d) *Social and recreational activities*, including

- arranging a variety of age-appropriate social and recreational activities, including participation in community events and activities and developing social skills which facilitate children's adjustment to the community
- providing the opportunity to cultivate children's own aptitudes and interests

### **Target group**

The target group is children and young persons aged between 6 and under 21 years of age who cannot be adequately cared for by their families. This may include slow-learners or children of limited intelligence, children with mild behavioural or emotional problems, or children who experience minor health problems and have been medically assessed as fit for care in children's homes.

Referrals are via the Central Referral System for Residential Child Care Services operated by SWD.

**II Performance Standards**

The service operator will meet the following performance standards:

**Outputs**

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Rate <sup>R(1)</sup> of placement occupancy <sup>Note 1</sup> within 1 year	83%
2	Rate <sup>R(2)</sup> of achieving <sup>Note 2</sup> scheduled case reviews <sup>Note 3</sup> within 1 year	85%
3	Rate <sup>R(3)</sup> of achieving <sup>Note 4</sup> individual work plans <sup>Note 5</sup> within 1 year	85%

(Key on definitions attached at end of this Agreement)

**Essential service requirements**

- 24-hour care per day, with at least one staff member present at all times
- Registered social worker (for Children’s Homes with more than one basic unit of 60 children, staffing should include registered social worker with recognised degree in social work)
- Three meals a day with varied food
- Toys, books and equipment appropriate to children’s age.
- All services to comply with the Manual of Procedures of Central Referral System for Residential Child Care Services

**Quality**

Service operators will meet the requirements of the 16 Service Quality Standards (SQSs).

**III Obligations of SWD to Service Operators**

The SWD will undertake the duties set out in the General Obligations of SWD to service operators.

In addition, the SWD will meet the following service-specific standards of performance. The actual performance of the department in relation to these obligations is expected to affect the ability of the service operator to meet its required standards of performance.

- to provide a written referral from the Central Referral System for Residential Child Care Services within 7 working days of written notification of a vacancy, providing there is a referral with updated and complete information in hand.

**IV The Basis of Subvention**

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

The service unit is required to comply with the rules on the use of the social welfare subventions in accordance with the latest Lump Sum Grant Manual and circular letters in force issued by the SWD on subvention policies and procedures.

<u>Keys</u>	<u>Illustrations/Definitions</u>
Note 1	<b>Placement occupancy</b> refers to the number of places occupied starting from the date of admission to the date of formal discharge.
R(1)	The calculation of <b>Rate</b> of placement occupancy $= \frac{\text{Sum of daily enrolment* during the year}}{\text{Capacity x no. of operating days in the year}} \times 100\%$
*	<b>daily enrolment</b> is counted to include children on sick/home leave or pre-discharge leave.  [SWD will take into consideration the availability of referrals should the placement occupancy rate not be met]
Note 2	<b>Achieving scheduled case review</b> refers to scheduled case reviews “completed”.
Note 3	<b>Scheduled case review</b> refers to case conference initiated by the home and shall meet the following criteria:-  a) <b>Participants</b> include social worker of the home, the child <u>and</u> a third party i.e. parents/referring worker/houseparent/ teacher/clinical psychologist, etc.;;  b) There is <b>subject area</b> concerning the child, including work plan, placement plan, family reunion plan, or any problems arisen in the course of placement;  c) Review is <b>documented</b> , i.e. record is kept;  d) There is <b>follow-up action</b> ; and  e) The <b>frequency of case review</b> is set at <b>twice per year</b> for individual child and the review would be conducted for every resident child within the first 6 months. The 2 <sup>nd</sup> and subsequent review would be conducted once every 6 months counting from the date of the last review meeting.

R(2) The calculation of **Rate** of achieving scheduled case reviews

$$= \frac{\text{No. of case reviews completed during the period}}{\text{No. of case reviews required during the period}} \times 100\%$$

Note 4 **Achieving individual work plan** refers to individual work plans “completed.”

Note 5 **Individual work plan** refers to the plan completed by the home to meet individual child’s needs. It should include objectives, specific goals, process for service delivery, programme content and timeframes for achieving or reviewing goals. The no. of individual work plan is set at *two per case review* for individual child.

R(3) The calculation of **Rate** of achieving individual work plans

$$= \frac{\text{No. of work plans completed during the period}}{2 \times \text{no. of case reviews required during the period}} \times 100\%$$