

Funding and Service Agreement¹

Support Centre for Persons with Autism

I. Service Definition

Introduction

1. Support Centre for Persons with Autism (SPA), through its multidisciplinary team, provides a range of tailored training and support services for young persons with high-functioning autism (HFA)² to meet their individualised needs in coping with the challenges during their transition into adulthood. SPA also offers support services for their parents/carers; and provides professional consultation service and training for frontline workers serving persons with autism.

Purpose and Objectives

2. The objectives of SPA are:
- (a) to enhance and develop the abilities of young persons with HFA to cope with the challenges during their transition into adulthood;
 - (b) to provide support services for their parents/carers who require emotional support, information, knowledge and skills to alleviate their caring stresses and facilitate them taking up appropriate roles in guiding and supporting their children with autism for smooth transition into adulthood; and
 - (c) to enhance the capability of frontline workers in supporting persons with autism and their families.

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

² Young person with High-functioning Autism refers to a young person aged 15 or above with intelligence quotient of the person ≥ 70 suffering from Autism Spectrum Disorder (referred to as “autism” in this Funding and Service Agreement).

Nature of service

3. SPA adopts a multi-disciplinary approach in providing a range of services on centre basis or through outreaching mode. These services include but are not limited to –

For young persons with HFA

- (a) providing Individualised Intervention Programme in accordance with **Annex**, with an aim to enhance and build up abilities on needed areas such as emotional, social, behavioral, sensory and vocational aspects for smooth transition into adulthood;
- (b) providing after-care services for each case upon completion to sustain positive changes after training, maintain social relationships and establish mutual support network;

For parents/carers

- (c) providing support services through delivery of casework, groups and programmes for parents/carers of young persons with HFA to enhance mutual support and strengthen skills and knowledge to support their children for smooth transition into adulthood so as to reduce their stress in guiding and supporting their children;
- (d) setting up and maintaining a dedicated hotline to provide consultation for, answer enquires from and render general support services to all parents/carers of persons with autism;
- (e) setting up and maintaining webpage and resource corner(s) with relevant information on autism for all parents/carers of persons with autism;

For frontline workers of subvented rehabilitation service units and other subvented service units

- (f) conducting training to facilitate acquisition of skills and knowledge in handling autism cases and build up expertise in working with persons with autism;
- (g) providing telephone consultation for supporting autism cases and special on-site consultation for managing/supporting difficult autism cases;

For frontline workers of service units in social welfare or educational setting

(h) providing telephone consultation for autism cases; and

Other services

(i) networking with relevant stakeholders in different sectors e.g. medical, educational, social, employment and business sectors, etc. in the community to publicise the services, to promote social inclusion, integration and community participation, to secure sources of referrals, and to enhance the community's recognition over the abilities and potentials of persons with autism.

Target Groups

4. The target service users of SPA are –
 - (a) young persons with HFA;
 - (b) parents/carers of paragraph 4(a) and other parents/carers of persons with autism;
 - (c) frontline workers who are rendering support and services to persons with autism and their families in subvented rehabilitation service units and other subvented service units; and
 - (d) frontline workers who are handling autism cases in service units in social welfare or educational setting.

II. Performance Standards

5. The Service Operator is required to achieve the following performance standards –

Outputs

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Average number of active cases ³ of young persons with HFA and their parents/carers served per month within one year	120
2	Total number of new/reactivated cases served within one year	No less than 60
3	Total number of group ⁴ / training sessions for young persons with HFA and/or their parents/carers completed within one year	400 (no less than 60 sessions for young persons with HFA are of therapeutic groups; no less than 40 sessions are designated for parents/carers; and no less than 28 sessions are conducted by speech therapist)
4	Total number of programmes/activities ⁵ for young persons with HFA and/or their parents/carers completed within one year	60 (no less than 8 programmes/ activities are designated for parents/carers)
5	Total number of training programmes ⁵ for frontline workers in subvented rehabilitation service units completed within one year	16

³ A case refers to a young person with HFA, and his/her parents/carers whereas the principal client should be the young person with HFA.

⁴ Group session refers to therapeutic, supportive, educational, peer support, developmental or volunteer group, etc. Each group shall have no less than 4 participants and no less than 4 sessions. Each session shall last no less than 1 hour.

⁵ Each programme/activity shall last no less than 2 hours.

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
6	Total number of telephone consultation sessions ⁶ for autism cases in service units in social welfare or educational setting within one year	240
7	Total number of special on-site consultation sessions ⁷ for difficult cases in subvented rehabilitation service units and other subvented service units within one year	250
8	Total number of community networking activities/programmes ⁸ for promoting social inclusion, integration and community participation within one year	12
9	Among OS1, total number of young persons with HFA having individual vocational plans ⁹ within one year	40
10	Among OS9, rate of completing individual vocational plan for young persons with HFA ¹⁰ within one year	70%

⁶ Telephone consultation session lasting 15 minutes can be counted as 1 session.

⁷ Special on-site consultation session lasting 30 minutes can be counted as 1 session.

⁸ Community networking activity/programme refers to activity/programme jointly organised by other types of services (e.g. youth, elder, medical, etc.), local community organisations (e.g. uniform groups, religious groups, etc.) and commercial sectors, etc. Each activity/programme shall last no less than 2 hours.

⁹ Individual vocational plan refers to the plan conducted by the occupational therapist and implemented by occupational therapists and/or other professionals and supporting staff to meet the individual young persons with HFA's vocational training and employment needs. Vocational plan includes but is not limited to work skills training, career planning, preparation for work, job sampling, job attachment and post-employment support service. It shall also include objectives, specific goals, process for service delivery, programme content and time frames for achieving or reviewing goals.

¹⁰ Rate of completing individual vocational plan = no. of young persons with HFA having completed individual vocational plans during the period ÷ total no. of young persons with HFA having individual vocational plans during the reporting period (i.e. OS9).

Outcomes

<u>Outcome Standard</u>	<u>Outcome Indicator</u>	<u>Agreed Level</u>
1	Percentage of service users ¹¹ indicating satisfaction after receiving the services within one year	80%
2	Percentage of service users ¹¹ considering the services can enhance their capabilities in coping with/supporting young persons with HFA to cope with challenges during transition into adulthood within one year	80%
3	Percentage of frontline workers of subvented rehabilitation service units and other subvented service units indicating enhancement of capability in handling cases involving persons with autism after receiving special on-site consultations within one year	80%
4	Percentage of frontline workers of subvented rehabilitation service units indicating enhancement of capability in handling cases involving persons with autism after receiving training programme within one year	80%
5	Percentage of parents/carers of young persons with HFA indicating improvement on reduction of stress ¹² in guiding and supporting their children within one year	75%
6	Percentage of young persons with HFA having completed the individual vocational plans considering enhancement of their employability ¹³ within one year	70%

¹¹ Service users refer to young persons with HFA and their parents/carers.

¹² Reduction of stress refers to the parent/carer who indicates his/her stress in guiding and supporting his/her children has been reduced (i) upon closure of his/her children's case from OS1; or (ii) upon completion of parents' groups from OS3; or (iii) upon completion of programmes/activities from OS4 with the theme of "stress management".

¹³ Enhancement of employability refers to a young person with HFA (i) who used to be

Essential Service Requirements

6. The essential service requirements of SPA are as follows:
- (a) SPA shall be open for no less than 11 sessions¹⁴ per week and a minimum of 44 hours per week;
 - (b) Among paragraph 6(a), 3 sessions shall be non-office hours¹⁵ per week; and
 - (c) Qualified clinical psychologist, registered social worker¹⁶, occupational therapist and speech therapist are the essential staff of the service.

Quality

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

III. Obligations of Social Welfare Department (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.

unemployed/idling at home has secured an employment or is regarded as a prospective employee in a job placement upon receiving the vocational services; or (ii) who has sustained in a job three months more than any previous job(s) upon receiving the vocational services; or (iii) who has increased confidence in moving into an employment or sustaining his/her existing employment.

¹⁴ Opening hours may vary among Service Operators depending on service and operational needs but shall be regular and publicly known.

¹⁵ Non-office hours include evenings during Mondays to Fridays, whole day of Saturdays, Sundays or public holidays.

¹⁶ Registered social worker refers to the definition governed by the Registration of Social Workers Ordinance (Chapter 505).

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. This lump sum has taken into account the personal emoluments, including provident fund for employing qualified clinical psychologist, registered social workers, occupational therapists, speech therapist and supporting staff, and other charges (covering all other relevant operating expenses including, among others, employees' compensation insurance and public liability insurance) applicable to the operation of the project and recognised fee income, if any. Rent and rates in respect of premises recognised by SWD for delivery of the subvented activities will be reimbursed separately on an actual cost basis.

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 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 price adjustment factor, currently the Composite Consumer Price Index. The Government will not accept any liabilities or financial implication arising from the service beyond the approved funding.

Payment Arrangement, Internal Control and Financial Reporting Requirements

12. Upon the Service Operator's acceptance of the FSA, 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 service and make them available for inspection by the Government representative.

14. 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

15. This FSA is valid for a time-defined period. Should the Service Operator be in breach of any terms of condition of this FSA 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 FSA 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 service.

VI. Other References

18. Apart from this FSA, the Service Operator should also comply with the requirements/commitments set out in the respective Service Specifications, the

Service Operator's proposal and supplementary information, if any. Where these documents are in conflict, this FSA shall prevail. The Service Operator's compliance with all these documents will be closely monitored by SWD.

Brief on Individualised Intervention Programme

The Service Operator shall structurally design an Individualised Intervention Programme (the Programme) to each case, i.e. young persons with High-functioning Autism (HFA), with reference to their background, needs, strengths, attributes, developmental stages and challenges as well as social support and resources, etc. The Programme aims at enhancing and building up abilities on needed areas such as emotional, social, behavioral, sensory and cognitive aspects of young persons with HFA for their smooth transition into adulthood. There is no pre-determined model for designing and delivering the Programme but the following components shall be included in the Programme as appropriate:

- *Counselling*: depending on the needs of individual service users, to enhance their emotional and social well-being in facing new challenges, difficulties and stresses during their transition to further developmental stages;
- *Social competence training*: to strengthen and develop the service users' capabilities and competence in the context of general manners, social skills, social communication, interpersonal communication, etc.;
- *Empowerment programme*: to develop and strengthen the service users' abilities to validate self-values, make choices and decisions, manage anxieties and adapt to changes, etc.;
- *Transition training programme*: to equip service users with skills, knowledge and attitudes to cope with their respective upcoming transitional stages, such as post-secondary education, employment, courtship, marriage, independent living, etc.;
- *Peer support/ Mentoring programme*: to promote through group work, internet platform, helpline, mutual aid and learning and to develop mutual support among young persons with HFA;
- *Sex education*: to educate and enhance service users in acquiring knowledge, develop proper attitude and skills in handling sexuality related topics, e.g. difference between the two sexes, intimate relationships, interpersonal skills, sexual expression, sexual health, family planning, and society and culture etc.

- *Social communication training programme*: to build up or enhance the overall verbal, non-verbal and written communication abilities of young persons with HFA with a view to maintaining their functioning in day-to-day life, improving interpersonal relationships, particularly in their workplaces and their own families, etc.; and
- *Vocational support services* (dedicated to the service users who are prepared to enter the workforce): to include work skills training, career planning, preparation for work, job sampling, job attachment and/or matching and post-employment support service through the network of the Service Operator and/or collaboration with Labour Department, other employment assistance organisations as well as employers as appropriate.