

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

### **Early Education & Training Centre**

#### **I. Service Definition**

##### **Introduction**

1. Early Education and Training Centre (EETC) can be the first stop for parents in a range of pre-school rehabilitation services for children with disabilities or children at risk of becoming disabled. EETC provides early years education and training programmes for these children, where particular emphasis is placed on the caring and training role to be played by the parents/guardians/family members.

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

2. The objective of EETC is to maximise the developmental functioning of children with disabilities by supporting and enabling parents/guardians/family members to accept, understand, care for and facilitate the development of their children.

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

3. EETC provides a range of services for parents/guardians/family members focused on helping them to learn to accept and care for their children, and by working jointly with them. The following services are included:

**(a) Developmental assessment and individualised educational programmes**

Each child is assessed upon admission and periodically thereafter. The results of the developmental assessment are used to plan an individualised training programme which sets learning goals for the parent and child.

**(b) Centre-based individual and group training and/or therapy**

The child and parents/guardians/family members may attend centre-based programmes together, on an individual or group basis, at least once a week and then practise the skills in daily life. Speech therapy, occupational therapy and physiotherapy services are provided as appropriate. Toys are available for parents to

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

borrow in order to facilitate home training.

**(c) Support and education to parents/guardians/family members**

Guidance, counselling and support are provided to parents/guardians/family members to enhance acceptance and understanding in order to facilitate the overall development of their disabled children. Moreover, educational programmes are also organized to equip them with knowledge and skills in facilitating the speech and language development of their children.

The following service may be provided by some centres.

**(d) Outreach service**

The service described above may be provided on an outreach basis in the service user's home where the parents/guardians/family members experience difficulties in bringing their children to the centre.

**Target group**

4. The major target groups are:
  - children with disabilities from birth to 2 years of age
  - children with disabilities from 2 to 6 years of age meeting the eligibility criteria for EETC only
5. The other group that may be catered for where vacancy exists is:
  - disabled children from 2 to 6 years of age on the waiting list of Special Child Care Centre

**Eligibility criteria**

6. Referral eligibility criteria for children from birth to 2 years of age are those who are assessed as experiencing :
  - physical disability (including cerebral palsy)
  - intellectual disability
  - visual impairment
  - other congenital abnormalities
  - developmental delay
  - risk of becoming disabled, i.e. pre-mature babies or underweight babies
7. Referral eligibility criteria (for EETC only) for children from 2 to 6 years of age are those who are assessed as experiencing:
  - global delay (including speech delay)

- borderline intellectual delay
- a mix of physical disability and social behavioural problems
- inadequate teaching or training from parents/guardians/family members

8. Referrals to EETCs may be made by medical social service units or family services centres or via them by maternal and child health centres, child assessment clinics and private practitioners' clinics. Referrals are made to the Central Referral System for Rehabilitation Services (CRSRehab).

## **II. Performance Standards**

9. The service operator will meet the following performance standards :

### **Outputs**

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Rate of completing developmental assessment for each child within six months	95%
2	Average number of training hours delivered per child within one year (including centre-based training, home-based training and outreaching service) ( <i>Note 1</i> )	50 hrs.
3	Average number of hours of guidance and counselling delivered per parent (either individually or in group) within one year ( <i>Note2</i> )	10.5 hrs.
4	Rate of achieving plans within a period of six months ( <i>Note 3</i> )	95%
5	No. of hours of direct training on speech/language provided by speech therapist per child within one year ( <i>Note 4</i> )	18 hrs.
6	No. of training and educational programmes provided by speech therapist to staff and/or parents/guardians/family members within one year ( <i>Note 5</i> )	24 programmes per ST ( <i>Note 6</i> )

(Notes and Definitions attached at Annex of this Agreement)

**Essential service requirements**

10. The service operator is required to comply with the essential service requirement as follows:

- Toys (as aids in training disabled children) are available and maintained
- Service to be opened for a total of 44 hours per week with core service hours of at least 40 hours per week
- Registered social worker, professional therapists, e.g. occupational therapist/ physiotherapist, speech therapist and special child care worker are essential staff for the service

**Quality**

11. The service operator will meet the requirements of the 16 Service Quality Standards (SQSs).

**III. Obligation of SWD to Service Operator**

12. SWD will undertake the duties set out in the General Obligations of SWD to the service operator as specific in the FSA Generic Section. .

13. In addition, SWD will meet the following service-specific standard of performance. The actual performance of the department in relation to this obligation is expected to affect the ability of service operator to meet its required standard of performance:

- To provide a referral from the Central Referral System for Rehabilitation Service (CRSRehab) within 28 days of written notification of a vacancy, provided that there is a referral with updated and complete information in hand. Should a referral not be in hand, SWD will negotiate with the service operator as appropriate.

**IV Basis of Subventions<sup>2</sup>**

**Funding**

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

15. An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the service operator for a time-defined period (*applicable to time-defined projects only*). This lump sum has taken into account personal emoluments, including provident fund for employing child care workers, registered social workers, qualified professionals and supporting staff, and other charges (covering all other relevant operation expenses including employees' compensation insurance, public liability insurance and training allowance) applicable to the operation of the project and recognised fee income, if any. Management fees and rates in respect of premises recognized by SWD for delivery of the subvented activities will be reimbursed separately on an actual cost basis.

16. 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 and the LSG Circulars in force on the use of subventions. The LSG will be subject to adjustments including salary adjustment in line with civil service pay adjustment and other charges in line with government-wide price adjustment factor. 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**

17. Upon your acceptance of the Funding and Service Agreement (FSA), payment of the LSG subventions will be made on monthly basis.

18. The service operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control system 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.

19. The service operator shall submit annual financial report (AFR) and

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<sup>2</sup> This Funding and Service Agreement (FSA) is a sample document for reference only, and there are shorter versions of Sections IV, V, VI in some FSAs.

statements reviewed by a certified public accountant registered under the Professional Accountants Ordinance (Cap 50) in accordance with the requirements as stipulated in the latest LSG Manual and LSG Circulars in force. The AFR should be prepared on cash basis and non-cash items like depreciation, staff leave accrual etc. should not be included in the AFR. Special or major capital expenditure items should only be included in the AFR if they had been thoroughly discussed in management board, well justified and documented.

**V. Validity Period** (*Applicable to time-defined projects only*)

20. 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 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.

21. 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.

22. Continuation of service for the next term will be subject to the relevant considerations such as the prevailing policy directive, service needs and performance of the service operator. SWD reserves the right to reallocate the project.

**VI. Other References**

23. Apart from this FSA, the service operator should also comply with the requirements/commitments set out in the respective Service Specification, and the service operator's proposals and supplementary information, if any. Where these documents are conflict, this FSA shall prevail. The service operator's compliance to all these documents will be closely monitored by SWD.

Explanatory Note

1. Training hours include individual and group training hours but exclude preparatory hours and traveling hours.

Training hours delivered by more than one suitably qualified staff excluding speech therapist in group sessions are to be calculated by the actual training hours received by the child irrespective of the number of personnel who deliver the training.

2. Guidance and counselling hours are those hours delivered by social work staff with written records.
3. Achieving plan is defined as plan completed. Development of plans refers to the process outlined in Standard 12 of the Service Quality Standards.
4. Direct Speech/Language Therapy Training refers to training conducted by the Speech Therapist to children with disabilities purely for clinical training in the areas of communication, speech and language development. Direct Speech/Language Training Hours include individual and group training hours but exclude preparatory and traveling hours.
5. Educational Programmes on Speech Therapy refer to the transfer of knowledge and skills to staff and/or parents/guardians/family members conducted by Speech Therapist. For those educational programmes conducted solely for parents/guardians/family members, the involvement of at least two families is required.
6. For EETCs that are provided with a fraction of ST, the total number of educational programmes required shall be rounded up to the nearest 0.5 or 1.