

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

### **Extended Care Programme**

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

##### **Introduction**

1. Extended Care Programme (ECP) aims to meet the service needs of the existing service users of day activity centres (DACs) who could no longer benefit from prolonged or intensive training due to ageing or deterioration in health condition. The Programme is attached to DAC or Hostels for Severely Mentally Handicapped Persons (HSMHs) to provide a continuum of care to these service users in a familiar environment.

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

2. The purpose of ECP is to provide day care and tailor-made activities to service recipients, to maintain their health condition, to facilitate them to enjoy lives through developmental programmes and social activities, and to prepare them for transition to other forms of service or care where appropriate.

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

3. The service operator is required to meet the holistic and individual needs of service users by providing a range of well-planned and coordinated services facilitative to their social and physical well-being and integration into the community. Services provided by the ECP include but not limited to:

- (a) rehabilitation training and/or physical exercises for sustaining the health and meeting the physical needs of service users;
- (b) simple self-help skills training for sustaining the service users' self-care ability;
- (c) social and recreational activities including outdoor visits and activities for enriching the social life of the service users; and
- (d) developmental programmes for facilitating service users to develop wholesome habits, such as art and craft, pottery and painting, etc.

---

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

**Target group**

4. The target group is existing service users of DAC who are in the process of ageing and/or having deteriorating health condition, and can no longer benefit from intensive training.

**Eligibility criteria**

5. To be eligible for an ECP place, an applicant should be:

- (a) 50 years old or above (frail cases aged under 50 may also be considered); and
- (b) assessed by the Standardized Assessment for Residential Services for People with Disabilities (“Standardized Assessment”) to be eligible for HSMH or Care and Attention Home for the Severely Disabled Persons (C&A/SD) service.

6. Service users assessed to be suitable for C&A/SD service may stay in existing unit and receive ECP service while awaiting C&A/SD placement.

7. The service operators shall conduct the Standardized Assessment and submit a list of eligible users to CRSRehab for endorsement before transferring them from DAC to the Programme.

**II. Performance Standards**

8. The service operator shall meet the following performance standards:

**Outputs**

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Average enrolment rate of service users within a year	98%
2	Average number of case reviews completed per service user in a year	1

(Please refer to Notes and Definitions)

**Essential service requirements**

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

- Core service hours are Monday to Friday, from 9:00 a.m. to 3:30 p.m.
- All services comply with the latest CRSRehab guidelines and procedures.
- Physiotherapy or occupational therapy is the essential service for the Programme.

**Quality**

10. The service operator shall meet the prevalent requirements of the Service Quality Standards (SQS) as announced by the Social Welfare Department (SWD).

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

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

**IV. Basis of Subvention**

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

**Funding**

13. 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 personal emoluments, including provident fund for employing qualified professionals and supporting staff, and other charges (covering all other relevant operating expenses including employees' compensation insurance and public liability insurance) applicable to the operation of the project and recognized fee income, if any.

14. 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 adjustments 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**

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

16. 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.

17. The service operator has to submit annual financial report (AFR) and 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**

18. This Funding and Service Agreement 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.

19. 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.

20. Continuation of service for the next term will be subject to assessment on the need for the service and the performance of the service operator. SWD reserves the right to reallocate the project to another suitable service operator.

#### **VI. Other References**

21. Apart from this Funding and Service Agreement, the service operator shall also comply with the requirements/commitments set out in the respective Service Specifications, and 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 to all these documents will be closely monitored by SWD.

**Notes and Definitions**

1. **Enrolment** refers to the total number of enrolled person as at the end of each month.
2. **Average enrolment rate** = 
$$\frac{\text{Sum of month-end enrolment of the 12 months} \div 12}{\text{Capacity}} \times 100\%$$
3. **Progress review** refers to individual case plan review. A case plan should be formulated for each service users upon intake, to be reviewed at regular intervals. The review is to meet individual trainee's various needs including health care, social and developmental aspects.