

Funding and Service Agreement¹

Hostel for Severely Mentally Handicapped

I Service Definition

Hostels for Severely Mentally Handicapped (HSMH) provide home living for persons with severely/low moderate mental handicap who lack basic self-care skills and require assistance in personal and nursing care.

Purpose and objectives

The objectives of HSMH are:

- to provide residential care and facilities;
- to promote the quality of life of the residents and to maximize their potentials through the provision of a caring and stimulating environment;
- to maintain their health and to assist them in their varying personal care needs and daily living activities.

Nature of service

The services provided by HSMH include:

- (a) provision of accommodation and meals;
- (b) provision of nursing services including administration and supervision of medication;
- (c) provision of personal assistance in basic self-care activities;
- (d) provision of physiotherapy to maintain or improve the functioning of the residents
- (e) provision of opportunities and activities to develop daily living, social and communication skills;
- (f) provision of activities organized on a regular basis to meet the social and recreational needs of the residents and to maintain contact with the community and families.

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

Target group

The target group for HSMH is those severely mentally handicapped/low moderately mentally handicapped persons aged 15 and above.

Eligibility criteria

To be eligible for a HSMH place, an applicant should be:

- actively occupied in or being arranged for admission to a day placement.
- physically and mentally suitable for group living, such as physically healthy with no active infectious disease.

Referrals are via the Central Referral System for Disabled Adults (CRSDA) 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	Average enrolment rate within one year	95%
2	Rate of achieving individual plans within one year	95%

(Notes and Definitions attached at Annex of this Agreement.)

Essential Service Requirements

- (a) Staff on shift duty to provide 24 hours service
- (b) Provision of regular meals each day with varied food.
- (c) Registered social worker* and qualified nurse are the essential staff of the service.
- (d) Provision of physiotherapy service. The service operator may hire services from qualified professional organisations.

- (e) All services to comply with the latest Guidelines and Procedures of the CRSRehab.

Quality

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

- * **Registered Social Worker** refers to the definition governed by the Registration of Social Workers Ordinance.

III Obligations of SWD to Service Operators

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 Section..

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 the service operator to meet its required standard of performance.

- to provide a referral from the Central Referral System for Disabled Adults (CRSDA) 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 Subvention

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

V Funding

An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the service operator. This lump sum has taken into account personal emoluments, including provident fund for employing registered social workers 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 service unit and recognized 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.

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.

VI Payment Arrangement, Internal Control and Financial Reporting Requirements

Upon the service operator's acceptance of the FSA, payment of the LSG subventions will be made on monthly basis.

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 representatives.

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. T

VII Other References

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 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. **Individual plan** refers to the plan conducted by the home to meet individual resident’s needs. It should include objectives, specific goals, process for service delivery, programme content and time frames for achieving or reviewing goals. The no. of individual plans is set at **two** for each individual resident for each year. These individual plans should form the basis of regular case reviews which should be conducted at least annually for each resident. **Achieving individual plans** refer to individual plans completed.
4. **Rate of achieving individual plans** =

$$\frac{\text{No. of plans completed during the period}^1}{\text{Total no. of plans required during the period}^2} \times 100\%$$

Formula for calculating the total no. of plans required during the period

Length of stay of the resident at the time of calculation	0 to 3 months	> 3 to 6 months	> 6 to 9 months	> 9 months
No. of residents (a)	a1	a2	a3	a4
Proportion of plans to be counted (b)	0 (Not counted)	a2 x 1/3 P	a3 x 2/3 P	a4 x P

P = 2 (minimum number of plans required for each individual resident in a year)

1 = Total no. of plans completed for all residents in a year.

2 = Summation of all residents’ plans that will be counted in a year i.e. summation of (b).