

Funding and Service Agreement¹

Hostel for Severely Physically Handicapped Persons with Mental Handicap

I Service Definition

This type of hostel provides home living for severely physically handicapped persons with intellectual disability who lack basic self-care skills and require more assistance in personal and nursing care due to their multiple disabilities but are capable of receiving training in a day activity centre.

Purpose and objectives

The objectives of hostel for SPH/MH are:

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

Nature of service

The services provided by HSPH/MH include:

- a) provision of accommodation and meals;
- b) provision of personal assistance in self-care activities;
- c) provision of nursing services including administration and supervision of medication;
- d) provision of opportunities and activities to develop daily living, social and communication skills and to maintain the motor functioning; and
- e) provision of activities organised 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 HSPH/MH are those severely physically handicapped persons with intellectual disability aged 15 and above.

Eligibility criteria

To be eligible for a HSPH/MH place, an applicant should be:

- actively occupied in or being arranged for admission to a day placement in a Day Activity Centre;
- no active infectious disease; and
- no severe disturbing behaviour.

Referrals are through the Central Referral System for Rehabilitation Services (CRSRehab) operated by SWD.

II Performance standards

The service operator will meet the following performance standards:

Outputs

<u>Output Standard</u>	<u>Output Indicators</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 the 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.

Quality

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

III Obligations of SWD to Service Operators

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

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 Rehabilitation Services (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 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.

Notes and Definitions

1. **Enrolment** refers to the total number of enrolled person as at the end of each month.
2. **Enrolment rate** = $\frac{\text{Sum of month-end enrolments of the 12 months} \div 12}{\text{Capacity}} \times 100\%$
3. **Individual plan** refers to the plan conducted by the hostel to meet individual service user'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 service user 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 service users (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 service user in a year)

1* = Total no. of plans completed for all service users in a year.

2* = Summation of all service users' plans that will be counted in a year i.e. summation of (b).