

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

**Integrated Rehabilitation Services Centre**

**I. Service Definition**

**Introduction**

Integrated Rehabilitation Services Centre (IRSC), comprising different types of residential and day/vocational rehabilitation services, has the advantage of optimising use of resources through sharing common professional and support services and facilitating the continuity of services for persons with disabilities. It may include the following types of services/ facilities –

Services/ Facilities

Care and Attention Home for Severely Disabled Persons (C&A/SD)

Halfway House (HWH)

Hostel for Moderately Mentally Handicapped Persons (HMMH)

Hostel for Severely Mentally Handicapped Persons (HSMH)

Hostel for Severely Physically Handicapped Persons (HSPH)

Long Stay Care Home (LSCH)

Residential Respite Service (RRS)

Supported Hostel for the Mentally Handicapped Persons [SHOS(MH)]

Day Activity Centre (DAC)

Day Care Service for Persons with Severe Disabilities (DC/SD)

Integrated Vocational Rehabilitation Services Centre (IVRSC)

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

**Nature of Service**

The service operator is required to meet the holistic and specific needs of individual service users by providing a well-planned and coordinated range of services facilitative to the development of their physical and mental capabilities as well as their ability for integration into the community. To this end, the service operator will provide a range of integrated services tailor-made for target service users in accordance with the services as stipulated in the Services Specification, and the service operator's proposal and supplementary information submitted to the Social Welfare Department (SWD). The basic services and activities for each service type are contained in the respective service briefs.

The IRSC is operated as one entity under a central administration accessible and facilitative to the operation of its different service units. The service operator has to design mechanism and strategy for providing a continuum of care for service users among the range of services provided in the IRSC. The service operator also has to develop feasible measures to enhance cost-effectiveness such as integrated management support and flexible deployment of human as well as physical resources.

**Target Group**

Service users for IRSC are persons with disabilities aged 15 or above (except respite service where the users can be children aged 6 to 14) with the following details -

<b>Service/ Facilities</b>	<b>Target users</b>
C&A/SD	Persons with severe intellectual/ physical disability
HWH	Discharged mental patients
HMMH	Persons with moderate intellectual disability
HSMH	Persons with severe intellectual disability
HSPH	Persons with severe physical disability
LSCH	Discharged chronic mental patients

RRS	Persons with intellectual/ physical disability
SHOS	Persons with intellectual/ physical disability/ mental patients
DAC	Persons with severe intellectual disability
DC/SD	Persons with severe intellectual/ physical disability
IVRSC	Persons with disabilities with a need of vocational rehabilitation training or support to take up open employment

**Eligibility Criteria**

Details of the admission criteria for each service type are provided in the respective service briefs. SWD reserves the right to determine the placement of special or marginal cases on individual consideration.

**Referral Procedure**

The service operator shall receive referrals according to the referral procedures of respective service types. For referrals received via the Central Referral System for Rehabilitation Services (CRSRehab) operated by SWD, the service operator should comply with the requirements of the CRSRehab set out in the latest *Manual of Procedures for CRSRehab* and the *Manual of Procedures for Standardized Assessment Mechanism for Residential Services for People with Disabilities*.

**II. Performance Standards**

The service operator will meet the performance standards of respective service types as stipulated in related FSAs.

**Essential Service Requirements**

The service operator is required to comply with the Essential Service Requirements (ESRs) of respective service types.

**Quality**

The service operator is required to meet the requirements of the 16 Service Quality Standards (SQSs).

**III Obligations of SWD to Service Operators**

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

In addition, SWD will meet the service-specific standards of performance. The actual performance of the department in relation to these obligations is expected to affect the ability of the service operator to meet its own required standards of performance.

**IV Basis of Subvention**

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

**Funding<sup>2</sup>**

An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the service operator for a time-defined period from the service commencement date for delivery of the service. This LSG has taken into account Personal Emoluments, including provident fund for employing registered social workers, qualified professionals, health workers and supporting staff, and all other relevant costs (such as other charges, employees' compensation insurance, public liability insurance and incentive payment) applicable to the operation of the IRSC and fees received from by service users. Rent and rates in respect of premises recognized 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

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<sup>2</sup> There are some versions with fee-charging principles.

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 IRSC beyond the approved funding period.

### **Payment Arrangement, Internal Control and Financial Reporting Requirements**

Upon receiving the acceptance and signing of the Funding and Service Agreement (FSA) and confirmation of commencement of service, the LSG subventions payment 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 is required to submit annual financial report and statements audited 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**

The 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.

Where there is any change to the performance standards within the agreement period, SWD will inform the service operator and the service operator will be

required to achieve new requirements in accordance with the specified implementation schedule.

Continuation of service for the next term will be subject to the relevant considerations but not limited to the prevailing policy directive, service need and assessment on the service operator's compliance with the requirements in the aforesaid documents. SWD reserves the right to reallocate the project.

## **VI Other References**

Apart from this FSA, the service operator should also comply with the requirements/commitments set out in the Service Specification, the service operator's proposal and supplementary information submitted to SWD. 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.