

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

### **Residential Special Child Care Centre for Visually Impaired Children**

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

##### **Introduction**

1. Residential Special Child Care Centre for Visually Impaired Children (RSCCC for VIC) provides both centre-based day training and care as well as residential service for moderately and severely visually impaired pre-school children with/without other disabilities through a coordinated approach.

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

2. The objectives of day programme are:

- to develop the abilities of visually impaired children to the fullest extent so as to establish a firm foundation for subsequent education and development.
- to protect and promote the health and well-being of children in care;
- to nurture their growth and development, with regard to their physical, social, emotional and intellectual needs.

3. The objectives of residential programme are:

- to provide residential care to visually impaired children;
- to provide a continuum of training geared to the individual educational programmes (IEPs) designed in day time to the visually impaired children;
- to protect and promote the health and well-being of children in care;
- to nurture their growth and development, with regard to their physical, social, emotional and intellectual needs.

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

4. The service is to be operated in compliance with the Child Care Services Ordinance and Regulations. The following care and training programmes are provided:

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

**Day Programme:**

- (a) Developmental assessment and individualized educational programmes – Each child is assessed upon admission and periodically thereafter. The results of the developmental assessment are used to plan an individualized educational programme which sets learning goals for each child;
- (b) Centre-based individual and group training – The child attends centre-based training programmes five days a week. These programmes aim to maximise each child's developmental functioning. Occupational therapy, speech therapy and physiotherapy are provided;
- (c) Daily childcare services – Childcare services are provided to enable the child to benefit from the training programmes.

**Residential Programme:**

- (a) Accommodation and meals;
- (b) Opportunities and activities to meet social and recreational needs;
- (c) Training programmes geared to IEP in particular on developing age-appropriate self-care skills; and
- (d) Liaison with the children's family/guardians and the referring agencies regarding individual training and welfare plans as a continuation of the day training programme.

**Target group**

5. The main target group is moderately and severely visually impaired children with/without other disabilities. Residential service will be mainly offered to those that warrant intensive and continuous care and therapy; and/or those with social needs to be met by residential placement.

**Eligibility criteria**

6. Special child care centres are open to those children who are:
- mainly aged 2-6;
  - unable to benefit from the integrated programme in mainstream kindergarten-cum-child care centres/kindergartens
  - not in need of constant medical/hospital care;
  - not attending an Early Education and Training Centre; and
  - assessed to have moderate to severe visual impairment experiencing with/without one or more of the following:
    - moderate or severe intellectual disability
    - moderate or severe physical disability
    - deafness or severe to profound hearing impairment
    - severe behavioural/emotional problems, hyperactive disposition or autistic disorder; or
7. Referrals for service may be made by medical social services units or family services centres or via them by child assessment centres, Paediatric Department of public/private hospitals and pre-school rehabilitation centres. Referrals are made to the Central Referral System for Rehabilitation Services (CRSRehab).
8. Residential service will be provided for visually impaired children who are attending the day programme of the service unit and a selection panel will be held for selection of suitable cases with particular emphasis of their social needs for the service.

**II. Performance Standards**

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

**Outputs**

For Day Programme:

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Rate of completing 2 developmental assessments for each child within one year	95%
2	Average attendance rate within one year	80%

3	Rate of achieving plans within a period of six months	95%
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For Residential Programme:

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
4	Average enrolment rate within one year	98%

(Explanatory notes are provided in the Annex of this Agreement.)

### **Essential service requirements**

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

- All services should comply with the Child Care Services Ordinance and Regulations and Operation Manual for Pre-primary Institutions.
- Child care supervisor, child care worker, registered social worker, qualified nurse and professional therapist, e.g. occupational therapist/physiotherapist, speech therapist are the essential staff of the service.
- Regular meals should be provided with varied food.
- For Day Programme: Service to be opened for a total of 44 hours per week with core service hours of at least 40 hours per week.
- For Residential Programme: Round-the-clock service to be provided.

### **Quality**

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

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

12. The SWD will undertake the duties set out in the General Obligations of the SWD to the service operator.

13. In addition, the SWD will meet the following service-specific standard 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.

14. To provide referrals from the Central Referral System for Rehabilitation Services (CRSRehab) within **28** days of written notification of a vacancy provided that a referral for admission is in hand. Should a referral not be in hand, the SWD will negotiate with the service operator as per CRSRehab Guidelines.

#### **IV. Funding**

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

16. Annual subventions 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 registered social workers, qualified professionals and supporting staffs, and other charges (covered all other relevant operating expenses including employees' compensation insurance and public liability insurance) applicable to the operation of the centre and the recognised fee income received from service users. Rent and rates in respect of premises recognised by SWD, if any, for delivery of the subvented activities will be reimbursed separately on an actual cost basis.

17. 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.

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

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

19. 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.

20. 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.

**VI. Validity Period**

21. 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.

22. Where there is any change to the performance measurements 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 agreed implementation schedule.

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

**VII. Other References**

24. 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 proposal and supplementary information, if any. The service operator's compliance to all these documents will be closely monitored by SWD.

Explanatory Notes

**1. Outputs for day programme**

The basis of calculation for output standards 1 - 3 should be the total capacity of all day places, including those single day places (if any) and those with residential provision.

**2. Developmental assessment**

Developmental assessment refers to an evaluation of a child's performance in different skill areas. An assessment conducted by more than one specialist should be incorporated as one overall developmental assessment for an individual child. The number of developmental assessments conducted should be irrespective of the grade of staff who conducted the session. For each enrolled child, two developmental assessments are required for a period of 1 year.

**3. Achieving plan**

Plans are defined in accordance with Standards 11: Criterion 11.3 of the Service Quality Standards. They should include objectives, specific goals, process for service delivery, programme content and time frames for achieving and reviewing goals. Achieving plan refers to plan conducted.

**4. Output for residential programme**

The basis of calculation for output standard 4 should be the total capacity of the residential provision.