

Funding and Service Agreement¹

Small Group Home for Mildly Mentally Handicapped Children **[SGH(MMHC)]**

I Service Definition

Small Group Home for Mildly Mentally Handicapped Children SGH(MMHC) is a residential care service for mildly mentally handicapped children who cannot be adequately cared for by their families.

Purpose and objective

The aim of SGH(MMHC) is to provide care in a home-like environment for mildly mentally handicapped children until they can return to their families or a long term alternative placement arrangement is achieved.

The objectives of these small group homes include:

- to provide substitute care for mildly mentally handicapped children in a stable and safe home-like family living environment for a limited period of time, as specified by the individual welfare plan and subject to review on a regular basis
- to protect and promote the health and welfare of children in care and nurture their overall growth and development, including their physical, social, emotional and intellectual needs
- to develop their potential, senses of responsibility, self-esteem and self-care skills amongst children in care

Nature of service

The services provided by SGH(MMHC) are:

(a) Physical and basic care

- provision of accommodation in a home-like environment where the atmosphere is intended to be similar to that of an ordinary family

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

- provision of physical care 24 hours per day by a married couple (referred to as “houseparents”, or in their absence “relief houseparents”). The houseparents are employed by the service operator to act as substitute parents and to assume overall responsibility for the children’s care, under the close supervision and guidance of the social worker of the small group home
- provision of domestic help on a full-time basis to assist with the day-to-day household chores within the home
- provision of sufficient and varied food appropriate to the age and need of the children
- arranging appropriate/basic clothing items
- arranging transport or escorting children to activities or functions appropriate to the age and needs of the children

(b) Meeting individual needs

- supervising daily activities and routines, including schooling and homework
- liaising with significant others, including schools, other agencies, the family/guardians, and the referring agency or worker to ensure achievement of the individual plans
- encouraging and facilitating contact with natural families/guardians, and arranging home leave, in preparing children for future restoration
- arranging various social and recreational activities to cultivate individuals’ own aptitudes and interests

(c) Welfare planning and counselling

- involving in a child’s individual welfare plan or programme with relevant others, through regular case discussions or reviews to update and review progress in relation to achieving the plan
- rendering guidance/counselling, either on an individual or group basis, to help children cope with the underlying problems which brought about the need for substitute care

(d) Community participation:

- arranging a variety of social and recreational activities to participate in community events and activities as an integrated family group

Target group

The target group for SGH(MMHC) is mildly mentally handicapped children from 6 to 18 years of age who are orphaned or receiving inadequate care from parents or relatives. This may include the children not free for adoption but may have to spend a lengthy period in care or they are in a certain crisis situation or in need of short-term care away from their families. Children are usually attending special schools or training in other institutions at time of admission.

Referrals are via 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 Indicator</u>	<u>Agreed Level</u>
1	Average enrolment rate within one year	90%
2	Rate of achieving scheduled case reviews within one year	85%
3	Rate of achieving individual plans within one year	90%

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

Essential service requirements

- (a) 24 hours care per day, with at least one staff member present at all times
- (b) Three meals a day with varied food
- (c) Registered social worker*
- (d) Domestic help
- (e) Maximum of 8 residents per home, with boys and girls being accommodated in separate bedrooms

(f) Toys, books and other appropriate equipment

Quality

Service operators will 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 service operators.

In addition, the SWD will meet the following 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 operation to meet its own required standards 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 letter issued by SWD to the agency.

The service operator is required to comply with the rules and guidelines on the use of the social welfare subventions in accordance with the latest edition of Lump Sum Grant Manual and circular letters in force issued by SWD on subvention policies and procedures.

Notes and Definitions

1. **Enrolment** refers to the total number of enrolled children as at the end of each month.
2. **Enrolment rate** =
$$\frac{\text{Sum of month-end enrolments of the 12 months} \div 12}{\text{Sum of month-end capacity of the 12 months} \div 12} \times 100\%$$
3. **Schedule case review** refers to case conference initiated by the home and shall meet the following criteria:-
 - (a) participants include social worker of the home, the child and a third party, i.e. parent/referring worker/houseparent/teacher/clinical psychologist, etc.;
 - (b) there is subject area concerning the child, e.g. individual work plan, adjustment in the home, family relationship, home leave, schooling, or any problem arisen in the course of placement;
 - (c) review is documented, i.e. record is kept;
 - (d) there is follow-up action; and
 - (e) the frequency of case review is set at twice per year for individual child and the review would be conducted for every resident child within the first 6 months and once every 6 months thereafter.
4. **Achieving scheduled case reviews** refers to scheduled case reviews completed.
5. **Rate of achieving scheduled case reviews** =
$$\frac{\text{No. of case reviews completed during the period}}{\text{Total no. of case reviews required during the period}} \times 100\%$$
6. **Individual plan** refers to the plan conducted by the home to meet individual child's needs. It should include objectives, specific goals, process for service delivery, programme content and time frames for achieving or reviewing goals. The number of individual plan is set at two for each half year for individual child.
7. **Achieving individual plans** refers to individual plans completed.
8. **Rate of achieving individual plans** =
$$\frac{\text{No. of plans completed during the period}}{\text{Total no. of plans required during the period}} \times 100\%$$