

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

### **Special Children Home for Mildly Mentally Handicapped Children**

#### **I Service Definition**

##### **Introduction**

Special children home provide out-of-home care service for mildly mentally handicapped children aged from 6 to 15 who cannot be adequately cared for by their families due primary to various family problems or crises.

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

Special children home is a substitute care to mildly mentally handicapped children whose families cannot render care to them and when no other alternative placement is available. It is offered as a support service to the family before the children are restored home or a long-term welfare and care plan is arranged.

The objectives of special children home service are:-

- to provide residential care for children in a stable, safe and nurturing living environment for a limited period of time, as specified by the individual welfare plan and subject to review on a regular basis; and
- to protect and promote the health and welfare of children and nurture their overall growth and development, including their physical, social, emotional and intellectual needs.

##### **Nature of Service**

The service provided by special children home:

- a. Physical and basic care, including:
  - provision of accommodation in the form of small group living within available resources of the home to provide privacy and facilitate individual attention, supervision and closer relationship among residents, and with the residential workers;

---

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

- 24-hours care;
  - 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. Services meeting individual needs, including:
- supervising daily activities and routines, including schooling and homework;
  - liaising with significant others, including schools, other agencies, the family/guardian, and the referring agency or worker to ensure achievement of the individual plan;
  - encouraging and facilitating contact with natural families/guardians, and arranging home leave, in preparing children for future restoration.
- c. Welfare planning and counseling, including:
- development and review of individual plans or programmes, in conjunction with relevant others, through regular case discussions or reviews to update and review progress in relation to achieving the plan;
  - counseling/ guidance, either on an individual or group basis, to help children cope with the underlying problems which brought about the need for substitute care.
- d. Social and recreational activities, including:
- arranging a variety of age-appropriate social and recreational activities and developing social skills.

**Target group**

The target group is mildly mentally handicapped children from 6 to 15 years of age who are orphaned or receiving inadequate care from parents or relatives. This may include 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 from their families. Mildly mentally handicapped children are usually attending special schools 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 1 year	95%
2	Rate of achieving scheduled case reviews within 1 year	95%
3	Rate of achieving individual work plans within 1 year	95%

(Notes and definitions attached at end of this Agreement)

**Essential service requirements**

- 24-hour care per day, with at least one staff member present at all times
- Three meals a day with varied food
- Registered Social Worker
- Domestic help
- Toys, books and other equipment appropriate to children’s age
- All services to comply with the requirements of the relevant central referral systems

**Quality**

Service Operator will 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 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 operator to meet its required

standard of performance.

The service operator has to provide a referral from the Central Referral System for Rehabilitation Services (CRSRehab) within **28 days** of written notification of 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 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 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 reviews** 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 residents 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 timeframes for achieving or reviewing goals. The number of individual work plan is set at two per case review for individual child.
- 7 **Achieving individual plans** refers to individual work plans completed.
- 8 **Rate of achieving individual plans** =  
$$\frac{\text{No. of plans completed during the period}}{\text{Total no. of plans required during the period}} \times 100\%$$