

Funding and Service Agreement¹

Day Activity Centres

I Service Definition

Introduction

Day Activity Centre provides day care and training in daily living skills and simple work skills for persons with intellectual disability who are unable to benefit from vocational training or sheltered employment.

Purpose and objectives

The purpose of a Day Activity Centre is to provide day activities for service recipients, to train them to become more independent in their daily lives, and to prepare them for better integration into the community or for transition to other forms of service or care where appropriate.

The objectives of a Day Activity Centre are :

- to train service recipients to acquire skills in the areas of basic self-care, social and simple work skills
- to meet the physical, social and emotional needs of service recipients through the provision of day care and meaningful activities
- to enable service recipients to become more independent in their daily living and social functioning so as to enable them to live as independently as possible
- to prepare service recipients for transition to other forms of service or care, including progression to sheltered employment where feasible, or to alternative care when increased care is necessary.

Nature of service

Services provided by a Day Activity Centre include :

- a) assessment, on an initial and regular basis, to identify the degree of disability and capability of individuals
- b) development of individual plans and training programmes to address the needs of

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

individuals

- c) training programmes, conducted on an individual or group basis in the areas of motor skills, self-help skills, communication skills, domestic skills, community living skills, simple work skills, social and interpersonal skills, leisure and recreation skills
- d) social and recreational activities, including participation in community events and activities
- e) caring activities, including :
 - provision of nursing and personal care
 - arranging of mid-day meals
 - transporting or escorting of individuals to and from the centre, where a need exists and depending on the resources available.
- f) supportive services, such as physiotherapy, occupational therapy and clinical psychological service, through either the service operator or through the central pool of the Social Welfare Department (SWD).

Centres may also provide additional services to the core services listed above, where identified or assessed as appropriate by the service operator in meeting the needs of individual service recipients.

Target group

The target group is persons with intellectual disability aged 15 or over.

Priority of access

Priority is given to those with severe or low moderate grade intellectual disability.

A maximum of 10% of service recipients within each Day Activity Centre may have mild grade intellectual disability.

Eligibility criteria

To be eligible for a Day Activity Centre an applicant should be :

- with intellectual disability
- aged 15 and over
- not bed-ridden or requiring infirmary care
- without severe aggressive behaviour endangering self and others
- without infectious disease.

Referrals are via the Central Referral System for Rehabilitation Services 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% for stand-alone Day Activity Centre 95% for Day Activity Centre paired up with hostel service
2	Rate of achieving individual plans* within a period of six months	95%
3	Number of hours of training provided per client per month	70 hours
4	Number of hours of social/recreational activities per month	20 hours

* Rate refers to proportion of plans completed out of total number of plans prepared. Definition of plans refers to Criteria 12.4 of the Service Quality Standards.

Essential service requirements

- Core service hours are Monday to Friday, from 9:00 a.m. to 3:30 p.m.
- All services to comply with the latest guidelines and procedures of the Central Referral System for Rehabilitation Services.
- Registered social worker and qualified nurse are the essential staff for the service.

Quality

Service operators 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 own required standards of performance.

- to provide an appropriate referral from the Central Referral System for Disabled Adults within **28 days** of written notification of a vacancy, provided that a referral is in hand. Should a referral not be in hand, SWD will negotiate with the service operator as appropriate.
- to provide a central pool if no agency based occupational therapist, physiotherapist or clinical psychologist is available.

IV. Basis of Subventions²

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

² This Funding and Service Agreement (FSA) is a sample document for reference only, and there are shorter versions of Sections IV, V, VI in some FSAs.

subventions in accordance with the latest Lump Sum Grant Manual and circular letters in force issued by the SWD on subvention policies and procedures.

Funding

An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the service operator for a time-defined period (*applicable to time-defined projects only*). This lump sum has taken into account personal emoluments, including provident fund for employing registered social workers, qualified professionals and supporting staff, and other charges (covering all other relevant operating expenses including employees' compensation insurance and public liability insurance) applicable to the operation of the project and recognized fee income, if any. 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 the LSG Circulars in force on the use of subventions. The LSG will be subject to adjustments including salary adjustments 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.

Payment Arrangement, Internal Control and Financing Financial Reporting Requirements

Upon your acceptance and signing of the Funding and Service Agreement (FSA), payment of 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 representative.

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.

V Validity Period *(Applicable to Time-defined projects only)*

This Funding and Service Agreement 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 seek mutual agreement with 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 such as the prevailing policy directive, service needs and the performance of the service operator. SWD reserves the right to reallocate the project.

VI. Other References

Apart from this Funding and Service Agreement, the service operator should also comply with the requirements/commitments set out in the Service Specification, and the service operator's proposal. The service operator's compliance with all these documents will be closely monitored by SWD.