

Funding and Service Agreement¹

Hostel for Severely Physically Handicapped Persons

I Service Definition

1. A Hostel for Severely Physically Handicapped Persons (HSPH) provides home living for persons with severe physical disabilities with or without intellectual disability who lack basic self-care skills and require assistance in personal and nursing care.

Purpose and objectives

2. The objectives of HSPH are:

- to provide residential care and facilities ;
- to promote the quality of life of the residents and to maximise their potentials through the provision of a caring and stimulating environment; and
- to maintain their health and capability and to assist them in their varying personal care needs and daily living activities.

Nature of service

3. The services provided by HSPH include:

- a) provision of accommodation and meals;
- b) provision of personal assistance in self-care activities;
- c) provision of nursing services including administration and supervision of medication;
- d) provision of opportunities and activities to develop daily living, social and communication skills; and
- e) provision of activities organised on a regular basis to meet the social and recreational needs of the residents and to maintain contact with the community and families.

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

Target group

4. The target group for HSPH is persons with severe level of physical disability who are aged 15 or above.

Eligibility criteria

5. To be eligible for a HSPH place, an applicant should be:

- actively occupied in or being arranged for admission to a day placement usually in a sheltered workshop;
- be mentally and emotionally stable with no active infectious disease and severe disturbing behaviour;
- capable of bowel and bladder control.

6. Referrals are via the Central Referral System for Rehabilitation Services (CRSRehab) operated by Social Welfare Department (SWD).

II Performance Standards

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

Outputs

<u>Output Standard</u>	<u>Output indicators</u>	<u>Agreed Level</u>
1	Average Enrolment rate within one year	95%
2	Rate of achieving individual plans within one year	95%

(Notes and Definitions attached at Annex of this Agreement)

Essential service requirements

8. The service operator is required to comply with the essential service requirement as follows:

- a) staff on shift duty to provide 24 hours service;
- b) provision of regular meals each day with varied food; and
- c) registered social worker and qualified nurse are essential staff of the service.

Quality

9. Service operators shall meet the requirements of the 16 Service Quality Standards (SQSs).

III Obligations of SWD to Service Operators

10. SWD will undertake the duties set out in the General Obligations of SWD to service operators.

11. In addition, SWD will meet the following service-specific standard of performance. The actual performance of the department in relation to this obligation is expected to affect the ability of the service operator to meet its required standard 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 Subvention²

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

13. 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.

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

14. 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.

15. 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

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

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

16. 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

17. 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 proposals and supplementary information, if any. 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.

Notes and Definitions

1. **Enrolment** refers to the total number of enrolled person as at the end of each month.
2. **Enrolment rate** = $\frac{\text{Sum of month-end enrolments of the 12 months} \div 12}{\text{Capacity}} \times 100\%$
3. **Individual plan** refers to the plan conducted by the hostel to meet individual resident's needs. It should include objectives, specific goals, process for service delivery, programme content and time frames for achieving or reviewing goals. The no. of individual plans is set at **two** for each individual resident for each year. These individual plans should form the basis of regular case reviews which should be conducted at least annually for each resident. **Achieving individual plans** refer to individual plans completed.
4. **Rate of achieving individual plans** =

$$\frac{\text{No. of plans completed during the period}^{1*}}{\text{Total no. of plans required during the period}^{2*}} \times 100\%$$

Formula for calculating the total no. of plans required during the period

Length of stay of the resident at the time of calculation	0 to 3 months	>3 to 6 months	>6 to 9 months	>9 months
No. of residents (a)	a1	a2	a3	a4
Proportion of plans to be counted (b)	0 (Not counted)	a2 x 1/3 P	a3 X 2/3 P	a4 x P

P = 2 (minimum number of plans required for each individual resident in a year)

1* = Total no. of plans completed for all residents in a year.

2* = Summation of all residents' plans that will be counted in a year i.e. summation of (b).