

Funding and Service Agreement¹

Sheltered Workshop cum Hostel for Moderately Mentally Handicapped Persons

I Service Definition

1. A Sheltered Workshop cum Hostel for Moderately Mentally Handicapped Persons (SW cum HMMH) provides the following types of services:

Sheltered Workshop Section

A sheltered workshop (SW) provides persons with disabilities a training environment specially designed to accommodate the limitations arising from their disabilities, in which they can be trained to engage in allowance-generating work process, learn to adjust to normal work requirements, develop social skills and relationships and prepare for potential advancement to supported/ open employment where possible. It is a welfare-oriented service without an employer/employee relationship between the workshop operators and the trainees.

Hostel Section

Home living is provided to persons with moderate level of intellectual disability who are capable of basic self-care but lack adequate daily living skills to live independently in the community.

Purpose and objectives

2. The objective of Sheltered Workshop is to provide vocational rehabilitation service through:

- training opportunity in a planned environment
- opportunities for work adjustment and advancement with the ultimate objective of enabling persons with disabilities to move on to supported and open employment where possible
- training to persons with disabilities to develop and maintain social and economic potential

3. The objectives of residential programmes are:

- to provide residential care and facilities;

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

- to promote the quality of life of the residents to maximize their potentials through the provision of a caring and stimulating environment; and
- to maintain their health and capability and to provide care support to enable them to live as independently as possible in the community.

Nature of service

4. The services provided by the Sheltered Workshop include, but not limited to the following:

- a) training in work habits;
- b) allowance-generating work skills training;
- c) on-going assessment on progress of trainees;
- d) provision of activities to meet developmental and social needs; and
- e) provision of work-related referrals and referrals for other appropriate services where required

5. The services provided by the Hostel for Moderately Mentally Handicapped Persons include:

- a) provision of accommodation and meals;
- b) provision of daily health care service to maintain or improve residents' general health conditions;
- c) provision of maintenance programmes of self-care skills;
- d) provision of opportunities and activities to develop daily living, social and communication skills;
- e) provision of opportunities and activities to meet social and recreational needs;
- f) provision of opportunities and activities to enable residents to maintain contact with the community and families.

Target group

6. The target group for SW cum HMMH is persons with moderate level of intellectual disability who are aged 15 or above with a need for residential service and/or sheltered workshop training.

Eligibility criteria

7. To be eligible for a SW place, an applicant should be:

- capable of basic self-care;
- mentally and emotionally stable with no active infectious disease and severe disturbing behaviour; and
- having work motivation/ ability through an assessment prior to admission.

8. To be eligible for a HMMH place, an applicant should be:

- actively occupied in or being arranged for admission to a day placement
- physically and mentally suitable for group living, such as physically healthy with no active infectious diseases.

9. Referrals are via the Central Referral System for Rehabilitation Services (CRSRehab) operated by SWD.

II Performance Standards

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

Outputs

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
<u>Sheltered Workshop</u>		
1	Average enrolment rate in a year*	98%
2	Rate of progress review completed in a year*	95%
<u>Hostel for Moderately Mentally Handicapped Persons</u>		
3	Average enrolment rate within one year*	95%
4	Rate of achieving individual plans within one year*	95%

(* Please refer to Notes and Definitions at Annex)

Essential service requirements

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

- a) HMMH to provide 24 hours care per day with at least one staff member present at all times.
- b) HMMH to provide regular meals each day with varied food.
- c) Registered social worker² and health worker(s)³ are essential staff of the service.
- d) All services to comply with the latest CRSRehab Guidelines and Procedures.
- e) Nursing service should be provided for SW.

Quality

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

III Obligations of SWD to Service Operators

13. SWD will undertake the duties set out in the General Obligations of SWD to service operator as specified in the FSA Generic Section.

14. 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.

² **Registered Social Worker** refers to the definition governed by the Social Workers Registration Ordinance.

³ **Health worker** refers to any person whose name appears on the register maintained by the Director of Social Welfare under Section 5 of the Residential Care Home (Persons with Disabilities) Regulation. Employment of nurse [i.e. any person whose name appears either on the register of nurses maintained under Section 5 of the Nurses Registration Ordinance, Cap. 164, or the roll of the enrolled nurses maintained under Section 11 of that Ordinance] for HMMH is allowed if health worker is not available.

IV The Basis of Subvention

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

Funding

16. An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the service operator. This Lump Sum Grant (LSG) has taken into account Personal Emoluments, including provident fund for employing registered social worker, health worker(s), qualified professionals and supporting staff, and other charges (covering all other relevant operating expenses including employees' compensation insurance, public liability insurance and incentive payment) applicable to the operation of the project and recognised 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.

17. In receiving the LSG, the service operator is accorded flexibility in the use of the grant but will have 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.

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 audited 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. Special or major capital expenditure items should only be included in the AFR if they had been thoroughly discussed in management board, well justified and documented.

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

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 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.

23. 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

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 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. **Average enrolment rate** =

$$\frac{\text{Sum of month-end enrolments of the 12 months} \div 12}{\text{Capacity}^*} \times 100\%$$

*Capacity: Total number of places including value-added places

3. **Progress review** completed by sheltered workshop is to meet individual trainee’s needs. It includes work-related, social and developmental needs.

4. **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.

5. **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 by HMMH 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 1/3P	a3 x 2/3 P	a4 x P

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).

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