

Funding and Service Agreement¹

Special Child Care Centre cum Early Education & Training Centre

I Service Definition

Introduction

1. The Special Child Care Centre (SCCC) cum Early Education and Training Centre (EETC) provides a variety of day pre-school rehabilitation services within the same premises to meet the varied needs of disabled children and their families.
2. The SCCC service forms part of a range of pre-school services for disabled children. It provides centre-based intensive training and care for moderately and severely disabled pre-school children.
3. The EETC service can be the first stop for parents in a range of pre-school services for children with disabilities or children at risk of becoming disabled. It provides early years education and training programmes for these children, where particular emphasis is placed on the caring and training role to be played by the parents/guardians/family members.

Purpose and objectives

4. The objective of the SCCC service is to develop the abilities of disabled children to the fullest extent so as to establish a firm foundation for subsequent education and development.
5. The objective of the EETC service is to maximise the developmental functioning of children with disabilities/children at risk of becoming disabled by supporting and enabling parents/guardians/family members to accept, understand, care for and facilitate the development of their children.

Nature of services

SCCC service

6. The SCCC service is to be operated in compliance with the Child Care Services Ordinance and Regulations. It provides a range of services for disabled children.

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

The following services are included:

- (a) Developmental assessment and individualized educational programmes-
Each child is assessed upon admission and periodically thereafter. The results of the developmental assessment are used to plan an individualized training programme which sets learning goals for each child.
- (b) Centre-based individual and group training-
The child attends centre-based training programmes five days a week. These programmes aim to maximise each child's developmental functioning. Occupational therapy, physiotherapy and speech therapy services are provided.
- (c) Daily child care services-
Child care services are provided to enable the child to benefit from the training programmes.

7. Parental support and education are part of the centre's work. Transport to the centre is made available and a fee is charged for use of this service.

EETC service

8. The EETC service provides a range of services for parents/guardians/family members focused on helping them to learn to accept and care for their children, by working jointly with them. The following services are included:

- (a) Developmental assessment and individualised educational programmes-
Each child is assessed upon admission and periodically thereafter. The results of the developmental assessment are used to plan an individualised training programme which sets learning goals for the parent and child.
- (b) Centre-based individual and group training and/or therapy-
The child and parents/guardians/family members may attend centre-based programmes together, on an individual or group basis, at least once a week and then practise the skills in daily life. Occupational therapy, physiotherapy and speech therapy services are provided as appropriate. Toys are available for parents to borrow in order to facilitate home training.
- (c) Support and education to parents/guardians/family members-
Guidance, counselling and support are provided for parents/guardians/family members to enhance acceptance and understanding in order to facilitate the overall development of their disabled children. Moreover, educational programmes are also organised to equip them with knowledge and skills in facilitating the speech and language development of their children.

(d) Outreach service-

The service described above may be provided on an outreach basis in the service user's home where the parents/guardians/family members experience difficulties in bringing their children to the centre.

Target groups

SCCC service

9. The target group for the SCCC service is moderately and severely disabled pre-school children from 2 to 6 years of age.

EETC service

10. The major target groups are:
- children with disabilities from birth to 2 years of age
 - children with disabilities from 2 to 6 years of age meeting the eligibility criteria for the EETC only
11. The other target group that may be catered for where vacancy exists is:
- disabled children from 2 to 6 years of age on a waiting list for other pre-school rehabilitation services (e.g. SCCC or Integrated Programmes in mainstream child care centres)

Eligibility criteria

12. The SCCC service is open to those children who:
- do not require constant medical care in hospital;
 - cannot benefit from the integrated programme in mainstream child care centres/ kindergartens;
 - are not attending an EETC 2 to 6 years old programme; and
 - assessed as experiencing one or more of the following :
 - moderate or severe intellectual disability
 - moderate or severe physical disability
 - deafness or severe to profound hearing impairment
 - blindness or severe visual impairment
 - severe behavioural/emotional problems, hyperactive disposition or autistic disorder
13. The EETC service is open to those children who are:
- from birth to 2 years of age, are assessed as experiencing:
 - physical disability (including cerebral palsy);

- Intellectual disability;
 - visual impairment;
 - other congenital abnormalities;
 - developmental delay; or
 - risk of becoming disabled, i.e. pre-mature babies or underweight babies
- from 2 to 6 years of age, are assessed as experiencing:
 - global delay (including speech delay);
 - borderline intellectual delay;
 - a mix of physical disability and social behavioural problems; or
 - inadequate teaching or training from parents/guardians/family members

14. Referrals for the SCCC and the EETC services may be made by medical social service units or family services centres or via them by maternal and child health centres, child assessment clinics and private practitioners’ clinics. Referrals are made to the Central Referral System for Rehabilitation Services (CRSRehab).

II Performance Standards

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

Outputs

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Rate of completing 2 developmental assessments (<i>Note 1</i>) for each child within one year	95%
2	Rate of achieving plans (<i>Note 2</i>) within a period of six months	95%
3	Average attendance rate within one year	80%
4	Average number of hours of guidance and counselling (<i>Note 3</i>) delivered per parent (either individually or in group) within one year in the EETC service	10.5 hrs.
5	Average number of training hours (<i>Note 4</i>) delivered per child within one year (including centre-based training, home-based training and	50 hrs.

outreaching service in the EETC service

6	Number of hours of direct training on speech/language (<i>Note 5</i>) provided by speech therapist per child within one year in the EETC service	18 hrs.
7	Number of training and educational programmes (<i>Note 6</i>) provided by speech therapist to staff and/or parents/guardians/family members within one year in the EETC service	24 programmes per ST

(Notes and definitions attached at Annex of this Agreement)

Essential service requirements

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

- The centre is to be open for a total of 44 hours per week with core service hours (*Note 7*) of at least 40 hours per week.
- Child care supervisor, child care worker, registered social worker, qualified nurse and professional therapist, e.g. occupational therapist, physiotherapist and speech therapist are essential staff of the centre.
- The centre has to comply with the Child Care Services Ordinance and Regulations and the Manual of Procedures of CRSRehab.
- Toys (as aids in training disabled children) are available and maintained.

Quality

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

III Obligations of SWD to Service Operators

18. The SWD will undertake the duties set out in the General Obligations of SWD to Service Operators.

19. 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 centre to meet its own standards of performance.

- To provide an appropriate referral from CRSRehab within **28 days** of

written notification of a vacancy, provided that a referral for admission is in hand. Should a referral not be in hand, the SWD will negotiate with the centre as per latest CRSRehab Guidelines.

IV Basis of Subventions²

20. The basis of subvention is set out in the offer and notification letters issued by SWD to the Service Operator.

Funding³

21. An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the Service Operator for a time-defined period to deliver the service (*applicable to time-defined projects only*). This lump sum has taken into account the personal emoluments, including provident fund for employing registered social workers and supporting staff, and other charges (covering all other relevant operating expenses including employee compensation insurance and public liability insurance) applicable to the operation of the centre and the recognised fee income received from service users, if any. Rent and rates in respect of premises recognised by SWD for delivery of the subvented activities will be reimbursed separately on an actual cost basis.

22. 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, LSG Circulars, management letters and correspondence in force as issued by SWD on subvention policies and procedures. The LSG will be subject to adjustments including salary adjustments in line with civil service pay adjustments and other charges in line with the 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

23. Upon the Service Operator's acceptance of the FSA, payment of the LSG subventions will be made on a monthly basis.

24. The Service Operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, internal control 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.

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.

³ There are some versions with fee-charging principles.

25. The Service Operator shall submit the Annual Financial Report (AFR) as reviewed and the annual financial statements of the NGO as a whole as audited by a certified public accountant holding a practicing certificate as defined in the Professional Accountants Ordinance (Chapter 50) and signed by two authorised representatives of the NGO, i.e. Chairperson/NGO Head/Head of Social Welfare Services in accordance with the requirements as stipulated in the latest LSG Manual. The AFR should be prepared on a cash basis and non-cash items such as depreciation, staff leave accrual etc. should not be included in the AFR.

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

26. 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.

27. 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.

28. 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

29. 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 proposal and supplementary information, if any. Where these documents are in conflicts, this FSA shall prevail. The Service Operator's compliance with all these documents will be closely monitored by SWD.

Notes and Definitions

1. Developmental assessment :
An assessment conducted by more than one specialist should be incorporated as an overall developmental assessment for an individual child. The number of developmental assessments conducted should be counted irrespective of the grade of staff who conducted the session.
2. Achieving plan refers to plan completed. Development of plans refers to the process outlined in Standard 11 of the Service Quality Standards.
3. Guidance and counselling hours are those hours delivered by social work staff with written records.
4. Training hours include individual and group training hours but exclude preparatory and traveling hours. Training hours delivered by more than one suitably qualified staff excluding speech therapist in group sessions are to be calculated by the actual training hours received by the child irrespective of the number of personnel who deliver the training.
5. Direct speech/language therapy training refers to training conducted by the speech therapist to children with disabilities purely for clinical training in the areas of communication, speech and language development. Direct speech/language training hours include individual and group training hours but exclude preparatory and traveling hours.
6. Educational programmes on speech therapy refer to the transfer of knowledge and skills to staff and/or parents/guardians/family members conducted by a speech therapist. For those educational programmes conducted solely for parents/guardians/family members, the involvement of at least two families are required. Examples of programmes delivered to parents are educational talks, guidance session to parents, etc.
7. Core service hours refer to the time in which the activities described in this FSA are being carried out.