

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

### **Day Activity Centre cum Hostel**

#### **I Service Definition**

A Day Activity Centre cum Hostel (DAC cum H) provides day care and training in daily living skills, simple work skills and home living for persons with severe/moderate intellectual disability who are unable to benefit from vocational training or sheltered employment and require assistance in personal and nursing care.

#### **Purpose and objectives**

The objectives of day training are :

- to train service recipients to acquire skills in basic self-care, social and simple work skills;
- to meet their physical, social and emotional needs through the provision of day care and meaningful activities;
- to enable them to become more independent in their daily living and social functioning so as to live as independently as possible;
- to prepare them 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.

The objectives of residential programmes are :

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

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

**Nature of the service**

The services provided by the DAC 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 individuals;
- (c) provision of training programmes conducted on an individual or group basis in motor skills, self-help skills, communication skills, domestic skills, community living skills, simple work skills, social and interpersonal skills, leisure and recreation skills;
- (d) provision of social and recreational activities, including participation in community events and activities;
- (e) provision of caring activities, including;
  - nursing and personal care
  - transporting or escorting of individuals to and from the centre, where a need exists and depending on the resources available;
- (f) provision of 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).

The services provided by the Hostel include :

- (a) provision of accommodation and meals;
- (b) provision of nursing services including administration and supervision of medication;
- (c) provision of personal assistance in basic self-care activities;
- (d) provision of physiotherapy to maintain or improve the functioning of the residents
- (e) provision of opportunities and activities and develop daily living, social and communication skills;

- (f) 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.

### **Target group**

The target group for DAC cum H is those persons aged 15 or above with severe/moderate grade intellectual disability.

A maximum of 10% of service recipients within the single places of DAC may have mild grade intellectual disability.

### **Eligibility criteria**

To be eligible for a DAC cum H place, an applicant should be :

- physically and mentally suitable for group living;
- physically healthy with no active infectious disease.

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**

<b><u>Output standard</u></b>	<b><u>Output indicators</u></b>	<b><u>Agreed level</u></b>
1	Average enrolment rate of DAC within one year	95%
2	Average enrolment rate of Hostel within one year	95%
3	Rate of achieving individual plans by DAC within one year	95%
4	Rate of achieving individual plans by Hostel within one year	95%
5	Average number of hours of training provided by DAC per month in a year	70 hours

6	Average number of hours of social/recreational activities provided by DAC per month in a year	20 hours
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(Notes and Definitions attached at Annex of this Agreement.)

### **Essential Service Requirements**

- (a) Staff of the Hostel to work on shift to provided 24 hours service.
- (b) Core service hours of the DAC are Monday to Friday, from 9:00 a.m. to 3:30 p.m.
- (c) Provision of regular meals each day with varied food by Hostel.
- (d) Registered social worker and qualified nurse required on the staff.
- (e) Provision of physiotherapy service. The service operator may hire services from qualified professional organisations.
- (f) All services to comply with the latest Guidelines and Procedures of the CRSRehab.

### **Quality**

The 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, 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 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 Subvention**

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

**V Funding**

An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the service operator. 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.

**VI Payment Arrangement, Internal Control and Financial Reporting Requirements**

Upon your acceptance of the Funding and Service Agreement (FSA), payment of the LSG subventions 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. 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.

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

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.

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.

**VIII Other References**

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** = 
$$\frac{\text{Sum of month-end enrolment of the 12 months}/12}{\text{Capacity}} \times 100\%$$
3. **Individual plan** refers to the plan conducted by the DAC/Hostel to meet individual service recipient’s needs. It should include objectives, specific goals, process for service delivery, programme content and time frames for achieving or reviewing goals. (Standards 12 : criterion 12.4 of Service Quality Standards). For DAC, it would be realistic and manageable to conduct **two** training programmes for each service recipient at any one time. For the Hostel, the number of individual plans is set at **two** for each individual service recipient for each year. These individual plans should form the basis of regular case reviews which should be conducted at least annually for each service recipient. **Achieving individual plans** refer to the completion of individual plans by the DAC/Hostel.
4. **Rate of achieving individual plans**

For DAC, it equates to : 
$$\frac{\text{Total number of plans completed}}{\text{Total number of plans prepared}} \times 100\%$$

For Hostel, it equates to : 
$$\frac{\text{Total number of plans completed}^1}{\text{Total number of plans required}^2} \times 100\%$$

Formula for calculating the total no. of plans required by Hostel 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	a2 x 2/3 P	a4 x P

<sup>1</sup> = Total no. of plans completed for all residents in a year.

<sup>2</sup> = 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)