

Funding and Service Agreement¹

Extended Service in Rehabilitation and Training Centre for the Visually Impaired **(Additional Allocation commenced in October 2001)**

This is a supplementary Funding and Service Agreement applicable to the service of Rehabilitation and Training Centre for the Visually Impaired. It should be applied together with the Funding and Service Agreement of the related service.

(A) Background

(1) In the Financial Secretary's 2001-02 budget speech, an allocation of \$30 Mn a year has been earmarked to provide continuous community support for persons with disabilities and their families. Part of this allocation was earmarked to strengthen existing community-based services to persons with visual impairment. Extended rehabilitation and training services to the visually impaired as one of such services, has been identified for the additional allocation to gain synergy.

(B) Service Definition

Purpose and Objectives

(2) Rehabilitation and Training Centre (RTC) provides comprehensive rehabilitation training programme for persons with visual impairment aged 16 and above, particularly to those newly blind, in order to develop their independent living skills and help them to regain self-confidence for reintegrating into the community.

(3) Extended service in rehabilitation and training serves the same service objectives of RTC for the Visually Impaired, i.e. to help needy persons with visual impairment to restore independent living skills for integration into the community. It is particularly geared to serve the visually impaired in the New Territories (NT).

Service Nature

(4) A mixed mode of outreaching services and centre-based rehabilitation and training will be adopted in service delivery on the followings:

- a) Training in orientation and mobility skills
- b) Training in communication skills

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

- c) Training in home management skills
- d) Training in social skills
- e) Providing interest groups
- f) Counselling

(Note: As outreaching will be adopted and the present allocation does not cover bus operation, centre transportation will not be provided.)

Target Service Users

- (5) Visual impaired person aged 16 and above, in particular those living in the NT.

Eligibility Criteria

- (6) Certified visually impaired person who are physically and mentally fit for training.

(C) Performance Standards

- (7) The Service Operator will meet the following performance standards:

Service Outputs

Rehabilitation & Training Centre

<u>Service Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Average enrolment rate in a year	95%
2	Rate of conducting individual assessment in six months	95%
3	Rate of achieving individual training programme in a year	95%
4	Rate of completion of training course in a year	95%

Orientation & Mobility Training

<u>Service Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
5	Average enrolment rate in a year	90%
6	Rate of conducting individual assessment in six months	90%
7	Rate of achieving individual training programme in a year	90%
8	Rate of completion of training course in a year	90%

Casework and Group Work Services

9	Average number of active cases served per month in a year	20
10	Number of group/programme sessions completed in a year (no less than 12 group sessions)	24
11	Percentage of referrals for community resources made for trainees upon completion of training in a year	20%

Service Outcomes

<u>Service Outcome Standard</u>	<u>Outcome Indicator</u>	<u>Agreed Level</u>
1	Percentage of service users indicating satisfaction after receiving training service in a year	80%
2	Percentage of service users indicating enhancement of confidence in daily living after receiving training service in a year	75%

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| 3 | Percentage of service users indicating enhancement of problem coping and solving capability after receiving training service in a year | 75% |
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Essential Service Requirement

- (8) The case co-ordinator should be a Registered Social Worker²

Quality

- (9) The Service Operator shall meet the requirements of the 16 Service Quality Standards (SQSs).

(D) Obligations of Social Welfare Department (SWD) to the Service Operator

- (10) The SWD will undertake the duties set out in the General Obligations of the SWD to the Service Operator as specified in the Funding and Service Agreement (FSA) Generic Sections.

(E) Basis of Subvention

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

(12) An annual subvention will be allocated on a Lump Sum Grant (LSG) made to the Service Operator for a time-defined period. This lump sum has taken into account the personal emoluments, including provident fund for employing 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 recognised fee income, if any.

(13) 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 price adjustment factor, currently the Composite Consumer Price

² Registered Social Worker refers to the definition governed by the Registration of Social Workers Ordinance (Cap. 505).

Index. 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

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

(15) 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.

(16) 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.

(F) Validity Period

(17) This FSA is valid for a time-defined period. Should the Service Operator breach any terms or condition of this FSA and fail to remedy the same in such manner and within such time as shall be specified in a written notice from the SWD that the same be remedied, the SWD may after expiry of such notice, terminate this FSA by giving 30 days' notice in writing to the Service Operator.

(18) Where there is any change to the performance standards within the agreement period, the 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.

(19) 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. The SWD reserves the right to reallocate the project.

(G) Others

(20) 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.