

Funding and Service Agreement¹

Residential Service for Young Probationers and High-Risk Youth

I Service Definition

Introduction

Residential Service for Young Probationers and High-Risk Youth (the Service) provides hostel facilities and supportive training programmes lasting not more than 12 months for the young probationers and the high-risk youth who are working/ unemployed/ under-employed with behavioural and/or emotional problems and manifesting prolonged employment difficulties, family relationship problems and/or undesirable peer associations. The young probationers are of both sexes aged 15 to 21 (under 21 on admission) who are referred by Probation Officers and admitted to the Service under a Probation Order. The high-risk youth are of both sexes aged 15 to 21 who are referred to the Service by social workers. Through a structured environment and properly designed programmes, the Service aims to help the probationers and the high-risk youth develop greater degree of self-control and independent living skills so that they can return to the community as responsible citizens.

Purpose and Objectives

The purpose of the Service is to provide the young probationers and the high-risk youth of both sexes with separate hostel facilities and training programmes designed for different gender groups. The objectives of the Service are-

- to work closely with Probation Officers/ referring social workers to achieve the ultimate goal of re-integrating the probationers and the high-risk youth into the community;
- to offer the probationers and the high-risk youth a stable, safe, fair and warm communal living environment;
- to provide a residential programme with supervised living, guidance and counselling services to meet the developmental and training needs of the probationers and the high-risk youth, and help them acquire the ability,

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

skills, motivation and maturity to lead a responsible and independent life after discharge; and

- to provide guidance on employment or schooling to facilitate the re-integration of the probationers and the high-risk youth into society.

Nature of Service

The ultimate responsibility of providing statutory supervision over the probationers and overseeing the long-term welfare planning for the high-risk youth is vested in Probation Officers and referring social workers respectively throughout the rehabilitative process. The Service provides supportive hostel facilities and training programmes so as to help achieve the ultimate goal of re-integrating the probationers and the high-risk youth into the community. The services provided include:-

- (a) formulation, implementation and review of the residents' individual rehabilitation plans or programmes through regular case discussions and conferences with concerned parties;
- (b) guidance, counselling and training programmes for the residents to enhance their self-esteem, coping capabilities, interpersonal relationship, budget control, life skills, problem-solving skills, etc.;
- (c) guidance and assistance to facilitate the residents' academic/ vocational development as appropriate for their reintegration into the mainstream society;
- (d) monitoring of the residents' leave of absence to allow them to take up normal employment or education in the community;
- (e) social, cultural and recreational activities to develop the residents' social skills and interests for better adjustment in the community; and
- (f) encouraging and facilitating the residents' contact with families and arranging home leave to prepare them for family reunion.

Target Group

The target groups of the Service are:

- (a) young probationers of both sexes aged 15 to 21 (under 21 on admission) who are referred by Probation Officers and admitted to the Service under a Probation Order; and
- (b) high-risk youth of both sexes aged 15 to 21 who are working/unemployed/ under-employed with behavioural and/or emotional problems and manifesting prolonged employment difficulties, family relationship problems and/or undesirable peer associations as referred to the Service by social workers.

Capacity

The maximum number of places is 50 for male (including 15 for probationers and 35 for high-risk youth) and 20 for female (including 10 for probationers and 10 for high-risk youth) provided at any one time. Should there be excessive demand for hostel placement for the probationers, the vacant places originally reserved for the high-risk youth should be deployed to meet this demand.

II Performance Standards

The Service Operator shall meet the following performance standards-

Outputs

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Rate of acceptance of referrals of probationer cases in a year (Note 1)	100%
2	Rate of acceptance of referrals of high-risk youth cases in a year (Note 2)	100%
3	Total number of cases admitted (Note 3) in a year	70
4	Rate of placement occupancy of high-risk youth cases in a year (Note 4)	70%

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
5	Rate of completing scheduled admission conference (Note 5) for individual residents in a year	100%
6	Rate of completing monthly case assessment (Note 6) for individual residents in a year	100%
7	Rate of successful completion of residential training in a year (Note 7)	80%
8	Total number of groups completed in a year (Note 8)	24
9	Total number of counselling hours provided in a year	1 000

(Explanations of the Notes are provided at the end of this Agreement.)

Outcomes

<u>Outcome Standard</u>	<u>Outcome Indicator</u>	<u>Agreed Level</u>
1	Percentage of residents restored home or arranged for living in other kinds of acceptable accommodation upon discharge from the Service after successful completion of the residential training in a year.	85%
2	Percentage of residents having successfully secured a job placement, a school placement or a placement in training courses at recognised organisations after successful completion of the residential training in a year.	85%

Essential Service Requirements

- 24-hour care and supervision;

- Registered social worker at the site of service operation of the male and female sections respectively;
- Separate beds for the residents at the site of service operation of the male and female sections respectively;
- Cooking facilities for the residents at the site of service operation of the male and female sections respectively; and
- Programmes, books and other equipment appropriate to the residents' ages in the male and female sections respectively.

Quality

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

III Obligations of SWD to Service Operator

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

IV Basis of Subvention

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

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 the 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 Service and recognised fee income, 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.

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, whichever is applicable, as well as the relevant Guidance Notes for specific services, if any. 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 Service beyond the approved funding.

Payment Arrangement, Internal Control and Financial Reporting Requirements

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

The Service Operator is responsible for maintaining an effective and sound financial management system, including budget planning, projection, accounting, and internal control system and auditing. It should maintain proper books and records and supporting documents on income and expenditure relating to the Service and make them available for inspection by the Government representative.

The Service Operator shall submit Annual Financial Report (AFR) as reviewed and the annual financial statements of the non-governmental organisation (NGO) as a whole as audited by a certified public accountant holding a practising 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 Other Reference

Apart from this FSA, the Service Operator should also comply with the requirements/ commitments set out in the respective Service Specification (Detailed Description), 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 with all these documents will be

closely monitored by SWD.

Explanatory Notes

Note 1 Rate of acceptance of referrals of probationer cases =

$$\frac{\text{total no. of probationer cases accepted for admission}}{\text{total no. of referrals of probationer cases received} - \text{total no. of such referrals not accepted due to full enrolment of the Service (Note 1)}^1 - \text{total no. of ineligible referrals (Note 1)}^2} \times 100\%$$

(Note 1)¹ “Full enrolment” of the Service refers to the situation when the placement quota (i.e. 50 for male and 20 for female cases) is used up.

(Note 1)² “Ineligible referrals” refer to cases with severe mental or emotional problems, severe self-destructive behaviour or suicidal inclination, or drug addiction problem, or those who are medically unfit for group living, or whose needs are found not suited for the purpose of the Service.

Note 2 Rate of acceptance of referrals of high-risk youth cases =

$$\frac{\text{total no. of high-risk youth cases accepted for admission}}{\text{total no. of referrals of high-risk youth cases received} - \text{total no. of such referrals not accepted due to full enrolment of such sector (Note 2)}^1 - \text{total no. of ineligible referrals (Note 1)}^2} \times 100\%$$

(Note 2)¹ “Full enrolment” for high-risk youth cases refers to the situation when the placement quota (i.e. 35 for male and 10 for female high-risk youth cases) (or the adjusted placement quota arising from the deployment of vacant places for probationer cases) is used up.

Note 3 The cases admitted include young probationers and high-risk youth cases.

Note 4 Rate of placement occupancy of high-risk youth cases in a year
(Note 4)¹ =

$$\frac{\text{sum of daily enrolment (Note 4)¹ of high-risk youth cases in the year}}{\text{capacity for high-risk youth cases x no. of operating days in the year}} \times 100\%$$

(Note 4)¹ Daily enrolment refers to the number of high-risk youth places occupied every day, counted from the date of admission to the date of formal discharge and including youth on sick leave, home leave, employment leave or pre-discharge leave.

Note 5 Rate of completing scheduled admission conference (Note 5)¹ =

$$\frac{\text{no. of scheduled admission conferences completed during the period}}{\text{no. of scheduled admission conferences required during the period}} \times 100\%$$

(Note 5)¹ Scheduled admission conference refers to conference initiated by the Service Operator and shall meet the following criteria –

- a) *Participants* include the resident, his/her family member(s) as far as practicable, the supervising Probation Officer/ referring social worker, and social work staff of the Service;
- b) *Scope of discussion* includes resident's welfare plan, expectation of concerned parties and adjustment to residential training;
- c) The content of the conference and follow-up actions are properly *documented*; and
- d) The conference has to be held within *2 to 6 weeks* upon admission of the resident.

Note 6 Rate of completing monthly case assessment (*Note 6*)¹ =

$$\frac{\text{no. of monthly case assessment completed during the period}}{\text{no. of monthly case assessment required during the period}} \times 100\%$$

(*Note 6*)¹ Monthly case assessment refers to the assessment and review of the overall performance of individual residents in the month. The resident’s parents shall be involved as far as practicable in the assessment of the resident’s progress on a quarterly basis. Case assessment shall be documented, and the supervising Probation Officer/ referring social worker shall be provided with assessment report.

Note 7 Rate of successful completion of residential training (*Note 7*)¹ =

$$\frac{\text{no. of successfully completed cases in the year}}{\text{no. of discharged cases in the year}} \times 100\%$$

(*Note 7*)¹ Successful completion of residential training refers to the completion of training period as specified by the Probation Officers/ referring social workers.

Note 8 Groups should be in line with “nature of service” and with staff input, planned objective(s), programme contents, evaluation and documentation. Groups are not counted by number of sessions. Each group should have 4 or more participants with not less than 6 sessions.