

Funding and Service Agreement¹

School Social Work

I Service Definition

Introduction

Besides the family, the school is another institution which helps to shape the personality and behaviour of young people. Apart from academic pursuits, the aim of education is to help students know themselves better, maximise their own potentials and develop personal and interpersonal skills. Guidance and help to the students are required to enhance their competence in achieving this end.

2. School Social Work is therefore provided as a back-up service to help students in relation to their developmental process and/or their adjustment to school life in particular to those who may face difficulties in these aspects, by the application of social work principles and methods.

3. School Social Work is largely school based but also includes home visits and outreach service as necessary.

Purpose and objectives

4. The aim of School Social Work is:

- to help students develop their potentials to the fullest, achieve healthy personal growth, attain adequate and proper school education, establish harmonious human relationships and elicit their concern for the community;
- to help students with their personal, family and interpersonal relationship or schooling problems;
- to enhance students' mental health and stress resilience; and
- to strengthen the linkage among students, families, the school and the community.

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

Nature of service

5. School Social Work serves a preventive, developmental, supportive and remedial function through provision of the following services:

- casework service;
- groups and programmes;
- consultation services; and
- co-ordination and mobilisation on non-school based community resources.

Target group

6. School Social Work serves students of secondary day schools. Particular attention is given to students with personal, family and interpersonal relationship or schooling problems.

II Performance Standards

7. The Service Operator will meet the following performance standards:

Outputs

<u>Output Standard</u>	<u>Output Indicator</u>	<u>Agreed Level</u>
1	Total no. of cases handled in a year	50 x no. of recognised school social worker posts for calculation of OS in the year (Note ^{1&2})
2	Total no. of cases closed having achieved the agreed goal within a year (Note ³)	16 x no. of recognised school social worker posts for calculation of OS in the year (Note ⁴)
3	Total no. of group/programme sessions conducted within a year (excluding orientation programmes)	40 x no. of recognised school social worker posts for calculation of OS in the year (Note ⁵)

	3a. Out of OS3, total no. of group/ programme sessions for enhancing mental health/stress resilience within a year (Note ⁶)	10 x no. of recognised school social worker posts for calculation of OS in the year
	3b. Out of OS3, total no. of group/ programme sessions involving strategic alliance within a year (Note ^{6&7})	4 x no. of recognised school social worker posts for calculation of OS in the year
4	Total no. of consultations within a year (Note ⁸)	380 x no. of recognised school social worker posts for calculation of OS in the year
5	Total no. of collaboration meetings with school personnel within a year (Note ⁹)	5 x each secondary school in the year
	5a. Out of OS5, total no. of meetings for exchanges and feedback on service planning/evaluation within a year (Note ¹⁰)	1 x each secondary school in the year

Explanatory Note :

1. Recognised school social worker posts refer to (a) establishment of school social workers on 1.4.2000 and (b) notional staffing of school social worker posts resulting from injection of new resources after 1.4.2000.
 - (a) 1.4.2000 is the date for the snapshot of establishment of school social worker of the unit/service operator when the service operator declares option of the Lump Sum Grant. This establishment would be the basis to calculate the Output Standards. However, when there is an expansion or reduction of the service during the year or after 1.4.2000, the establishment of school social workers as a result of expansion or reduction would be recognised instead.
 - (b) Notional staffing of school social worker posts refer to the number of notional staffing for subventions calculation upon injection of additional resources after 1.4.2000.

2. If the actual output of the OS1 has reached 95% to below 100%, 90% to below 95% and 85% to below 90% of the agreed level, the agreed level for OS3 may be adjusted upward by 7%, 14% and 21% respectively. Actual output should normally be not less than 85% of the agreed level and strong justifications have to be provided for cases with OS1 being less than 85% of the agreed level.
3. Cases closed having achieved the agreed goal refer to cases closed which have achieved or partially achieved the agreed goal as reflected in Clientele Information System.
4. If the actual output of the OS2 has reached 95% to below 100%, 90% to below 95% and 85% to below 90% of the agreed level, the agreed level for OS3 may be adjusted upward by 7%, 14% and 21% respectively. Actual output should normally be not less than 85% of the agreed level and strong justifications have to be provided for cases with OS2 being less than 85% of the agreed level.
5. When the actual output of both OS1 and OS2 are under-achieved as stated in Note 2 and 4, the agreed level for OS3 will be adjusted upward accordingly above the original agreed level for OS3 as stated in Note 2 and Note 4 respectively.
6. The figures reported in OS3a and OS3b may overlap, i.e. a group/programme session, for enhancing mental health/stress resilience while involving strategic alliance at the same time, can be counted in both OS3a and OS3b.
7. "Group/programme sessions involving strategic alliance" refer to group/programme sessions collaborating strategically with community stakeholders (e.g. Integrated Community Centre for Mental Wellness, Integrated Family Service Centre/Integrated Services Centre, Family and Child Protective Services Unit, Integrated Children and Youth Services Centre, Counselling Centre for Psychotropic Substance Abusers, medical teams, etc.) to meet the multifarious needs of students and their families as appropriate. Collaboration with stakeholders on case level is not counted.
8. Consultations refer to enquiries and advisory services provided to the students, school, teachers, parents and student-related committees.
9. Collaboration meetings refer to meetings (excluding case conference) promoting partnership with school personnel (school principal and/or his/her delegates) to meet the purpose and objectives of School Social Work service.
10. The meeting involves supervisor of the school social workers.

Outcomes

Outcome Standard

Outcome Indicator

Agreed Level

1	Percentage of cases closed having achieved the goal agreed with service users in a year	75%
2	Percentage of groups completed having achieved the goal agreed with group members in a year (Note ¹¹)	60%

Explanatory Note : 11. Over 50% of group members indicate that the group has achieved the agreed goal.

Essential Service Requirements

8. Service should be operated by registered social worker with recognised degree in social work.
9. Service should be provided on stationing basis in schools.

Quality

10. The Service Operators will meet the requirements of the 16 Service Quality Standards (SQSs).

III Obligations of Social Welfare Department to Service Operator

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

IV Basis of Subvention

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

Funding

13. An annual subvention will be allocated on the 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 project 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.

14. 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 price adjustment factor, currently the Composite Consumer Price 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

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

16. 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.

17. 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 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.