

Funding and Service Agreement¹

Agency-based Enhancement of Clinical Psychological Support Services for Children Under Foster Care

I Service Definition

Introduction

Agency-based Enhancement of Clinical Psychological Support Services (ABCPS) help to provide timely assessment and stop-gap intervention for foster children and youth with special needs and in need of one-off/ ad hoc/ short-term clinical psychological service² or have been waitlisting for long-term clinical psychological services.

Purpose and Objectives

2. The purpose and objectives of ABCPS are as follows:

- to provide one-off/ ad hoc/ short-term case assessment/ clinical consultation/ clinical treatment to facilitate the cognitive, emotional and behavioral development of children and youth under foster care.
- to provide professional consultation and training to foster care workers and foster parents regarding the management of the children and youth in care.

Service Nature and Content

3. The services provided include:

- case assessments;
- clinical consultations/treatments; and
- training for foster care workers and foster parents.

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

² Ad hoc/ short-term clinical psychological assessment/ consultation/ treatment session for each foster child and youth should not exceed 10 sessions. Foster children and youth should be referred for long-term clinical psychological service if further sessions are required. There is no limit on the number of session for foster children and youth who have been waitlisting for the long-term clinical psychological service.

Target Service Users

4. The target service users are foster children and youth with special needs and in need of one-off/ Ad hoc/ short-term clinical psychological service² or have been waitlisting for long-term clinical psychological service. ABCPS is also extended to their parents and foster parents in handling children with special needs. Examples of special needs include suspected learning difficulties, attention deficit, hyperactivity disorder, autism and speech impairment, developmental delay, etc.

II Service Performance Standards**Essential Service Requirements**

5. Qualified clinical psychologist is the essential staff of ABCPS.

6. For the flexibility of the service as well as for those agencies encountering difficulties in engaging clinical psychologists for proper service provision, the Service Operator may hire qualified clinical psychologist service from qualified professionals or concerned organisations.

Service Output and Outcome Standards

7. The Service Operator is required to meet the service performance standards, including service output and outcome standard as shown in the **Annex**.

Quality

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

III. Obligation of The Social Welfare Department to Service Operator

9. The Social Welfare Department (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.

IV. Basis of Subvention

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

Funding

11. An annual subvention will be allocated on a Lump Sum Grant (LSG) mode to the Service Operator for a time-defined period as specified in the Annex. This lump sum has taken into account the personal emoluments (PE), including provident fund (PF) for employing registered clinical psychologists, and other charges (covering all other relevant operating expenses including employee's compensation insurance and public liability insurance) applicable to the operation of the project and recognised fee income, if any. The Service Operator may deploy PE excluding PF for purchasing clinical psychological service.

12. 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 relevant correspondence in force as issued by the 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

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

14. 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.

15. The Service Operator shall submit the 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.

Corruption Prevention and Probity Requirements

16. It is the responsibility of the Service Operator to ensure that its management, board members and staff comply with the Prevention of Bribery Ordinance (Cap. 201) and the relevant requirements. The Service Operator shall prohibit the members, staff, agents, and contractors from offering, soliciting or accepting advantages when discharging their duties under the FSA. With regard to the provision of the subvented services, the Service Operator shall avoid and declare any conflict of interest.

17. The Service Operator should also make reference to the relevant guidelines on corruption prevention and probity requirements to uphold integrity in every aspect, including but not limited to the governance structure, internal control, financial/ fund management, procurement, staff administration, delivery of services/ activities, management of maintenance works as set in the “Corruption Prevention Guide on Governance and Internal Control for Non-Governmental Organisations” and the “Integrity and Corruption Prevention Guide on Managing Relationship with Public Servants” issued by the Independent Commission Against Corruption.

V Validity Period

18. This FSA is valid for a time-defined period as specified in the **Annex** under the condition that the Service Operator is providing the corresponding required number of subvented foster care places. 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 the SWD, the SWD may after expiry of such notice, terminate this Agreement by giving 30 days’ notice in writing to the Service Operator.

19. Where there is any change to the service 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.

20. 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.

21. The SWD may immediately terminate the FSA upon the occurrence of any of the following events –

- (a) the Service Operator has engaged or is engaging in acts or activities that are likely to constitute or cause the occurrence of offences endangering national security or which would otherwise be contrary to the interest of national security;
- (b) the continued engagement of the Service Operator or the continued performance of the FSA is contrary to the interest of national security; or
- (c) the SWD reasonably believes that any of the events mentioned above is about to occur.

VI Other References

22. Apart from this FSA, the Service Operator should also comply with the requirements/ commitments set out in the Service Specifications, 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 the SWD.

END

Service-specific Sections**Funding and Service Agreement**

**Agency-based Enhancement of Clinical Psychological Support Services
for Children Under Foster Care (ABCPS)**

I. Validity Period

This FSA is valid for a time-defined period from **Day/Month/Year** to **Day/Month/Year**.

II. Service Performance Standards**Service Outputs**

The agreed level of the output standard is agency based in accordance with the total number of foster care places of the agency.

| <u>Service Output Standard</u> (OS) | Service Output Indicator | Agreed Level |
|--|--|---------------------|
| 1 | Number of sessions provided by clinical psychologist for case assessment ^{Note 1} / clinical consultation ^{Note 2} / clinical treatment ^{Note 3} / training for foster care workers and foster parents ^{Note 4} in a year on a one-off/ ad hoc/ short-term basis ^{Note 5} or during the period of awaiting long-term clinical psychological service | 37 |

Service-specific SectionsFunding and Service Agreement**Service Outcomes**

| Service Outcome Standard (OC) | Service Outcome Indicator | Agreed Level |
|--------------------------------------|--|---------------------|
| 1 | Percentage of service users indicating satisfaction with ABCPS in a year ^{Note 6} | 75 % |

Keys **Illustrations/ Definitions**

Note 1

Case assessment refers to the following:

- (a) Diagnostic evaluation and recommendations in order to facilitate formulation of appropriate and realistic treatment plans through clinical interviews and/ or psychological testing; and
- (b) Intake interview for initial assessment of the case for the purpose of determining the nature of the problem, urgency of the need, motivation of the clients for therapy and suitability of clients for group treatment and/ or case consultation service.

Note 2

Clinical consultation refers to the offer of advice, demonstration and other professional support to foster care workers/ parents/ foster parents regarding formulation and implementation of individual treatment plan as well as enhancement of foster parents' competence in taking care of the foster children with special needs and/ or more intensive problems.

Note 3

Clinical treatment includes both individual (one-to-one basis) and group (ranged from 2 to 10 clients) sessions. It is direct hands-on treatment with the application of specific and purposeful activities/ methods to maintain, develop, and improve the behavioural management and cognitive functioning of clients. Each individual/ group clinical intervention session should last not less than 30 minutes excluding preparation time and follow-up work; and should not be cumulative in calculation.

Note 4

Training for foster care workers and foster parents refers to workshops/ seminars/ talks with specialised topic or theme conducted. Each training session should last not less than one-and-a-half hours. A whole day training

Service-specific Sections**Funding and Service Agreement**

event is recognised as 2 sessions in calculation.

Note 5

Ad hoc/ short-term clinical psychological assessment/ consultation/ treatment session for each foster child and youth should not exceed 10 sessions. Foster children and youth should be referred for long-term clinical psychological service if further sessions are required. There is no limit on the number of session for foster children and youth who have been waitlisting for the long-term clinical psychological service.

Note 6

Percentage of service users indicating satisfaction with ABCPS in a year is measured through the designated questionnaire provided by the Service Operator, including a question asking whether the service users are satisfied with the ABCPS. Children of young age or having been regarded as mentally incompetent should not be required to fill the questionnaire while their parents/ carers/ guardians can be invited to complete the questionnaire when they have involvement in the ABCPS.

The calculation of **percentage of service users indicating satisfaction with ABCPS in a year** is:

No. of service users having completed the
designated questionnaires indicating
satisfaction with ABCPS

x 100%

Total no. of service users having completed
the designated questionnaires in the year