

**FUNDING AND SERVICE AGREEMENT****Support Centre for Persons with Autism****(A) Service Definition****(1) Introduction**

The Support Centre for Persons with Autism (SPA) (the Service) provides training and support services for young persons with high-functioning autism (HFA) to meet their individual needs in coping with challenges during their transition into adulthood. The Service also offers support services for their parents/carers and provides professional consultation and training for frontline staff of welfare service units serving persons with autism.

**(2) Purpose and Objectives**

The purpose and objectives of the Service are –

- (a) to enhance and develop the abilities of young persons with HFA to cope with challenges during their transition into adulthood;
- (b) to provide services for their parents/carers who are in need of emotional support, knowledge and skills to alleviate their caring stresses and facilitate them to take up appropriate roles in guiding and supporting their children with autism for smooth transition into adulthood; and
- (c) to enhance the capability of frontline staff of welfare service units in supporting persons with autism and their families.

**(3) Service Nature and Contents**

The SPA adopts a multi-disciplinary approach in providing a range of services on centre basis or through outreaching mode, including –

- (a) For young persons with HFA
  - (i) Individualised Intervention Programme as set out at **Annex I**, with an aim to enhance and build up capabilities in areas such as emotional, social, behavioral, sensory and vocational developments for smooth transition into adulthood;

- (ii) after-care services for individual cases upon completion of the Individualised Intervention Programme to sustain positive changes after training, maintain social relationships and establish social support network;
- (b) For parents/carers
  - (i) support services through casework, groups and programmes for parents/carers of young persons with HFA to enhance mutual support and strengthen skills and knowledge to support their children for smooth transition into adulthood;
  - (ii) a dedicated hotline to provide consultation for, answer enquiries from and render support services to parents/carers of persons with autism;
  - (iii) a webpage and resource corner(s) with relevant information on autism for parents/carers of persons with autism;
- (c) For frontline staff of welfare service units
  - (i) training on knowledge and skills of handling cases with autism and build up expertise in working with persons with autism;
  - (ii) telephone consultation and on-site consultation for managing / supporting cases with autism;
- (d) Community networking
  - networking with relevant stakeholders of different sectors e.g. medical, educational, social, employment and business sectors, etc. in the community to promote social inclusion, integration and community participation of persons with autism.

(4) Target Service Users

The target groups of the Service include:

- (a) young persons with HFA at the age of 15 or above with intelligence quotient of more than 70, who are diagnosed to have Autism Spectrum Disorder (referred to as “autism” in this Funding and Service Agreement);
- (b) parents/carers of young persons with HFA; and
- (c) frontline staff of welfare service units serving persons with autism and their families.

**(B) Service Performance Standards****(5) Essential Service Requirements**

The Service Operator must comply with the following essential service requirements –

- (a) the SPA shall be open for no less than 11 sessions<sup>1</sup> with a minimum of 44 hours per week, of which 3 sessions shall be open during non-office hours<sup>2</sup> per week; and
- (b) registered social worker<sup>3</sup>, clinical psychologist<sup>4</sup>, occupational therapist<sup>5</sup> and speech therapist<sup>6</sup> are the essential staff of the Service.

**(6) Service Outputs and Outcome Standards**

The Service Operator is required to meet the service output and service outcome standards according to the Terms and Requirements of Specific Service Unit at **Annex II**.

**(7) Service Quality Standards**

The Service Operator shall meet the requirements of the 16 Service Quality Standards.

**(C) Subvention**

- (8) The Service is subvented by the Social Welfare Department (SWD) under the Lump Sum Grant (LSG) Subvention System and the basis of subvention is set out in the notification letter issued by the SWD. The Service Operator is required to observe the rules of subvention according to the prevailing LSG Subvention Manual, circulars, guidelines, management letters and relevant correspondence issued by the SWD. The Government will not accept any liabilities or financial implication arising from the Service other than the amount of subvention as approved by the SWD.

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<sup>1</sup> Opening hours may vary among SPAs for meeting operational needs but it should be regular and made known to the public.

<sup>2</sup> Non-office hours include evenings during Mondays to Fridays, whole day of Saturdays, Sundays and public holidays.

<sup>3</sup> A registered social worker refers to a person who is registered under the Social Workers Registration Ordinance (Cap. 505).

<sup>4</sup> Hire of service provided by qualified clinical psychologists is acceptable.

<sup>5</sup> An occupational therapist refers to a person registered under the Supplementary Medical Professions Ordinance (Cap. 359). Hire of service provided by qualified occupational therapists is acceptable.

<sup>6</sup> A speech therapist refers to a degree holder in Speech and Hearing Science from a local university or equivalent. Hire of service provided by qualified speech therapists is acceptable.

- (9) The amount of subvention has taken into account the personal emoluments, including provident fund for employing qualified staff, and other charges (covering all other relevant operating expenses such as utilities, programme and administrative expenses, minor repairs and maintenance, employees' compensation insurance and public liability insurance, etc.) applicable to the operation of the Service and recognised fee income, if any. Rent and Rates in respect of premises recognised by the SWD for delivery of the Service will be reimbursed separately on an actual cost basis.
- (10) Upon the Service Operator's acceptance of the Funding and Service Agreement (FSA), payment of subvention will be made on a monthly basis.

**(D) Validity Period**

- (11) This FSA is valid for a time-defined period as set out at **Annex II**. 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, the SWD may after expiry of such notice, terminate this FSA by giving 30 days' notice in writing to the Service Operator.
- (12) 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.
- (13) Renewal of the FSA 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 Service
- (14) 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.

**(E) Others**

- (15) In addition to this FSA, the Service Operator shall also comply with the requirements according to the relevant Service Specifications, the Service Operator's proposal and supplementary information, if any. Where these documents are in conflict, this FSA shall prevail.
- (16) In the event of any dispute or difference arising out of or in connection with the FSA, the SWD and the Service Operator shall first refer to mediation in accordance with The Government of the Hong Kong Special Administrative Region Mediation Rules prevailing at the time. If the said dispute or difference is not settled by mediation, the SWD or the Service Operator may institute litigation / arbitration in respect of the said dispute or difference. The SWD and the Service Operator agree that the courts of Hong Kong shall have exclusive jurisdiction in respect of the said dispute or difference.

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### Individualised Intervention Programme

The Individualised Intervention Programme (the Programme) aims at enhancing and building up abilities on needed areas such as emotional, social, behavioral, sensory and cognitive aspects of young persons with HFA for their smooth transition into adulthood. The Service Operator shall design and formulate an Individualised Intervention Programme (the Programme) for each case, i.e. young persons with High-functioning Autism (HFA), having regard to their family background, needs, strengths, attributes, developmental stages and challenges as well as social support and resources, etc. There is no pre-determined model for designing and delivering the Programme but the following components may be included in the Programme as appropriate –

- Counselling: depending on the needs of individual service users, to enhance their emotional and social well-being in facing new challenges, difficulties and stresses during their transition to further developmental stages;
- Social competence: to strengthen and develop service users' capabilities and competence in social skills, social communication, interpersonal relationships, etc.;
- Empowerment: to develop and strengthen service users' abilities to validate self-values, make appropriate choices and decisions, manage anxieties and adapt to changes, etc.;
- Transition training: to equip service users with skills, knowledge and attitudes to cope with their respective upcoming transitional stages, such as post-secondary education, employment, courtship, marriage, independent living, etc.;
- Peer support/ Mentoring programme: to promote, through group work, online platform, helpline, mutual aid and learning, and to develop mutual support among young persons with HFA;
- Sex education: to educate and enhance service users in acquiring knowledge, develop positive attitude and skills in handling sexuality related topics, e.g. gender difference, intimate relationships, interpersonal skills, sexual expression, sexual health, family planning, society and culture etc.;
- Social communication training: to build up or enhance the overall verbal, non-verbal and written communication abilities of young persons with HFA with a view to maintaining their functioning in day-to-day life, improving interpersonal relationships, particularly in their workplaces and their own families, etc.; and
- Vocational support services (dedicated to service users who are prepared to enter the workforce): to include work skills training, career planning, preparation for work, job sampling, job attachment and/or matching and post-employment support service through the network of the Service Operator and/or collaboration with government departments, other employment assistance organisations as well as employers as appropriate.

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**Annex II****Terms and Requirements of Specific Service Unit****Support Centre for Persons with Autism (SPA)**

Name of Service Operator :

Name of Service Unit :

**(A) Validity Period**

This agreement is valid from (dd/mm/yyyy) to (dd/mm/yyyy).

**(B) Service Performance Standards****Service Output**

<b>Service Output Standard (OS)</b>	<b>Service Output Indicator</b>	<b>Agreed Level</b>
1	Average number of active cases served per month in a year	120
2	Total number of new/reactivated cases served in a year	60
3	Total number of group <sup>1</sup> / training sessions completed in a year (at least 60 sessions of therapeutic groups for young persons with HFA, 40 sessions for parents/ carers and 28 sessions conducted by speech therapist)	400
4	Total number of programmes/activities <sup>2</sup> completed in a year (at least 8 programmes/ activities for parents/carers)	60
5	Total number of training programmes for frontline staff of subvented rehabilitation service units completed in a year	16

<sup>1</sup> Group session refers to therapeutic, supportive, educational, peer support, developmental or volunteer group, etc. Each group shall have no less than 4 participants and no less than 4 sessions. Each session shall last for not less than 1 hour.

<sup>2</sup> Each programme/activity shall last no less than 2 hours.

<b>Service Output Standard (OS)</b>	<b>Service Output Indicator</b>	<b>Agreed Level</b>
6	Total number of community networking activities/programmes <sup>3</sup> for promoting social inclusion, integration and community participation in a year	12
7	Among OS1, total number of young persons with HFA having individual vocational plans <sup>4</sup> completed in a year	40

Service Outcome

<b>Service Outcome Standard (OC)</b>	<b>Service Outcome Indicator</b>	<b>Agreed Level</b>
1	Percentage of service users indicating satisfaction and improvement in social competence, family relationships and/or employment after receiving the Service in a year	80%
2	Percentage of frontline staff of other welfare service units indicating enhancement of capability in handling cases involving persons with autism after receiving training in a year	80%

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<sup>3</sup> Community networking activity/programme refers to activity/programme jointly organised by other service units (e.g. youth, elderly, medical, etc.), local community organisations (e.g. uniform groups, religious groups, etc.) and commercial sectors, etc. Each activity/programme shall last no less than 2 hours.

<sup>4</sup> Individual vocational plan refers to the plan conducted by the occupational therapist and implemented by occupational therapists and/or other professionals and supporting staff to meet the individual young persons with HFA's vocational training and employment needs. Vocational plan includes but not limited to work skills training, career planning, preparation for work, job sampling, job attachment and post-employment support service. It should also include objectives, specific goals, process for service delivery, programme content and time frames for achieving or reviewing goals.