

FUNDING AND SERVICE AGREEMENT¹**District-based Speech Therapy Teams for
Integrated Programmes in Kindergarten-cum-Child Care Centres****I Service Definition****Introduction**

1. District-based Speech Therapy Teams (DSTTs) provide speech therapy service to needy children with mild disabilities enrolled in Integrated Programmes (IPs) in Kindergarten-cum-Child Care Centres (KG-cum-CCCs) within a specified cluster. It also offers consultation and demonstration to parents/principal carers/relevant staff members of the KG-cum-CCCs on training programme and treatment of individual child as well as to equip them the knowledge and skills in facilitating the speech and language development of these children.

Purpose and Objectives

2. DSTTs provide direct training, consultation and educational programmes to help children with mild disabilities to overcome obstacles in their speech and language development and to maintain or even strengthen their residual communication and speech ability so that their chances of returning to the mainstream will be increased.

Service Nature and Contents

3. The service is delivered by the following means with focus on communication, speech and language development. Each DSTT should provide on-site service to the service users as far as possible, with intensive training available at the base(s) of DSTT for cases in need.

- (a) Periodic clinical visits to the KG-cum-CCCs by speech therapists
- (b) Intensive training programmes in the form of individual and group
- (c) Periodic reviews by speech therapists to monitor progress
- (d) Consultation to parents/principal carers/relevant staff members of KG-cum-CCCs
- (e) Education programmes for parents/principal carers/relevant staff members of KG-cum-CCCs

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

- (f) Loan service of relevant resource and training materials to parents and staff.

Target Service Users

4. Children with mild disabilities aged 2 to under 6 who are service users of IP, and their parents/principal carers as well as relevant staff members of the KG-cum-CCCs.

II Service Performance Standards**Essential Service Requirements**

5. The Service Operator must comply with the Essential Service Requirements as follows:
- (a) Qualified speech therapist is the essential staff of the service
 - (b) The service is to comply with the administrative guidelines/operation manual issued by the Social Welfare Department (SWD)

Service Output and Outcome Standards

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

Service Quality Standards

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

III Subvention

8. The Service is subvented by the 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 implications arising from the Service other than the amount of subvention as approved by the SWD.
9. The amount of subvention has taken into account the personal emoluments of staff, 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 the 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 subventions will be made on a monthly basis.

IV. Validity Period

11. 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, 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 service performance standards within the agreement period, 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.

V. Others

15. In addition to this FSA, the Service Operator should also comply with the requirements according to the relevant Service Specifications, and the Service Operator's proposals and supplementary information, if any. Where these documents are in conflicts, this FSA shall prevail.

- End -

Terms and Requirements**I Service Performance Standards****Service Outputs**

| <u>Service Output Standard</u> | <u>Service Output Indicator</u> | <u>Agreed Level</u> |
|--------------------------------|---|---------------------|
| 1 | Average number of clinical visits to each KG-cum-CCC in the cluster in a year (Note 1) | 12 |
| 2 | Average number of individual and group training hours provided per child (including centre-based, home-based and training-based training) in a year (Note 2) | 18 |
| 3 | Rate of achieving reviews on the progress of the children's language/speech development in a period of 6 months (Note 3) | 100% |
| 4 | Average number of consultation hours provided to parents/principal carers/relevant staff members of the KG-cum-CCC (either individually or in group) per child in a year (Note 4) | 12 |
| 5 | Total number of educational programmes provided to parents/principal carers/relevant staff members in a year (Note 5) | 4 |

Service Outcome

| <u>Service Outcome Standard</u> | <u>Service Outcome Indicator</u> | <u>Agreed Level</u> |
|---------------------------------|---|---------------------|
| 1 | Percentage of parents/principal carers indicating satisfaction with DSTT service in a year (Note 6) | 70% |

*(Please refer to **Notes** for explanation)*

Notes

- (Note 1) **Clinical Visits** refer to visits conducted to KG-cum-CCC(s) purely for clinical services. One clinical visit is equivalent to a half-day service where “half-day” refers to a continuous duration of at least 3 hours. Clinical visit lasting for less than 3 hours but more than 1.5 hours may be regarded as 0.5 visit but it should not be cumulative.
- (Note 2) **Training Hours** refer to training conducted by the speech therapist to children with disabilities on an individual and group basis purely for clinical training in the areas of communication, speech and language development. Preparatory and travelling hours of speech therapist should not be counted.
- (Note 3) **Periodic Review** aims at evaluating the progress of the service users against baseline functioning in the area of communication, speech and language in a specified time frame and frequency.
- (Note 4) **Consultations** refer to the offer of advice and demonstration given to the parents/principal carers/relevant staff members of the KG-cum-CCC(s) regarding planning and implementation of individual or group speech therapy treatment programmes for children receiving IP(s) in KG-cum-CCC(s).
- (Note 5) **Educational Programmes** refer to the transfer of knowledge and skills to parents/principal carers/relevant staff members of the KG-cum-CCC(s) in a format which should be open to parents of the same IP unit or whose children attending IP(s) in KG-cum-CCC(s) within the same cluster are suffering from similar disability, e.g. autistic children.
- (Note 6) **Parents/principal carers** refer to those who have completed “User Satisfaction Form” (服務使用者意見調查問卷) as provided by SWD. Views of each service user’s parent/principal carer should be collected annually or during exit from service.