**Service Level Agreement**



**To CASA, FASTracs Program**

Your application for funding under the Edmonton and area Fetal Alcohol Network Society’s Service Delivery Program has been approved. Specific grant allocations and expected outcomes are listed below in the identified strategy boxes.

The fiscal year will run from April 1, 2016 to March 31st 2017.

All work for this project must be completed by March 31, 2017. **The agency agrees to:**

1. Work collaboratively with the Network throughout the life of the project to provide the deliverables as outlined in the network proposal.
2. Expend funds according to the approved Grant Application and approved Schedule B.
3. Maintain adequate financial records in accordance to generally accepted accounting principles and have them available for the duration of this Agreement and for a period of six years after the termination or expiry of this Agreement.
4. Deliver quarterly reports to the Network (narrative and ORS): due the first Friday after the end of each quarter.
* Quarter 1: April 1 – June 30, 2016
* Quarter 2: July 1 - September 30, 2016
* Quarter 3: October 1 – December 31, 2016
* Quarter 4: January 1- March 31, 2017
1. Deliver ‘Statement 1 – Income, Expenditures and Transfers’, 6 month Schedule B (for the period od April 1, 2016 – September 30, 2016), to the Network Coordinator no later than October 15, 2016. Payment of installments is dependent on previous fund allocations being spent.
2. Deliver a year-end unaudited Schedule B (April 30, 2017) and audited financial statement (June 30, 2017) to the Network Coordinator.
3. Complete with the Contract Manager the ‘Service Quality and Compliance Review’ document and ‘Site-Visit Interview’ document for the following periods:
* April 1- September 30, 2016: Documents completed by October 31, 2016
* October 1 – February 28, 2017: Documents completed by March 31, 2017
1. If this agreement is terminated, the agency agrees to submit reporting compiled up to the date of termination, including data, narrative and audited financial statement within 30 days of the termination date.
2. Maintain active membership (refer to the Edmonton and area Fetal Alcohol Network Society Bylaws), with the Network.
3. Attend a minimum of 75% of Network and Supports and Services Team meetings.

**The Edmonton and area Fetal Alcohol Network Society agrees to:**

1. Provide funding in a one-time grant to CASA. The grant will be dispersed by the Network Banker upon receipt of the funds from the Alberta FASD Service Network Program. The funding will cover the fiscal period of April 1, 2016 to March 31, 2017. Grant funding will be dispersed on a quarterly or bi-annual basis.
2. Work collaboratively with the agency.
3. Make available to the agency, the Network’s annual report and any annual Network information.

Any unused portion of funding will not be used without prior written agreement from the Edmonton and area Fetal Alcohol Network Society. The Network may require unspent funds to be returned. Any breaches of the terms and conditions of funding as set out in this agreement or use of funds for purposes not approved, would require repayment of the funds to the Network in whole or in part. Furthermore, the agency will indemnify and hold harmless the Network from any and all third party claims, demands, or actions for which the agency is legally responsible.

A copy of this agreement will be provided for your files.

FOR THE FUNDED AGENCY

Date:

Agency Name:

By:

Executive Director/Agency Liaison (print name and provide signature)

FOR THE EDMONTON and area FETAL ALCOHOL NETWORK SOCIETY

Date:

By:

Position: Contract Manager

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| **Strategy #8: CASA, FAS TRACS** | A/D |  |
| Supports | X |
| PCAP |  |
| Network Op |  |
| **System and Client Outcomes:** | The Network will provide timely and coordinated supports and services based on an integrated lifespan approach which will result in:* Individuals suspected or with an FASD experience improvement in their wellbeing.
* Caregivers of individuals with an FASD experience improvement in their wellbeing.
* Individuals and caregivers receiving support report satisfaction with the services received.
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| **FASD Goal:** | Albertans with an FASD and their caregivers receive coordinated access to the supports and services they need, when they need it. |
| **Strategy Description** | The FAS TRACS  program provides short  term mental health services for children (aged 3 – 18 years) who have a diagnosis of (or query of) FASD along with emotional, psychological and/or behavioral problems. This group program is designed to promote mental well-being and to enhance functioning through the development and implementation of practical strategies that can be adapted to the home, school and/or community settings. |
| **Related Pillar** | Supports for Individuals and Caregivers |
| **Key Activities** | * Prepare sensory profiles on children impacted by an FASD.
* Educate the caregivers and children impacted by an FASD of sensory needs.
* Recommend strategies and activities for optimal functioning and support the implementation of strategies within the home.
* Collect data according to requirements of ORS, FASD Service Network Program and the Network.
* Actively participate on the Edmonton and area Fetal Alcohol Network Society and Supports and Services Team.
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| **Responsible Parties** | CASA is contracted to provide the support services in partnership with the Network. |
| **Status** | New Program | Sustaining a new program that did not exists prior to Network funding. |
| **Number of clients to be served** | Baseline: | 20 |
| Target: | 20 |
| **Budget Allocation** | $51,801.00 |