**Service Level Agreement**



**To Glenrose Rehabilitation Hospital**

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 the Glenrose Rehabilitation Hospital. 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 #10: Glenrose Rehabilitation Hospital, Children’s FASD Clinic** | A/D | **X** |
| Supports |  |
| PCAP |  |
| Network Op |  |
| **System and Client Outcomes:** | Albertans have access to timely and affordable multidisciplinary assessment and diagnostic services across the lifespan that result in clients and/or caregivers having an increased understanding of how FASD affects them, the supports and services available to them in the community and are referred to post assessment supports that meet their needs. |
| **FASD Goal:** | Albertans who may be affected by an FASD have access to timely and affordable assessments resulting in recommendations for interventions based on their needs and strengths. |
| **Strategy Description** | FASD Clinical Services through the Glenrose Rehabilitation Hospital will provide additional assessments to children suspected of having an FASD and who are under the age of 18. |
| **Related Pillar** | Assessment and Diagnosis |
| **Key Activities** | * Complete multidisciplinary assessments and diagnostic services for children and families as per the *Fetal Alcohol Spectrum Disorder: A Guideline for Diagnosis Across the Lifespan (Cook et al., 2015).*
* Provide results and recommendations to families.
* Link families with community partners who provide interventions and support services.
* Act as a resource to the community and families regarding FASD.
* 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.
 |
| **Responsible Parties** | Alberta Health Services through the Glenrose Rehabilitation Hospital is contracted to provide the assessment services in partnership with the Network. |
| **Status** | Enhancement | Sustaining a program that existed prior to Network funding. |
| **Number of clients to be served** | Baseline: | 12 |
| Target: | 12 |
| **Budget Allocation** | $87,417.00 |

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| **Strategy #12: Glenrose Rehabilitation Hospital, Children’s FASD Clinic Health Grant** | A/D | **X** |
| Supports |  |
| PCAP |  |
| Network Op |  |
| **System and Client Outcomes:** | Albertans have access to timely and affordable multidisciplinary assessment and diagnostic services across the lifespan that result in clients and/or caregivers having an increased understanding of how FASD affects them, the supports and services available to them in the community and are referred to post assessment supports that meet their needs. |
| **FASD Goal:** | Albertans who may be affected by an FASD have access to timely and affordable assessments resulting in recommendations for interventions based on their needs and strengths. |
| **Strategy Description** | FASD Clinical Services through the Glenrose Rehabilitation Hospital will provide additional assessments to children suspected of having an FASD and who are under the age of 18. |
| **Related Pillar** | Assessment and Diagnosis |
| **Key Activities** | * Complete multidisciplinary assessments and diagnostic services for children and families as per the *Fetal Alcohol Spectrum Disorder: A Guideline for Diagnosis Across the Lifespan (Cook et al., 2015).*
* Provide results and recommendations to families.
* Link families with community partners who provide interventions and support services.
* Act as a resource to the community and families regarding FASD.
* 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** | Alberta Health Services through the Glenrose Rehabilitation Hospital is contracted to provide the assessment services in partnership with the Network. |
| **Status** | Enhancement | Sustaining a program that existed prior to Network funding. |
| **Number of clients to be served** | Baseline: | 10 |
| Target: | 10 |
| **Budget Allocation** | TOTAL: $50,000.00 |

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| **Strategy #13: Glenrose Rehabilitation Hospital, Adults FASD Clinic Health Grant** | A/D | **X** |
| Supports |  |
| PCAP |  |
| Network Op |  |
| **System and Client Outcomes:** | Albertans have access to timely and affordable multidisciplinary assessment and diagnostic services across the lifespan that result in clients and/or caregivers having an increased understanding of how FASD affects them, the supports and services available to them in the community and are referred to post assessment supports that meet their needs. |
| **FASD Goal:** | Albertans who may be affected by an FASD have access to timely and affordable assessments resulting in recommendations for interventions based on their needs and strengths. |
| **Strategy Description** | FASD Clinical Services through the Glenrose Rehabilitation Hospital will provide additional assessments to adults suspected of having an FASD. |
| **Related Pillar** | Assessment and Diagnosis |
| **Key Activities** | * Complete multidisciplinary assessment and diagnostic services for adults as per the *Fetal Alcohol Spectrum Disorder: A Guideline for Diagnosis Across the Lifespan (Cook et al., 2015).*
* Actively participate in the management and planning of the adult FASD clinic.
* Provide results and recommendations to individuals to support interventions.
* Link individuals with community partners who provide interventions and support services.
* Act as a leader and resource to the community regarding FASD, locally, provincially, and nationally.
* Participate in and present at key conferences and events.
* 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** | Alberta Health Services through the Glenrose Rehabilitation Hospital is contracted to provide the assessment services in partnership with the Network. |
| **Status** | Enhancement | Sustaining a program that existed prior to Network funding. |
| **Number of clients to be served** | Baseline: | 45 |
| Target: | 45 |
| **Budget Allocation** | TOTAL: $390,000.00 |