**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, 2017 – March 31, 2018.

All work for this project must be completed by March 31, 2018. **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): ORS due the first Friday after the end of each quarter, narrative report due the second Friday after the end of each quarter.
* Quarter 1: April 1 – June 30, 2017
* Quarter 2: July 1 - September 30, 2017
* Quarter 3: October 1 – December 31, 2017
* Quarter 4: January 1- March 31, 2018
1. Deliver ‘Statement 1 – Income, Expenditures and Transfers’, 6 month Schedule B (for the period of April 1, 2017 – September 30, 2017), to the Network Coordinator no later than October 15, 2017. Payment of installments is dependent on previous fund allocations being spent.
2. Deliver a year-end unaudited Schedule B (April 30, 2018) and audited financial statement (June 30, 2018) 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, 2017: Documents completed by October 31, 2017
* October 1 – February 28, 2018: Documents completed by March 31, 2018
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, 2017 to March 31, 2018. 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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| Action #: 10Network Action: Glenrose Rehabilitation Hospital, Adult FASD Clinic  | FASD-CMC Grant: | **Service category:** Level 1 Prevention (Awareness) |  |
| **Service category:** Level 2 Prevention (Safe Conversation) |  |
| From Human Services |  | **Service category:** Level 3 and 4 Prevention (e.g. PCAP)  |  |
| **Service category:** Assessment/Diagnosis | X |
| From Health | X | **Service category:** Supports for Individuals and Caregivers |  |
| **Service category:** Organizational Learning  |  |
| **Business Priority and Rationale** | The Network will provide access to Albertans for 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.Please see the ‘Business Priorities and Rationale’ section of the Business Plan for a full description. |
| **Network Action****Description**  | The Network will provide funding to the Adult FASD Clinic with the Glenrose Rehabilitation Hospital. The Glenrose will provide assessment and diagnostic services to adults suspected of having FASD. |
| **Alignment with FASD-CMC’s S&O Plan** | The Network actions aligns with:* Strategic Pillar #3: Assessment and Diagnosis
* System Outcome 3.1, 3.2
* Client Outcome 3.3
 |
| **Key Activities, implementation timeframes and alignment with Operating Grant Policies (OGP)** | * The Network will provide funding to the Adult FASD Clinic.
* Complete multidisciplinary assessment and diagnostic services for adults.
* Provide results and recommendations to individuals.
* Link individuals with community partner who provide interventions and support services.
* Act as a resource to the community regarding FASD.
* Collect data according to the requirements of ORS, FASD Service Network Program, and the Network.
* Actively participate on the Network and Supports and Services team.

**Alignment with Operating Grant Policies:** This action enhances all the practices listed under ‘Strategic Pillar #3, Assessment and Diagnosis’, utilizing all of the required approaches and practices, and meeting the requirements for funding.  |
| **Evaluation**  | The Adult FASD Clinic contributes data to both ORS and the Network, and provides quarterly narrative reports to the Network staff. Bi-annually the Network Contract Manager conducts a *Service Quality and Compliance Review* on the funded position. The program will utilize the *Alberta’s FASD Evaluation Surveys and Templates* as provided by the Alberta FASD Service Network Program. |
| **Service Delivery Partners** | Current Partners: Glenrose Rehabilitation Hospital |
| **Number of clients to be served** | Baseline:  | 45 |
| Target:  | 45 |
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| **Budget Allocation** | $390,000.00 |

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| Action #: 11Network Action: Glenrose Rehabilitation Hospital, Pediatric FASD Clinic  | FASD-CMC Grant: | **Service category:** Level 1 Prevention (Awareness) |  |
| **Service category:** Level 2 Prevention (Safe Conversation) |  |
| From Human Services | X | **Service category:** Level 3 and 4 Prevention (e.g. PCAP)  |  |
| **Service category:** Assessment/Diagnosis | X |
| From Health |  | **Service category:** Supports for Individuals and Caregivers |  |
| **Service category:** Organizational Learning  |  |
| **Business Priority and Rationale** | The Network will provide access to Albertans for 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.Please see the ‘Business Priorities and Rationale’ section of the Business Plan for a full description. |
| **Network Action****Description**  | The Network will provide funding to the Pediatric FASD Clinic with the Glenrose Rehabilitation Hospital. The Glenrose will provide assessment and diagnostic services to children and youth suspected of having FASD. |
| **Alignment with FASD-CMC’s S&O Plan** | The Network actions aligns with:* Strategic Pillar #3: Assessment and Diagnosis
* System Outcome 3.1, 3.2
* Client Outcome 3.3
 |
| **Key Activities, implementation timeframes and alignment with Operating Grant Policies (OGP)** | * The Network will provide funding to the Pediatric FASD Clinic.
* Complete multidisciplinary assessment and diagnostic services for adults.
* Provide results and recommendations to individuals.
* Link individuals with community partner who provide interventions and support services.
* Act as a resource to the community regarding FASD.
* Collect data according to the requirements of ORS, FASD Service Network Program, and the Network.
* Actively participate on the Network and Supports and Services team.

**Alignment with Operating Grant Policies:** This action enhances all the practices listed under ‘Strategic Pillar #3, Assessment and Diagnosis’, utilizing all of the required approaches and practices, and meeting the requirements for funding.  |
| **Evaluation**  | The Pediatric FASD Clinic contributes data to both ORS and the Network, and provides quarterly narrative reports to the Network staff. Bi-annually the Network Contract Manager conducts a *Service Quality and Compliance Review* on the funded position. The program will utilize the *Alberta’s FASD Evaluation Surveys and Templates* as provided by the Alberta FASD Service Network Program. |
| **Service Delivery Partners** | Current Partners: Glenrose Rehabilitation Hospital |
| **Number of clients to be served** | Baseline:  | 12 |
| Target:  | 12 |
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| **Budget Allocation** | $87,417.00 |

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| Action #: 12Network Action: Glenrose Rehabilitation Hospital, Pediatric FASD Clinic  | FASD-CMC Grant: | **Service category:** Level 1 Prevention (Awareness) |  |
| **Service category:** Level 2 Prevention (Safe Conversation) |  |
| From Human Services |  | **Service category:** Level 3 and 4 Prevention (e.g. PCAP)  |  |
| **Service category:** Assessment/Diagnosis | X |
| From Health | X | **Service category:** Supports for Individuals and Caregivers |  |
| **Service category:** Organizational Learning  |  |
| **Business Priority and Rationale** | The Network will provide access to Albertans for 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.Please see the ‘Business Priorities and Rationale’ section of the Business Plan for a full description. |
| **Network Action****Description**  | The Network will provide funding to the Pediatric FASD Clinic with the Glenrose Rehabilitation Hospital. The Glenrose will provide assessment and diagnostic services to children and youth suspected of having FASD. |
| **Alignment with FASD-CMC’s S&O Plan** | The Network actions aligns with:* Strategic Pillar #3: Assessment and Diagnosis
* System Outcome 3.1, 3.2
* Client Outcome 3.3
 |
| **Key Activities, implementation timeframes and alignment with Operating Grant Policies (OGP)** | * The Network will provide funding to the Pediatric FASD Clinic.
* Complete multidisciplinary assessment and diagnostic services for adults.
* Provide results and recommendations to individuals.
* Link individuals with community partner who provide interventions and support services.
* Act as a resource to the community regarding FASD.
* Collect data according to the requirements of ORS, FASD Service Network Program, and the Network.
* Actively participate on the Network and Supports and Services team.

**Alignment with Operating Grant Policies:** This action enhances all the practices listed under ‘Strategic Pillar #3, Assessment and Diagnosis’, utilizing all of the required approaches and practices, and meeting the requirements for funding.  |
| **Evaluation**  | The Pediatric FASD Clinic contributes data to both ORS and the Network, and provides quarterly narrative reports to the Network staff. Bi-annually the Network Contract Manager conducts a *Service Quality and Compliance Review* on the funded position. The program will utilize the *Alberta’s FASD Evaluation Surveys and Templates* as provided by the Alberta FASD Service Network Program. |
| **Service Delivery Partners** | Current Partners: Glenrose Rehabilitation Hospital |
| **Number of clients to be served** | Baseline:  | 10 |
| Target:  | 10 |
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| **Budget Allocation** | $50,000.00 |