

**Minutes of the 21st Meeting of
the Committee on Integrated Family Service Centres**

Date : 6 September 2016 (Tuesday)
Time : 2:30 p.m.
Venue : Committee Room I, II and III, 1/F, Queen Elizabeth Stadium,
18 Oi Kwan Road, Wan Chai, Hong Kong

Present

Social Welfare Department (SWD)

Ms Lui Siu-ying, Micy	Chief Social Work Officer (Family and Child Welfare)1	(Chairperson)
Miss Chan Lai-chu	Assistant District Social Welfare Officer (Central Western, Southern and Islands)1	
Mr Fung Ching-kwong	Assistant District Social Welfare Officer (Eastern and Wan Chai)1	
Ms Leung Ho-yau, Bonnie	Assistant District Social Welfare Officer (Kwun Tong)2	
Mr Au Wai-ming, Dimitri	Assistant District Social Welfare Officer (Wong Tai Sin and Sai Kung)1	
Ms Chan Chun-mei	Assistant District Social Welfare Officer (Wong Tai Sin and Sai Kung)2	
Ms Ding Shuk-wah, Alice	Assistant District Social Welfare Officer (Kowloon City and Yau Tsim Mong)1	
Mr Lai Huen-lam, Stephen	Assistant District Social Welfare Officer (Sham Shui Po)1	
Mr Chan Ping-ching, Roy	Assistant District Social Welfare Officer (Shatin)1	
Ms Ho Yuen-ming, Agnes	Assistant District Social Welfare Officer (Tai Po and North)2	
Miss Au Yeung Yee-kit	Social Work Officer /Integrated Family Service Centre (Yuen Long)2 [On behalf of Mr LAM Chi-ming, James, Assistant District Social Welfare Officer (Yuen Long)1]	
Ms Lam Yuen-ting, Heidi	Assistant District Social Welfare Officer (Tsuen Wan and Kwai Tsing)1	
Mrs Ng Ng Lai-chun, Quinnie	Assistant District Social Welfare Officer(Tuen Mun)2	
Ms Chan Mei-yi	Senior Social Work Officer (Family)2	
Ms Lam Hiu-ying, Clara	Social Work Officer (Family)1	(Secretary)

Non-governmental organisations (NGOs)

Mr Mui Wai-keung, Moses	Chief Officer (Family and Community) Hong Kong Council of Social Service
Ms Angie Lai	Head of Family Service Caritas – Hong Kong
Ms Judy Chan	Head of Service Hong Kong Family Welfare Society
Mrs Leung Li Chi-mei, Cross	General Manager (Family and Community Core Business) Hong Kong Christian Service
Mr Cham Kwok-wing, Kerin	Director of Program International Social Service Hong Kong Branch
Mr Ng Ka-kui, Charles	Programme Director (Family & Community) Christian Family Service Centre
Mrs Angela Chiu	Executive Director Hong Kong Catholic Marriage Advisory Council
Mr Lee Chung-ho, Michael	Social Work Supervisor Hong Kong Children & Youth Services
Ms Wendy Wong	Senior Manager St James' Settlement
Ms Lee Suet-wah, Bubble	Assistant Supervisor Long Love Integrated Family Service Centre Tung Wah Group of Hospitals [Representing Dr Wong Fung-ye, Margaret, Assistant Community Services Secretary (Youth and Family)]
Mr Chu Muk-wah, Daniel	Assistant Director (Rehabilitation and Family) Yang Memorial Methodist Social Service
Ms Keung Choi-yin	Service Director Hong Kong Sheng Kung Hui Welfare Council Limited
Ms Yam Pui-wah, Zerlina	Islands and Tung Chung District Supervisor The Neighbourhood Advice-Action Council

In attendance

Dr Rita Ho	Principal Medical Officer (Family Health Service) Department of Health
Dr Rachel Cheng	Senior Medical Officer (Family Health Service) Department of Health

[Remark: Dr Ho and Dr Cheng attended the meeting for sharing on breast-feeding]

Miss Mok Yuen-ngar, Monica	Social Work Officer (Family) ³ / SWD
Miss Lau Leung-yuk, Grace	Assistant Social Work Officer (Family) ¹ / SWD

Welcoming remarks

The Chairperson welcomed Ms Yam Pui-wah, Zerlina of The Neighbourhood Advice-Action Council who replaced Ms Wong Mei-fung, Connie to serve as a member of the Committee. She also welcomed colleagues who attended on behalf of Members, including Ms Lee Suet-wah, Bubble of Tung Wah Group of Hospitals and Miss Au Yeung Yee-kit of SWD. She informed Members that Mr Lam Chi-ming, James of SWD replaced Miss HUI Kwai-fan who had taken up another position in SWD but Mr Lam was not able to join the meeting and hence Miss Au Yeung attended the meeting on his behalf. Besides, Dr Rita Ho and Dr Rachel Cheng of Family Health Service of Department of Health (DoH) were also welcomed for sharing on breastfeeding.

Sharing on breastfeeding

2. Dr Rita Ho and Dr Rachel Cheng by a powerpoint presentation shared with Members the breastfeeding friendly workplace and public premises. Members were invited to share the related information to their colleagues and welcomed them to contact DoH for health talk, promotional materials and further information. Ms Clara Lam shared that the related promotional materials, including booklets of “Guides to establishing breastfeeding friendly workplace policy” and “Guides to establishing breastfeeding friendly public premises” and posters had been sent to Members in August 2016.

[Remark: Dr Ho and Dr Cheng left the meeting at this juncture.]

[Post-meeting note: The power point presentation by FHS was sent to Members for their easy reference on 7.9.2016.]

Confirmation of minutes of last meeting

3. Minutes of the last meeting were confirmed without amendment.

[Post-meeting notes: The confirmed minutes of the 20th meeting were sent to Members and uploaded onto SWD Homepage on 7.9.2016.]

Matters arising

*Sharing on the Development of Parenting Capacity Assessment Framework
(para. 5-7, p.4-5)*

4. Ms Chan Mei-yi shared that after the successful pilot use of the Parenting Capacity Assessment Framework for the 0-12 months old (Assessment Framework) in Tsuen Wan and Kwai Tsing and Yuen Long Districts, the Assessment Framework would be rolled out by phases to the other districts from September 2016. In the first phase, it would be rolled out to the districts in the New Territories in November 2016 with corresponding training provided to the staff of the concerned districts in September and October 2016. For information of the roll-out plan and related training, Members were encouraged to refer to

the announcements issued by Family and Child Welfare Branch (FCWB) and Staff Development and Training Section (SDTS) on 22.8.2016 and 23.8.2016 respectively.

5. Ms Chan Mei-yi shared that invitation to training had been sent to the related service units of NGOs including Integrated Family Service Centres (IFSCs), Integrated Services Centres (ISCs), Counselling Centre for Psychotropic Substance Abusers and other units providing service to new born babies, teenage mothers, etc. The user manual of Assessment Framework was also refined which informed social workers of how to use the framework including the guiding principles. Social workers, who had not attended the related training, could read the manual and apply the framework in conducting assessment. She furthered that the concerned task group was currently working on the health care version and the social worker version for the 13-36 months old would be developed in a later stage.

6. The Chairperson thanked Members again, especially Members of the two pilot districts, for their support, and appealed for their continuing support. She encouraged social workers to use the framework on at-risk families, including parents who have history of substance/drug abuse or with mental illness, mothers with post-natal depression and families with psychosocial needs.

Training courses (para. 8, p.5)

7. Miss Monica Mok reported on the enrolment of training courses conducted from May to August 2016. She highlighted the following courses to be organised from September to December 2016 and encouraged Members to nominate suitable colleagues to attend:

- (a) Workshop on Application of Legal Provisions in the Investigation and Handling of Suspected / Child Abuse Cases (8.9.2016 (a.m.));
- (b) Training on Parenting Capacity Assessment Framework – two one-day Seminars (20.9.2016 and 6.10.2016) and four half-day Workshops (6 identical workshops) (17 and 27.10.2016);
- (c) Training Workshop on conducting supportive group for parents with children with special educational needs (21.9.2016);
- (d) Training Workshop on conducting supportive group for parents with children suffering from Dyslexia problem (26.9.2016);
- (e) Sharing Session on the Handling of Family Cases in relation to the Work of Immigration Department (Class 2) (3.10.2016);
- (f) Training Workshop on conducting supportive group for parents with children suffering from ADHD problem (25.10.2016);
- (g) Training Course on Using Games for Social Work Intervention (27.10.2016);
- (h) Induction Course on Services of IFSC (Class 2) (1, 3, 10, 16 and 17.11.2016);
- (i) Training Course on Introduction to Clinical Psychology (CP) Service (16.11.2016 (p.m.));
- (j) Training Course on Working With Ethnic Minorities (17.11.2016 pm);
- (k) Introduction to Solution-focused Therapy (29.11.2016 and 5.12.2016);
- (l) Training Course on Handling Attachment Problem for Child Welfare Cases

- (13.12.2016 (a.m.));
- (m) Training Course on Permanency Planning for Child Welfare Cases (13.12.2016 (p.m.));
- (n) Introduction to Self-psychology (8.11.2016 (p.m.));
- (o) Sharing Session on Using Mediation in Resolving Conflicts (28.11.2016 (a.m.)); and
- (p) Training on Engaging and Working with Parents/Carers being substance abusers (22.11. 2016 (a.m.) (tentative)).

8. Miss Mok shared the revamped e-Learning platform of SWD 社會福利署的全新「易學站」(<https://www.elc.swd.gov.hk/login/index.php>). The platform had been open to NGOs since July 2016 and she invited NGO Members to refer to the email issued by SDTS on 27.7.2016. There were many valuable learning materials, including “E-learning Programme on Child Protection”. The Chairperson encouraged both SWD and NGO social workers to register as users and enroll to the related training programmes.

Compassionate rehousing (CR) (para.9- 11, p.5-6)

(i) Application form and leaflet

9. Ms Chan Mei-yi reported that the revised “Application Form for CR / Conditional Tenancy / Ex-gratia Scheme for Elderly Property Owner-occupiers”, which was the Annex 11 of “Guidelines and Procedures for Processing Applications for CR and Other Housing Assistance” (Guidelines), and the revised CR leaflet were issued to frontline colleagues for use in April 2016.

10. Ms Chan furthered that as discussed in the recent meeting of Liaison Group on Issues Relating to Housing Assistance Cases (LG) held on 29.7.2016, to spell out that CR was not a general housing assistance scheme open to the public for application and for consistency with the description in the revised CR leaflet, the related wording of the concerned annexes of the Guidelines, which were forms to be signed by or letters to be issued to the clients, would be revised in the first place, as the whole set of Guidelines would be revised after a thorough review. Members considered the proposed strategy agreeable and FCWB would follow up the matter.

[Post-meeting Notes: The draft update of the related annexes of the Guidelines was issued to Members on 19.11.2016 for comments.]

(ii) Devising more guidelines on CR assessment yardstick

11. The Chairperson recapitulated that after deliberation in the meetings of Committee and “Working Group on Review on the Operation of IFSCs” (WG), WG would work on the task of reviewing guidelines on CR assessment yardsticks. With the consideration that IFSCs had been handling a material number of housing assistance cases, anchoring the discussion at the platforms of Committee and WG would facilitate the development of more concrete substances for deliberation of the related stakeholders of other service settings. The assessment yardsticks to be worked out would be principles for the reference of

caseworkers in assessing cases of different natures having regard to the nature and complexity of problems giving rise to the need for housing assistance as well as the resources and support network available to the individual clients. Given the principles, it was hoped that the assessment yardsticks on CR cases could be aligned more effectively.

12. The Chairperson shared the proposed road map of reviewing the guidelines on CR assessment yardsticks which was tabled to Members. She invited Members for comment on the proposed work plan. Members shared their views on the road map, including targeted stakeholders, means and timing of the consultation, and the scope of review. The Chairperson thanked for their views and shared that the road map would be refined accordingly for seeking views from various stakeholders. She noted the sector's request for a designated team to handle CR cases and the handling mechanism would be examined in the process. She welcomed Members to provide further comment on the road map by 15.9.2016.

[Post-meeting Notes: The road map was sent to Members via email of 7.9.2016 for their further comments.]

(iii) Complaint on handling of Conditional Tenancy (CT) cases

13. The Chairperson reported that the Ombudsman had recently investigated into the handling of CT cases, where the complainants queried that being victims of domestic violence should be sufficient as eligible for CT and thus they should not be asked for providing medical and financial information. After due investigation, the Ombudsman concluded that the complaints were not substantiated. The Chairperson shared that CT was one of the schemes under CR and CR was not a general housing assistance scheme open to the public for application. Comprehensive assessment on the eligibility of individual client / family was needed to be conducted by the caseworker. Being clients of particular vulnerable groups would not in itself meet the eligibility criteria for CR. Provision of related information, including financial and medical information, if applicable, by the client to the caseworker for assessing CR eligibility was part of the established work procedure. Members might consider referring clients to relevant elaborations laid down in the recently updated CR leaflet.

“Guidelines on Division of Work and Case Transfer among IFSCs/ISCs” (Guidelines on Division of Work) (para. 12, p.6)

14. Ms Chan Mei-yi reported that the Guidelines on Division of Work, which had been endorsed by the Committee, were sent to Members and the related stakeholders on 10.5.2016.

Introduction of Interpretation Service to Ethnic Minorities (EMs) in need (para. 13-14, p.7)

15. Ms Chan Mei-yi shared that updated “Points-to-note in Providing Welfare Services for EMs” (Points-to-note) with consolidated comment of Members had been issued to IFSCs, ISCs and Family and Child Protective Services Unit (FCPSUs) on 17.6.2016. In

August 2016, the Points-to-note was further refined and issued to all SWD units. The further refined version was sent to NGO IFSCs/ISCs on 23.8.2016. She drew Members' attention to the major refinement at paragraph 2.3 of the Points-to-note regarding "interpretation and translation services". When EM service users proposed their family members, relatives or friends to act as interpreters, they should be informed of the availability of interpretation services and be encouraged to use the services. For sensitive cases, family members should be actively discouraged to be the interpreters and social workers should also draw social security staff's attention if such cases were referred to social security field units for financial assistance.

16. The Chairperson shared that SWD had held a sharing session with Equal Opportunities Commission (EOC) on 24.8.2016. EOC, while appreciated the promulgation of Points-to-note, concerned the arrangement of interpretation services to EMs. EOC welcomed NGOs and district colleagues of SWD to contact them for sharing / training on cultural sensitivity and anti-discrimination. The following good practice was also shared in the meeting –

- (a) as an alternative of posting a notice at the reception area, to consider presenting an information note to individual EM clients in their respective EM languages to inform them their right of access to the interpretation service; and
- (b) to have designated / resource person in individual offices for handling / coordinating resources / services for EMs.

17. As regards the first good practice item, Mr Moses Mui invited FCWB to make reference to the notice to EMs of Labour Department (LD) and the language identification card of Centre for Harmony and Enhancement of Ethnic Minority Residents (CHEER) of Hong Kong Christian Service. The Chairperson welcomed the suggestion and would examine feasibility of adopting similar practices of LD and CHEER in our practice.

Sharing of Good Practice with Members (para. 30, p. 12-13)

18. The Chairperson shared that subsequent to disclosure of a family tragedy case on a weekend, a reporter had turned up an NGO IFSC in person for enquiry on the case on the same day. She invited NGO Members to consider establishing line-to-take / protocol in handling cases with public concern and handling media enquiries especially during weekends and public holidays so that a timely response to media enquiry could be provided before the issues further fermented. The Chairperson also encouraged Members to build up some forms of mutual understanding for NGO units and their respective DSWOs in handling similar cases.

Community-based Service Delivery Mode for Out-patients of Chest Clinics (para. 31-33, p. 13)

19. Ms Chan Mei-yi recapitulated that since the implementation of the community-based service delivery mode for outpatients of chest clinics in 2002, outpatients

of chest clinics and their family members in need of welfare services have been referred to IFSCs/ISCs for assistance. To facilitate effective collaboration and cooperation between medical and nursing staffs of chest clinics and social workers of IFSCs/ISCs in the management of outpatients and their family members in need of welfare services, the “Community-based Service Delivery Mode for Out-patients of Chest Clinics - A Brief Guide for Referring Patients for Psychosocial / Financial Assistance” (Brief Guide) had been updated in August 2016. She highlighted the major revisions of the Brief Guide that referral from Chest Clinics to IFSCs/ISCs would be sent to FCWB for screening and directing to the appropriate IFSCs/ISCs. For cases with difficult situations, nurses of Chest Clinics would contact FCWB for discussion before referral. Besides, refined working tips and good practice were incorporated in the updated Brief Guide. Ms Chan furthered that a sharing session would be held on 18.10.2016 and the Senior Nursing Officer from Tuberculosis and Chest Service of DoH had been invited to share the service. She encouraged Members to nominate related colleagues to attend the sharing session.

Review of “Collaboration Guidelines among Integrated Community Centres for Mental Wellness (ICCMW), Psychiatric Service and Personalised Care Programme of the Hospital Authority, Medical Social Services Units and Other Welfare Service Units” (ICCMW Collaboration Guide) (para. 36, p. 14)

20. Ms Clara Lam reported that a task group convened by the Rehabilitation and Medical Social Services Branch (RMB) was set up to review, and to update and revise as appropriate, the ICCMW Collaboration Guidelines. With comments from the task group members collected, RMB prepared the proposed revised ICCMW Collaboration Guidelines and passed the relevant parts to Hospital Authority (HA) for comments. After that, the proposed revised version would be forwarded to members of the task group and the Working Group on Review of ICCMW Service for further comments.

Review of Procedural Guidelines for Handling Elder Abuse Cases (para. 37, p.14)

21. Ms Chan Mei-yi recapitulated that the “Task Group on Review of Procedural Guidelines for Handling Elder Abuse Cases” (Guidelines – Elder Abuse) had been convened by the Elderly Branch of SWD since June 2015, to review the Guidelines – Elder Abuse. Members were invited to provide their issues of concern last meeting. After the meeting, the following two issues of concerns were collected from Members:

- (a) whether IFSCs had to report in writing the details of handling on the suspected elderly abuse, such as consideration of not convening multi-disciplinary case conference (MDCC), as requested by Licensing Office of Residential Care Homes for the Elderly (LORCHE) despite LORCHE being referrer; and
- (b) according to prevailing Guidelines – Elder Abuse, District Elderly Community Centre (DECC) had to handle their active cases involving suspected elderly abuse rather than referring them to IFSCs for assistance but in practice at times DECC referred such cases to IFSCs.

22. Ms Chan reported that FCWB had passed the concerns to the related colleagues of Elderly Branch (EB) and LORCHE. EB would have direct contact with Mr Moses Mui to have first-hand information. They would look into the two issues of concern mentioned above.

23. Ms Chan reported that EB invited Members to provide any further issues of concerns on the handling of elder abuse through HKCSS and FCWB. EB informed that comments of related stakeholders, including related NGOs and HKCSS, on the proposed revisions to Guidelines – Elder Abuse would be invited at a later stage.

Progress of follow-up on the recommendations of the Review on the Implementation of the IFSC Service Mode

Updates on the follow-up actions taken

24. The Chairperson reported the progress of the follow-up actions taken with the updated table which was sent to Members before the meeting. The updates were extracted below:

- | | |
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| <i>Recommendations
5, 7, 8 & 10</i> | ✧ <i>The WG has held its 17th and 18th meeting on 28.4.2016 and 31.8.2016 respectively for discussion on the draft revised Guidelines on Collaboration between FCPSUs and IFSCs and collaboration issues with MSSUs of SWD were discussed in the WG meeting.</i> |
| <i>Recommendation
14</i> | ✧ <i>Eleven meetings of LG on Issues relating to Housing Assistance Cases were held. The 12th meeting would be tentatively scheduled to be held in January 2017.</i> |
| | ✧ <i>Ten meetings of the five Local LGs (LLGs) of the respective clusters were held / to be held between August 2010 and March 2016 whereas the 11th meetings would be held between October 2015 to September 2016.</i> |

Progress of work under various working groups

(i) WG

25. Ms Chan Mei-yi shared that WG had held its 18th meeting on 31.8.2016 for discussion on the collaboration issues between IFSCs/ISCs and FCPSUs, including the draft revised collaboration guideline. A summary table of discussion items incorporating comment of members of IFSC Committee and WG on the draft collaboration guideline as collected in May 2016 and the feedback from the Domestic Violence Team (DVT) was sent to Members on 31.8.2016. The comment of WG at the recent meeting on 31.8.2016, which had not been added onto the document, would be shared and discussed in details in agenda item 4.1.

26. Ms Chan furthered that feedback from WG members as well as members of Committee IFSC had been conveyed to RMB for deliberation at the “Working Group on Operational Issues Relating to Service Interfacing and Division of Work between MSSUs and IFSCs” (WG on MSSU/IFSCs) on 28.6.2016. The Discussion items incorporating comments of members of IFSC Committee and WG were sent to Members on 31.8.2016. It would be reported in Agenda item 4.2.

(ii) LG

27. Ms Chan Mei-yi shared that the 11th meeting of LG was held on 29.7.2016. The related Summary of Discussion would be issued to districts in due course. Next meeting of LG would be held in January 2017 tentatively.

[Post-meeting Note: The Summary of Discussion of the 11th meeting of LG was issued on 24.10.2016 and was uploaded to SWD Intranet on 26.10.2016.]

Collaboration issues between IFSCs/ISCs and Other service units

Collaboration issues between IFSCs/ISCs and FCPSUs

28. Ms Chan Mei-yi shared the gist of the feedback from DVT, which was sent to Member on 31.8.2016. Further views of Members on the draft revised Guidelines were summarised as follows -

- (i) Members did not have further comment on the following items -
 - removing the newly added words of “or by phone” at paragraph 8 for clients who approach the units for enquiry / intake service;
 - re-stating of words “for example” at paragraph 21 as to the handling of child abuse cases;
 - using the word “access” rather than “visitation or visitation arrangement” at paragraph 32; and
 - revising the wording at paragraph 41 regarding the issue of reply slip and further reply slip by the receiving office upon case transfer.
- (ii) Regarding the handling of child abuse cases at paragraph 20, Members agreed it was not necessary to provide factors for consideration on the decision of reporting the incident to the police and arrangement of medical treatment in the revised Guidelines.
- (iii) As to the handling of child abuse cases at paragraph 29 of draft revised Guidelines, the newly added part relating to the timing of transfer of case recommended for Compassionate Rehousing was agreed to be removed. Members shared the views that in determining the division of work, paramount concern should be placed on the best interests of the children and families concerned. The good practice of split shared cases should be encouraged if it was to the best interests of the children and families concerned which could be

deliberated upon discussion of welfare plans during MDCC. A footnote was suggested to be added to the Guidelines that “the related service units, upon deliberation in the MDCC or thereafter, may consider the good practice of split shared cases if circumstances warrant”.

- (iv) As to the handling of child custody cases at paragraph 34, Members after deliberation agreed that the newly added content involved provision of counseling on co-parenting could be removed.

29. The Chairperson reported that the draft revised Guidelines would be refined according to the comments of the Members. As regards some areas in need of further clarification with DVT/FCPSUs, Family Team would relate the further comments to DVT for their consideration and consultation with FCPSUs as appropriate. She invited Member to provide comments if any, by **15.9.2016**.

Collaboration between IFSCs/ISCs and MSSUs of SWD

30. Ms Chan Mei-yi reported that after the sharing in the last WG meeting on 28.4.2016 and the Committee meeting on 6.5.2016, the comments from Members of the two platforms were consolidated and passed to RMB which was sent to Members on 31.8.2016. She shared that the 8th meeting of WG on MSSUs / IFSCs was held on 28.6.2016 when the feedback of IFSC platforms had been thoroughly deliberated. Members of the WG on MSSUs / IFSCs appreciated the constructive views from Committee and WG. Further views of WG on MSSUs / IFSCs would be shared with Committee and WG upon confirmation of the minutes of its 8th meeting.

Any other business

Permanency Planning of Child Welfare Cases

31. The Chairperson shared that all along, SWD accorded great importance to permanency planning for children placed under residential child care services so that each of these children would return to the family, or settle down in a permanent home through adoption, or lead an independent living in his/her best interests. When a permanency plan was worked out for a child, the responsible social worker assisted the child and his/her family to achieve the permanency plan through concerted efforts of multiple parties concerned including the ones working in the residential child care settings.

32. To facilitate the monitoring of child welfare cases of referring units, The Chairperson reported that Child Welfare Team (CWT) had been providing information of children in residential child care services as captured by the Central Referral System for Residential Child Care Services (CRSRC) and Central Co-ordinating Referral Mechanism (CCRM) on a quarterly basis (i.e. January, April, July and October). Among others, Members' attention was also drawn to children whose ages exceeded the age range of target service users of the respective residential child care service and children who had been staying at emergency placement for more than six months.

33. The Chairperson furthered that in view that each type of residential care services, especially residential child care centres, were designed to meet the developmental needs of children within the specified age range and emergency placement such as Po Leung Kuk New Comers' Ward, was designed to provide temporary care for children, the over-aged / overstay problem not only rendered the services provided not matching with the children's developmental needs but also undermined the residential care units' capacity to take on new and needy cases timely.

34. To address the concern, The Chairperson would like to seek Members' assistance to conduct a review of the cases under their purview and examine/explore feasible arrangements such as widening the placement choices of residential care services and reviewing their welfare plan and need for alternative arrangement as appropriate. Members were also reminded to inform CRSRC or CCRM by appropriate forms (i.e. CRSRC 8 or CRM-F3B) of any changes, including change of responsible caseworker, transfer of case to other casework units or case closure.

Child Abduction Legislation (Misc Amendments) Ordinance 2014

35. Ms Clara Lam shared with a powerpoint the enactment of the amended Child Abduction and Custody Ordinance (Cap. 512) took effect on 5.4.2016. FCWB issued new procedural guidelines to district colleagues to prepare for the changes. To facilitate the handling of child abduction cases received after office hours on Saturdays, Sundays and public holidays, an after-office hours duty roster had been drawn up for social work officers, including those in acting capacity, of FCPSUs to take turn to be on duty for one day each time. Ms Wendy Wong enquired whether Care or Protection Order would be applied for child(ren) concerned. The Chairperson shared that on most situation, the police who incepted the abducted child(ren) or received the child(ren) from the immigration officers would arrange the admission of the child(ren) to place of refuges under the Child Abduction and Custody Ordinance. If there were other concerns, the application for provisions pursuant to the Protection of Children and Juveniles Ordinance (Cap. 213) would be considered as appropriate, depending on the situation and context of the case.

Appropriate adult (AA) in handling MIP

36. Ms Chan Mei-yi recapitulated that as shared in 18th Committee Meeting that "*Procedural Guide for Social Workers on the Handling of Mentally Incapacitated Adults Arising from the New Provisions in the Criminal Procedures (Amendment) Ordinance 1995*" (Procedural Guide) was issued in 2000. The Procedural Guide detailed the support provided by social workers for mentally incapacitated adults (MIAs) including accompanying MIAs in giving statement if needed. A working group convened by RMB with members from DVT, FT of FCWB and Clinical Psychological Service Branch to review the Procedural Guide was set up in 2015. The working group was to define the scope of review of the Procedural Guide, to work out the revised Procedural Guide in accordance with the defined scope of review, to make recommendation(s) on the consultation of the revised Procedural Guide and the relevant training / briefing on the

implementation of the revised Procedural Guide and to identify areas of concern in relation to the existing witness support services and collaboration with law enforcement agencies on services for suspect / defendants. Four meetings had been held for reviewing the Procedural Guide. Ms Chan furthered that as informed by RMB, the Police was working out the role and responsibilities to be taken by an AA in handling MIP. Members would be reported of further progress when available.

Matters related to child protection and child contact

(i) Child Protection Registry (CPR) Review

37. Ms Chan Mei-yi shared that a task group was set up in April 2016 with members of HKCSS, NGOs, HA, Police and SWD. Views had been collected from the stakeholders and members of Committee on Child Abuse on the proposed amendment. While the task group would meet on 7.9.2016 to discuss the feedback collected, it was planned that the review would be completed by early 2017. SWD would then follow up the user requirements and enhancement of the system with the Information Systems and Technology Branch of SWD.

(ii) Review of Procedural Guide for Handling Child Abuse Cases

38. Ms Chan reported that for review of the Procedural Guide for Handling Child Abuse Cases, relevant stakeholders would be invited to join the task group to be formed in September 2016.

(iii) E-bulletin

39. In response to the recommendation of the Coroner's Court on a 5-year-old boy with intellectual disability who died of misadventure by taking dangerous drug at home accidentally, Ms Chan reported that SWD issued an e-bulletin 「處理懷疑照顧者有濫用藥物／吸毒的個案 - 個案跟進及參考事項」, on 19.5.2016 to all casework units of SWD and NGO IFSCs/ISCs for frontline workers' reference. Knowledge and skills in handling cases involving parents being drug/substance abusers had also been enhanced in related training programmes.

(iv) Pilot Project of the Children Contact Service

40. In order to enhance the support service for the separated/divorced families, in particular to assist those parents having difficulty in arranging children contact and to facilitate the children of the separated/divorced families to maintain contact with their non-residing parents, the Chairperson shared that the 2-year Pilot Project on Children Contact Service (Pilot Project) under the Lotteries Fund would be launched. The Pilot Project, commissioned to the Hong Kong Family Welfare Society, would commence operation on 21.9.2016. A service briefing would be held on 19.9.2016 for casework units including IFSCs/ISCs.

Strengthened Health and Developmental Surveillance (HDS) for substance abuse parents / guardians / carers in Maternal and Child Health Centres (MCHCs)

41. Ms Chan Mei-yi shared that MCHC of Department of Health (DoH), after a review of child abuse cases of Comprehensive Child Development Service (CCDS), had strengthened the service for very high risk children, including children of drug/substance abuse parents/guardians/carers in September 2016. It was found that these parents and children usually had very poor compliance to health care advice and services. A strengthened service was thus put in place by MCHCs and Child Assessment Centres (CACs) of DoH and CCDS Paediatricians of HA so that potential health and developmental problems were identified as early as possible for timely intervention and support.

42. Ms Clara Lam shared that the strengthened HDS included closer monitoring on children's health and development and more stringent defaulter tracing system, where MCHC / CAS would seek assistance from the case social workers in facilitating the children's attendance at MCHC and CAC, with consent of the parents/guardians. Ms Lam invited Members to share the information with the related social work colleagues and appeal for their joint effort in assisting the children to attend the health care service in a timely manner.

Handling cases involving newborn babies to be positive in toxicology urine test

43. Mr Moses Mui, Mr Daniel Chu and Mrs Cross Leung shared the concerns on the handling of cases involving newborn babies to be positive in toxicology urine test. Upon consultation with FCPSUs, in some districts, these cases would be regarded as suspected child abuse while no child protection procedures were applied in some other districts. The Chairperson considered that if there was suspicion of child abuse, the handling of case should be pursuant to the related guidelines and procedures. Family team would convey the concerns to DVT. The progress on the arising matter would be shared with Members.

Note of thanks

44. The Chairperson on behalf of the Members thanked Ms Angie Lai, who was going to retire, for her contributions to the Committee all along in the years. Ms Angie Lai informed that Ms Eliza Lam would replace her to join the Committee in the next meeting.

Date of next meeting

45. There being no other business, the meeting was adjourned at 5:30 p.m. The date of the next meeting would be confirmed later.

[Post-meeting note: The next meeting was scheduled on 2.12.2016 (Friday) at 9:30 am at Conference Room 918, 9/F, Wu Chung House, 213 Queen Road East, Wan Chai, Hong Kong.]