Appendix 2a

(09/2022)

**Notes of Application for Rehabilitation Services**

**Under Central Referral System for Rehabilitation Services –**

**Subsystem for the Mentally/Physically Handicapped (CRSRehab-MPH)**

1. An applicant will receive the confirmation of application for rehabilitation service (*Form 1B*) and Notification of Assessment Result issued by the Central Referral System for Rehabilitation Services - Subsystem for the Mentally/Physically Handicapped (CRSRehab-MPH) from the referring caseworker.
2. An applicant who indicates no preference in location will be given a day placement in his/her residential district whereas residential services placement will be arranged to any service unit with vacancy on random basis.
3. An applicant who has no preference in location will wait shorter than those who indicate preference. However, in case there is a genuine need, the applicant may indicate preference by region(s)/district(s)/service unit(s).
4. Change of location preference will not affect the application date as long as the applicant has not been offered the required service.
5. An applicant can apply for transferring his/her application from the active to the inactive waiting list once for residential rehabilitation service if he/she is not ready for admission. This will not affect his/her application date but the applicant would not be offered any placement as long as he/she is on the inactive waiting list. His/her application would be reactivated when the referrer confirms the need for reactivation upon assessment.
6. **Except under the following circumstances**, the application will be removed from the waiting list when the applicant declines a placement offer:

a) the placement is not offered in accordance with the applicant’s indicated preference;

b) the applicant declines the placement offer (except residential or paired-up day and residential placement under CRSRehab-MPH) due to hospitalisation of not exceeding 3 months (except for ex-mentally ill persons admitted into psychiatric beds/hospitals);

c) the applicant declines a single day placement while he/she awaits for a residential placement;

d) the applicant for residential or paired-up day and residential services requests to be transferred to the inactive waiting list under CRSRehab-MPH.

1. SWD and the referring agency will not charge for the application and referral for service. The applicant/family member(s)/guardian/carer(s) should report to the Independent Commission Against Corruption (ICAC) immediately in case anyone offers to assist in application for residential placement in return for remuneration. Attempted bribery by any person is also an offence in law, SWD will refer the case to ICAC for investigation.

 After explanation by the Caseworker, I, , the applicant/family member(s)/guardian/carer(s)\* of , understand the content of the “Notes of Application for Rehabilitation Services” and agree to be waitlisted for the service(s) in accordance with the rules and regulations therein. I hereby give my consent to CRSRehab for releasing the personal information of the applicant to relevant Departments/Non-Governmental Organisations for processing of the application.

|  |  |  |
| --- | --- | --- |
| Signature | : |  |
| (Applicant/Family Member(s)/Guardian/Carer(s)) |
|  |  |  |
|  |  | (Name of Caseworker) |
|  |  |  |
|  |  | (Name of Agency) |
| Date | : |  |

\* *Delete whichever is inapplicable*

Central Referral System for Rehabilitation Services

Social Welfare Department