

Operational Guideline on Day Respite Service for Persons with Disabilities

(A) Introduction

Respite service, including residential and day respite service (DRS), is a form of temporary support service provided by rehabilitation service units for persons with disabilities (PWDs)¹ to enable their family members or carers to take a break and relieve their stress aim at encouraging and helping PWDs to continue living in the community for as long as possible.

DRS is provided by Day Activity Centres / District Support Centres for Persons with Disabilities / Care and Attention Home for Severely Disabled Persons (DACs / DSCs / C&A/SDs). Users of DRS do not need to be assessed under the Standardised Assessment Mechanism for Residential Services for People with Disabilities. Besides, DRS is also provided by the Designated Day / Residential Respite Service (DD/RRS) under Bought Place Scheme (BPS) for Private Residential Care Home for Persons with Disabilities. List of these units can be downloaded from [SWD Homepage](#).

(B) Eligibility for the Service

The target service users of respite service are PWDs aged 6 or above², who are –

- (a) in need of personal care assistance and nursing support (if applicable) within the scope of service provided by the respective type of rehabilitation services;
- (b) physically and mentally suitable for communal living without challenging behaviours; and
- (c) free from active infectious diseases.

(C) Service Provision

The respite service could be utilized repeatedly but the service period of respite service should be no more than 14 days under normal circumstances, or any duration as advised by the Social Welfare Department (SWD), so as to allow more PWDs to use the service. The Service Operator may extend the service period up to 42 days subject to the availability of vacancies. Consultation with SWD is required for special cases in need of respite service for more than 42 days.

¹ PWDs include persons with intellectual and/or physical disability or persons in mental recovery.

² Some RCHDs only serve PWDs aged 15 or above.

(D) Service Hours

The service hours of DRS will be the same as the service hours of respective service centres:

Types of Service Unit	Service hours
DACs	Monday to Friday from 9:00 a.m. to 3:30 p.m.
DSCs	Monday to Friday from 9:00 a.m. to 6:00 p.m.
C&A/SDs	Monday to Friday from 9:00 a.m. to 5:00 p.m.

Some service units provide day respite service on Saturdays, Sundays and public holidays. Please pay attention to the service hours of the respective units to meet your needs.

(E) Application Procedure

PwDs or their carers can approach DACs / DSCs / C&A/SDs direct for enquiry and application. Applicants may also request referrals through social workers of Medical Social Services Units, Integrated Family Services Centres, special schools or rehabilitation service units to the service units operating the day respite service.

(F) Fees

Service charges are calculated on an hourly basis, the general fee charging rates of the service is:

Types of service unit	Existing hourly charge (Note 1)	Meal fee (Note 2)
DACs / DSCs / C&A/SDs	\$5.1	\$15 - \$18 per meal

Note 1: With the prior approved from the Social Welfare Department, individual service units may charge higher rates under individual circumstances.

Note 2: It is an incidental fee which is paid on need basis. This reference rates

are applicable to Care and Attention Home for Severely Disabled Persons. Other service units may charge this incidental fee on actual reimbursement basis.

(G) Effective use on “Vacancy Enquiry System for Respite Services / Emergency Placement”

To enquire the availability of respite service places, referring social workers / service users can access the “Vacancy Enquiry System for Respite Services / Emergency Placement” (Vacancy Enquiry System) via <https://www.ves.swd.gov.hk/en>.

To ensure the Vacancy Enquiry System provides real-time and accurate information on vacancy places, DRS operators shall update the vacancy places information on the Enquiry System as soon as possible (within one working day), to facilitate the social workers / service users applying for the service.

Rehabilitation and Medical Social Services Branch
Social Welfare Department
October 2024

Application Procedures of DRS for PwDs

PwDs applicant: in need for DRS

Self approach

1. Direct approach to centres/service units for enquiry and application

- To enquire the availability of DRS places through SWD Vacancy Enquiry System for Respite Services / Emergency Placement launched in 2019.

2. Direct liaison and make arrangement for the admission with the centres/service units, and come for admission as scheduled.

By referral

1. Approach Casework Service Units / Rehabilitation Service Units for assistance.

- To enquire the DRS for the PwDs and the availability of DRS places

2. The social worker follows up the application procedure.

- In case there is a need to extend the duration of stay of over 14 days, the referring worker who follows through the welfare plan is responsible to liaise with the service operator and PwDs.

Service operator of DAC
- Service operator of DAC
- To arrange placement for PwDs applicant

Service operator of DSC
- Service operator of DSC
- To arrange placement for PwDs applicant

Service operator of C&A/SD
- Service operator of C&A/SD
- To arrange placement for PwDs applicant

3. Admission

Reminder to service centres / units:

SWD strongly recommend the centres / units to contact the service applicant / referring social workers within three working days so as to meet the needs of service users.