

Operational Guideline on Residential Respite Service for Persons with Disabilities

(A) Introduction

Respite service, including residential (RRS) and day respite service, is a form of temporary support service provided by rehabilitation service units for persons with disabilities (PWDs) 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.

RRS is provided by Hostel for Moderately Mentally Handicapped Persons (HMMH), Hostel for Severely Mentally Handicapped Persons (HSMH), Hostel for Severely Physically Handicapped Persons (HSPH), Hostel for Severely Physically Handicapped Persons with Mental Handicapped (HSPH/MH), Care and Attention Home for Severely Disabled Persons (C&A/SD), Supported Hostel (SHOS) and Private Residential Care Homes for the Persons with Disabilities under the Bought Place Scheme. 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 above, who are –

1. in need of personal care assistance and nursing support (if applicable) within the scope of service provided by the respective type of rehabilitation services;
2. physically and mentally suitable for communal living without challenging behaviours; and
3. 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.

(D) Application Procedure

- 1 . Application can be made by users/parents/carers directly or sent referral via social workers of Medical Social Service units, Integrated Family Services Centres, special schools or rehabilitation service units to the service units operating RRS.
- 2 . Applicants should observe the rules of admission to Residential Care Homes (RCHD) for Persons with Disabilities to conduct a medical examination by a registered medical practitioner prior to admission to an RCHD with the “**Medical Examination Form for Residents in Residential Care Homes for Persons with Disabilities**”. For urgent or special cases that medical examinations cannot be conducted prior to admission, medical examination should be arranged within 3 calendar days after admission to RCHD.
- 3 . If in urgent need of Residential Respite Service f during non-office hours, PWDs, their family members or carers may directly approach the service operator of private residential care homes for the persons with disabilities under the Bought Place Scheme (BPS) providing residential respite service for assistance. Non-office hours are (i) Monday to Saturday, from 5pm to 9am of the following day, and (ii) Sunday and Public Holidays, from 9am to 9am of the following day.

(E) Fees

Service charges are calculated on a daily basis. The general fee charging rates of the service are:

Type of hostel / home	Existing daily charge for service users receiving Disability Allowance (Note 1)	Existing daily charge for service users not receiving Disability Allowance (Note 1)
<ul style="list-style-type: none">• HMMH• Private RCHDs under BPS (providing Medium Level of Care)	\$52	\$49

<ul style="list-style-type: none"> • HSMH • HSPH • HSPH/MH • C&A/SD • Private RCHDs under BPS (providing High Level of Care) 	\$62	\$55
<ul style="list-style-type: none"> • SHOS 	\$33	\$30

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

(F) 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” (Enquiry System) via <https://www.ves.swd.gov.hk/en>.

To ensure the Enquiry System provides real-time and accurate information on vacancy places, RRS 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 RRS for PwDs

PwDs applicant: in need for RRS

Non-office Hours[#]

1. Directly approach the service operator of private residential care homes for the persons with disabilities under the Bought Place Scheme (BPS) providing residential respite service for assistance.
2. Refer to service units for social workers' follow-up after admission if necessary.

Office Hours

- 1 Approach Casework Service Units / Rehabilitation Service Units for assistance.
 - To enquire the RRS for the PwDs and the availability of
 - Designated RRS
 - Casual RRS
- 2 The social worker follows up the application procedure.
 - Referring social worker, upon making reservation, shall assist the applicant to complete the Medical Examination Form and Homes' application form, if any.
 - Do not need to be assessed under the Standardised Assessment Mechanism for Residential Services for People with Disabilities.

- 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 subvented hostels/ homes

- To arrange placement for PwDs applicant

Service operator of private RCHDs under

BPS

- To arrange placement for PwDs applicant

3. Admission

[#] Non-office hours are (i) Monday to Saturday, from 5pm to 9am of the following day, and (ii) Sunday and Public Holidays, from 9am to 9am of the following day.

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.