Change of Application from C&A/SD to Infirmary and Backdating Arrangement

3.8 The referrer should review the type of rehabilitation service suitable for the case regularly. For a case on the waiting list of C&A/SD and whose health condition has deteriorated to require the level of care in an infirmary, the referrer should refer the case to the Hospital Authority (HA)(Central Infirmary Waiting List Office for General Infirmary and Central Waiting List for SMH Infirmary Office for severely mentally handicapped) for assessment. Once the case is confirmed to be suitable for infirmary service, the referrer should notify CRSRehab to close the case via Form 3 and pass Form 1A and Form 4 to respective office of HA for backdating the application for infirmary service to that of C&A/SD.

3.9 If a case is rejected admission to a C&A/SD with the reason that the case is considered in need of infirmary care during the intake process, the referrer should immediately refer the case to HA for arranging an early assessment on the suitability for infirmary service. During the interim period, the case will be put back on the waiting list of CRSRehab-MPH for another matching. The referrer should notify CRSRehab of the assessment result via Form 3. If the case is confirmed to be suitable for infirmary service, the referrer should follow the same procedures as mentioned in para. 3.8 above.

3.10 The details of the aforementioned procedures are described at the flow chart at Appendix 4 and a referral form to HA at Appendix 5. As there has been an agreement reached with HA to mutually recognize the application dates for cases initially applying C&A/SD and later change to infirmary service and vice versa, there should not be applications both for C&A/SD and infirmary service at the same time. At regular intervals, CRSRehab and HA would conduct data checking to reject such cases waiting for both services. For those cases that are found to have double applications, the referrers would be requested to re-examine the actual service need of their clients.
Procedures for Change of Application from C&A/SDs to Infirmary and Backdating Arrangement

(Applicant is put on the waiting list for C&A/SD under CRSRehab)

Case should be under periodical review of referrer

Is the health condition of applicant deteriorated and the need of care beyond that provided by C&A/SD?

Yes

Referrer to refer case to CIWLO or CWLSMHI of HA for infirmary placement by REDS Form 1 or Application Form for SMHI respectively

No

Is applicant in need of infirmary care as assessed by HA?

No

Referrer to refer case to CIWLO or CWLSMHI of HA for admission to C&A/SD

Yes

Applicant is selected to RU for admission to C&A/SD

Is the applicant accepted by RU for admission?

Yes

Arrangement of admission by RU

No

Reason: Applicant is considered in need of infirmary care

RU to inform CRSRehab and referrer of rejection by CRSRehab-MPH Form 9

No

Reason: Others

RU to inform CRSRehab and referrer of rejection by CRSRehab-MPH Form 9

No

Referrer to refer case to CIWLO or CWLSMHI of HA for arrangement of early assessment by REDS Form 1 or Application Form for SMHI respectively with a covering memo (Annex 5). Meanwhile, the case is put back on waiting list of CRSRehab-MPH

Yes

Follow up procedures: refer to CRSRehab Manual

No

Referrer to update assessment result with CRSRehab by CRSRehab-MPH Form 3

Referrer to update assessment result with CRSRehab for case closing by CRSRehab-MPH Form 3 immediately

Applicant is put on CIWL or CWLSMHI of HA

Referrer to pass CRSRehab-MPH Form 1A & 4 with a covering memo (Annex 5) to CIWLO or CWLSMHI to support document to backdate the application for Infirmary with the date of application for C&A/SD

CRSRehab: Central Referral System for Rehabilitation Services

RU: Rehabilitation Unit

C&A/SD: Care and Attention Home for Severely Disabled Persons

HA: Hospital Authority

CIWLO: Central Infirmary Waiting List Office (Enquiry: 2300 6364)

CIWL: Central Infirmary Waiting List (for General Infirmary)

CWLSMHI: Central Waiting List for SMH Infirmary Office (Enquiry: 2300 6938)

CWLSMHI: Central Waiting List for SMH Infirmary (for severely mentally handicapped)
Referral for Infirmary Service

From: _______________________________ (Name of Referrer)  
(Name of Referring Office)  
(Address of Referring Office)  
Ref.: _______________________________  
Tel.: _______________________________  
Fax: _______________________________  
Date: _______________________________

To:  
Central Infirmary Waiting List Office  
(Attn: SEM(MSD))  
Hospital Authority  
Room 515 S, Hospital Authority Building  
147B Argyle Street, Kowloon.  
Central Waiting List for SMH Infirmary Office  
(Attn: EM(PS)6)  
Hospital Authority  
Room 514 S, Hospital Authority Building  
147B Argyle Street, Kowloon.

Tel.: 2300 6364 2300 6938  
Fax: 2881 5644 2881 5848

1. Case information

Name: _______________________________  
HKIC No.: ___________________________  
CRSRehab No.: ________________________

2. Referral for assessment of need for infirmary service/backdating application*:

2.1 ☐ The above-named has been referred for admission to a Care and Attention Home for Severely Disabled Persons (C&A/SD) but is considered to be in need of infirmary service at the intake assessment. Hence, I would like to refer the case to you for an early assessment to confirm his/her* suitability for infirmary service. Attached please find the referral document:

☐ REDS Form 1 for General Infirmary  
☐ Application Form for SMH Infirmary

2.2 ☐ The above-named is referred to you for backdating the application for infirmary service as on ______________________. The case has already been closed at CRSRehab. Attached please find the CRSRehab-MPH Form 1A and Form 4 as the supporting documents for your follow up action.

Signature: _______________________________

Name: _________________________________

Post: _________________________________

* please delete as inappropriate

c.c. Oi/c CRSRehab-MPH (for 2.1 only) w/o encl.