

**Bought Place Scheme for
Private Residential Care Homes for Persons with Disabilities**

**Summary of Terms and Conditions of
Designated Day / Residential Respite Service**

Service Brief

The Designated Day / Residential Respite Service (DD/RRS) under Bought Place Scheme (BPS) for Private Residential Care Homes for Persons with Disabilities (RCHDs) relieves the care stress of the carers of persons with disabilities and provides emergency / temporary day / residential respite service to the persons with disabilities, so that their family members or carers may have short break or attend to their personal business as scheduled in advance and relieve care stress.

Service Period

- Subject to the vacant service capacity, the period of DD/RRS should be no more than 14 consecutive days in general;
- Service can be used repeatedly; and
- The RCHDs concerned may have the discretion to extend the service period for special cases.

Target Service Users

- Applicant for the service should be:
 - person with intellectual disabilities or physical disabilities or person in mental recovery;
 - aged 15 or above;
 - willing to have group living and not suffering from behavioural problem or contagious disease to affect group living; and
 - in need of a certain level of personal care or nursing care not beyond the level of care of the RCHD.

- Targets service users of DD/RRS of RCHD joining BPS are as follows–

Target of Service Users	RCHD providing high level of care	RCHD providing medium level of care
Persons who are severely mentally handicapped (MH) and/or physical handicapped (PH) and/or visually impaired with frail health or persons in mental recovery in need of personal care, nursing care and assistance in activities of daily living but do not require a high level of professional medical or nursing care	✓	N.A.
Persons who are moderately MH or mildly MH with other disabilities or in persons in mental recovery in need of supervision and assistance in activities of daily living for which they have a certain degree of difficulties	✓	✓
Persons who are moderately or mildly MH, PH, visually impaired or persons in mental recovery, etc. who are capable of basic self-care in need of only a low level of assistance in activities of daily living	✓	✓

Application Procedures

- Application can be made by parents / carers directly or via social workers of medical social services units, integrated family service centres, special schools or rehabilitation service units to the RCHDs.
- Applicants should complete a declaration form on health conditions for admission to DD/RRS and the RCHDs may request the applicants to have medical examination as necessary.
- To support the service users / their family members / carers with special or urgent needs, the RCHDs should arrange the service users for admission to DD/RRS within 48 hours upon receipt of applications as far as possible.

Service Charges

- Service fee is charged based on an hourly / daily rate depending on the service types of RCHDs. Service fees for different RCHDs are as follows:

Categories of RCHD joining BPS	Disability Allowance Recipient		Non-Disability Allowance Recipient	
	Daily charge for residential respite service	Hourly charge for day respite service / meal fee	Daily Charge for residential respite service	Hourly charge for day respite service / meal fee
RCHD providing high level of care	\$62	\$5.1 / \$15 per meal (maximum fee: \$62 per day)	\$55	\$5.1 / \$15 per meal (maximum fee: \$55 per day)
RCHD providing medium level of care	\$52	\$5.1 / \$15 per meal (maximum fee: \$52 per day)	\$49	\$5.1 / \$15 per meal (maximum fee: \$49 per day)

Terms of Service

1. The RCHD should sign a valid Agreement for BPS for the purpose of providing DD/RRS. The RCHD should also comply with the relevant terms set out in the Agreement for BPS.
2. The SWD will provide the RCHD with a monthly subsidy for each Designated Day/Residential Respite Service place based on the prevailing rate of the monthly subsidy for bought place, which would be released on or before the 28th day of each month in general during the valid period of the Agreement for BPS.
3. The capacity of DD/RRS should only be used for the purpose of the DD/RRS. If irregularity is identified, the SWD reserves the right to terminate the purchase of DD/RRS places from the RCHD at any time.

4. The RCHD is required to specify the locations of DD/RRS places to the SWD and ensure that the same service quality of other bought places in the RCHD is provided to the DD/RRS places.
5. The RCHD should comply with the classification, application procedures and related arrangements stipulated in the Summary of Terms and Conditions of DD/RRS for provision of DD/RRS.
6. The RCHD could receive service fee based on hourly or daily rate from the service users of DD/RRS according to the categories of the RCHD [i.e. High Level of Care (Category 1), High Level of Care (Category 2) and Medium level of Care]. The service fee covers all the charges of DD/RRS and care services, including meals (service users of day respite service pays the fee according to their needs), personal care and nursing care, and all other related items and services as appropriate. If the RCHD has a surcharge for extra care items to meet the special personal care needs of service users, the RCHD should follow the Charge Guidelines of the BPS.
7. The RCHD should provide DD/RRS place through natural attrition of residents, and residents should not be asked to leave or to consider to move to other RCHD for vacating the place for providing DD/RRS as invited by the SWD, so as to avoid the misunderstanding.
8. For providing DD/RRS, the RCHD should clearly present the details of the DD/RRS to the referring social workers, service users, their family members and/or carers. A list of all persons applying for appointments and service users should be also properly maintained.
9. The RCHD should arrange designated staff (supervisor, social worker or management level) to handle the enquiries and referrals for DD/RRS. To facilitate the referring social workers, services users, their family members or carers to have a reference of appointment for the DD/RRS in each RCHD, the RCHD should update the information every week and upload it to the website of SWD.
10. The RCHD should regularly complete the prescribed service usage reports and truthfully report the usage of the DD/RRS. **The SWD will regularly review the utilisation rate of the DD/RRS, and increase or reduce the number of DD/RRS places of the RCHD at any time according to service needs.**

11. Either the SWD or the operator may without cause, terminate the purchase of DD/RRS places by giving the other three month's prior written notice of such termination. The operators should cooperate with the SWD to smoothly transfer the service users who are currently receiving DD/RRS and/or have made appointments for DD/RRS, to other RCHDs to receive the necessary services.
12. The DD/RRS can be referred through social workers or caseworkers. Service users, their family members or carers can also approach the RCHD direct for service application.
13. To support the service users / their family members / carers with special or urgent needs, the **RCHDs should arrange the service users for admission to DD/RRS within 48 hours upon receipt of applications** as far as possible. If the RCHD fails to meet the requirement, a report should be submitted to the SWD.
14. If the service user has other welfare needs, the RCHD should refer the case to the relevant service unit for follow up.

Rehabilitation and Medical Social Services Branch
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