

**Bought Place Scheme (BPS) for
Private Residential Care Homes for Persons with Disabilities (RCHDs)**

**Guide for Service Charge
(Applicable to High Level of Care (Category 1) and
Medium Level of Care)**

1. Agreement for BPS – Accommodation and Care

- 1.1 According to paragraph 1.1 of the Agreement for BPS, “accommodation and care” means accommodation, meals, daily personal and nursing care, and all other related items and services as appropriate
- 1.2 According to paragraph 6.1 of the Agreement for BPS, the operator of the RCHD may charge and collect from the resident under BPS not more than the fee set out in the Agreement [i.e. HK\$1,656 for High Level of Care (Category 1) and HK\$1,079 for Medium Level of Care]

2. Basic Principals for Additional Service Charge

- 2.1 The service targets of the High Level of Care (Category 1) under the BPS are persons in mental recovery waiting for Long Stay Care Home and moderately mentally handicapped persons waiting for Hostel for Moderately Mentally Handicapped Persons; the service targets of Medium Level of Care are persons in mental recovery waiting for Halfway House, and mentally handicapped persons / physically handicapped persons / mentally handicapped persons with visual impairment / persons in mental recovery waiting for Supported Hostel. The monthly fee payable by the residents under BPS should cover all accommodation and care expenses for persons with disabilities who meet the level of care provided by the RCHD, including meals, soft meal service for persons with disabilities having swallowing difficulties, daily personal and nursing care and all other related items and services provided as appropriate.

2.2 When the physical function of the resident under High Level of Care (Category 1) deteriorates to a care level beyond the provision of Long Stay Care Home or Hostel for Moderately Mentally Handicapped Persons, or the physical function of resident under Medium Level of Care deteriorates to a care level beyond the provision of Halfway House for persons in mental recovery or Supported Hostel, the resident may in need of special care¹. If the residents with special personal care needs beyond the care level provided by the RCHD, the RCHD may charge fees according to the special care arrangements and care items, and in parallel, the following principles should be adhered to:

- (i) Residents and their families should have **the right to choose to purchase such items on their own;**
- (ii) The fee should be charged by **actual reimbursement** and should not be more than the cost of care arrangements and nursing care items; and
- (iii) **the rights and interests of residents** will not be seriously harmed.

In this regard, the RCHD should discuss with the residents and their family members / guardians for the arrangement, and should take consideration on **the financial situation and their affordability of additional fee** so as to work out feasible solutions. If the residents and their family members / guardians are unable to afford the expenses due to financial hardship, the RCHD should exercise discretion and provide all possible assistance so as to ensure that the residents would not receive the proper care services or nursing care items due to financial hardship or other reasons.

2.3 Examples for caring arrangements and caring items beyond the level of Long Stay Care Home or Hostel for Moderately Mentally

¹ If the care services required by the resident under BPS beyond the respective level of care, the resident may be referred to other suitable subsidised residential service after assessment.

Handicapped Persons are as follows:

- (i) Diapers and catheterisation supplies
- (ii) Supplementary nutritional milk
- (iii) Special/extra medical and rehabilitation items; or
- (iv) Special/extra wound and skin care items.

2.4 If the resident needs regular follow-up consultations / collecting medicines due to individual health conditions, the family members / guardians should be more involved in taking care of the persons with disabilities under the care of RCHD and accompany them as much as possible in attending follow-up consultations / collecting medicines, etc., so as to learn directly from medical staff about their latest health condition and discuss care arrangements so that they can feel the support and care of their family members / guardians. If family members / guardians are unable to accompany the residents to attend follow-up consultations or collect medicines, they can arrange others' assistance to the residents or the RCHD refers the residents to other organisations for escort service. The fees should be set and collected directly by the related organisations, and the RCHD should not charge additional fee. If the RCHD arranges staff to escort the residents to attend follow-up consultations or collect medicines, the RCHD should get the consent of their family members in advance to charge transportation expenses **on an actual reimbursement basis**. However, the RCHD should take note to the staffing on duty in the RCHD which should meet the requirement in taking care of other residents. **Under no circumstances the residents could not get the required treatment due to financial hardship or other reasons.**

2.5 The RCHDs should provide appropriate care services and facilities for residents, including a ventilated and clean living environment to ensure that residents receive proper care. The subsidies under BPS [Applicable to High Level of Care (Category 1) and Medium Level of Care] cover the electricity costs for providing air-conditioning facilities for residents. In this connection, the RCHDs should not charge residents the fee for air-conditioning.

2.6 The RCHDs should provide soft meal service for persons with disabilities with swallowing difficulties. The subsidies under BPS

cover the cost for providing soft meal service or making soft meals for residents. In this connection, the RCHDs should not charge residents for soft meals fee (e.g. thickening powder).

3. Service Quality Standards

The RCHD should comply with the Service Quality Standards (SQSs) and Criteria issued by the SWD, so as to set out the policies, procedures and required documents, and to implement the SQSs. According to SQS 12, the RCHD **should respect the residents' right to make informed choices of the service they receive as far as possible.** The RCHD should have policy and procedures for providing the residents with opportunities, if appropriate, to make informed choices and decisions about the services they receive, and such policy and procedures are accessible to them. The RCHD should explain the basic principles for additional service charge in the paragraphs 2.1, 2.2, 2.4, 2.5 and 2.6 of this Guide to the residents, family members / guardians in details through the prevailing mechanism, such as notices, admission charters, etc., to let them understand the service charge arrangement and make appropriate decision.

Rehabilitation and Medical Social Services Branch
Social Welfare Department
October 2023