

Disclosure Log

The disclosure log provides summary descriptions of the nature of information requested and released under the Code on Access to Information (“the Code”) by this department. The disclosure log will be updated on a quarterly basis.

If any member of the public wishes to obtain any information listed in the disclosure log, an information request should be made to our Access to Information Officer. Such requests will be handled in accordance with the Code.

January to March 2018

Reference Number	Information requested and released*
61/17/9	Guideline on Reporting of Crime/Alleged Crime
88/17/1	● The English name of “調查主任” of Family and Child Protective Services Units of the Department, the job duties of the aforesaid 調查主任, their official power to execute the duties referred by the court and the relevant section number(s) of laws of Hong Kong which the aforesaid 調查主任 rely on when executing their duties ● The name of the office to which the staff who are required to station at the Family Court belong ● The job duties, post title and professional capacity of the staff who are required to station at the Family Court ● Whether the practice of the aforesaid 調查主任 liaising with the staff stationing at the Family Court to obtain a copy of court documents is a duty of the staff stationing at the Family Court ● Whether the 16 Service Quality Standards are applicable to the staff stationing at the Family Court
94/17/1	Quote from paragraph 12 of “A Guide to Administration of Oaths and Declarations” issued

Reference Number	Information requested and released*
	by the Judiciary
1/18/1	● The address and working hours of the office in the Family Court set up by the Department ● The date which the abovementioned office was set up and the reason for setting up the office ● The workflow of social workers liaising with the staff on duty in the Family Court to obtain a copy of court documents
2/18/1	Service Quality Standard 1 and 4 of Family and Child Protective Services (Eastern and Wanchai)
7/18/1	Mechanism for ensuring that Traffic Accident Victims Assistance applications are handled properly and fairly
12/18/1	The details of supportive work provided by the office set up by the Department in the Family Court to the cases referred by Court
15/18/1	● Application of the exemption provided in section 58(2) as read with section 58(1)(a) and 58(1)(d) of the Personal Data (Privacy) Ordinance (“PDPO”) in the conduct of investigation on suspected cases fraud and abuse of the Comprehensive Social Security Assistance (“CSSA”) Scheme ● The reason for not disclosing whether the CSSA recipient(s) and/or applicant(s) have committed CSSA fraud or abuse to the informant of the information
16/18/1	Number of Social Security Officer II to be recruited in the 2018 recruitment exercise and the date of issuing letters of invitation to interview
18/18/1	The licence issued to a residential care home for the elderly by the Department on 28 February 2014
19/18/1	Guidelines for application for licence under the Residential Care Homes (Elderly Persons) Ordinance
19/18/2	The dates of inspection of a residential care home for the elderly and items inspected by the staff of

Reference Number	Information requested and released*
	the Licensing Office of Residential Care Homes for the Elderly ("LORCHE")
19/18/3	Information on the requirement for LORCHE staff involved in making recommendation on licence renewal applications to declare interest and measures taken by the Department with respect to the interest declared
23/18/1	List of activities of the Opportunities for the Elderly Project from years 2008-09 to 2017-18
26/18/1	Number of vacancies of Social Security Officer II as at 28 February 2018
31/18/1	Social Security Manual of Procedures on the Social Security Appeal Board

April to June 2018

Reference Number	Information requested and released*
19/18/1	● Procedural guidelines on application for licence under the Residential Care Homes (Elderly Persons) Ordinance ● Items to be inspected by inspectors of Licensing Office of Residential Care Homes for the Elderly ("LORCHE") during inspections at residential care homes ● The dates of inspection conducted by inspector(s) of LORCHE for a licence renewal application of a residential care home ● The arrangement for declaration of interest by staff of LORCHE involved in recommending the validity period of renewed licences and measures taken by the Department in respect of the declarations of interest
30/18/1	An extract of "Time frame for handling correspondence with concerned parties (September 2017) "
34/18/1 & 47/8/1	● Relevant information on processing Higher Disability Allowance ("HDA") application ● Processing time for HDA application ● The eligible amount and period of HDA

Reference Number	Information requested and released*
	payment
37/18/1	● Number of Portable Comprehensive Social Security Assistance (“PCSSA”) recipients living in Guangdong Province from financial year (“FY”) 2007-08 to FY 2014-15 ● Distribution of PCSSA cases in Guangdong Province by cities from FY 2007-08 to FY 2014-15 ● Number of PCSSA recipients by age and sex from FY 2007-08 to FY 2014-15 ● Total number of Guangdong (“GD”) Scheme recipients and distribution of the number of GD Scheme recipients by cities from FY 2013-14 to FY 2014-15 ● Number of GD Scheme cases by sex and age in FY 2014-15
39/18/1	The number of children who were referred by social workers and arranged for admission to subvented residential child care services due to imprisonment of their parents or carers during the period from January 2016 to December 2017
48/18/1	Establishment, strength and vacancy of Registered Nurse (“RN”) grade in the Department as at 1 April 2018
51/18/1 & 54/18/1	The arrangement for children with special needs (e.g., autism and language impairment) in conducting social investigation of child custody cases
54/18/2	● Academic qualification of and training on autism received by social workers of the Department who are responsible for investigating into child custody cases ● Training received by clinical psychologists of the Department
55/18/1	● Record of infractions and reprimands and warning letters issued to the elderly home and elderly care facilities of a Non-Governmental Organisation (“NGO”) in the past five years

Reference Number	Information requested and released*
	● Details of application for funding by the abovementioned NGO for its elderly home and elderly care facilities in Hong Kong in the past five years
56/18/1	● A letter dated 6 November 1997 issued by the Department to all staff of the social work officer ("SWO") and social work assistant ("SWA") grades regarding the Social Workers Registration Ordinance ("SWRO") ● A letter dated 7 July 1998 issued by the Department to all subvented NGOs regarding the SWRO ● A letter dated 7 September 1998 issued by the Department to all staff of the SWO and SWA grades regarding the SWRO ● A letter dated 28 September 1998 issued by the Department to the Legislative Council regarding the SWRO ● A letter dated 19 October 1998 issued by the Department to all subvented NGOs regarding the SWRO ● Recognised salary scale of common posts in the NGOs as at 1 April 1998, 1 April 2001 and 1 April 2008
59/18/1	The arrangement for frontline social workers and clinical psychologists of the Department to participate in training courses relating to autism
66/18/1	The total number of "Social Worker" working in the six Child Assessment Centres under Department of Health Child Assessment Service in 2016 and 2017, including both civil servant and contract staff

July to September 2018

Reference Number	Information requested and released*
32/18/1	The date on which the Department received a staff employment record form signed and submitted by the representative of an elderly care and attention home

Reference Number	Information requested and released*
53/18/1	● A letter dated 16 October 2015 issued by the Department to the Board of Directors of a company (with the personal data of the recipient and issuer of the letter obliterated) ● Whether or not the recipient and issuer of the abovementioned letter is on the list provided by the applicant ● Details of the matter and/or incident mentioned in a paragraph of the abovementioned letter ● The Department's reason for writing the abovementioned letter in English
55/18/1	List of elderly care facilities related projects undertaken by a Non-Governmental Organisation with funding from the Lotteries Fund from FY 2013-14 to FY 2017-18
62/18/1	● Fax number of the Board of Directors of a company in a letter issued by the Department ● The date on which and means by which a letter was copied to members of the abovementioned Board of Directors ● The Department's reason for not sending the abovementioned letter to the Executive Director and Superintendent of a care and attention home for the elderly
68/18/1	● The establishment and strength of respective ranks of Social Work Officer ("SWO"), Social Work Assistant ("SWA"), Social Security Officer ("SSO") and Social Security Assistant ("SSA") grades of the Department as at 30 June 2018 ● The starting and maximum pay points of the respective ranks of SWO, SWA, SSO and SSA grades of the Department ● The number of applicants and applicants with offer in the recruitment exercises for Assistant Social Work Officer and Social Security Officer II in 2016; as well as SWA and

Reference Number	Information requested and released*
	SSA in 2017
70/18/1	The arrangement for employing the candidates on the waiting list of the 2016 Workman II recruitment exercise
80/18/1	The establishment of Senior Social Security Assistant and Social Security Assistant ranks as at 31 July 2018
82/18/1	Planned number of candidates to be employed in the 2018 Social Security Assistant recruitment exercise
87/18/1	● Number of recruitment exercises completed within FY 2017-18 by the Department ● Number of promotion exercises completed within FY 2017-18 by the Department ● Number of administration staff responsible for appointment related matters and the major activities
87/18/2	● Comparison of entry requirement among Confidential Assistant, Assistant Clerical Officer and Clerical Assistant ● Estimated percentage of time spent on recruitment and promotion matters by the administration staff

October to December 2018

Reference Number	Information requested and released*
58/17/7 8/18/1	Part of the Social Security Manual of Procedures on the Comprehensive Social Security Assistance Scheme and Traffic Accident Victims Assistance Scheme
83/18/1	Redacted Technical assessment reports regarding two school conversion projects to integrated social welfare complex
90/18/1	● The Lump Sum Grant Independent Complaints Handling Committee ("ICHC") Paper No. 1/2009 on its terms of reference ● The relevant webpage of the Department regarding the establishment of ICHC (March 2001 and September 2016 versions)

Reference Number	Information requested and released*
93/18/1	● Overview of Adoption Service and Procedures in the Hong Kong Special Administrative Region (Revised July 2014) ● Referral of Wards of Director of Social Welfare for Adoption (August 2014) ● Procedural Guide for Pre-adoption Service (May 2016) with two related attachments – (1) Flow Chart for Division of Work for Pre-adoption Cases (Revised July 2014) (2) Interfacing and Collaboration among Casework Units and Adoption Unit on Pre-adoption Service for Migrant Woman in respect of her Child born in Hong Kong with Unclear Immigration status (Revised July 2014) ● Procedural Guide for Freeing a Child for Adoption (May 2016) with two related attachments – (1) Flow Diagram – Consent of Relevant Persons for Adoption Application of Child (December 2015) (2) Collaboration with Immigration Department in Adoption Arrangement for Abandoned Child and Child born in Hong Kong with Unclear Immigration Status (August 2013) ● Guidelines on Tracing of Parents/Guardians of Abandoned Children (November 1999)
96/18/1	Allocation of Lotteries Fund Grant to a company/residential care home for the elderly for the period from 15 November 1983 to 31 March 2016
96/18/2	A letter dated 26 February 2016 issued to a company to inform it that its application for a license for operating a residential care home for the elderly has been approved
98/18/1	Child Protection Registry Statistical Reports from 1996 to 2002
101/18/1	The procedures and methods which investigating

Reference Number	Information requested and released*
	officers of Family and Child Protective Service Units adopt in consulting the views of the child(ren) concerned on child custody cases referred by the Family Court
103/18/1	The establishment and strength (by grades and ranks) in the Social Security Branch of the Department as at 30 September 2018
105/18/1	The following information on the Pilot Scheme on Residential Care Services Voucher ("RCSV") for the Elderly : ● Number of applications in each phase ● Number of withdrawal cases in each phase ● Number of RCSV users as at August 2018 and the distribution of co-payment levels ● Ratio of RCSV users residing in different types of residential care homes for the elderly
107/18/1	The shortlisting criteria adopted in the 2018 Social Security Assistant Recruitment Exercise
110/18/1	Documents and letters in relation to the approvals granted by the Lotteries Fund to a company/Residential Care Home for the Elderly on 6 August 1986, 23 October 1989; 28 January 1991, 27 May 1996 and 1 August 2003 and the final funds allocated to the projects concerned
119/18/1	The establishment of the Social Work Officer grade (at the ranks of Assistant Social Worker Officer, Social Worker Officer, Senior Social Work Officer and Chief Social Work Officer) and Social Work Assistant grade (at the ranks of Social Welfare Assistant, Senior Social Work Assistant and Chief Social Work Assistant) as at 30 November 2018
119/18/2	The following information in relation to the 2017 recruitment exercises of Assistant Social Work Officer and Social Work Assistant: ● Number of applications ● Number of candidates attending interviews ● Estimated vacancies to be filled

Reference Number	Information requested and released*
	● Number of candidates employed ● Number of candidates on the waiting list
124/18/1	The establishment and strength of the ranks of the Social Security Officer, Social Security Assistant and Social Work Assistant grades in the Department as at 30 November 2018

*Please note that some of the information listed in the table is recorded in Chinese or English only.

Note: The disclosure log does not cover requests from individual persons/companies for information about themselves and their complaint cases, or requests for information already published or available through an existing charged service.