

Operational Guideline on Residential Respite Service for Persons with Disabilities

(A) Introduction

Residential Respite Service (RRS) is a form of temporary or short-term residential care service for persons with disabilities. It serves the objective of providing temporary relief for family members or relatives who are the main caregivers of persons with disabilities requiring a certain degree of personal care whilst residing in the community. It aims at encouraging and helping persons with disabilities 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

PwDs are considered eligible for RRS if they are:

- (1) persons with intellectual or physical disability or in mental recovery;
- (2) aged 6 or above (individual service units will only admit persons with disabilities aged 15 or above);
- (3) physically and mentally suitable for communal living and not suffering from behavioural problems or contagious disease; and
- (4) in need of a certain level of personal / nursing care not beyond the level provided by the particular type of residential service.

(C) Service Provision

Subject to the vacancy available in individual service unit, the service period should be no more than 14 consecutive days in general while the service can be utilised repeatedly. The service unit concerned may have the discretion to extend the service period in exceptional cases.

(D) Application Procedure

Application can be made by parents/carers themselves directly or via social workers of Medical Social Service units, Integrated Family Services Centres, special schools or rehabilitation service units to the service units operating the RRS. Besides, applicant should complete a “Declaration Form on Health Conditions for Admission to RRS” and the service unit may further request for medical examination as necessary. For persons with disabilities or their families in urgent need of Residential Respite Service for the persons with disabilities during non-office hours, they 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
May 2023

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 submit the Declaration Form on Health Conditions for Admission to RRS within one week for confirming the reservation.
 - 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.