

Operational Guideline on Residential Respite Service for the Elderly

(A) Introduction

Residential Respite Service for the Elderly is a form of temporary or short-term residential care service for elderly persons. It serves the objective of providing temporary relief for family members or relatives who are the main caregivers of elderly persons requiring a certain degree of personal care whilst residing in the community. It aims at encouraging and helping elderly persons to continue living in the community for as long as possible.

(B) Provision of Residential Respite Service

Residential Respite Service (**designated places**) for the Elderly is provided in the form of designated subsidised places in the following types of residential care homes for the elderly –

- (1) Subvented Care & Attention (C&A) Home;
- (2) Contract Home (*care-and-attention places or nursing-home places*); and
- (3) Private Home participated in the Enhanced Bought Place Scheme (EBPS)

At the same time, Residential Respite Service for the Elderly is provided in all subvented care and attention (C&A) homes, subvented nursing homes (NHs), contract homes and private homes participated in EBPS through using of **casual vacancies** of the subsidised places.

Service Type	Residential Respite Service for the Elderly	
	Type of places	Time for Reservation
C&A Home / NH	Designated places including the designated subsidised care-and-attention places provided in subvented C&A homes and EBPS homes and designated subsidised care-and-attention places or nursing-home places provided in contract homes	up to <u>6 months</u>
	Casual vacancies of subsidised places in all subvented homes/contract homes/EBPS homes	up to <u>2 weeks</u>
NH	Casual vacancies of subsidised places in subvented NHs/contract homes	up to <u>2 weeks</u>

List of these homes can be downloaded from [SWD Homepage](#).

(C) Service Target

Elderly person, aged 60 or above, with the following conditions, will be eligible for Respite Service-

- (1) in demonstrated need of long-term care by the family member(s) who, owing to personal reason(s), are unable to render care for the elderly person for a short period of time;
- (2) being physically and mentally fit for communal living;
- (3) with the health condition and self-care ability corresponding to the admission criteria of the home providing the Residential Respite Service; and
- (4) to-be-taken back into care by the family upon expiry of the respite period

(D) Application Procedure

Referrals for admission to Residential Respite Service should be made by a social worker. Elderly persons or their families may contact Designated Hotline for Carer Support 182 183 or approach casework service units (e.g. Integrated Family Service Centres / Integrated Services Centres, Medical Social Services Units) or elderly service units (e.g. District Elderly Community Centres, Neighbourhood Elderly Centres, Integrated Home Care Services Teams and Enhanced Home & Community Care Services Teams) for assistance.

For elderly persons or their families in urgent need of Residential Respite Service for the Elderly during non-office hours (i.e. Monday to Saturday: from 5pm to 9am of the following day, and Sunday and Public Holidays: from 9am to 9am of the following day), they may directly approach the service operator of EBPS homes providing Residential Respite Service for assistance. If there is a need for other services, the operator of EBPS Home will refer the elderly persons to relevant service units for follow-up after their admission.

To ensure the Residential Respite Service users having been arranged with suitable care upon the end of the eligible period of using the respite services, the family members are required to sign an undertaking to take back the elderly persons for care upon the end of the respite period. The referring worker should provide assistance to the elderly person and family member in need. Elderly persons occupying the residential respite places, like the long-term residents, should observe the home's rule and regulation during their stay. They may also be required to sign undertaking and authorisation document if so needed.

(E) Duration of Stay

Residential Respite Service, not a Long-term Care Service, renders to each elderly person on each occasion shall neither be less than 24 hours, nor more than 6 weeks which is also the maximum accumulative duration of repeated use of the service in a continuous period within

the 12 months preceding the date of admission for Respite Service. For case applying for repeated use of the service, the referring social worker should check if the duration of stay in the past 12 months has exceeded the maximum accumulative duration of using the service (42 days).

Under very special circumstances, the referring social worker having provided sufficient grounds and a viable welfare plan for the elderly service user upon close monitoring of the case condition and in consultation with the superintendent of the home concerned and the Planning and Co-ordinating Team (PCT) of the respective district, may, on behalf of the elderly service users, apply for extension of the maximum period of stay for the Residential Respite Service for the Elderly.

(F) Fees

Type of Place		Fee per day
Care-and-Attention place	:	\$62
Contract-Home place	:	\$62
Nursing-Home place	:	\$72

(G) Effective use on “Vacancy Enquiry System for Respite Services / Emergency Placement”

Service operators should ensure the Vacancy Enquiry System provides real-time and accurate information on vacancy places, service operators shall update the vacancy places information on the Vacancy Enquiry System as soon as possible (within one working day), to facilitate the social workers / service users applying for the service.

Elderly Branch
Social Welfare Department
July 2025

Advance Reservation : Designated Residential Respite Service (up to **6 months** in advance)
Casual Vacancy Respite Service (up to **2 weeks** in advance)

Application Procedures for Elderly Persons in Need of Residential Respite Service

To check the availability of Designated Residential Respite Places (DRRP) from Vacancy Enquiry System for Respite Services / Emergency Placement (VES) (www.ves.swd.gov.hk)

Non-office Hours

- Direct approach the private homes for the elderly participated in the Enhanced Bought Place Scheme (EBPS) providing Designated Residential Respite Service (EBPS Homes) for assistance

Office Hours

- **Contact Designated Hotline for Carer Support 182 183 or approach Casework Service Units or Elderly Service Units^ for assistance-**
 - To enquire availability of the residential respite service for the elderly including-
 - Designated Residential Respite Places
 - Casual Vacancy Respite Service [△]
- **The social worker concerned follows up the application procedure-**
 - Referring social worker, upon making reservation, will submit the *Application Form* (Annex II) and *Medical Examination Form* (MEF) direct to the home within one week to confirm reservation.
 - interRAI-HC assessment is not required.

Service operator of EBPS homes

- To arrange placement for elder applicant

Service operator of subvented C&A Homes & NHs

- To arrange placement for elder applicant

Service operator of contract homes

- To arrange placement for elder applicant

Admission

- **Service operator of EBPS Home assists the elderly person to complete the medical check-up with Medical Examination Form for Residential Care Homes for the Elderly.**
- **Service Operator of EBPS Home makes case referral to casework service unit whenever necessary.**

- In case there is a need to extend the duration of stay of over 42 days, the referring worker who follows through the welfare plan should consult the superintendent of the home and the PCT of the respective district, and apply for extension.
- PCT in the respective district is to oversee the service and give advice.

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.

△ [Position of Casual Vacancy of Subsidised Places under EBPS](#) can be downloaded from SWD Homepage.

^ Casework service units (e.g. Integrated Family Service Centres/ Integrated Service Centres, and Medical Social Services Units) or Elderly service units (e.g. District Elderly Community Centres, Neighbourhood Elderly Centres, Integrated Home Care Services Teams and Enhanced Home & Community Care Services Teams)