



Our Ref.: (23) SWD/S/112/1 Pt.4

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7 April 2022

Heads of Non-governmental Organisations (NGOs)  
operating Integrated Programme in Kindergarten-cum-Child Care Centre

Dear Sir/Madam,

**Updated Arrangements for Submission of Service Performance Returns  
under the Service Performance Monitoring System for 2021-22 and 2022-23  
(Integrated Programme in Kindergarten-cum-Child Care Centres)**

I write to inform you of the following updated arrangements for submitting service performance returns under the Service Performance Monitoring System (SPMS) for Integrated Programme in Kindergarten-cum-Child Care Centres (IP) for 2021-22 and 2022-23.

*(A) Statistical Information System (SIS) Forms and Self-assessment Reports (SARs)*

In the present arrangement under the SPMS, service operators of IP are required to submit the yearly SAR for the reporting school year on or before 20 September every year. Upon rollout of the Service Performance Management Information System (SPMIS), the reporting cycle of all subvented services will follow the financial year, including the IP service. In this regard, subsequent to the half-yearly statistical return for September 2021 to February 2022, service operators of IP service are required to submit the last statistical return for the single month of March 2022 for record before effecting the change of reporting cycle starting from 2022-23 financial year.

In view of the latest epidemic development of COVID-19, more time is allowed for IP service units and the service operators to compile the Output/Outcome Standard (OS/OC) achievement rates in 2021-22 and conduct self-assessment on the compliance with Essential Service Requirements (ESRs), Service Quality Standards (SQSs) and OS/OCs indicators. The submission deadline of the last statistical return for the month of March 2022 and the yearly SARs for 2021-22 is set on **30 June 2022**.



*(B) Under-achievements of ESRs, SQSs and/or OS/OCs*

Same as the special arrangements adopted in 2019-20 and 2020-21, in the event that IP service units are unable to meet the standards in ESRs, SQSs and/or OS/OCs in 2021-22 due to circumstances in relation to the special arrangements as announced by SWD under the influence of COVID-19, service operators may give a succinct account in the modified yearly SARs for 2021-22 (**Appendix**) of the relevant circumstances leading to the under-achievement(s) with reference to the previous practice of 2019-20 and 2020-21.

*(C) Service Performance Returns through the e-Submission System (e-SS) of Service Performance Management Information System (SPMIS)*

From the year of 2022-23 onwards, all service performance returns shall be submitted by electronic means through the e-SS of SPMIS. For service operators of IP, please submit the statistical returns through the e-SS of SPMIS for the 1st half-yearly statistical returns of 2022-23 on or before 20 October 2022.

If you have any enquiry, please contact Ms LEE King-chui, Connie, Social Work Officer (Subventions), on telephone number 2116 3957.

Yours faithfully,

**Signed**

(Miss CHOW Mei-yee)  
for Director of Social Welfare

Encl.

c.c. Chairpersons of subvented NGOs operating IP  
Chief Executive, Hong Kong Council of Social Service