



2025 Summer Block  
Briefing  
Elderly Setting

• By Edith Fung (ES Coordinator)  
10/05/2025



# AI generated language models

- In order to maintain clients' confidential data and in line with the ethical practice of the profession and the requirements of the personal data (Privacy) Ordinance, 1995, which are reiterated in the social work fieldwork placement handbook (pp.16), it is prohibited to use the AI generated language models for fieldwork courses.
- **Remark: Use of Grammarly is acceptable for fieldwork courses**



**WHAT DO YOU  
KNOW ABOUT  
AGEING?**



香港長壽長者的數目急劇增加，百歲長者人口由2011年的1,890人增加至2021年的11,575人，升幅超過六倍，本港百歲長者人口比例僅次於日本。



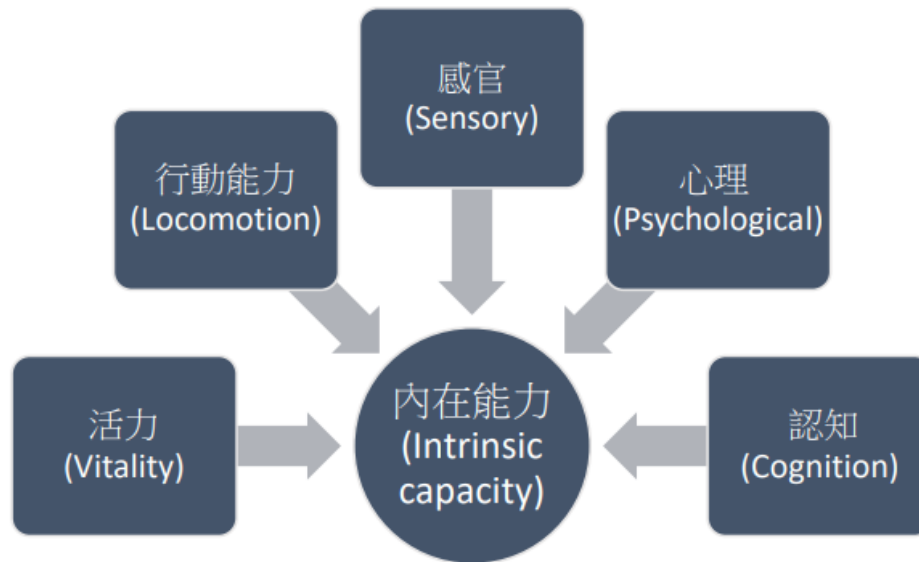
一個由本地及海外學者、醫護和社福專業組成的研究團隊於新冠疫情期間（2021年4月至2022年9月），以電話訪問或面談方式接觸151位95歲或以上於社區居住的長者的照顧者。

受訪家庭的長者中，八成年齡介乎95-99歲，最年長為106歲；性別以女性居多，佔七成半。照顧者方面，超過五成半的年齡已屆65歲或以上，最年長的照顧者為92歲；八成照顧者為長者的子女。

Source: <http://cc-hkcss.mail-lm.hk/a/s/1934547-46c0d4aa15e88939f3ac397c9cb51fec/660781>



# 以世衛「健康老齡化」的內在能力模型了解 長者健康



- \* **Health Aging**
- \* **Frailty**
- \* **Intrinsic Capacity**

WHO concept of intrinsic capacity (IC) so that it can be utilized in clinical settings, including prevention and health-promotion programmes

<https://www.who.int/publications/i/item/WHO-FWC-ALC-17.2>

長者內在能力	研究結果
活力	<ul style="list-style-type: none"> <li>▪ 近七成半長者有三種或以上的長期病患，例如高血壓、心血管病、白內障、骨質疏鬆、糖尿病等。</li> <li>▪ 五成半身體衰弱，另近四成屬衰弱前期</li> <li>▪ 逾兩成半需要使用五種或以上藥物</li> </ul>
行動能力	<ul style="list-style-type: none"> <li>▪ 約有一半長者於以下至少一項不能自理或需要協助，包括洗澡、穿衣、上廁所、室內移動、控制大小便、進食</li> <li>▪ 只有一成多能夠上十級樓梯或步行三個街口</li> <li>▪ 近兩成在最近六個月內曾經跌倒</li> </ul>
感官	<ul style="list-style-type: none"> <li>▪ 四成半長者有視力障礙</li> <li>▪ 近六成有聽力障礙</li> </ul>
心理	<ul style="list-style-type: none"> <li>▪ 逾六成長者感覺越老越沒用</li> <li>▪ 逾兩成半經常感到孤單、緊張、害怕</li> <li>▪ 近三成出現抑鬱情緒</li> <li>▪ 一成出現焦慮情緒</li> </ul>
認知	<ul style="list-style-type: none"> <li>▪ 逾三成半長者確診有認知障礙症</li> <li>▪ 超過七成照顧者認為長者於最近一年認知能力下降</li> </ul>



Source: <http://cc-hkcass.mail-lm.hk/a/s/1934547-46c0d4aa15e88939f3ac397c9cb51fec/660781>

# WHAT DO YOU KNOW ABOUT AGEING?



<https://youtu.be/5YujkhNcowc>





幾多對  
持續愛到幾多歲

當生命  
仍能為你豁出去

# Mr and Mrs. Yu's Story Tells us .....

1. **Singleton** – Elderly living alone
2. **Old-aged Caregiver**
3. **Polypharmacy** – living with multiple medical conditions , regular use of at least 5 medications
4. **Loneliness**
5. **Person living with Dementia**
6. **Ageing in Place (居家安老 )**
7. **Resident Home** – Long Queue and low Quality of Life compared with living at their own homes

<https://youtu.be/5YujkhNcowc>

## 《香港百歲老人研究》港人長壽須支援 照顧者：科技幫到手

📅 發布日期: 2023-03-16



## 照顧者花園 + 「啱傾」手機應用程式 @ 香港資訊及通訊科技獎2022

📅 發布日期: 2023-01-04





照顧者想鬆一鬆咁啲氣？喘息服務幫到您

📅 發布日期: 2022-05-26



Source: <https://www.hkcss.org.hk>

## Caregiver Supports and Advocacy

醫家友支援計劃

照顧者服務資訊

同行互暖

2022年1-3月

港島西醫院聯網

協作機構

香港仔協會 AKA 社會服務 Social Services  
紅十字會 St. James' Settlement  
香港聖公會聖約翰堂有限公司 HONG KONG METHODIST CHURCH AND HOSPITAL SOCIETY LTD.  
香港復康會 The Hong Kong Society for Rehabilitation

Source: 港島西聯網開展「醫家友支援計劃」



Picture source: <https://www.channelfutures.com/>

# CHALLENGES – Biological



Physical changes:

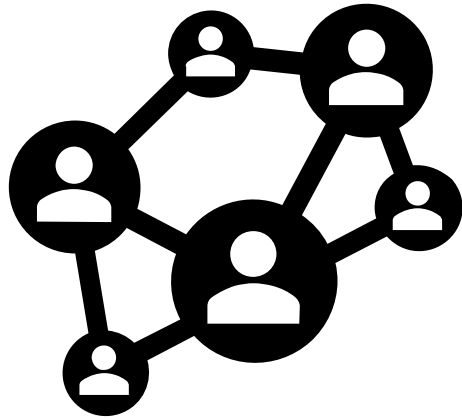
- Weak leg
- Poor eyesight
- Poor Taste buds
- Hearing Loss .....

Illness:

- Chronic e.g High blood pressure, diabetes
- Acute e.g. Dilirium, Pneumonia
- Life-threatening e.g. Cancer
- Progressive Illness e.g. Dementia; Parkinson's Disease



# CHALLENGES – SOCIAL



- Empty Nest
- Living Alone (Singleton)
- Loss of Social Role e.g. Retirement
- **Social Isolation**
- Elderly Abuse and Neglect
- Grief and bereavement

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[Home](#) > [Public Services](#) > [Services for the Elderly](#) > [Information Corner](#) > **Protection of Elderly Persons**

## Protection of Elderly Persons

[Procedural Guidelines for Handling Elder Abuse Cases \(Revised 2021\)](#)[Working Group on Elder Abuse](#)[Statistics on Elder Abuse Cases](#)

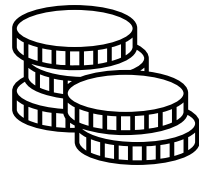
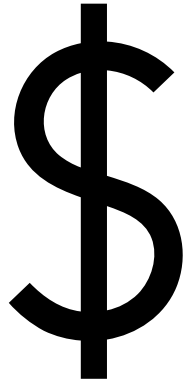
### Procedural Guidelines for Handling Elder Abuse Cases

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Source: [www.swd.gov.hk/en/pubsvc/elderly/elderly\\_info/protectep/](http://www.swd.gov.hk/en/pubsvc/elderly/elderly_info/protectep/)

# CHALLENGES – FINANCIAL

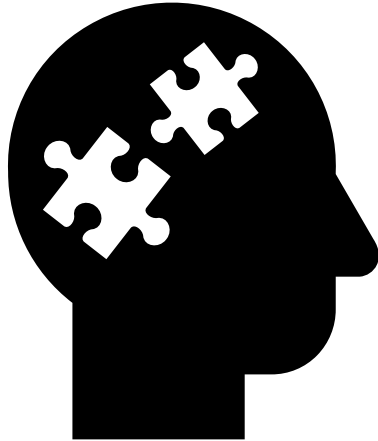


- Low Saving
- No Income
- CSSA
- Elderly Financial Abuse / Exploitation
- Losing money to Fraud (Scam)

**Anti-Scam Helpline 18222**



# CHALLENGES – Psychological & Mental



- Depression
- Anxiety
- Psychosis
- Insomnia
- Feeling of guilt; helpless
- Loneliness
- Low self-esteem
- Poor Cognition – Mild Cognitive Impairment (MCI) / Dementia
- Elderly Suicide

「賽馬會樂齡同行計劃」2023年10月10日發佈「香港長者情緒健康電話訪問調查2022」結果，由項目總監林一星教授、項目經理（研究）暨助理研究教授劉天音博士及項目經理（臨床）暨高級臨床心理學家郭韋韋解釋調查數據。調查於2022年第二季進行，近5,000名長者透過電話接受訪問。

### 電話訪問結果及數據趨勢

電話訪問內容包括：簡易版病人健康狀況問卷（PHQ-2；關於抑鬱徵狀）、簡易版焦慮情緒問卷（GAD-2）、孤獨情緒問卷（UCLA-3）、新冠疫情相關壓力來源、新冠病毒感染史（自己及親友曾否感染）、及回應者基本資料。受訪者中60-79歲佔66%，80歲或以上佔34%；女性佔比76%，男性24%。獨居者佔37%，過往有精神健康困擾的佔17%。有35%的受訪者表示自己及/或家人或朋友曾經感染新冠病毒，65%表示未曾有有關經新冠病毒感染史。新冠疫情相關壓力來源的回應中，長者普遍未有對新冠病毒相關壓力來源展現過分擔心，最多受訪者挑選的壓力來源為「如果自己染病會連累家人」，有26%表示普通程度或以上的擔心。精神健康相關的問卷中，PHQ-2及GAD-2滿分均為6分，UCLA-3問卷滿分為9分；分數越高，抑鬱、焦慮徵狀、孤獨情緒更為嚴重；3分或以上即表示抑鬱、焦慮、或孤獨情況顯著。三項問卷分數高於3分的比率分別為：14%（PHQ-2），12%（GAD-2），29%（UCLA-3）。綜合以上三項精神健康狀況，34%的受訪者最少一項問卷題目得分為3分或以上，即約三分之一的受訪長者最少受到抑鬱、焦慮或孤獨其中一項所困擾。2020年新冠疫情第二、三波時，有抑鬱風險的長者比率為8.4%，焦慮的長者比率為7.4%。與2020年同期的電話訪問結果相比，具抑鬱和焦慮風險的長者比率都有大幅提升。2022年第五波疫情之下，女性、獨居、過往有精神健康困擾、自己曾經感染新冠病毒、和因為新冠感受到更大壓力的長者比其他長者面對更大的精神健康風險，需要更多的關注。

## 長者自殺去年創新高 446人中逾60%為男性 團體指與求助呈反比

新聞觀看次數：27.8k

2022年08月27日(六) 18:47更新  
12:37建立

推介 100

分享

Post

分享

香港撒瑪利亞防止自殺會根據死因裁判庭每年公布的自殺數據統計，發現本港60歲以上長者去年的自殺死亡宗數創1973年以來新高，共446宗。防止自殺會總幹事曾展國表示，對比過去數年，長者自殺宗數一直較其他年齡層高企，甚至比社會關心的青少年高出30%至40%；而男性自殺比率較高、求助比例低的原因，他則認為是因為男性自尊心較高，而男性長者更加受傳統思想影響，「唔想麻煩人、唔想畀人知」，子女結婚後離家更令長者容易產生孤獨感，自殺念頭日增。另外，由於移民潮湧現，該團體亦有義工選擇離港，導致接聽熱線電話及提供服務的人手不足。亦有家庭移民令長者獨留在港，造成獨居老人數量增加，團體透露自殺危機處理中心的求助個案中，接獲約10宗涉及子女移民被獨留在港、孤獨感日增而有自殺念頭的長者個案。

[https://hk.on.cc/hk/bkn/cnt/news/20220827/bkn-20220827123708044-0827\\_00822\\_001.html](https://hk.on.cc/hk/bkn/cnt/news/20220827/bkn-20220827123708044-0827_00822_001.html)

## 長者自殺去年創新高 446人中逾60%為男性 團體指與求助呈反比

新聞觀看次數：27.8k

2022年08月27日(六) 18:47更新  
12:37建立

👍 推介 100

🔗 分享

✖ Post

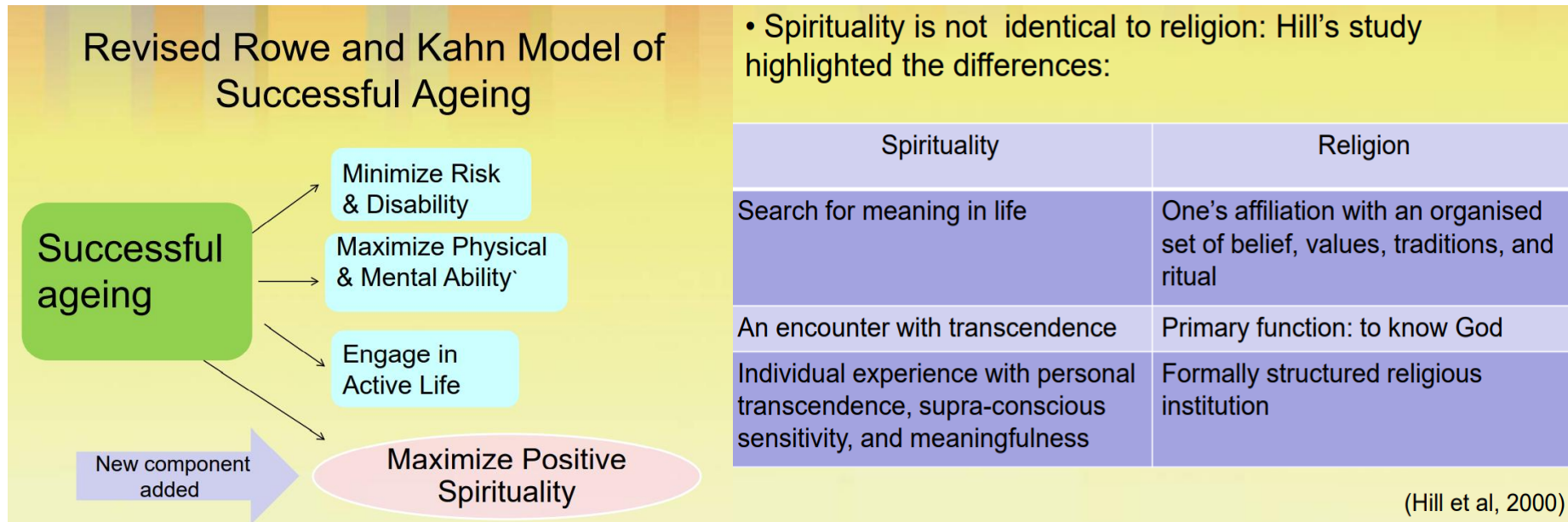
🔗 分享

阿樂母親於5年前自殺身亡，事緣於母親經常稱身體不適，但阿樂陪同母親看醫生後又未診斷出任何病痛，阿樂認為「可能佢(母親)接受唔到身體老化」，又稱事後其實有發現母親有抑鬱，亦有一點自殺傾向的蛛絲馬迹，但因缺乏對抑鬱症的認知而未有發現母親情緒出現問題。母親自殺後阿樂大受打擊，他坦言事發前「外人睇係一個好幸福嘅家庭，我之前都咁覺得」，但在母親離世後他甚至想「跟住走」，及後他獲社工協助，直至半年前才逐漸解開心結。

[https://hk.on.cc/hk/bkn/cnt/news/20220827/bkn-20220827123708044-0827\\_00822\\_001.html](https://hk.on.cc/hk/bkn/cnt/news/20220827/bkn-20220827123708044-0827_00822_001.html)



# OPPORTUNITY - Successful Aging



Source: Cadenza TRAINING PROGRAM : CTP002:Promoting Psychosocial and Spiritual Well-being of Older People , 2012)

## CHAPTER 2

# THE DIFFERING NEEDS OF THE ELDERLY



"The elderly is not one big homogenous group that ranges in age from 55 to 95. The needs of a healthy, active and employed 65 year old will differ sharply from a retiree of the same age with poor health. Who you target will greatly affect how your product or service will be distributed."

— Dr Maria Henke, Assistant Dean of Gerontology,  
University of South California

# Spectrum of needs of elderly



Source: Empathetic Technology For Ageing – Rethinking Health and Wellness for the Elderly in Singapore: Infocomm Technology Sector

# OPPORTUNITY - Successful Aging



賽馬會齡活城市  
Jockey Club Age-friendly City

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[ENG](#)

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[Resources Centre](#)

## Concept of Age-friendly City (AFC) [... See More](#)

Eight domains summarising factors and key elements of the urban environment that support active and healthy ageing were identified:



Outdoor spaces and buildings



Transportation



Housing



Social participation



Respect and social inclusion



Civic participation and employment



Communication and information



Community support and health services





# OPPORTUNITY - Successful Aging

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JOCKEY CLUB GOLDEN AGE JOURNEY PROJECT

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賽馬會躍動啓航計劃

JOCKEY CLUB GOLDEN AGE JOURNEY PROJECT





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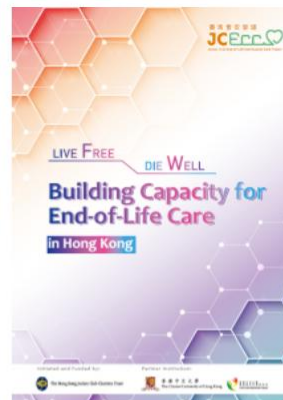
安寧義工服務發展與統籌手冊 (快將推出!)

作者: 賽馬會安寧頌  
合作夥伴: 香港大學社會科學學院



無憾的善終

作者: 明周  
於二零二二年四月出版



'LIVE FREE DIE WELL: Building Capacity for End-of-Life Care in Hong Kong': A summary on the "Capacity Building and Education Programmes on End-of-Life Care" of JCECC Project in Phase 2



安老院舍晚晴照顧實踐手冊

作者: 賽馬會安寧頌  
合作夥伴: 香港老年學會  
於二零二一年十二月出版



Useful Link



Wisdom Sharing



Newsletter

## 關於我們

# 「賽馬會善別關懷同盟」計劃

「賽馬會善別關懷同盟」是一項由香港大學社會工作及社會行政學系主辦，並獲香港賽馬會慈善信託基金捐助的全新計劃。計劃旨在連接本港各社會服務機構、專業同工和關心喪親議題的人士，讓喪親者從社區上得到適切的關懷，重新加強他們所需要的社交支援；另外，透過彙集實踐智慧和實證研究結果，為善別支援提供最佳的實踐指南和模式，全面提昇前線專業人員對善別工作的認識和信心。

本計劃與本地著名圖文作家「香游氏」合作，為本網站設計一系列主題人物。正經歷喪夫之痛的她，發現身邊有不少喪親者，所以創作時，決定人物是不分性別和年齡，希望透過畫作，為正經歷悲傷的您，送上祝福。



#隨時隨地了解  
長者健康狀況

專業人員  
護老學習新  
完成課程後護士將獲證書。

護老小貼士

「健康寶」應用程式  
自我健康篩檢測試

健康寶 iHealth Screen

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App Store  
下載

QR Code

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[Souce:www.cadenza.hk/e-tools/zh/public/](http://www.cadenza.hk/e-tools/zh/public/)



SAU PO CENTRE ON AGEING, HKU  
香港大學秀圃老年研究中心



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SAU PO CENTRE ON AGEING

香港大學秀圃老年研究



Source: [www.ageing.hku.hk](http://www.ageing.hku.hk)





A A A Eng 繁 簡 Q

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## Elderly Service

We focus on our perpetual efforts in elderly service development and improvement. As aging population is growing, we also adapt the framework of “Age-Friendly City” of the World Health Organization to lead the “Age-Friendly Hong Kong” development.

Source: <https://www.hkcass.org.hk>



**Labour and Welfare Bureau**

The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China



Government Public Transport  
Fare Concession Scheme for  
the Elderly and Eligible  
Persons with Disabilities

Old Age Living Allowance

Working Family Allowance  
Scheme

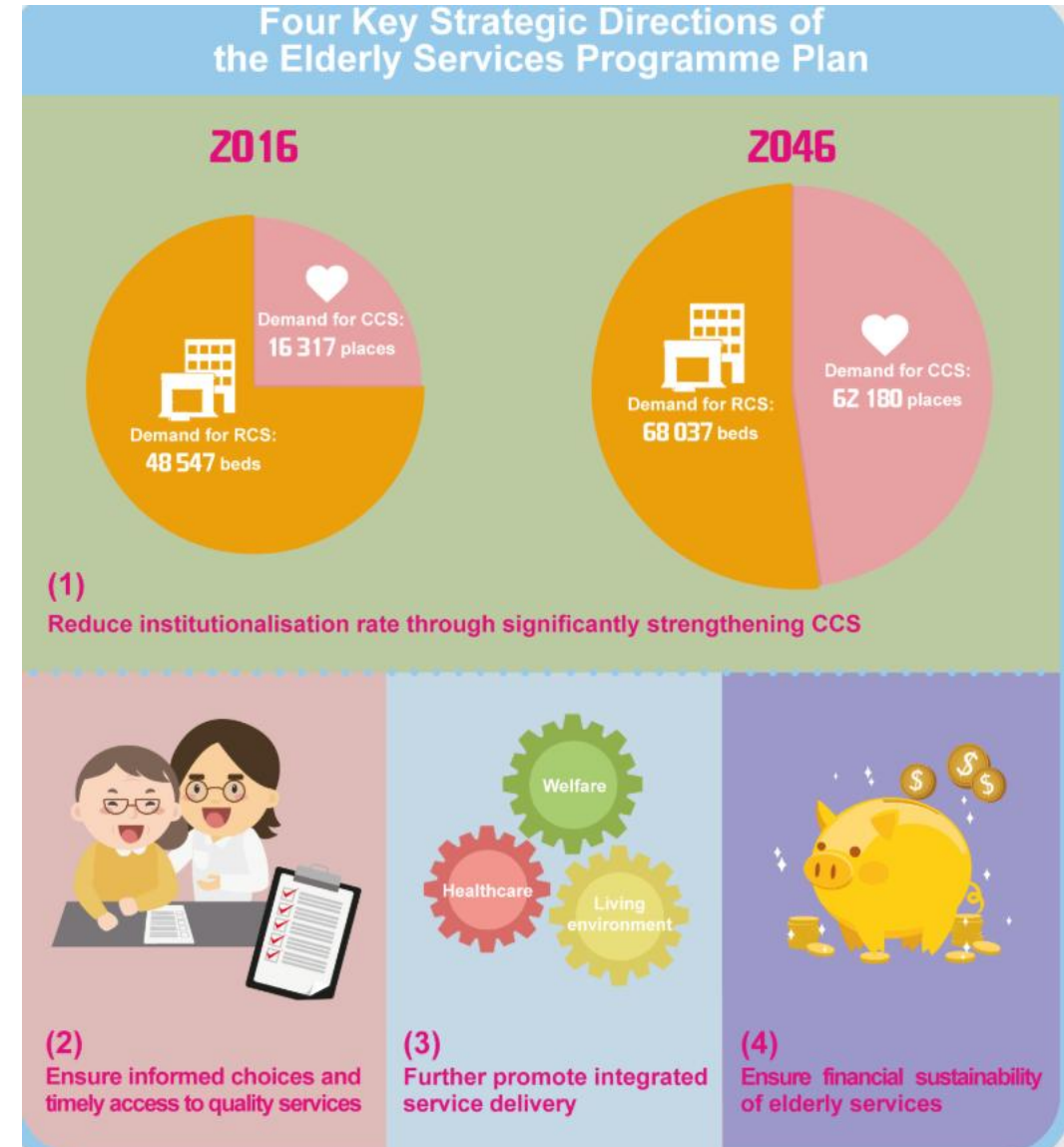
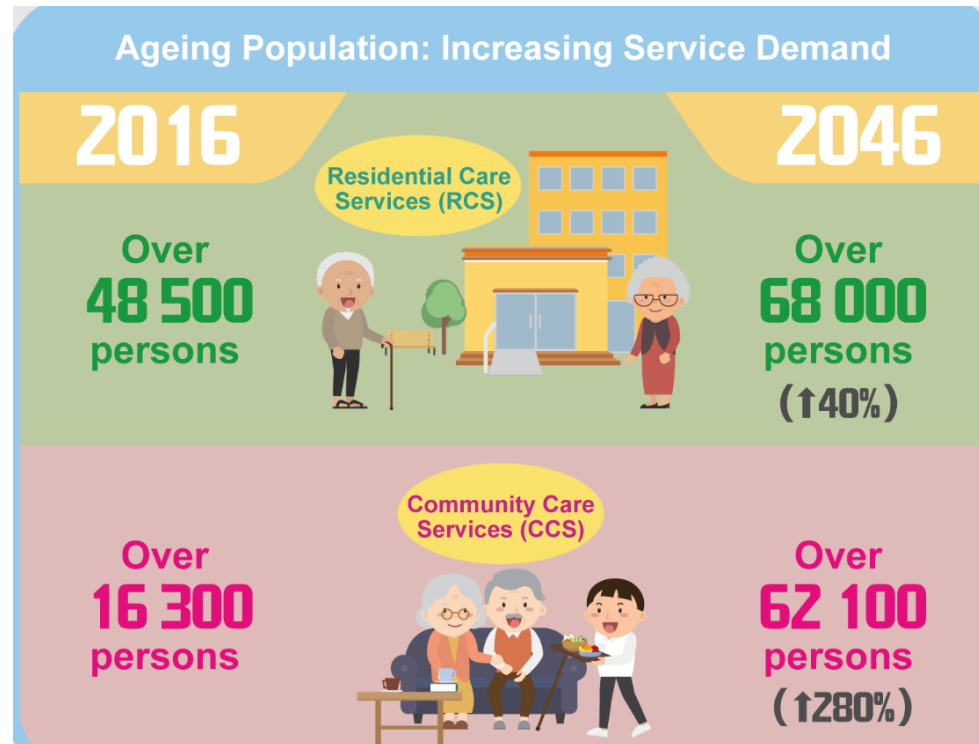
<https://www.lwb.gov.hk/en/index.html>

## Elderly Services Programme Plan

### Elderly Services Programme Plan ^

- The Chief Executive announced in the Policy Address in January 2014 that the Government would task the Elderly Commission (EC) to formulate the Elderly Services Programme Plan (ESPP) to strengthen the medium and long-term planning for elderly services. To take forward the task, EC set up the “Working Group on Elderly Services Programme Plan” (Working Group), while the Labour and Welfare

Source: <https://www.lwb.gov.hk/en/highlights/elderlyservicesprogrammeplan/index.html>



Source: [www.lwb.gov.hk/img/en/elderlyservicesprogrammeplan/02.png](http://www.lwb.gov.hk/img/en/elderlyservicesprogrammeplan/02.png)

# Services Developmental Directions Proposed in the Elderly Services Programme Plan

## Planning of Land and Facilities



To stipulate population-based planning ratios for elderly services

## Manpower and Training



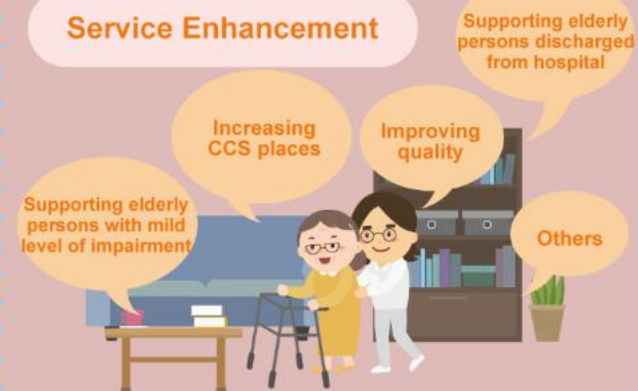
To strengthen manpower planning and training for elderly services

## Financial Sustainability



To enable financial sustainability of elderly services

## Service Enhancement

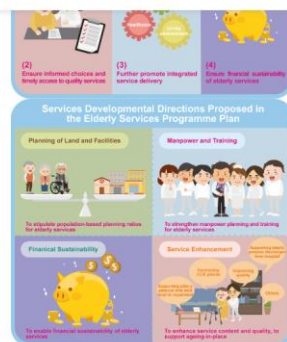


To enhance service content and quality, to support ageing-in-place

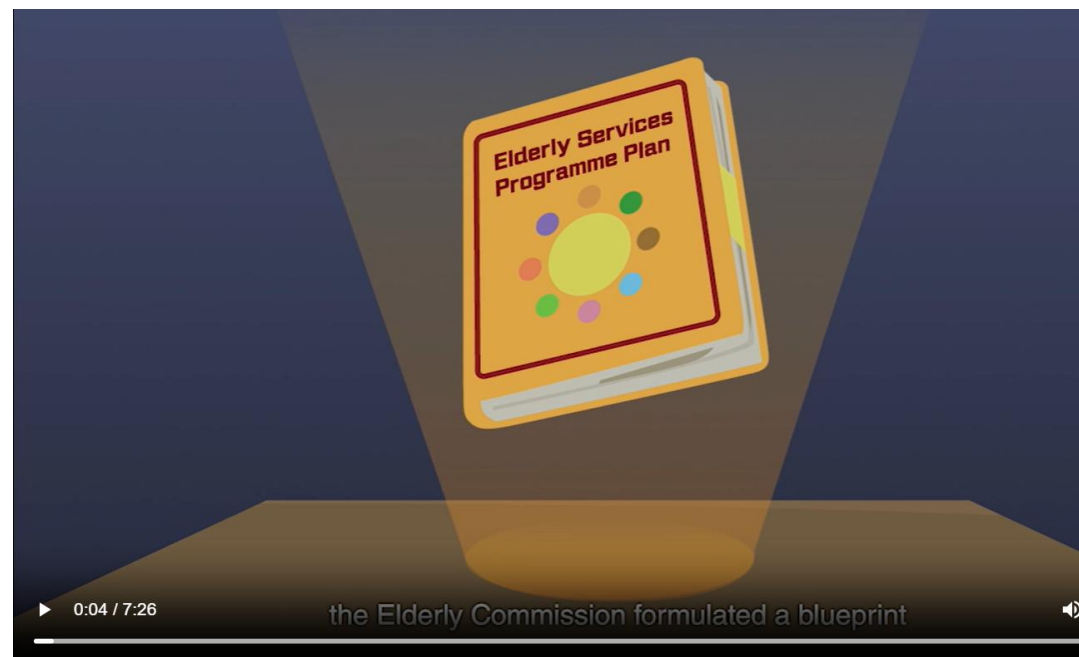




**Labour and Welfare Bureau**  
The Government of the Hong Kong Special Administrative Region  
of the People's Republic of China



- Promotion video of the ESPP:  
Video in English (Script [\[1\]](#))  
Web accessible version (Script [\[2\]](#))



Source: [lwb.gov.hk/en/highlights/elderlyservicesprogrammeplan/media/Elderly Services Programme Plan Eng Sub.mp4](http://lwb.gov.hk/en/highlights/elderlyservicesprogrammeplan/media/Elderly%20Services%20Programme%20Plan%20Eng%20Sub.mp4)



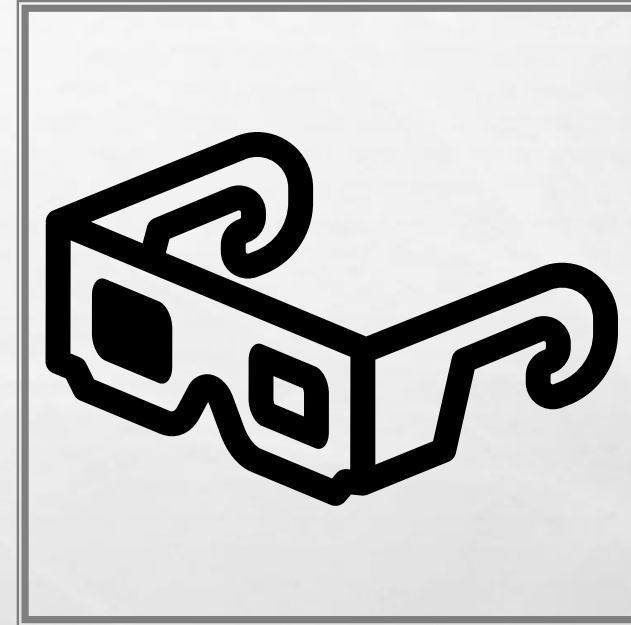
# Elderly Services Mission

sense of belonging, sense of security and sense of worthiness

老有所屬、老有所養、老有所為

# Objectives of elderly services

- To promote the well-being of elders in all aspects of their life through the provision of a wide spectrum of services to enable them to **remain living in the community for as long as possible**
- To provide residential care that suits the varying needs of elders whenever necessary



# Continuum of Care 「持續照顧」

LONG TERM CARE (LTC)

Residential Care Services

Community Care Services



# Long term care services for the elderly

The SCNAMES covers applications for the following subsidised LTC services:

1. [Community Care Services \(CCS\)](#):

- [Day Care Centres/Units for the Elderly](#);
- [Enhanced Home and Community Care](#); and
- [Integrated Home Care\(Frail Cases\)](#).

2. [Residential Care Services \(RCS\)](#):

- [Care and Attention Homes for the Elderly \(Subvented Care and Attention Homes, Contract Homes, Private Homes participating in the Enhanced Bought Place Scheme and Elderly Homes in Guangdong participating in the Residential Care Services Scheme in Guangdong\)](#); and
- [Nursing Homes \(Subvented Nursing Homes, Contract Homes, and Nursing Homes participating in the Nursing Home Place Purchase Scheme\)](#).

Source: [www.swd.gov.hk/en/pubsvc/elderly/elderly\\_info/assess/scnam\\_cwl/](http://www.swd.gov.hk/en/pubsvc/elderly/elderly_info/assess/scnam_cwl/)



## Standardized Care Need Assessment Mechanism For Elderly Services

### (SCNAMES)

The Standardised Care Need Assessment Mechanism for Elderly Services (SCNAMES) and the Central Waiting List for Subsidised Long Term Care Services (CWL) provide assessment and registration for subsidised long term care (LTC) services at single entry point so as to facilitate elderly persons in making applications, waitlisting and allocation of such services.

<b>1. Raise a Request:</b>	An elderly person or his/her family raises a request for subsidised LTC services to a responsible/ referring worker of a Medical Social Services Unit, an Integrated Family Service Centre or an elderly service unit in the district.
<b>2. Initial Screening:</b>	Responsible/referring worker conducts initial screening and refers the elderly person for arrangement of assessment as appropriate.
<b>3. Conduct Assessment:</b>	Assessor carries out the assessment through home visit and face-to-face interview.
<b>4. Explain the Assessment Result:</b>	Responsible/referring worker explains to the elderly person the assessment result and service matched.
<b>5. Formulate a Care Plan:</b>	Responsible/referring worker draws up a care plan for the elderly person and assists him/her to apply for suitable service.

Source: [www.swd.gov.hk/en/pubsvc/elderly/elderly\\_info/assess/scnam\\_cwl/](http://www.swd.gov.hk/en/pubsvc/elderly/elderly_info/assess/scnam_cwl/)



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## Residential Care Services

In Hong Kong, the residential care services for the elderly, including subsidised and non-subsidised places, are provided by various types of residential care homes for the elderly operated by non-governmental organisations (NGO) and private operators.

Subsidised residential care services for the elderly aim to provide residential care and facilities for elderly persons aged 65 or above who, for personal, social, health and/or other reasons, cannot adequately be taken care of at home. Persons aged between 60 and 64 may apply if there is a proven need.

Elderly persons are required to undergo [Standardised Care Need Assessment](#) at the time of their application for subsidised residential care services for the elderly, with a view to assessing their Long Term Care needs and matching them with appropriate service according to the assessment results.

In addition, short-term residential care services for elderly persons, including [Emergency Placement](#) and [Residential Respite Service](#), aim to provide temporary relief for elderly persons or their family members in urgent need of short term residential care service.

Source: [www.swd.gov.hk/en/pubsvc/elderly/cat\\_residentcare/introducti/index.html](http://www.swd.gov.hk/en/pubsvc/elderly/cat_residentcare/introducti/index.html)

### **Residential Care Services for Elders**

**Residential care services for elders aim to provide residential care and facilities for elders aged 65 or above who, for personal, social, health and/or other reasons, cannot adequately be taken care of at home. Persons aged between 60 and 64 may apply if there is a proven need.**

**Residential Care Services** include Care and Attention Homes for the Elderly and Nursing Homes.

A **Care and Attention Home for the Elderly** provides residential care, meals, personal care and limited nursing care for elders who suffer from poor health or physical/mild mental disabilities with deficiency in activities of daily living but are mentally suitable for communal living, and are assessed and recommended for Care and Attention Home under the Standardised Care Need Assessment Mechanism for Elderly Services.

A **Nursing Home** provides residential care, meals, personal care, regular basic medical and nursing care, and social support for elders who suffer from poor health or physical/mental disabilities with deficiency in activities of daily living but are mentally suitable for communal living, and are assessed and recommended for Nursing Home under the Standardised Care Need Assessment Mechanism for Elderly Services. A Nursing Home aims to provide residential care for elders who, as a result of deterioration in their health condition, cannot adequately be taken care of in Care and Attention Homes for the Elderly yet do not require the intensive medical and nursing care provided in infirmaries.

## Statistics on 'Waiting list for subsidised residential care services for the elderly', 'Waiting time

### Waiting list for subsidised residential care services for the elderly

- As at 31 March 2025, there were a total of 16 810 applicants being waitlisted for various types of subsidised residential care services (RCS) for the elderly in the Central Waiting List for subsidised long term care services. Details were as follows:

Subsidised RCS for the elderly	No. of applicants Note <sup>1</sup>
Care and attention places	14 767
Nursing home places	2 043
<b>Total</b>	<b>16 810</b>

### Waiting time

- With reference to information as at 31 March 2025, the average waiting times for various types of subsidised RCS for the elderly were as follows:

Subsidised RCS for the elderly	Waiting time (in months) Average from the past 3 months Note <sup>2</sup>
Care and attention places	
Subvented homes and contract homes	19
Private homes participating in the Enhanced Bought Place Scheme	5
Overall	10
Nursing home places Note <sup>3</sup>	10

Note<sup>1</sup> To encourage ageing in place, elderly persons assessed and recommended for RCS will be given the choice of CCS if they wish to stay at home. Upon admission to CCS, their applications for RCS will be treated as “inactive”. Besides, applicants waitlisted for RCS may choose to change the status of their application to “Inactive” on their own accord. RCS applicants with “inactive” status will not be called for admission to RCS. These elderly persons may seek to re-activate their RCS option if there is a need in future. Once their applications are



## Residential Care Service Voucher Scheme for the Elderly

### Features of the Scheme

- **"Money-following-the-user"**: Provide elderly persons with greater flexibility to freely choose and switch among residential care homes for the elderly (RCHEs) under the Scheme.
- **"Users pay in accordance with affordability"**: Allow elderly persons who can afford less to receive more subsidies from the Government.
- **Shortened waiting time**: Elderly persons can receive subsidised residential care services (RCS) in a shorter period of time.
- **Six-month trial period**: Elderly persons can try to adapt to life in RCHEs.
- **High flexibility**: Elderly persons may make a top-up payment of up to 150% of the prevailing voucher value to purchase enhanced or value-added services from RCHEs under the Scheme as needed.



### 參加資格

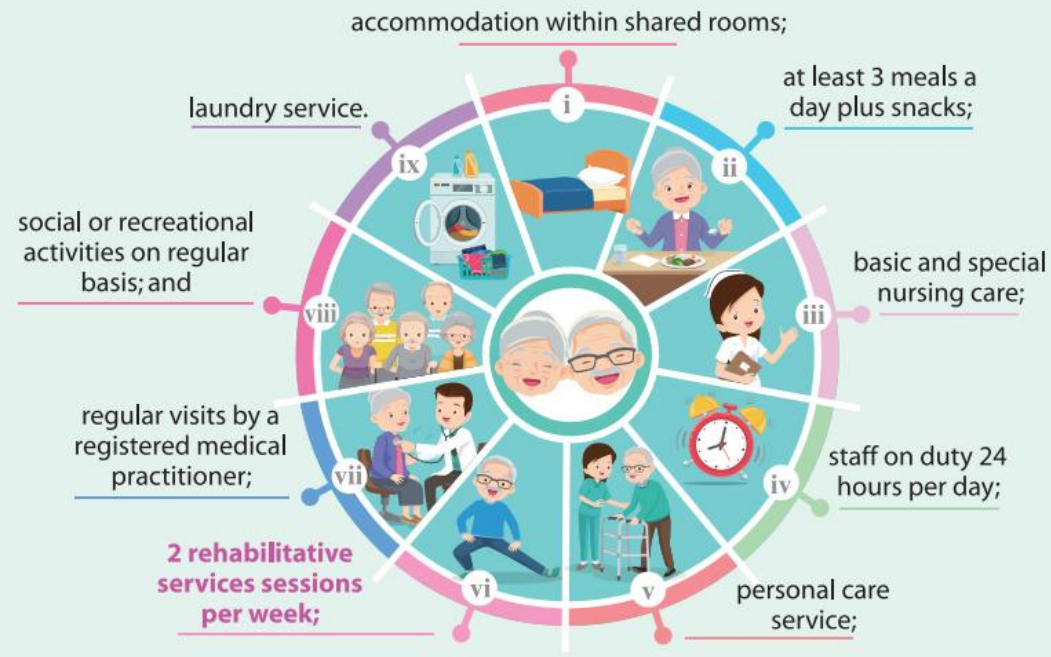
所有經社會福利署（社署）的安老服務統一評估機制被評為**適合院舍照顧服務**及正在資助長期護理服務中央輪候冊（中央輪候冊）上輪候**護理安老宿位**或**護養院宿位**的長者。



## Residential Care Service Voucher Scheme for the Elderly

### Scope of Service

RSPs provide individual voucher holders with a “standard service package” covered by the voucher value as follows –



Source : [www.swd.gov.hk/storage/asset/section/361/en/Leaflet\\_April\\_2023.pdf](http://www.swd.gov.hk/storage/asset/section/361/en/Leaflet_April_2023.pdf)



# Residential Care Services Scheme in Guangdong 「廣東院舍照顧服務計劃」

## Introduction

The Social Welfare Department (SWD) launched the Pilot Scheme of Residential Care Services Scheme in Guangdong (GDRCS Scheme) in June 2014 and GDRCS Scheme was regularised in January 2020. It is to provide an option for the elderly persons on the Central Waiting List (CWL) for subsidised care and attention places to choose to live in the residential care homes for the elderly (RCHEs) in Guangdong designated under the Scheme.

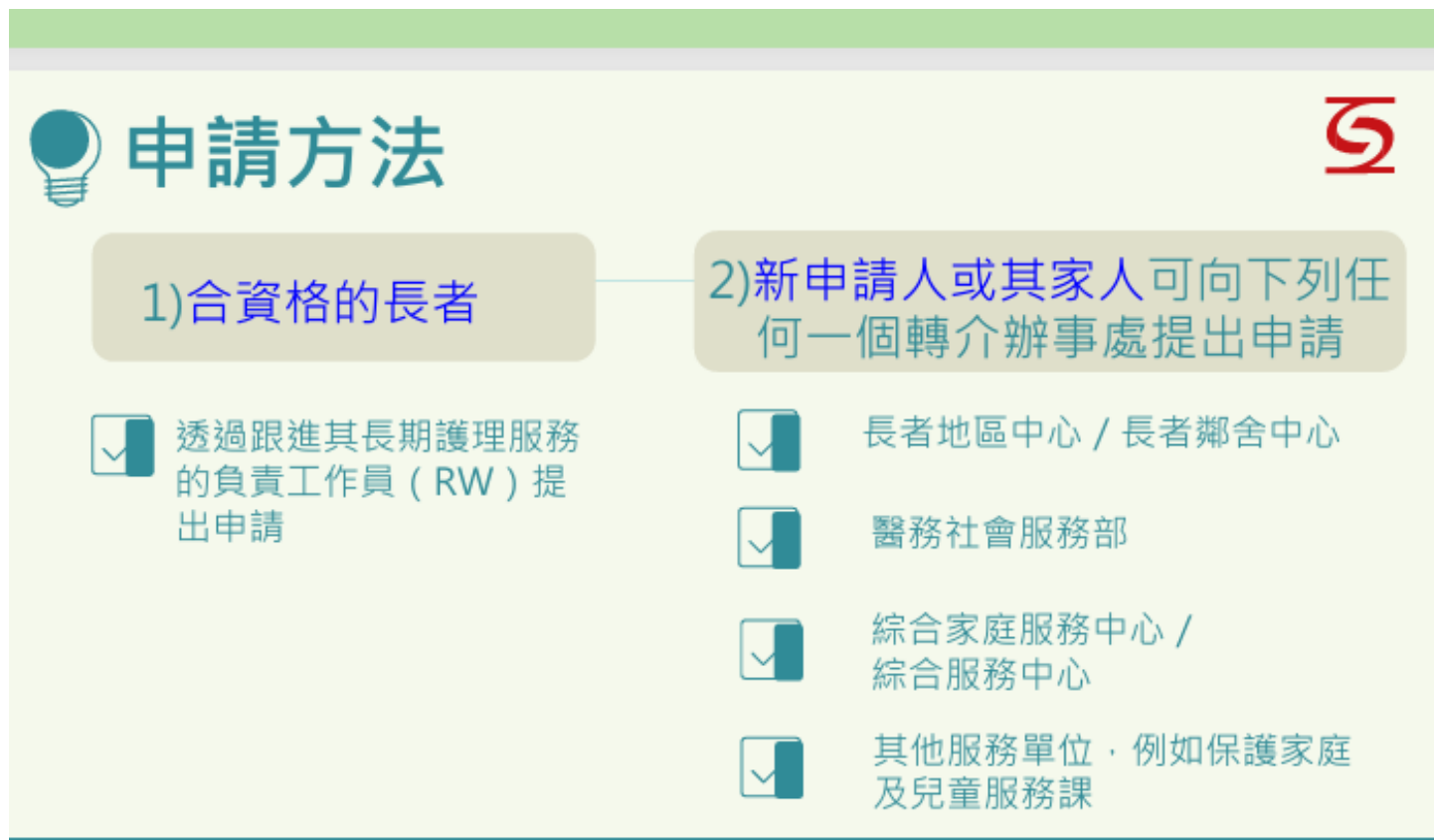
Starting from 28 July 2023, SWD expands the GDRCS Scheme by including to cover the elderly persons waitlisted for subsidised nursing home places under CWL and to invite applications from operators of RCHEs with experience and satisfactory track records in providing subsidised elderly residential care services in Hong Kong and are operating RCHE(s) in Mainland cities of the Greater Bay Area (GBA) to register their RCHE(s) in GBA cities as the Recognised Service Provider (RSP) under the GDRCS Scheme.

Starting from 1 October 2023, to encourage eligible elderly person to join the GDRCS Scheme, SWD has included into the Scheme a 6-month trial stay (i.e. counting from the date of admitting to the RCHE under the GDRCS Scheme). If the elderly person continues to reside in the Mainland RCHE upon the expiry of the trial period, his/her application for LTC services on the CWL will close. If the elderly person chooses to be discharged from the Mainland RCHE under the GDRCS Scheme during the trial period, his/her original position of application for LTC services on the CWL will resume according to the application date.

Source: [www.swd.gov.hk/en/pubsvc/elderly/cat\\_residentcare/subrcheplace/guangdong/index.html](http://www.swd.gov.hk/en/pubsvc/elderly/cat_residentcare/subrcheplace/guangdong/index.html)

[www.youtube.com/watch?v=SMTtrlSczm8&list=PLaK6DPQzfXhXdWvVtrXf0L1eN-zqx9sMi8&index=3](https://www.youtube.com/watch?v=SMTtrlSczm8&list=PLaK6DPQzfXhXdWvVtrXf0L1eN-zqx9sMi8&index=3)

# 「廣東院舍照顧服務計劃」



Source:

[www.swd.gov.hk/storage/asset/section/726/GDRCSS\\_online%20briefing\\_PPT%20\(12%20March%202025\).pdf](http://www.swd.gov.hk/storage/asset/section/726/GDRCSS_online%20briefing_PPT%20(12%20March%202025).pdf)



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## Community Care



[Community Care Service Voucher for the Elderly \(CCSV\)](#)



[Home-based Community Care for the Elderly](#)



[Day Care Centre / Unit for the Elderly \(DEs/DCUs\)](#)

Source: [www.swd.gov.hk/en/pubsvc/elderly/cat\\_commcare/](http://www.swd.gov.hk/en/pubsvc/elderly/cat_commcare/)

# 長者社區照顧服務券計劃 Community Care Service Voucher Scheme for the Elderly

## Social Welfare Department (SWD) - Community Care Service Voucher Scheme for the Elderly (CCSV Scheme)

### Characteristics of the Scheme

**Money-following-the-user:** Elderly persons can choose the community care services that suit their individual needs with the use of community care service vouchers.

**Affordable users pay:** The less that elderly persons and the family members living with them can afford, the more the Government will subsidise.

**Diversified Service Options:** Elderly persons can choose service items and service packages from up to any two Recognised Service Providers (RSPs) in a calendar month within the voucher value.

### Eligibility Criteria

Elderly persons who have been assessed and recommended for Community Care Services (CCS) or Residential Care Services (RCS) under the Standardised Care Need Assessment Mechanism for Elderly Services, and are waitlisting for subsidised CCS and/or RCS on the Central Waiting List (CWL) for subsidised Long Term Care (LTC) services without any kind of RCS or subsidised CCS being received.

### Scope of Service

The services are similar to those of the existing subsidised Day Care Centre for the Elderly and Enhanced Home and Community Care Services.

The services include **rehabilitation exercise** (such as physiotherapy, occupational therapy, etc.), **nursing care** (such as blood pressure monitoring, wound management, etc.), **personal care** (such as feeding, bathing, etc.), **home making, escort, meals delivery, elder sitting, on-site carer training and environmental risk assessment / home modifications recommendation**. Some RSPs also provide **residential respite service, speech therapy service, soft meals** (additional item for day care service / meals delivery) and **rental service of assistive technology products**.

### Service Delivery Mode

**Three service delivery modes:**

1. Centre-based
2. Home-based
3. Centre-based and Home-based



### 收費

收費視服務使用者的經濟情況按比例計算，並可能每年調整。

### Fees

Fees are charged on a sliding scale with reference to the service users' financial conditions and may be revised annually.



### 查詢

- 綜合家庭服務中心／綜合服務中心
- 醫務社會服務部
- 長者地區中心／長者鄰舍中心
- 社會福利署熱線：2343 2255
- 各區綜合家居照顧服務隊／改善家居及社區照顧服務隊的查詢電話及地址可在社會福利署網頁[www.swd.gov.hk](http://www.swd.gov.hk)下載

### Enquiry

- Integrated Family Service Centres / Integrated Services Centres
- Medical Social Services Units
- District Elderly Community Centres / Neighbourhood Elderly Centres
- SWD hotline: 2343 2255
- Enquiry telephone numbers and addresses of all IHCS / EHCCS Teams can be downloaded from the SWD homepage at [www.swd.gov.hk](http://www.swd.gov.hk)

社會福利署 Social Welfare Department  
安老服務科 Elderly Branch

社會福利署  
Social Welfare Department



## 「家居為本」長者社區照顧服務 Home-based Community Care Services

綜合家居照顧服務(體弱個案)／改善家居及社區照顧服務  
Integrated Home Care Services (Frail Cases) /  
Enhanced Home and Community Care Services



## Statistics on 'Waiting List for Community Care Services' and 'Waiting Time for Community Care Services'

### Waiting list for subsidised community care services for the elderly

- As at 31 March 2025, there were a total of 10 060 applicants being waitlisted for various types of subsidised community care services (CCS) for the elderly in the Central Waiting List for subsidised long term care services. Details were as follows:

Subsidised CCS for the elderly	No. of applicants
Integrated Home Care Services (Frail cases)/Enhanced Home and Community Care Services	8 062
Day Care Centres/Units for the Elderly	1 998
<b>Total</b>	<b>10 060</b>





### Waiting Time

- With reference to information as at 31 March 2025, the average waiting times for various types of subsidised CCS for the elderly were as follows:

Subsidised CCS for the elderly	Waiting time (in months) (Average from the past 3 months) Note <sup>1</sup>
Integrated Home Care Services (Frail Cases)/Enhanced Home and Community Care Services	11
Day Care Centres/Units for the Elderly	6
Note <sup>1</sup>	It is the average number of months taken between the waitlist date and the admission date of normal cases admitted to service in the past three months. Cases accorded priority in allocation of service and those with inactive history admitted in the past three months have been excluded in the calculation because their waiting time may be extraordinarily long or short in comparison with that of normal cases. As at the end of March 2025, there were 9 982 elderly persons classified as “inactive” upon using the Community Care Service Voucher for the Elderly.

## Community Support



-  [Elderly Centres](#)
-  [Holiday Centre for the Elderly](#)
-  [Opportunities for the Elderly Project](#)
-  [Senior Citizen Card Scheme](#)
-  [Services for Prevention and Handling of Elder Abuse](#)

**NEC**

**Scope of Service**

- Health education
- Educational and developmental activities
- Provision of information on community resources and referral services
- Volunteer development
- Carer support services
- Educational and supportive programmes on dementia
- Counselling services
- Reaching out and networking
- Social and recreational activities
- Meal service
- Drop-in service

**DECC**

**Scope of Service**

- Community education
- Health education
- Educational and developmental activities
- Reaching out and networking
- Volunteer development
- Counselling services
- Educational and supportive programmes on dementia
- Carer support services
- Provision of information on community resources and referral services
- Social and recreational activities
- Meal services
- Drop-in service

**For DECC only**

- Support Team for the Elderly (STE)
- Dementia Community Support Services
- Integrated Home Care Service (IHCS)/Enhance Home Care Service (EHCCS)

# Community Support Services

## Highlights of the Year 2023-24

### Community Support Services for the Elderly

- **Elderly Centre Services**

Since October 2023, the service scope of these centres has expanded to include retirement planning, the promotion of gerontechnology, and more talks and workshops to promote healthy ageing and gerontechnology.

- **Scheme on Living Allowance for Carers of Elderly Persons from Low-income Families**

Starting from October 2023, SWD has regularised the allowance scheme and increased the monthly allowance from \$2,400 to \$3,000.

- **Territory-wide Publicity Campaign “Care the Carers Campaign”**

SWD launched the territory-wide publicity campaign “Care the Carers Campaign” in 2023-24, with a kick-off ceremony on 25 September 2023. Each year features a different theme under the three-year publicity campaign. The first year focused on promoting the message of “Helping Carers Help Themselves”.

- **Support for Carers Project**

The Project was extended for three years starting from October 2023 with its scope expanded to cover persons with disabilities and their carers, with a view to encouraging various sectors to promote awareness and support for needy carers of elderly persons and persons with disabilities. As at the end of March 2024, the new Project has recorded over 2 500 attendances for property management personnel training.

- **Opportunities for the Elderly Project**

The Project subsidised social service organisations, district organisations and educational institutions, etc. to organise a wide range of programmes aimed at promoting a sense of self-worth among the elderly in the community. In 2023-24, a total of 383 programmes were launched by various organisations, attracting over 75 000 elderly participants.



















Source: [www.swd.gov.hk/en/pubsvc/elderly/elderly\\_info/elderly\\_ah\\_sps/elderlyah/csse/](http://www.swd.gov.hk/en/pubsvc/elderly/elderly_info/elderly_ah_sps/elderlyah/csse/)



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> **Sample FSAs - Elderly Services**

## Sample FSAs - Elderly Services

Item / Name	Download File
Generic Sections	 <a href="#">PDF</a> 
1. Care and Attention Homes Providing Continuum of Care and Conversion Homes Providing Continuum of Care	 <a href="#">PDF</a> 
2. Combined Homes	 <a href="#">PDF</a> 
3. Day Care Centres for the Elderly	 <a href="#">PDF</a> 
4. Day Care Centre/Unit for the Elderly (After In-situ Expansion)	 <a href="#">PDF</a> 
5. Dementia Community Support Scheme (DCSS)	 <a href="#">PDF</a> 
6. Dementia Supplement	 <a href="#">PDF</a> 
7. District Elderly Community Centre (DECC)	 <a href="#">PDF</a> 
8. District Elderly Community Centre (DECC) cum Day Care Unit (DCU)	 <a href="#">PDF</a> 

**Service-specific Sections**

**Funding and Service Agreement**

**Funding and Service Agreement<sup>1</sup>**

**District Elderly Community Centre (DECC)**  
**(with effect from 1 October 2018)**

**I Service Definition**

**Introduction**

A District Elderly Community Centre (DECC) is a type of community support services at the district level providing a full range of support services to healthy, vulnerable and frail elderly persons living in the community and family carers. Priority should be given to vulnerable and frail elderly persons, including those with dementia who may need support services to continue to stay in their own homes and communities. The DECC should aim at early identification of service needs of individual elderly persons whom they come across through daily activities, programmes, and drop-in service, and provide appropriate services and/or referrals. DECC should also perform the functions of support team for the elderly (STE). The Service Operator should provide efficient and quality support services in an

DECC

Source: [www.swd.gov.hk/en/ngo/subventions/fundingand/fundingandsa/sfsas\\_es/](http://www.swd.gov.hk/en/ngo/subventions/fundingand/fundingandsa/sfsas_es/)

C&A Home

**Service-specific Sections**

**Funding and Service Agreement**

**Funding and Service Agreement<sup>1</sup>**

**Care and Attention Homes Providing Continuum of Care**  
**and Conversion Homes Providing Continuum of Care**

**I Service Definition**

**Introduction**

Care and Attention Homes Providing Continuum of Care (the Homes) refer to the provision of continuum of care for elders of moderate level of impairment on admission who may deteriorate to severe level of impairment save for a level pointing to infirmary care.

The Homes provide residential care, meals, personal care and nursing care for elders who suffer from physical and/or cognitive impairment requiring assistance in activities of daily living.

Based on the principle of “Continuum of Care”, the Homes aim at providing care





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Carer's Corner

Gerontechnology



Logo

全城認知無障礙大行動  
Dementia Friendly Community Campaign

Programmes &  
Activities

Carer's Corner

Gerontechnology

District Programmes

Programmes Funded by The Hong Kong Jockey Club Charities Trust

Programmes of Jockey Club Centre for Positive Ageing

Programmes of Hong Kong Alzheimer's Disease Association

Programmes of Standbyme@Dementia

# Dementia Community Support Scheme

The Health Bureau (formerly the Food and Health Bureau), joining forces with the Social Welfare Department and the Hospital Authority (HA), launched a two-year Dementia Community Support Scheme (the pilot scheme) in February 2017 to provide support services to elderly persons with mild or moderate dementia and their carers through a medical-social collaboration model at 20 district elderly community centres (DECCs) and 4 HA Clusters. DECCs will arrange activities and services for participants according to their individual care plans and individual needs with a view to enhancing/ improving their cognitive functions, knowledge of home safety, ability of self-care, physical functioning, social skills, and alleviate carers' burden etc. The pilot scheme has been regularised since February 2019 and expanded to all 41 DECCs and 7 HA clusters in the territory in 2019-20.



## 智友醫社同行計劃





照顧者如有需要，可致電以下熱線：  
Carers may call the following hotlines if required :

照顧者支援專線 (24小時) Designated Hotline for Carer Support (24 hours)	182 183
社會福利署熱線服務 (24小時) Hotline Service of Social Welfare Department (24 hours)	2343 2255
明愛向晴熱線 (24小時) Caritas Family Crisis Support Hotline (24 hours)	18288
醫院管理局精神健康專線 (24小時) Hospital Authority Mental Health Direct (24 hours)	2466 7350
「情緒通」精神健康支援熱線 (24小時) Mental Health Support Hotline (24 hours)	18111



### 照顧者支援專線：182 183

24小時服務的專線會由專業社工接聽，旨為減輕照顧者在日常生活照顧工作的壓力和負擔，並持續提升他們的照顧能力。專線為照顧者提供即時支援，為有緊急需要的個案提供外展探訪，亦會按個別情況轉介照顧者到主流福利服務單位，讓有需要的照顧者得到跟進服務。服務對象包括護老者及殘疾人士／精神復元人士的照顧者。



### Designated Hotline for Carer Support : 182 183

The 24-hour Designated Hotline will be answered by professional social workers. It aims to reduce carers' stress and burden induced by daily caregiving, and enhance their caring capability continuously. The hotline provides instant support to carers, outreaching service to those facing emergency situation and refers them to the mainstream welfare service units for follow-up service in case of needs. Target service users include carers of elderly persons / persons with disabilities / persons in mental recovery.



### 照顧者資訊網 (carers.hk)

社會福利署與香港賽馬會慈善信託基金合作，委託香港樹仁大學建立照顧者資訊網，向照顧者提供全面、最新和方便閱覽的資訊。網站內容涵蓋長者、殘疾人士及精神復元人士的相關服務，照顧技巧，社區活動和資源等。



### Information Gateway for Carers (carers.hk)

The Social Welfare Department collaborated with the Hong Kong Jockey Club Charities Trust and commissioned Hong Kong Shue Yan University to develop the Information Gateway for Carers, to provide comprehensive, updated and easily accessible information for carers. The Information Gateway will cover related services provided for elderly persons, persons with disabilities and persons in mental recovery, caring skills, and other community activities and resources.





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## Carer Support



**Carer Support**



**Dementia Community Support Scheme**



**Day Respite / Residential Respite Service for the Elderly Persons**



**Emergency Placement**



**Pilot Scheme on Training for Foreign Domestic Helpers in Elderly Care**



**Scheme on Living Allowance for Carers of Elderly Persons from Low-income Families**



## (A) Assistance programmes in progress/ to be rolled out:

1. The First Phase Programme of Medical Assistance Programmes (Hotline: 2300 6555)
2. Relocation Allowance for Residents of Illegal Domestic Premises in Industrial Buildings who Have to Move out as a result of the Buildings Department's Enforcement Action (Hotline: 2626 1616)
3. Elderly Dental Assistance Programme (Hotline: 2525 8198)
4. Subsidy for Eligible Patients to Purchase Ultra-expensive Drugs (Including Those for Treating Uncommon Disorders) (Hotline: 2300 6555)
5. Subsidy for Eligible Patients of Hospital Authority to Purchase Specified Implantable Medical Devices for Interventional Procedures (Hotline: 2300 6555)



Home > Public Services > Social Security > **Social Security Allowance Scheme**

## Social Security Allowance Scheme

The objective of the SSA Scheme is to provide a monthly allowance to Hong Kong residents who are severely disabled or who are 65 years of age or above to meet special needs arising from disability or old age. The Scheme includes **Normal Disability Allowance**, **Higher Disability Allowance**, **Old Age Allowance**, **Old Age Living Allowance** [↗](#), **Guangdong Scheme** [↗](#) and **Fujian Scheme** [↗](#). Applicants of Disability Allowance and Old Age Allowance under the Scheme are not required to go through a means test.



### More Information (downloadable)

Item / Name
Pamphlet on Social Security Allowance Scheme
Pamphlet on the Comprehensive Social Security Assistance Scheme and the Social Security Allowance Scheme - Residence requirements for applicants and permissible limits of absence from Hong Kong during receipt of payment
Social Security Allowance Scheme Application Form
Application for Social Security Allowance Guidance Notes
Old Age Living Allowance Simplified Form and Notice to Old Age Living Allowance Applicants / Recipients
Pamphlet on Guangdong Scheme and Fujian Scheme
Guangdong Scheme and Fujian Scheme Application Form
Application for Guangdong Scheme and Fujian Scheme Guidance Notes
A Brief of the Social Security Allowance Scheme
A Brief of the Guangdong Scheme and Fujian Scheme



### Eligibility criteria

A person is eligible for Old Age Living Allowance (OALA) if he/she:

- ❖ is aged 65 or above;
- ❖ has been a Hong Kong resident for at least seven years and has resided in Hong Kong continuously for at least one year immediately before the date of application (absence from Hong Kong up to a maximum of 90 days during the one-year period is treated as residence in Hong Kong);
- ❖ is having an income and assets not exceeding the prescribed limits (see below table); and
- ❖ is not in receipt of Old Age Allowance (OAA) or Disability Allowance (DA) under the [Social Security Allowance Scheme](#) or assistance under the [Comprehensive Social Security Assistance Scheme](#).

For details and other eligibility criteria of OALA, please refer to the [Social Security Allowance Scheme](#).

### Income and Asset Limits for OALA

The prescribed income and asset limits for OALA are listed below:

		Single person <sup>(1)</sup>	Married couple <sup>(2)</sup>
OALA	Total income per month (with effect from 1 February 2025)	\$10,770	\$16,440
	Total asset value (with effect from 1 February 2025)	\$406,000	\$616,000

Source: [www.swd.gov.hk/oala/index\\_e.html](http://www.swd.gov.hk/oala/index_e.html)

## 經濟援助

符合下列資格的人士，可向社會福利署申請經濟援助以安裝緊急召援系統：

- (一) 領取綜合社會保障援助（綜援）；以及
- (二) 屬單身人士，或與家人同住但乏人妥善照顧（例如其他家庭成員為病人或屬弱能人士）；以及
- (三) 符合下列其中一項條件：
  - a. 65歲或以上；
  - b. 介乎60至64歲，經公共醫療機構醫生證實傷殘程度超過百分之五十，或所患病症有可能對生命構成威脅，因而需要他人即時援助。

符合資格的綜援受助人，請在購買緊急召援系統前，先向所屬社會保障辦事處查詢，以確保申請手續順利進行。

此外，房屋署和香港房屋協會均設有特別津貼供合資格人士申請，以支付使用緊急召援系統的費用，詳情請聯絡：

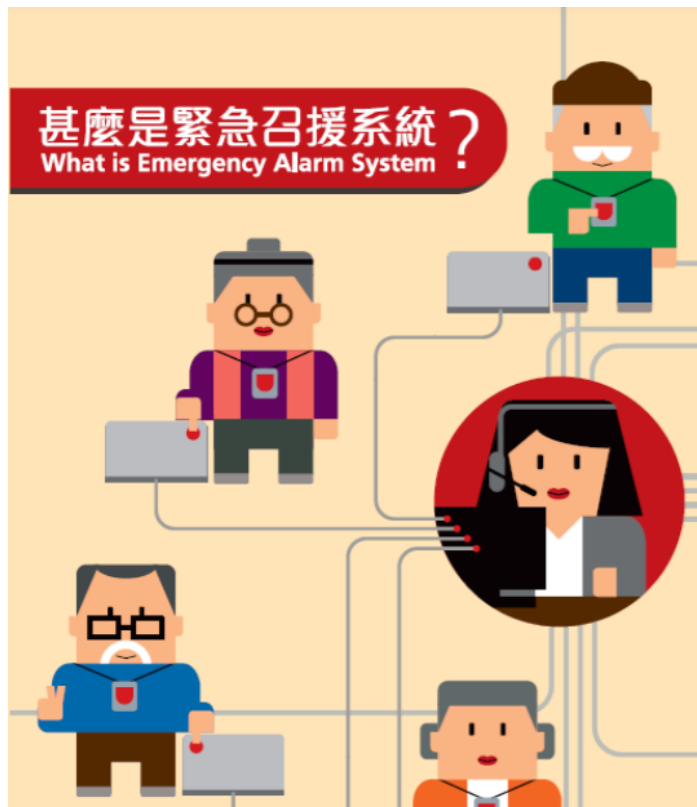
- 公共屋邨住戶 - 各公共屋邨辦事處或致電2712 2712
- 居於香港房屋協會單位的住戶 - 各屋邨辦事處 / 屋苑管理處或致電2882 1717

舊印：



鳴謝意見提供 (排名不分先後)

## 甚麼是緊急召援系統？ What is Emergency Alarm System ?



• Source:  
[www.swd.gov.hk/storage/asset/section/179/tc/EAS%20Leaflet\\_July%202015\(Chin\).pdf](http://www.swd.gov.hk/storage/asset/section/179/tc/EAS%20Leaflet_July%202015(Chin).pdf)

# Common Assessment Tools

<b>ADL</b>	<b>Index of Independence in Activities of Daily Living (Katz)</b>
<b>IADL</b>	<b>Instrumental Activities of Daily Living (Lawton)</b>
<b>MOCA</b>	<b>Montreal Cognitive Assessment for Mild Cognitive Dysfunction</b>
<b>DASS21</b>	<b>Depression, Anxiety and Stress Scale – Chinese (DASS-C)</b>
<b>GDS</b>	<b>Geriatric Depression Scale</b>
<b>GAD-2</b>	<b>General Anxiety Disorder</b>
<b>PHQ-9</b>	<b>Patient Health Questionnaire (Depression)</b>
<b>BHS</b>	<b>Beck Hopelessness Scale</b>
<b>UCLA-3</b>	<b>Loneliness</b>
<b>Carer STRESS</b>	<b>Zarit Burden Scale</b>
<b>QOLS</b>	<b>Satisfaction with Life Scale</b>





## 網上情緒健康問卷

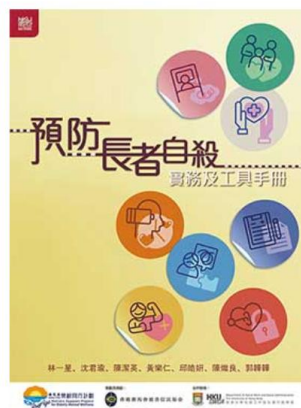


PHQ9 問卷



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### 預防長者自殺

實務及工具手冊

(Suicide Prevention for Older Adults: Practical Guide and Tools)

林一星、沈君瑜、陳潔英、黃樂仁、邱皓妍、陳熾良、郭韓韓

ISBN : 978-988-8754-22-9

Anthropology, Sociology, Psychology

May 2022

128 pages, 8" x 11"

# FaLL RISK ASSESSMENT ( BY OT )

## Assessment tool

### - Fall assessment

#### 1. Environmental Barrier Checklist

A 20-items checklist that describe potential environmental hazards in hospital setting

#### 2. Risky Behavior Checklist

A 20-items checklist that describe potential risky behavior when performing occupations

### - Modified Barthel Index (MBI)

# Possible Placement Hours

- Mainly **Monday to Fri**  
**(DECC opens on Sat but less RSW support)**
- Usually **8/9 a.m. To 5/6 p.m.**
- Sometimes Sat/ Sun for programs



# Assignments

- 1 group x 6 sessions
- 1 program/project
- 2 – 3 Cases

# Group Nature

- Developmental group:  
positive aging, volunteer training, grandparenting....
- Therapeutic group:  
loneliness, chronic pain, insomnia, depression, life and death.....
- Carer support group:  
stroke, dementia...



# Groupwork



## 讓我抖一抖

### 照顧者舒壓小組

照顧者面對不少生活壓力，透過不同舒壓活動如放鬆肌肉練習、自製花束等，讓參加者舒壓忘憂，表達情緒，達至身心放鬆。

日期：7/12, 14/12, 21/12, 28/12/2022, 4/1/, 11/1/2023 (三) (共6節)

時間：下午2:30-下午4:00 (14900-10:30)

地點：本中心

對象：有情緒或壓力的照顧者會員

名額：8人

費用：免費



## 「守」下留「晴」 留守長者支援小組

「最近我的家人移居海外」...

心不安 神不定 食唔安 訓唔落

本小組將透過藝術及減壓手法提升大家的應對能力並互相應對壓力情緒，迎展新里「晴」

日期：2022年11月30日-2023年1月4日 (逢星期三，共6節)

時間：下午2時至3時30分

地點：中心三樓眾議坊

對象：最近家人移居海外之中心會員



## 樂活330

### 整全健康小組

最緊要玩得開心!

藝術創作 遊戲 學習身心靈健康 養生運動 呼吸練習

日期：2020年12月23、30日(三)  
2021年1月6、13、20、27日(三)  
(共6節)

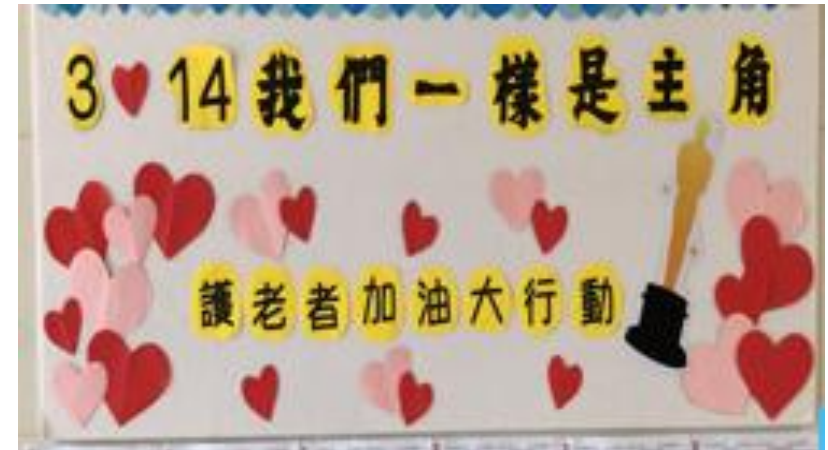
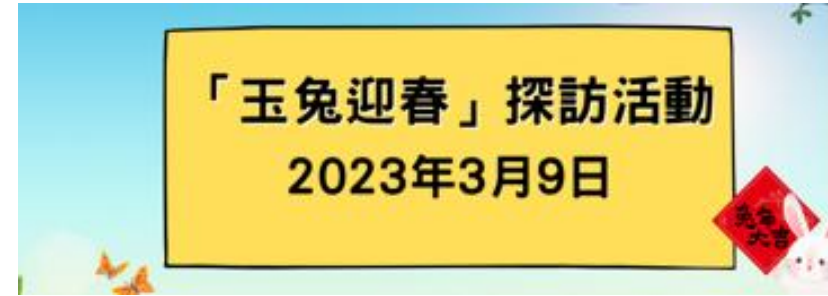
時間：下午3:00 - 4:00

地點：中心雅樂

費用：全免

# Programs/Projects

- Life and death education
- Advance Care Planning
- Family photo day
- Life book
- Elderly welfare
- Aged friendly community
- Festival



# Cases

- LTC Cases
- Carer support
- Social Isolation (STE cases)
- Health issues: dementia/cancer/stroke
- Family relationship
- Bereavement
- Emotional – Depression/ Anxiety
- Adjustment issues (e.g. new resident to an elderly home)



# Technical Concerns

- Due to the busy schedule of DECC and NEC, best to book the rooms for your group and programs at the beginning of placement
- In C&A home setting, please clarify the escort arrangement, residents' routine such as bathing, exercises, nap time, meal time in the group or program planning stage. Attend the handover meeting and read the log book (if possible)
- Ensure to participate in the centre's daily routine and frontline line service during your placement. Avoiding doing HKU assignments during the placement period.
- Observe and respect the administrative requirement and time frame



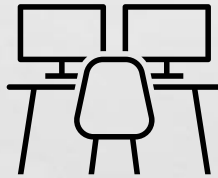
# Reminders

- To get prior approval from FWS and agency for all the work to be carried out by student worker
- To be sensitive on risk assessment: suspected elderly abuse/neglect, suicidal risk..... Immediately alert FWS and the agency for consultation and follow-up.



# Attitudes

- Dress appropriately
- Punctual (Be an early bird!)
- Self-initiative to learn from different teams
- Polite, respect and care
- Accountable & Be independent
- Self-discipline with good time and workload management
- Flexible and willing to shoulder additional duties
- Blend into the team
- Update IC/team lead your work status proactively





**HKU**  
**SWSA**

Department of Social Work and Social Administration  
The University of Hong Kong  
香港大學社會工作及社會行政學系

# Importance on Data Protection

*Stringent record-keeping standards and safeguarding confidentiality are not just responses to legal requirements; they are essential to competent and ethical practice in social work.*



# Guidelines on Data Protection

- Familiarize yourself with and strictly comply with the
  - [Personal Data \(Privacy\) Ordinance \(pcpd.org.hk\)](http://pcpd.org.hk)
  - [A-05 Record Keeping](#)
  - Agency policies on Data Protection.



# Guidelines on Data Protection

- Anonymize your recordings/reports for discussion with the fieldwork supervisor (e.g., Madam C.). They must not contain any identifying data. Names of persons, places, organizations, etc., should be removed.
- The record files should be stored in designated password-protected electronic storage devices
- All the reports/documents must be **password-protected** before sending to your fieldwork supervisor
- Do not leave personal data and confidential information ( e.g. case files ) unattended
- **Never take clients' personal data out of office** unless there is a genuine operational need and must seek prior approval from the centre in charge



# Guidelines of Data Protection

- Once the purpose of teaching, learning and assessment is served, the placement records/reports should be destroyed or erased. If the students wish to have a copy of a particular piece of their own work for their future reference, they must seek the approval of the agency and complete any procedures as required by the agency.
- The students will sign a Form at the end of the placement declaring that they have handed in all the records containing personal data of service recipients to the agency and the fieldwork supervisor as required; and that they have deleted all such records from their computer disks/relative devices if applicable; and that they have obtained the approval of the parties concerned for any copies which they wish to retain for their own personal reference. The form is attached at the end of Form A-10a/ A-10a\_updated.

A-05 Record Keeping: Guidelines for Students in Fieldwork Placement\_2023

[To \(hku.hk\)](http://hku.hk)





# Guidelines of Data Protection

- Use work phone to contact clients and prohibited using personal mobile phones to contact clients for placement (students can apply for a phone card from the Department with the support of the fieldwork supervisor)
- Prohibited passing your personal or fieldmate's or colleagues' mobile contact to service users
- Photos of the service users, agencies and colleagues should only be taken for work purposes and with prior consent, using the agency device instead of a personal mobile phone.
- Ensure safe keeping of the agency student worker card



# Guidelines on the Use of Social Media

- Prohibited disclosing any information of the service users, agency, colleagues, field-mate, fieldwork supervisors on any social media
- Prohibited uploading/ posting any photos/ comments/ sharing about placement sites/ colleagues/ field-mate/ fieldwork supervisors/ clients on any social media
- Maintain professional boundaries and should not add service users as friends on your Facebook account/WeChat/Whatsapp/Instagram/or any social networking media....



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# Importance on Data Protection

*Stringent record-keeping standards and safeguarding confidentiality are not just responses to legal requirements; they are essential to competent and ethical practice in social work.*



# Important Dates

- **Agency Visit Date: 4<sup>th</sup> June, 2025 (Wed)**

## 1. 房協「長者安居資源中心」

參觀安排：	「智身耆境」體驗團
參觀日期：	2025 年 6 月 4 日 (星期三)
參觀時間：	上午 10:00 至 中午 12:00

Contract:  
Edith Fung (ES Coordinator)

[edith828@hku.hk](mailto:edith828@hku.hk)

Tel: 3917-4110

Room: CJT-554

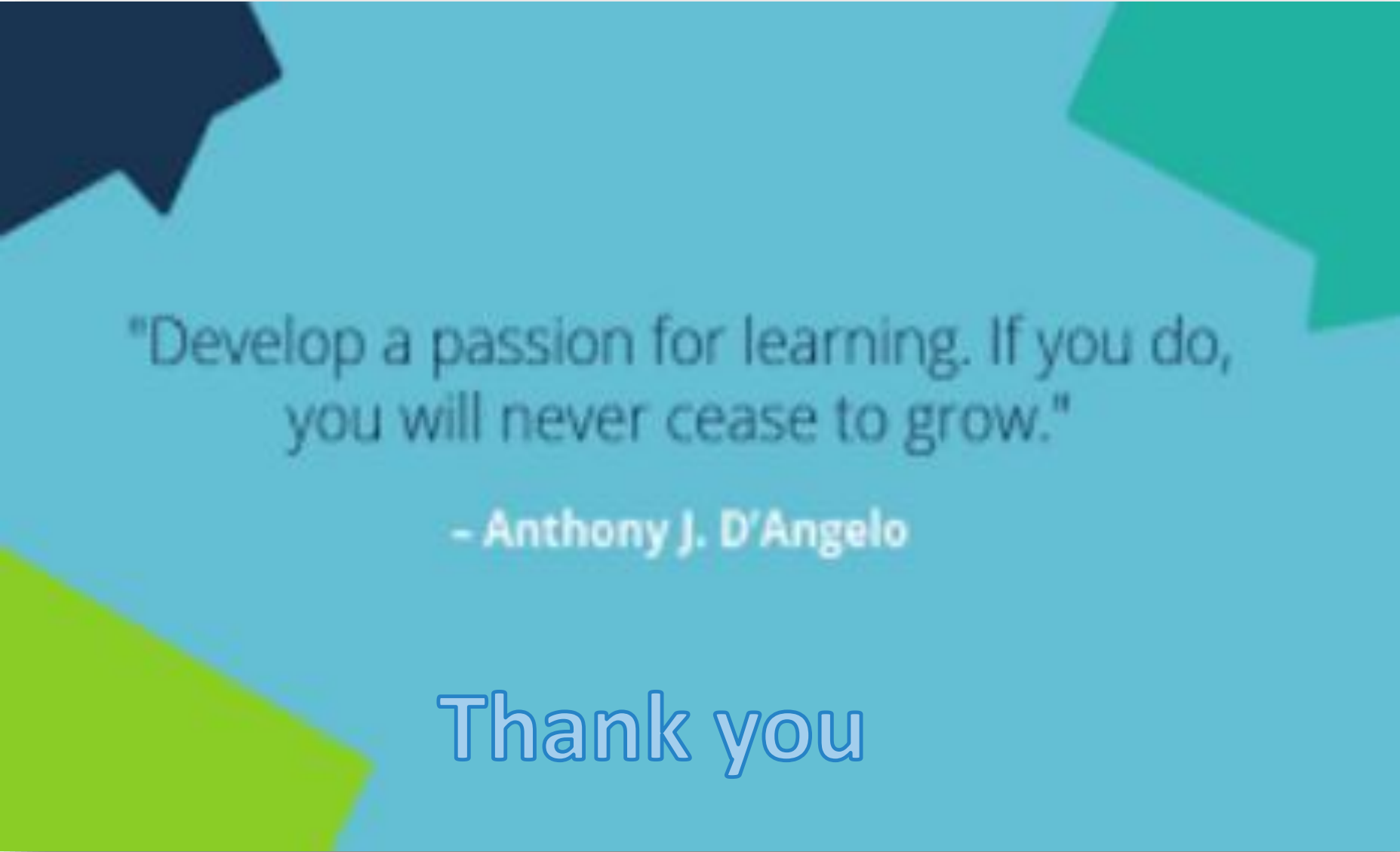
## 2. 毋忘愛 **Forget Thee Not**

2:15pm – 4:15pm

- **Mid-Term Sharing**

4/7/2025 (Friday) 2-5pm

Venue: CJT - 533



"Develop a passion for learning. If you do,  
you will never cease to grow."

- Anthony J. D'Angelo

Thank you