



2026-2027 Concurrent Placement Briefing Elderly Settings

Prepared by Edith Fung, (ES Coordinator)
5 SEP 2026

**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。



《香港百歲老人研究》

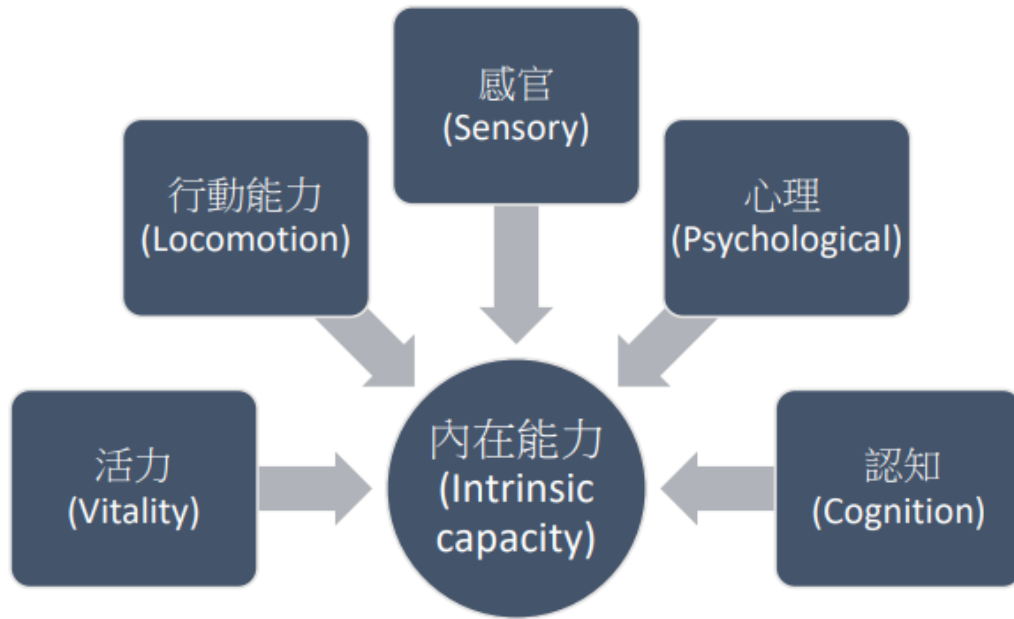
身心健康、認知及自理能力下降
研究團隊籲加強支援服務



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。

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

To use the concepts of IC and frailty to inform the development of a model for integrated care for older people (ICOPE).

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

長者內在能力	研究結果
活力	▪ 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。 ▪ 五成半身體衰弱，另近四成屬衰弱前期 ▪ 逾兩成半需要使用五種或以上藥物
行動能力	▪ 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 ▪ 只有一成多能夠上十級樓梯或步行三個街口 ▪ 近兩成在最近六個月內曾經跌倒
感官	▪ 四成半長者有視力障礙 ▪ 近六成有聽力障礙
心理	▪ 逾六成長者感覺越老越沒用 ▪ 逾兩成半經常感到孤單、緊張、害怕 ▪ 近三成出現抑鬱情緒 ▪ 一成出現焦慮情緒
認知	▪ 逾三成半長者確診有認知障礙症 ▪ 超過七成照顧者認為長者於最近一年認知能力下降



Source: 《香港百歲老人研究》調查, HKCSS

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>

照顧者花園 + 「喺傾」手機應用程式 @ 香港資訊及通訊科技獎2022

📅 發布日期: 2023-01-04





<https://jccarerspace.hk>



Source: 港島西聯網開展「醫家友支援計劃」



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

CHALLENGES – Biological



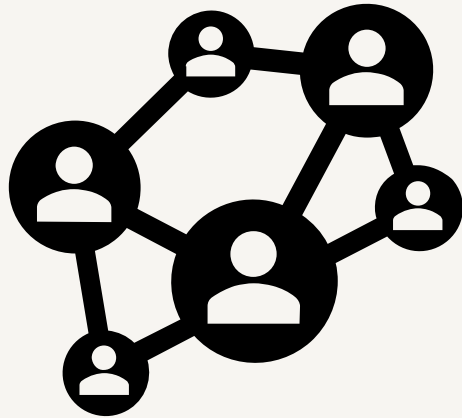
Physical changes:

- 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 \(2025 Revised Edition\)](#)[Working Group on Elder Abuse](#)[Statistics on Elder Abuse Cases](#)

Procedural Guidelines for Handling Elder Abuse Cases

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CHALLENGES – FINANCIAL



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

Anti-Scam Helpline 「防騙易」

反詐騙諮詢熱線 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韓韓解釋調查數據。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。



關於長者自殺

根據世界衛生組織的資料，全球每年有近80萬人死於自殺，而當中長者的自殺風險比其他年齡層高 (WHO, 2019)。香港的自殺率為每10萬人中約有13人，當中長者自殺率的差不多是平均人口的兩倍。同時，賽馬會樂齡同行計劃的研究發現，有視力障礙、焦慮及孤獨感的長者更易產生自殺念頭。

- ▶ 香港的長者的男女自殺率有別嗎？
- ▶ 長者通常用什麼方式傷害自己或企圖自殺？
- ▶ 長者自殺前會有什麼行為？
- ▶ 長者突然主動談論死亡，這是自殺的徵兆嗎？
- ▶ 有自殺念頭的長者是堅決尋死嗎？
- ▶ 曾企圖自殺的人再次自殺的可能性會較低嗎？
- ▶ 長者自殺行為可以預防嗎？

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

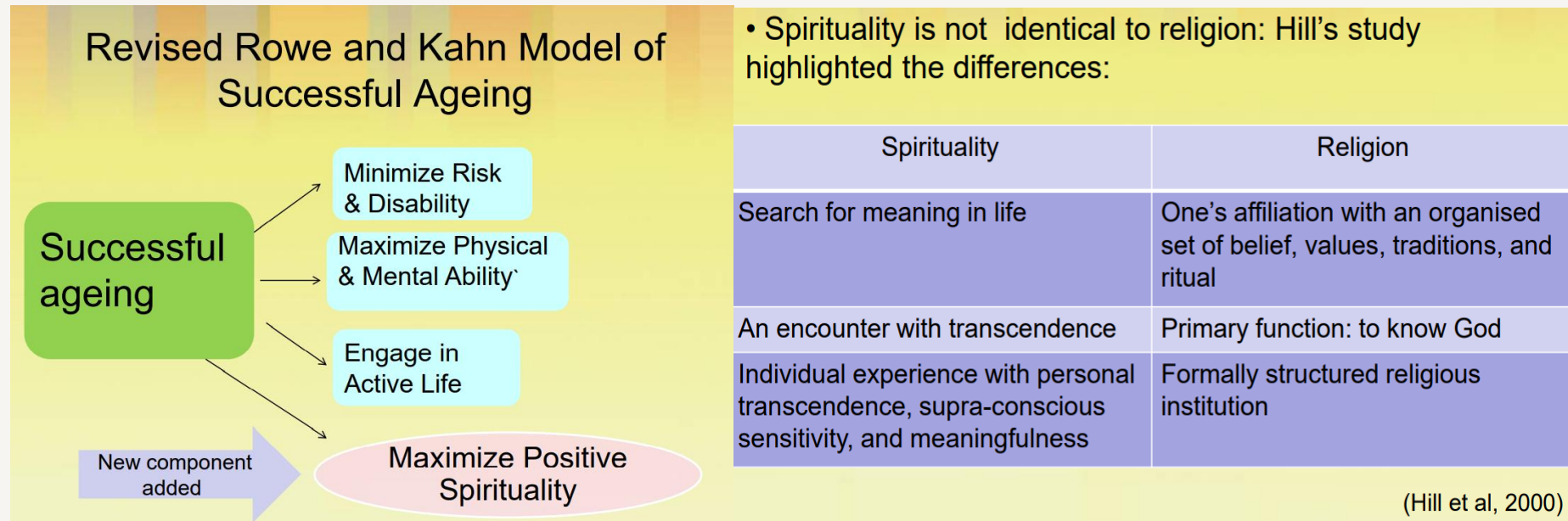
🔗 分享

✖ 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。

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



Eight Domains of Age-friendly City:

-  [Outdoor spaces and buildings](#)
-  [Transportation](#)
-  [Housing](#)
-  [Social participation](#)
-  [Respect and social inclusion](#)
-  [Civic participation and employment](#)
-  [Communication and information](#)
-  [Community support and health services](#)





香港賽馬會
The Hong Kong
Jockey Club

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Home > Our work > Impact stories > [The third age](#)



📖 4 min read

The “third age”: The best is still to come



ELDERLY NEEDS

VOLUNTEER

Source: https://charities.hkjc.com/en-us/our-work/impact-stories/impact-stories-detail?id=stories/2024/06/the-third-age-the-best-is-still-to-come&b_cid=SPLDSP_charity/OurWork/PriorityArea/Detail_stories-cl



關於賽馬會 樂齡同行計劃

面對生活壓力、身體機能衰退、社交活動減少等問題，中高齡人士會較易受到情緒困擾，影響精神健康，增加患上抑鬱症或更嚴重病症的風險。為應對此挑戰，香港賽馬會慈善信託基金審批撥捐超過六億七千八百萬港元，主導策劃和推行「賽馬會樂齡同行計劃」，致力改善晚年抑鬱的社會問題，提高專業人員和照顧者應對長者情緒問題的能力，以及提高公眾對長者精神健康的認識。

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End-of-life Care (EoLC) Services

Professional Capacity Building

Volunteer Capacity Building

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「賽馬會安寧頌」安寧照顧講座

《維持生命治療的預作決定條例》

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您要知道



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



香港預設照顧計劃學會

THE HONG KONG SOCIETY OF
ADVANCE CARE PLANNING

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English



About Us

The Hong Kong Society of Advance Care Planning is a non-profitable organization established in December 2025. The Society is originated from the research works led by Professor Helen Yue-lai Chan, The Nethersole School of Nursing, Faculty of Medicine, The Chinese University of Hong Kong. Over the past two decades, the team has pioneered advance care planning in the medical and social service systems of Hong Kong and several cities in mainland China, and has continuously developed various communication frameworks and educational resources that are tailored to Chinese culture. The Society aims to serve as a platform for exchange and promote the understanding, acceptance and professional development of Advance Care Planning.

www.hksacp.org

陪伴者 - 與喪親者同行

了解悲傷與善別

給陪伴者

悲傷是愛的代價

「悲傷是愛的代價」 -- 因為有愛，我們才會悲傷。

生老病死是人生四季規律，人在成長過程中，難免會遇上不同的**失缺**。當失去摯愛的親人，所帶來的悲傷與哀痛，實在難以言喻。

護老小貼士 教學動畫

首頁 / 護老小貼士教學動畫 / 課程內容

老唔惱 – 拆解長者內在能力



了解和維持內在能力對促進健康老齡化非常重要。本課程將為照顧者提供知識，以支持長者保持身體和心理能力。參加本課程將幫助您了解內在能力的概念，以及如何使用ICOPE篩查工具來評估內在能力。

#隨時隨地了解
長者健康狀況

專業人員
護老學習

完成課程後護士將
為您提供進一步的支援。

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

Google play App Store 下載

更多詳

最新的護理實
好的支援。



14. 老唔惱 – 銀齡健康解碼

2023/07/31



13. 老唔惱 – 照顧者壓力

2023/03/27



12. 老唔惱 – 健肌·抗衰老

2022/03/04



Source: www.ageing.hku.hk



主頁

關於我們

核心業務

機構傳訊

會籍及服務

預訂場地及設施

主頁 > 服務發展 > 長者服務



長者服務

社聯除關注針對長者的服務發展外，更參照世界衛生組織的框架，回應香港高齡化的挑戰，推動長者友善城市概念，鼓勵長者參與。

最新消息

2026-03-11

長者優惠計劃

2026-03-02

長者防災意識及支援網絡調查 – 截止日期延長至 2026 年 3 月 9 日 23 時 59 分

2026-03-04

「城鄉共融新構思，長幼共融添新意」專題分享

2026-02-24

《香港認知障礙症發展行動計劃方案》諮詢系列 – 透過實證為本的科研成果，提供適切的認知障礙症支援服務



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

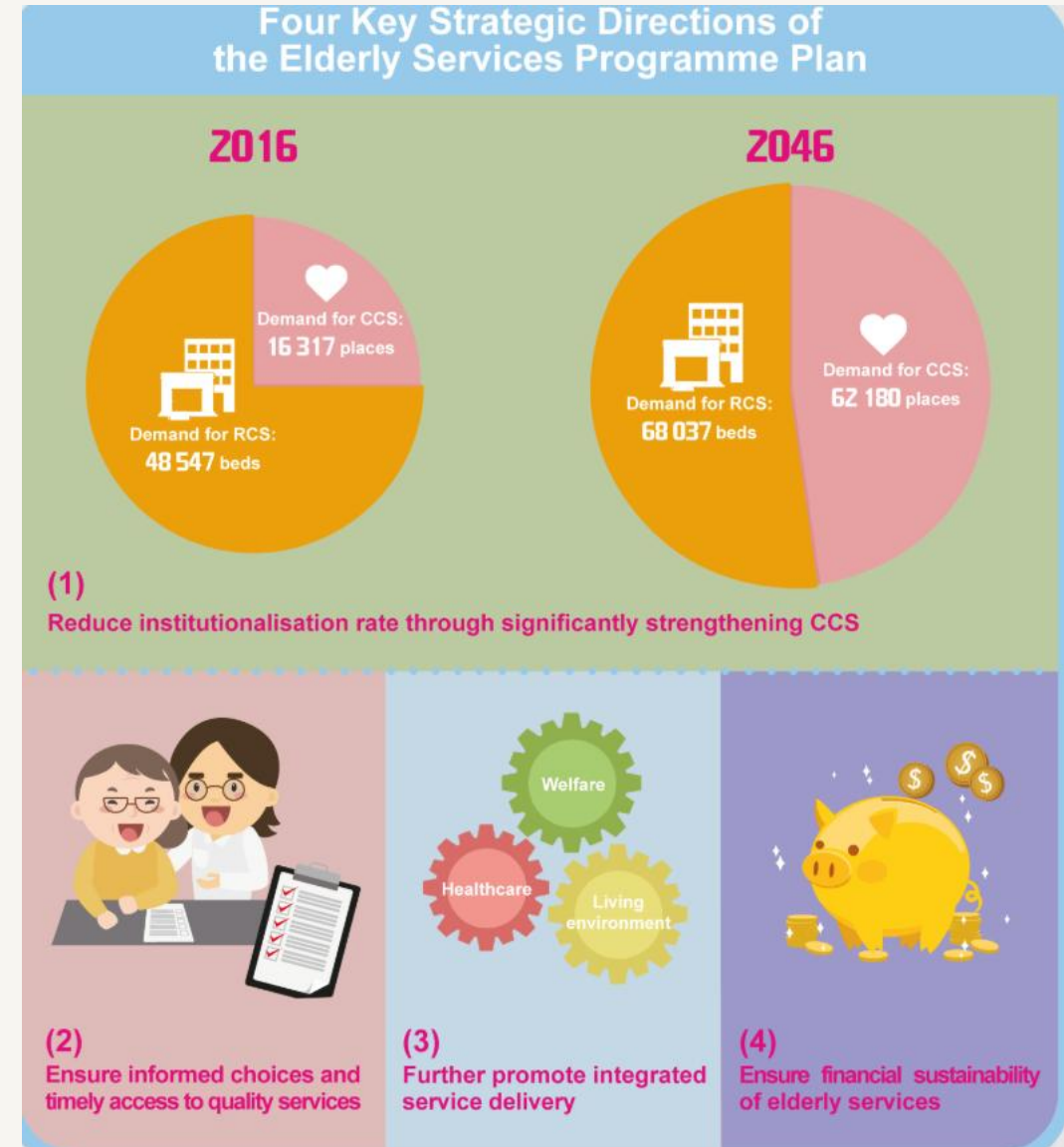
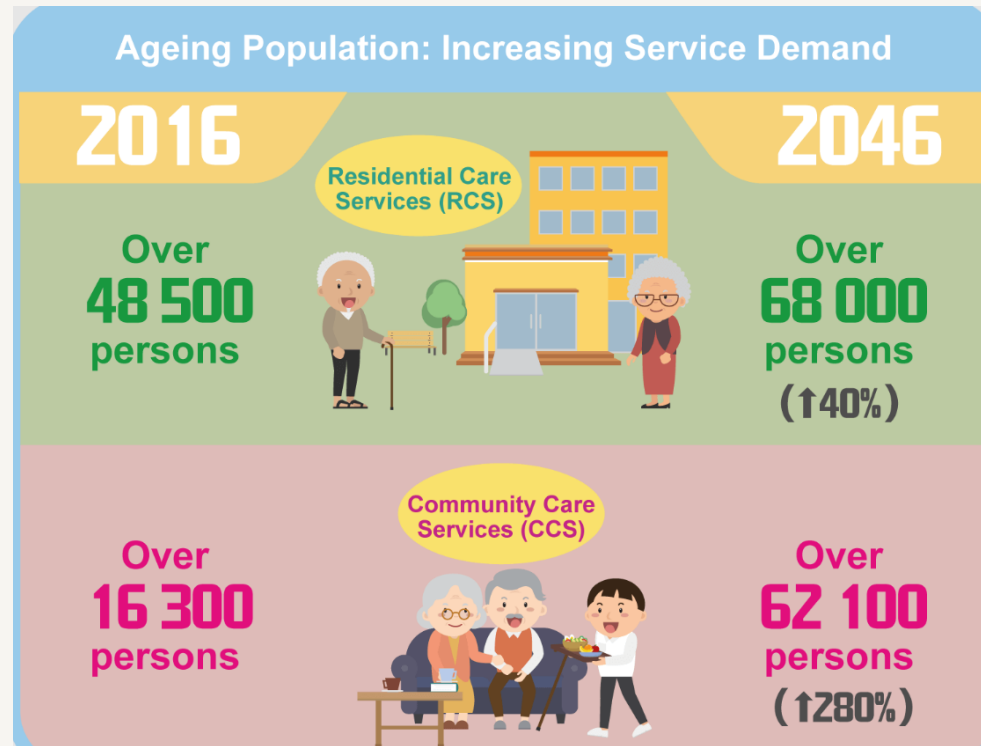
Scheme
<https://www.lwb.gov.hk/en/index.html>

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>



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

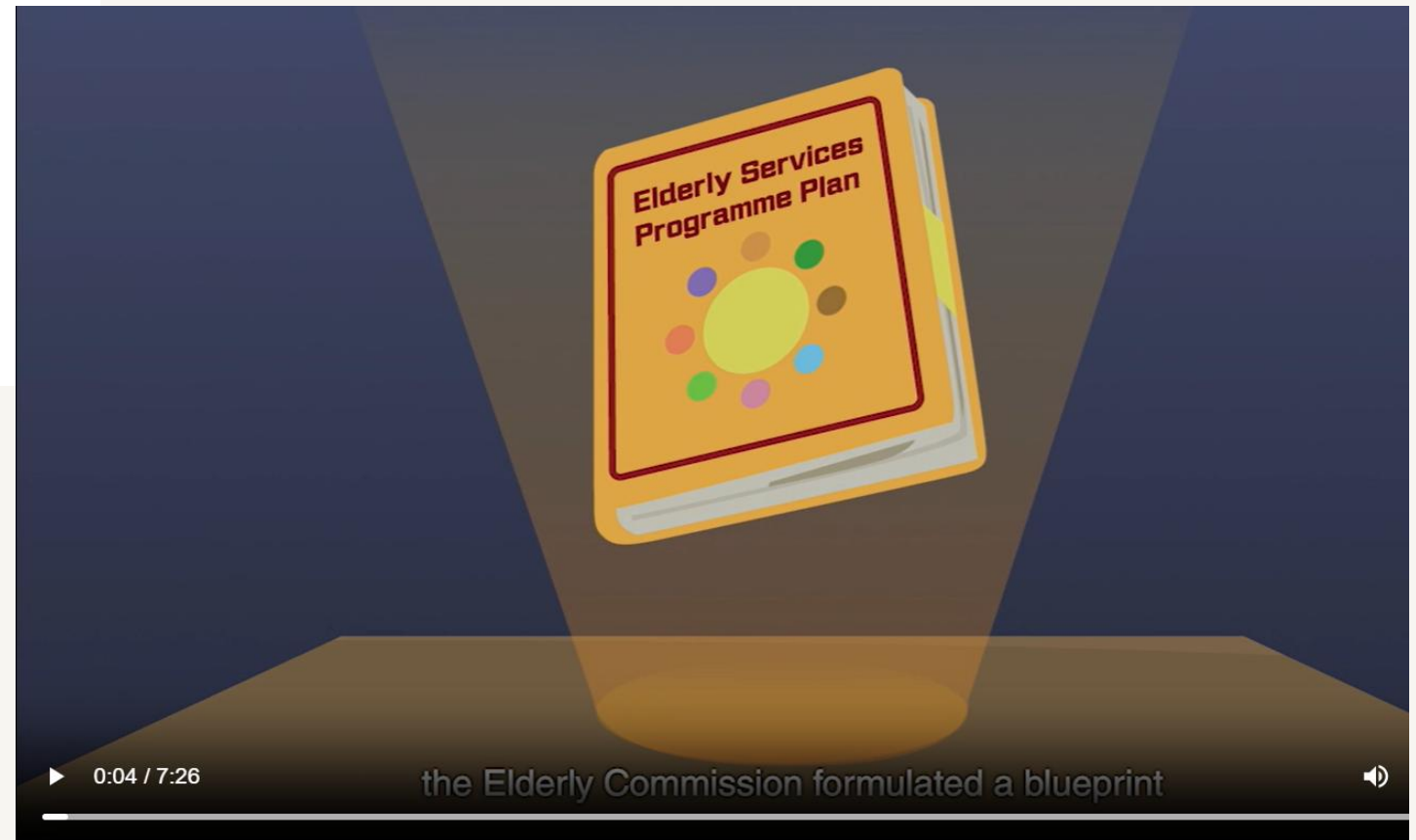
Service Enhancement



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 )
- Web accessible version (Script )



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)

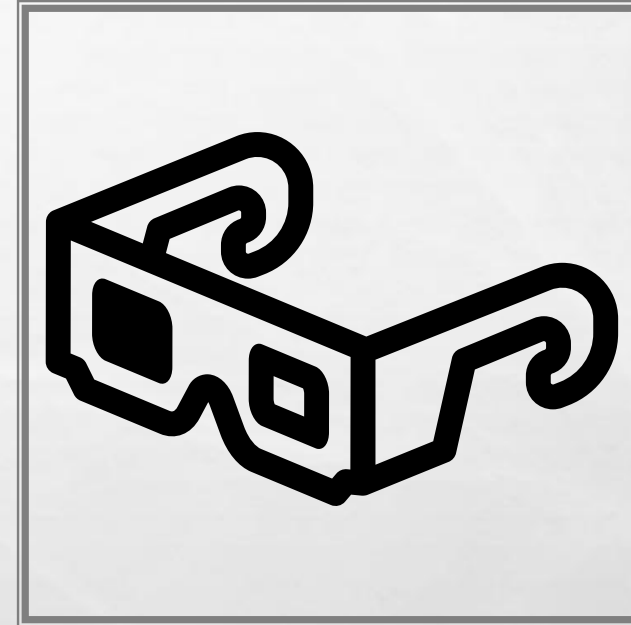
Elderly Services Mission

**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

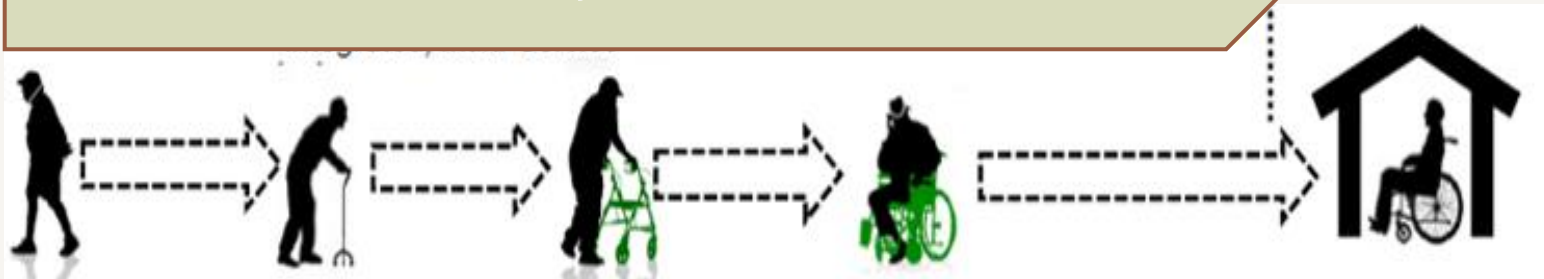


Continuum of Care 「持續照顧」

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).

SWD has set up five multi-disciplinary [Standardised Care Need Assessment Management Offices \(Elderly Services\) \[SCNAMO\(ES\)s\]](#) in the regions of Hong Kong, East Kowloon, West Kowloon, New Territories East and New Territories West to implement the SCNAMES.



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.

1. Raise a Request:	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.
2. Initial Screening:	Responsible/referring worker conducts initial screening and refers the elderly person for arrangement of assessment as appropriate.
3. Conduct Assessment:	Assessor carries out the assessment through home visit and face-to-face interview.
4. Explain the Assessment Result:	Responsible/referring worker explains to the elderly person the assessment result and service matched.
5. Formulate a Care Plan:	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/



Home > Public Services > Services for the Elderly > Residential Care > **Residential Care Services**

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.

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.



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> **Residential Care Services**

Residential Care Services

2024-25 Annual Service Provision and Statistics

Residential Care Services for the Elderly	No. of Homes (No. of Subsidised Places) [as at 31 March 2025]
Subvented Residential Care Homes for the Elderly	120 homes (15 284 places)
Subvented Nursing Homes	6 homes (1 574 places)
Contract Homes	50 homes (4 527 places)
Self-financing Homes Participating in Nursing Home Place Purchase Scheme	5 homes (280 places)
Private Homes Participating in Enhanced Bought Place Scheme	196 homes (11 216 places)

Waiting list for subsidised residential care services for the elderly

- As at 28 February 2026, there were a total of 17 898 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 ¹
Care and attention places	16 011
Nursing home places	1 887
Total	17 898

Waiting time

- With reference to information as at 28 February 2026, 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 ²
Care and attention places	
Subvented homes and contract homes	20
Private homes participating in the Enhanced Bought Place Scheme	6
Overall	11
Nursing home places Note ³	9

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.

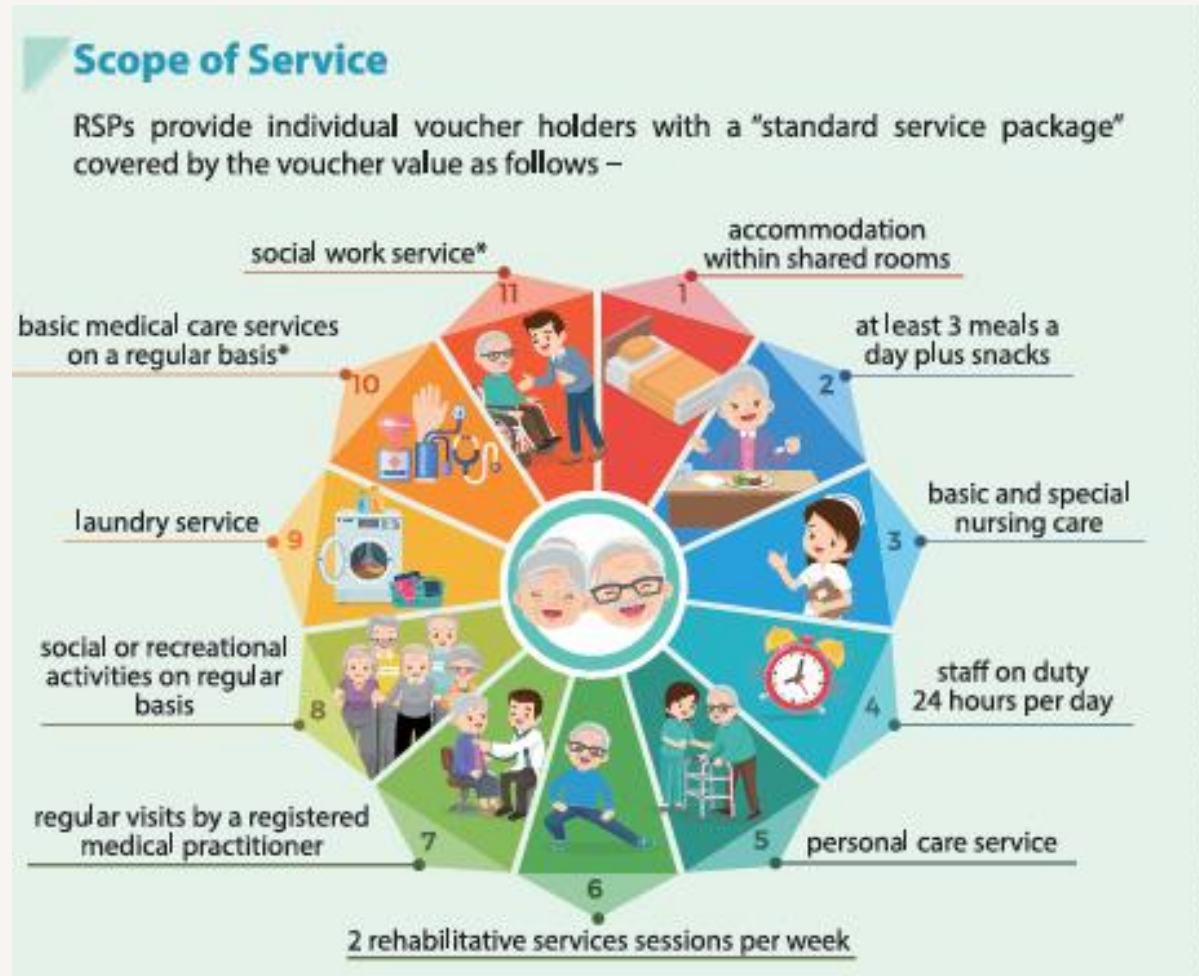


The infographic features the Social Welfare Department logo and the Government's commitment to elderly care. It highlights the Residential Care Service Voucher Scheme as an additional choice for the elderly. A speech bubble from two elderly people explains that the scheme is for those approved by the Social Welfare Department's unified assessment mechanism, specifically for those on the Central Waiting List for Long-term Care Services or those waiting for a nursing home or residential care home bed.

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



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

「廣東院舍照顧服務計劃」



申請方法



1) 合資格的長者



透過跟進其長期護理服務的負責工作員 (RW) 提出申請

2) 新申請人或其家人可向下列任何一個轉介辦事處提出申請



長者地區中心 / 長者鄰舍中心



醫務社會服務部



綜合家庭服務中心 /
綜合服務中心



其他服務單位，例如保護家庭及兒童服務課



[Home](#) > [Public Services](#) > [Services for the Elderly](#) > **Community Care**

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)

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

Source:

www.swd.gov.hk/storage/asset/section/354/en/Service%20leaflet/CCSV_Leaflet_2023_Eng_W3C_proceede d.pdf

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

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



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> Community Care Services

Community Care Services

2024-25 Annual Service Provision and Statistics

Community Care Services for Elderly Persons	No. of Centres/Teams (No. of Places) [as at 31 March 2025]
Day Care Centres/Units for the Elderly	102 centres (4 183 places)
Integrated Home Care Services ¹	61 teams [4 120 places for IHCS(Frail Cases)] [15 562 places for Home Support Services ¹]
Enhanced Home and Community Care Services	31 teams (9 245 places)

¹For service enhancement and better utilisation of resources, Home Care and Support Services for Elderly Persons with Mild Impairment and Integrated Home Care Services (Ordinary Cases) have been merged into a single type of Home Support Services with effect from 1 October 2024.

Waiting list for subsidised community care services for the elderly

- As at 28 February 2026, there were a total of 14 673 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	12 256
Day Care Centres/Units for the Elderly	2 417
Total	14 673

Waiting Time

- With reference to information as at 28 February 2026, 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 ¹
Integrated Home Care Services (Frail Cases)/Enhanced Home and Community Care Services	15
Day Care Centres/Units for the Elderly	5
Note ¹	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 February 2026, there were 9 093 elderly persons classified as “inactive” upon using the Community Care Service Voucher for the Elderly.

Source :
www.swd.gov.hk/en/pubsvc/elderly/elderly_info/elderly_ah_sps/elderlysps/ccse/

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

Text Size | | | | Departmental Hotline Service

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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)

Source: www.swd.gov.hk/en/pubsvc/elderly/cat_commsupp/



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> **Sample FSAs - Elderly Services**

Sample FSAs - Elderly Services

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

FUNDING AND SERVICE AGREEMENT¹

District Elderly Community Centre

(A) Service Definition

(1) Introduction

A District Elderly Community Centre (DECC) (the Service) provides district-based services with a wide range of welfare services for the elderly and their carers for building a social support network in the community. The DECC performs a key co-ordinating function in the district to collaborate with Neighbourhood Elderly Centres (NECs) and other community services units for supporting elderly persons in the district.

Support Teams for the Elderly (STE) are set up in DECCs for providing dedicated support and assistance to vulnerable elders, such as those living alone with limited support network. The DECC also implements the Dementia Community Support

DECC

Source:

www.swd.gov.hk/en/ngo/subventions/fundingand/fundingandsa/sfsa_s_es/

C&A Home

Funding and Service Agreement¹

(Lump Sum Grant)

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

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



Source: www.swd.gov.hk/dementiacampaign/en/aboutus_2.html

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



中華人民共和國
香港特別行政區政府
醫務衛生局



社會福利署
Social Welfare Department

支援照顧者服務

SERVICES SUPPORTING THE CARERS

身邊的人主動幫忙和社區的支援可以減輕他們的負擔。
People around could lend a hand and community support would ease their burden.

照顧者24小時悉心照顧需要的家人。“好叻呀！”
Carers take dedicated care of family members in need round the clock. “I feel exhausted!”







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

Source:

www.swd.gov.hk/storage/asset/section/363/Leaflet%20on%20Services%20Supporting%20the%20Carers_Chi&En.pdf

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.





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

[Progress of assistance programmes](#)

[Evaluation reports of assistance programmes](#)

(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)
6. [Pilot Scheme on Subsidy for Conversion of School Premises for Transitional Housing - Lok Sin Tong Primary School](#) (Hotline: 2272 9888 / 2382 1576)
7. [Subsidy for Refurbishment of Property of the MTR Corporation Limited for T-Home Transitional Housing Scheme](#) [Trackside Villas](#)



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.

Item / Name	Download File / Link
Pamphlet on Social Security Allowance Scheme	PDF ↗ / Word ↗
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	PDF ↗ / Word ↗
Social Security Allowance Scheme Application Form	PDF ↗
Application for Social Security Allowance Guidance Notes	PDF ↗
Old Age Living Allowance Simplified Form and Notice to Old Age Living Allowance Applicants / Recipients	PDF ↗
Pamphlet on Guangdong Scheme and Fujian Scheme	PDF ↗ / Word ↗
Guangdong Scheme and Fujian Scheme Application Form	PDF ↗
Application for Guangdong Scheme and Fujian Scheme Guidance Notes	PDF ↗
A Brief of the Social Security Allowance Scheme	Other languages
A Brief of the Guangdong Scheme and Fujian Scheme	Other languages

長者生活津貼

Old Age Living Allowance



PURPOSE ELIGIBILITY CRITERIA & APPLICATION PROCEDURES FAQs PRESS RELEASES ENQUIRIES

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 ⁽¹⁾	Married couple ⁽²⁾
OALA	Total income per month (with effect from 1 February 2026)	\$10,900	\$16,680
	Total asset value (with effect from 1 February 2026)	\$415,000	\$630,000



[Home](#) > [Public Services](#) > [Social Security](#) > [Social Security Allowance Scheme](#) > [Amount Payable](#) > **Level of Allowance for Social Security Allowance Scheme**

Level of Allowance for Social Security Allowance Scheme

Amount per month (with effect from 1.2.2026)

Type of allowance	Amount per month (HK\$)
Old Age Allowance	1,675
Old Age Living Allowance	4,345
Old Age Allowance under Guangdong Scheme	1,675
Old Age Living Allowance under Guangdong Scheme	4,345
Old Age Allowance under Fujian Scheme	1,675
Old Age Living Allowance under Fujian Scheme	4,345
Normal Disability Allowance	2,140
Higher Disability Allowance	4,280

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：

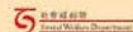
- (一) 領取綜合社會保障援助（綜援）；以及
- (二) 屬單身人士，或與家人同住但乏人妥善照顧（例如其他家庭成員為病人或屬弱能人士）；以及
- (三) 符合下列其中一項條件：
 - a. 65歲或以上；
 - b. 介乎60至64歲，經公共醫療機構醫生證實傷殘程度超過百分之五十，或所患病症有可能對生命構成威脅，因而需要他人即時援助。

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

督印：



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 ?



Common Assessment Tools

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

情緒健康測試



1. 做任何事都覺得沉悶或者根本不想做任何事

- ☐ 完全沒有
- ☐ 幾天
- ☐ 一週以上的次數

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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、郭韋韋

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

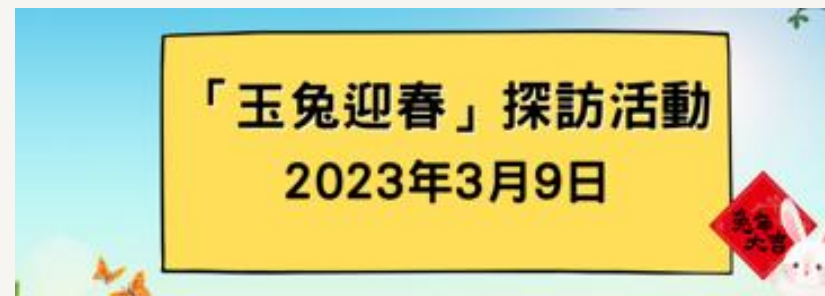
最緊要玩得開心!

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



Case Nature

- 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

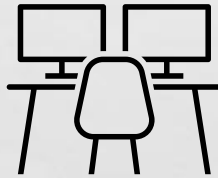


Reminders

- 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.

- 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

Attitudes



AI Use in Fieldwork Placements

- **IMPORTANT:**
- The practices below align with ***HKU Guidelines on the Use of AI in Teaching and Learning**, which encourage the responsible, transparent, and ethical use of emerging technologies.
- Students must follow their placement agency's rules about AI, data use, and confidentiality.
- If the agency's rules are stricter than HKU or Department guidelines, follow the agency's rules.

APPROPRIATE AND INAPPROPRIATE USE

You are always responsible for checking that AI content is correct, relevant, and appropriate. Talk to your supervisor about anything AI helped you with.

Examples	Allowed?	Notes
Reviewing general social work concepts or frameworks	✓	General psychological concepts or therapeutic approaches.
Brainstorming group or programme ideas	✓	No identifiable information.
Checking grammar or clarity of anonymised group/programme text	✓	Student authorship and professional judgement must remain central.
Creating promotional materials and presentation materials for groups and programmes	✓	The student should disclose that the image was created using AI tool(s).
Summarising publicly available policy or research	✓	Read and verify the original source.
Writing or editing case notes, recordings, summaries, assessments, diagnoses, risk judgements, or intervention plans	✗	Strictly prohibited for specific clients or confidential records.
Entering service user, participant, or identifiable agency information	✗	Strictly prohibited.
Using AI to generate a complete/major part of a proposal or report without substantive student work	✗	Strictly prohibited.
Asking AI to analyse the dynamics of a specific group or to advise on managing particular members.	✗	Strictly prohibited.

Notes

Retain AI-use records, including prompts and outputs verbatim, for verification if required.

“Writing” includes text produced for proposals, presentations, orientation reports, and other written materials.

Retain original non-AI work and required supporting documents, if supervisors need to review the original work.

TELLING US YOU USED AI

- If AI helped you outline, write, or edit a group or programme document, say so. Add a short note at the start of the document, in a footnote, or on a cover page. For example:
- "AI helped with language editing (tool name, date). The ideas and judgement are my own."
- "AI helped generate ideas for activities (tool name). I adapted them to fit the agency."



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 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....



Important Dates

- Agency Visit Date: **6th October, 2026 (Tue)**

房協「長者安居資源中心」 (AM 9:45-12)

毋忘愛 Forget Thee Not (PM 2-4)

Contract:
Edith Fung (ES
Coordinator)

edith828@hku.hk
Tel: 3917-4110
Room: CJT-554

- Mid-Term Sharing

15/12/2026 (Tuesday) 2:30-5:30PM

CJT - 533



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

- Anthony J. D'Angelo

Thank you