Service Brief on Early Education and Training Centre

**Abbreviation:** EETC

**Objective:** EETCs are designed mainly for disabled children from birth to the age of two, providing them with early intervention programmes with particular emphasis on the role of the disabled child’s family. It is believed that young children are best cared for at home, and that parents/guardians/family members should be enabled to accept, understand, care for and train their children. Disabled children aged two to under six can also receive EETC service if they are not concurrently receiving other pre-school rehabilitation services, which will facilitate their integration into the mainstream education system.

**Programme:**

1. Provision of educational and training activities for disabled children on individual and/or group basis aiming at developing disabled children’s gross and perceptual, motor, communication, self-care, cognitive and personal social skills.
2. Provision of training, guidance, counselling and emotional support to parents/guardians/family members in the understanding, management and training of their disabled children.
3. Provision of a toy library where parents can borrow toys that are designed for use as aids in training disabled children at home.

**Staffing***:

Notional staffing for a standard EETC with 60 places is as follows -

- Assistant Social Work Officer: ½
- Social Work Assistant: 1
- Senior Special Child Care Worker: 1
- Special Child Care Worker: 2
- Physiotherapist I: ½
- Occupational Therapist I: ½
- Clerical Assistant: 1
- Workman II: ½

**Referral Channel:** Referrals can be made by medical social workers, family caseworkers or via them by maternal and child health centres, child assessment clinics and private practitioners to the Co-ordinated Referral System for Disabled Pre-schoolers.
Admission Criteria:

1. Children aged from birth to two who are assessed to have -
   (a) physical disabilities (including cerebral palsy);
   (b) mental retardation;
   (c) visual impairment;
   (d) hearing impairment;
   (e) other congenital abnormalities (e.g. Down Syndrome); or
   (f) developmental delay.

2. Children aged from 2:0 to 5:11 who are assessed to have the following conditions and are in need of EETC service only -
   (a) global delay (including speech delay);
   (b) borderline intellectual delay;
   (c) a mix of physical disability and social behavioural problems; or
   (d) inadequacy in teaching or training by parents/guardians/family members.

3. Disabled children aged from 2:0 to 5:11 on a waiting list for other pre-school rehabilitation services (e.g. special child care centres, integrated child care centres or kindergartens).

Notes: * Additional staff are provided to EETCs serving 75/90 clients on a pro-rata basis.
Service Brief on Special Child Care Centre

**Abbreviation:** SCCC

**Objective:** SCCC provides intensive training and care for moderately and severely disabled children aged 2:0 to 5:11 who cannot benefit from the integrated programme in ordinary child care centres/kindergartens. The aim is to develop the disabled children to the fullest extent so as to establish a firm foundation for subsequent education and development.

S CCCs with residential facilities provide a co-ordinated approach to a disabled child’s training and living. A child whose disability is so severe or complex that requires care and therapy services which cannot be provided either by day service or his family can benefit from this service. Disabled children who are homeless or abandoned or those with adverse home or family environment and have no alternative placement can also be served.

**Programme*: Training programme is geared to developing disabled children’s fundamental developmental skills, sensory, perceptual, motor, cognitive, communication, social and self-care skills. Allied health input is provided, including occupational therapy, physiotherapy and speech therapy.

**Staffing:** Notional staffing for a standard SCCC with 60 places is as follows -

- Assistant Social Work Officer 1
- Senior Special Child Care Worker 1
- Special Child Care Worker 9
- Speech Therapist 1
- Physiotherapist I 1
- Occupational Therapist I 1
- Occupational Therapy Assistant 1
- Enrolled Nurse 1
- Clerical Assistant 1
- Motor Driver 1
- Cook 1
- Workman II 5

**Referral Channel:** Referrals can be made by medical social workers or family caseworkers or via them by maternal and child health centres, child assessment clinics and private practitioner’s clinics, and pre-school rehabilitation centres to the Co-ordinated Referral System for Disabled Pre-schoolers.
Admission Criteria:

A. Day SCCC

1. Aged 2:0 to 5:11; and
2. with one or more of the following problems but who do not require constant medical hospital care -
   (a) moderate or severe mental handicap;
   (b) moderate or severe physical handicap;
   (c) deafness or severe to profound hearing impairment; and
   (d) blindness or severe visual impairment.

B. Residential SCCC

1. Homeless, abandoned or the Director of Social Welfare’s wards;
2. cannot be cared and properly trained by their families, but do not need to be hospitalised;
3. with learning difficulties or conditions such as severe sensory loss, extensive neurological damage or malfunction, severe emotional or behavioural disorder or severe difficulties in communication, which require the children to be put under consistent and continual educational influence;
4. parents cannot provide at home the sustained attention that the children need, or cannot do so without unacceptable consequences on family life and the well-being of other children in the family; or
5. with poor social conditions or disturbed family relationships, which contribute to or exacerbate the children's educational difficulties.

Notes: * Children with autistic disorders are admitted to a special programme within the centre to help their integration in the daily programme.
Service Brief on Integrated Programme in Child Care Centre

Abbreviation:      ICCC

Objective:         ICCCs provide training and care for mildly disabled pre-schoolers aged two to under six. Through the training programme, it is expected that disabled children will have a better chance of future integration into the mainstream education system.

Programme:         Each child care centre with the integrated programme is provided an additional special child care worker per six disabled children. Intensive and individualised training programme is provided. Psychological and allied health support are also provided from Clinical Psychology Unit and Central Para-medical Support Service Unit of the Social Welfare Department.

Staffing:          Every integrated programme unit serving six disabled children is provided with one Special Child Care Worker.

Referral Channel:  Referrals can be made by medical social workers or family caseworkers or via them by maternal and child health centres, child assessment clinics and private practitioners and pre-school rehabilitation centres, to the Co-ordinated Referral System for Disabled Pre-schoolers.

Admission Criteria*:

1. Aged 2:0 to 5:11; and
2. with one or more of the following disability -
   (a) mild grade mental handicap (children under the age of 3:6 with mild grade mental handicap as suspected by medical practitioners or psychologists are also eligible);
   (b) slight physical handicap but no serious mobility problem;
   (c) mild or moderate hearing impairment; or
   (d) mild or moderate visual impairment.

Notes:            * Priority will be given to children with a need for full day care, though this will not be a pre-requisite for admission. In addition, referral to an ICCC is not appropriate where the child is in need of specialist help e.g. speech therapy, unless this can be arranged to complement attendance at the integrated programme.


Service Brief on Parents/Relatives Resource Centre for Disabled Persons

Abbreviation: PRC

Objective: PRCs provide emotional support and practical advice to parents and relatives of persons with mental or physical disabilities. The aims are to enhance their understanding and acceptance of disabilities and to strengthen their resources and ability in securing appropriate training opportunities for their disabled dependants and in taking proper care of them at home.

Programme: PRCs provide the following three core programmes -

1. **resources** - to build up a resource library on information, reference kits and equipment relevant to the understanding, rehabilitation, care and training of disabled persons and to give professional advice upon request of members;
2. **support** - to organise programme activities to enhance mutual support among parents/relatives of disabled persons, e.g. mutual-aid groups, interest groups and family activities; and
3. **community education** - to organise educational programmes to enhance the public’s understanding and acceptance of disabled persons in the community.

Staffing: Notional staffing for a standard PRC is as follows -

- Social Work Officer \( \frac{1}{8} \)
- Assistant Social Work Officer 1
- Social Work Assistant 1
- Welfare Worker/Special Child Care Worker 1
- Welfare Worker \( \frac{1}{2} \)
- Clerical Assistant 1
- Workman II \( \frac{1}{3} \)

Referral Channel: Parents or relatives of disabled persons can directly apply to a PRC for membership and participation in programmes.
Service Brief on Small Group Home for Mildly Mentally Handicapped Children/ Integrated Small Group Home

**Abbreviation:** SGH(MMHC)/ISGH

**Objective:** Small group homes (SGHs) for mildly mentally handicapped children (MMHC) provide residential service to school-age children with mild mental handicap whose families for one reason or another cannot give them adequate care. In order to further achieve the goal of integration, MMHC can also be placed in integrated small group homes (ISGHs) at the ratio of one MMHC to seven ordinary children.

**Programme:** Residential care in the form of home living under the care of house parents together with close peers interactions simulating sibling relationships.

**Staffing***: Notional staffing for a standard SGH(MMHC) with eight places is as follows -

<table>
<thead>
<tr>
<th>Position</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Social Work Officer</td>
<td>1/3</td>
</tr>
<tr>
<td>Welfare Worker</td>
<td>2</td>
</tr>
<tr>
<td>Workman II</td>
<td>1</td>
</tr>
</tbody>
</table>

**Referral Channel:** Referrals can be made by school social workers, medical social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.

**Admission Criteria:**

1. Mildly mentally handicapped children aged 6-18;
2. orphans or those children receiving inadequate care from parents or relatives, who are not free for adoption but may have to spend a lengthy period in care; and
3. those who are in crisis or in need of short-term care away from their families.

**Notes:** * ISGHs have a staffing level equivalent to ordinary SGHs plus 1/3 additional Welfare Worker post.
Service Brief on Supported Hostel

Abbreviation: SHOS

Objective: SHOSs provide group home living for people with disabilities who can only live semi-independently with a fair amount of assistance from hostel staff in daily activities. The aim is to enhance their independence and integration in the community.

Programme: Accommodation, meals and guidance/assistance in performing some domestic tasks and daily activities are provided to residents with limited staff support. Opportunities and activities to develop independent living, social, communication and decision-making skills are organised as part of group living.

Staffing: Notional staffing for a standard SHOS with 20 places is as follows -

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Work Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Welfare Worker</td>
<td>3</td>
</tr>
<tr>
<td>Ward Attendant</td>
<td>1</td>
</tr>
<tr>
<td>Cook</td>
<td>1</td>
</tr>
</tbody>
</table>

Referral Channel: Referrals can be made by school social workers, medical social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.

Admission Criteria:

1. People with disabilities aged 15 or above;
2. in need of accommodation for social reasons;
3. actively occupied in various forms of employment/day training;
4. physically and mentally suitable for group living;
5. physically healthy with no active infectious disease or drug/alcohol abuse; and
6. capable of semi-independent living i.e. mastery of self-care skills but may need a fair amount of guidance/assistance in some domestic tasks like cooking or washing or in community living activities like shopping.
Service Brief on Hostel for Moderately Mentally Handicapped Persons

Abbreviation:  HMMH

Objective:  HMMHs provide home living for people with moderate mental handicap who are capable of basic self-care but lack adequate daily living skills to live independently in the community.

Programme:  Accommodation and meals are provided. Programmes and activities are organised to develop daily living, social and communication skills as well as to meet the residents’ social and recreational needs. Besides, maintenance programmes of self-care skills are provided. In addition, there is support service from the Central Para-medical Support Service Unit and the Clinical Psychology Unit of the Social Welfare Department.

Staffing:  Notional staffing for a standard HMMH with 50 places is as follows -

- Senior Social Work Assistant 1
- Social Work Assistant 1
- Welfare Worker 3
- Ward Attendant 6
- Workman II 1
- Clerical Assistant 1
- Cook 1

Referral Channel:  Referrals can be made by school social workers, medical social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.

Admission Criteria*:

1. Moderately mentally handicapped people aged 15 or above;
2. willing to live in the hostel and able to conform to the regulations of the hostel;
3. already admitted or being arranged for admission to day placement;
4. free from active infectious disease or drug addiction; and
5. physically healthy and with basic self-care ability.

Notes:  * Priority will be given to those who are homeless, orphaned or with unfavourable home environment and who cannot live independently.
**Service Brief on Hostel for Severely Mentally Handicapped Persons**

**Abbreviation:** HSMH

**Objective:** HSMHs provide home living for persons with severe mental handicap who lack basic self-care skills and require assistance in personal and nursing care.

**Programme:**

1. Provision of accommodation and meals.
2. Provision of nursing services including administration and supervision of medication.
3. Provision of personal assistance in basic self-care activities.
4. Provision of opportunities and activities to develop daily living, social and communication skills.
5. Provision of activities organised on a regular basis to meet the social and recreational needs of the residents and to maintain contact with the community and families.

**Staffing:** Notional staffing for a standard HSMH with 50 places is as follows -

- Chief Social Work Assistant/Senior Social Work Assistant 1
- Social Work Assistant 3
- Welfare Worker 9
- Registered Nurse 1
- Enrolled Nurse 3
- Clerical Officer II 1
- Cook 2
- Ward Attendant 7
- Workman II 2

**Referral Channel:** Referrals can be made by school social workers, medical social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.

**Admission Criteria***:

1. Severely mentally handicapped aged 15 or above who are actively occupied in or being arranged for admission to a day placement; and
2. physically and mentally suitable for group living, such as physically healthy with no active infectious disease.

**Notes:** * Priority will be given to those who are homeless, orphaned or with unfavourable home environment.
Service Brief on Hostel for Severely Physically Handicapped Persons

Abbreviation: HSPH

Objective: HSPHs provide home living for severely physically handicapped persons, with or without mental handicap, who lack basic self-care skills and require assistance in personal and nursing care.

Programme:

1. Provision of accommodation and meals.
2. Provision of personal assistance in basic self-care activities.
3. Provision of nursing services including administration and supervision of medication.
4. Provision of opportunities and activities to develop daily living, social, communication skills and work habits wherever possible.
5. Provision of opportunities and activities organised on a regular basis to meet the social and recreational needs of the residents and to maintain contact with the community and families.

In addition, residents are required to attend day training elsewhere, usually in sheltered workshops or in day activity centres for mentally handicapped residents.

Staffing: Notional staffing for a standard HSPH with 50 places is as follows -

<table>
<thead>
<tr>
<th>Position</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Social Work Assistant/Senior Social Work Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Social Work Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Welfare Worker</td>
<td>5 1/2</td>
</tr>
<tr>
<td>Personal Care Worker</td>
<td>12 1/2</td>
</tr>
<tr>
<td>Registered Nurse</td>
<td>1</td>
</tr>
<tr>
<td>Enrolled Nurse</td>
<td>3</td>
</tr>
<tr>
<td>Motor Driver</td>
<td>1</td>
</tr>
<tr>
<td>Workman II</td>
<td>7</td>
</tr>
<tr>
<td>Clerical Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Cook</td>
<td>2</td>
</tr>
</tbody>
</table>

Referral Channel: Referrals can be made by school social workers, medical social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.
Admission Criteria*:

1. Severely physically handicapped persons with or without mental handicap, and aged 15 or above, who cannot live independently or cannot be adequately cared for by their own means or their family members, or live in areas too remote from sheltered workshops or day activity centres;
2. willing to live in the hostel and able to conform to the regulations of the hostel;
3. actively occupied in or being arranged for admission to day placement;
4. mentally and emotionally stable with no active infectious disease and severe disturbing behaviour; and
5. capable of bowel and bladder control.

Notes: * Priority will be given to those who are homeless, orphaned or with unfavourable home environment.
Service Brief on Care and Attention Home for Severely Disabled Persons

**Abbreviation:** C&A/SD

**Objective:** C&A/SDs aim to provide home living for persons with severe mental/physical handicap who are unlikely to benefit from regular day training placement. They are in need of nursing and intensive personal care but do not yet require infirmary care.

**Programme:** It provides accommodation with a fair level of nursing care, intensive personal care (including assistance with activities of daily living), therapeutic exercise and treatment so as to maintain or improve functional levels, and regular activities so as to meet social and recreational needs.

**Staffing:** Notional staffing for a standard C&A/SD with 50 places is as follows -

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Social Work Assistant/Senior Social Work Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Social Work Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Welfare Worker</td>
<td>2</td>
</tr>
<tr>
<td>Personal Care Worker</td>
<td>10</td>
</tr>
<tr>
<td>Registered Nurse</td>
<td>1</td>
</tr>
<tr>
<td>Enrolled Nurse</td>
<td>6</td>
</tr>
<tr>
<td>Occupational Therapist I</td>
<td>1</td>
</tr>
<tr>
<td>Occupational Therapist Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Physiotherapist I</td>
<td>1</td>
</tr>
<tr>
<td>Motor Driver</td>
<td>1</td>
</tr>
<tr>
<td>Clerical Officer II</td>
<td>1</td>
</tr>
<tr>
<td>Ward Attendant</td>
<td>4</td>
</tr>
<tr>
<td>Cook</td>
<td>2</td>
</tr>
</tbody>
</table>

**Referral Channel:** Referrals can be made by school social workers, medical social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.

**Admission Criteria:**

1. Severely mentally/physically handicapped persons aged 15 or above who are unfit for day training placement;
2. In need of intensive personal care, such as assistance in dressing, toileting and meals;
3. Not bedridden or requiring substantial medical/nursing care; and
4. Free from active infectious disease or acute medical problems.
Service Brief on Emergency Placement Service

**Abbreviation:** EPS

**Objective:** EPS provides temporary residential care for the destitute and homeless disabled adults to prevent them from exposure to risks due to the lack of immediate care and shelter.

**Programme:** The service includes essentially care and accommodation as well as provision of simple day activities.

**Referral Channel:** Application can be made direct by caseworkers of the Social Welfare Department or non-governmental organisations to the Wing Lung Bank Golden Jubilee Sheltered Workshop and Hostel.

**Admission Criteria:**

1. Mentally or physically handicapped people aged 15 or above;
2. mentally stable to the extent that they will not endanger themselves or others or cause nuisance to the communal living setting;
3. free from infectious diseases and not requiring persistent nursing care to the extent of infirmary level; and
4. homeless and destitute.
Service Brief on Day Activity Centre

Abbreviation: DAC

Objective: DACs aim to provide mentally handicapped adults who are unable to benefit from vocational training or sheltered employment with day care and training to meet their physical, social and emotional needs, to enable them to become more independent in their daily living and social functioning, and to prepare them for transition to other forms of service or care when feasible, or to alternative care when increased care is necessary.

Programme: Regular training on motor skills, self-help skills, communication skills, domestic skills, community living skills, simple work skills, social and interpersonal skills, and the provision of social and recreational activities.

Staffing: Notional staffing for a standard DAC with 50 places is as follows -

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Social Work Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Social Work Assistant</td>
<td>2</td>
</tr>
<tr>
<td>Welfare Worker</td>
<td>5</td>
</tr>
<tr>
<td>Enrolled Nurse</td>
<td>1</td>
</tr>
<tr>
<td>Motor Driver¹</td>
<td>1</td>
</tr>
<tr>
<td>Clerical Assistant</td>
<td>1</td>
</tr>
<tr>
<td>Ward Attendant</td>
<td>5</td>
</tr>
</tbody>
</table>

Referral Channel: Referrals can be made by school social workers, medical social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.

Admission Criteria²:

1. Aged 15 or above;
2. mentally handicapped people lacking the ability to benefit from vocational training or sheltered workshops;
3. not bedridden or requiring infirmary care;
4. without infectious disease and severely aggressive behaviour endangering self and others; and
5. able to receive and follow simple instructions and have potential to learn.

Notes:

1. Motor Driver is only provided to a DAC that is not paired up with hostel service.
2. Priority will be given to people with severe mental handicap.
Service Brief on Home-based Training

**Abbreviation:** HBT

**Objective:** HBT aims to provide mentally handicapped special school leavers awaiting day training placement with the necessary training to minimise the adverse effect of staying idle at home and to maintain or develop the skills they have acquired from special education to facilitate their placement in future. It also serves those mentally handicapped persons who only require this type of service.

**Programme:** Training in self-care and other maintenance or supportive services is conducted by the visiting team three hours a week in the trainee’s home, with the participation of his or her family members.

**Staffing:** Notional staffing for a team serving 70 cases is as follows -

- Senior Social Work Assistant 1
- Welfare Worker 7
- Clerical Assistant 1

**Referral Channel:** Referrals can be made by school social workers, family caseworkers, medical social workers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.
Service Brief on Long Stay Care Home

**Abbreviation:** LSCH

**Objective:** LSCHs provide long term residential care and active maintenance services to discharged chronic mental patients with the aims of -

1. maintaining mental stability;
2. effecting change in attitude from dependency to assuming more responsibility;
3. developing psychomotor, social and communication skills; and
4. developing healthy hobbies and positive use of leisure time.

The ultimate objective is to enable the residents with the necessary abilities to progress to more integrated living in the community with support services. Whilst not all clients will eventually be able to achieve all of these aims, the prime objective is that all clients should be positively encouraged to succeed in the areas in which they have the ability to progress and they are assisted to achieve all these aims as far as possible.

**Programme:** Besides accommodation, LSCHs provide training programmes in social skills, domestic care and nursing care. Training in work skills is also arranged.

**Staffing:** Notional staffing for a standard LSCH with 200 places is as follows -

- Social Work Officer 1
- Assistant Social Work Officer 1
- Social Work Assistant 1
- Welfare Worker 20
- Nursing Officer (Psychiatric) 1
- Registered Nurse (Psychiatric) 4
- Enrolled Nurse (Psychiatric) 8
- Occupational Therapist I 1
- Occupational Therapist Assistant 2
- Physiotherapist I 1
- Cook 5
- Motor Driver 1
- Personal Care Worker 37
- Clerical Officer II 1
- Clerical Assistant 1
- Workman II 13

**Referral Channel:** Referrals can be made by medical social workers of psychiatric hospitals/clinics to the Centre Referral System for Disabled Adults.
Admission Criteria:

1. Chronic mental patients aged 15 or above;
2. being in controlled medical and mental conditions and not requiring intensive psychiatric treatment or nursing care. They may require maintenance drugs but should not have active and frequent psychopathic behavioural problem;
3. their medical and mental conditions are such that they are unlikely to be able to lead an independent living in the community due to high dependence in residential care, exceedingly withdrawn personality due to mental illness, dementia, mental impairment with poor psychomotor, social and communication skills, comorbid mental handicap, or other comorbid disabilities;
4. destitute or with unfavourable home environment;
5. no significant violent behaviour in the past five years and considered unlikely to manifest dangerous behavioural disorder; and
6. free from infectious disease and persistent alcohol or drug abuse.

Assessment: To be assessed by a pre-discharge case conference of the concerned hospital.
Service Brief on Halfway House

Abbreviation:       HWH

Objective:          HWHs provide transitional residential care for discharged mental patients so as to enable them to achieve an optimal level of functioning for re-integration into the community.

Programme:          Apart from accommodation and meals, training are provided to develop residents’ understanding and ability to cope with mental illness, skills in self-care, socialisation, communication, community living, domestic living and group living. Programmes are designed with the aims to help the residents cultivate good habits in work and leisure, re-align relationship with family members and prepare for discharge from the halfway house. Instilling compliance with medical follow-up requirements, such as regular medication as prescribed and attending follow-up treatment as scheduled, is also part of the programmes.

Staffing:           Notional staffing for a standard HWH with 40 places is as follows -

                        Assistant Social Work Officer          1
                        Senior Welfare Worker                  1
                        Enrolled Nurse (Psychiatric)           2
                        Welfare Worker                        5
                        Cook                                  1
                        Workman II                            1

Referral Channel:    Referrals can be made by medical social workers of psychiatric hospitals/clinics to the Central Referral System for Disabled Adults.

Admission Criteria*:

1. Discharged mental patients aged 15 or above;
2. physically healthy and free from infectious diseases;
3. with reasonable vocational ability and motivation for open employment; and
4. capable of self-care and able to get along with others.

Notes:             * Persons with serious criminal records, violent behaviour or propensity to violence are not suitable for admission to ordinary HWH.
Service Brief on Halfway House with Special Provision

Abbreviation: HWH-SP

Objective: HWHs-SP provide transitional residential service for those discharged mental patients who have a history of criminal violence or assessed disposition to violence (i.e. “sub-target group” as defined in the 1983 Report of the Working Group on Ex-mental Patients with a History of Criminal Violence or Assessed Disposition to Violence) in an integrated way with 25% of the places designated for the sub-target group and the remaining for other discharged mental patients. The facility is normally accommodated in purpose-built premises.

Programme: Apart from accommodation and meals, training are provided to develop residents’ understanding and ability to cope with mental illness, skills in self-care, socialisation, communication, community living, domestic living and group living. Programmes designed also aim to help the residents cultivate good habits in work and leisure, re-align relationship with family members and prepare for discharge from the halfway house, and instil compliance with medical follow-up requirements such as regular medication as prescribed and attending follow-up treatment as scheduled.

Staffing: Notional staffing for a standard HWH-SP with 40 places is as follows -

- Social Work Officer 1
- Senior Welfare Worker 1
- Registered Nurse (Psychiatric) 1
- Enrolled Nurse (Psychiatric) 3
- Welfare Worker 5
- Cook 1
- Workman II 1

Referral Channel: Referrals can be made by medical social workers of psychiatric hospitals/clinics to the Central Referral System for Disabled Adults.

Admission Criteria:

1. Discharged mental patients aged 15 or above;
2. physically healthy and free from infectious diseases;
3. with reasonable ability and motivation for open employment; and
4. capable of self-care and able to get along with others.
Service Brief on Activity Centre for Discharged Mental Patients

**Abbreviation:** ACDMP

**Objective:** ACDMPs are designed to enhance the social adjustment capability of ex-mentally ill persons. They have no event of significant violent behaviour in the recent years and have recovered substantially from their mental illness. ACDMPs aim to help them become more independent in daily living and develop their social and vocational skills. Attached to each centre is a social club providing members with social and meaningful leisure activities and a venue for them to develop their interpersonal skills.

**Programme:** The activity centre provides regular programmes and service including training in social skills, pre-vocational skills and life skills, individual counselling, educational programmes, outdoor programmes and various group activities. On the other hand, the social club organises interest groups, social and recreational programmes for their members.

**Staffing:** Notional staffing for a standard ACDMP with a capacity of 50 day training places in conjunction with a social club with a capacity of 200 members is as follows -

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Social Work Officer</td>
<td>1</td>
</tr>
<tr>
<td>Social Work Assistant</td>
<td>2</td>
</tr>
<tr>
<td>Occupational Therapist I</td>
<td>1</td>
</tr>
<tr>
<td>Welfare Worker</td>
<td>2</td>
</tr>
<tr>
<td>Workman II</td>
<td>1</td>
</tr>
</tbody>
</table>

**Referral Channel:** Referrals to the activity centre can be made via the Central Referral System for Disabled Adults. Referrals to social clubs, on the other hand, can be made direct to respective centres or through doctors, social workers, allied health workers and by self-application.

**Admission Criteria:**

1. Ex-mentally ill persons aged 15 or above;
2. mentally stable;
3. be physically healthy and free from infectious disease or drug/alcohol abuse;
4. have no event of significant violent behaviour in the recent years; and
5. be willing to participate in the centre’s programme.
Service Brief on Aftercare Service for Dischargees of Halfway Houses

**Abbreviation:** ACS for HWH

**Objective:** To facilitate dischargees of halfway houses to re-integrate into the community and help them adjust to their daily living, social environment and working environment.

**Programme:** The service adopts an out-reaching approach and offers a maximum period of two-year follow-up casework service for dischargees. Apart from involving in pre-discharge procedures and helping dischargees to apply for tangible services like Comprehensive Social Security Assistance and group compassionate rehousing, aftercare workers are required to assist dischargees in seeking job opportunities, render counselling to family members and organise mutual help and therapy groups. The duties of aftercare workers also include supervision on follow-up attendance in hospital or clinics and counselling on compliance with medication.

**Staffing:** Aftercare service is provided by agency-based Assistant Social Work Officers (ASWOs) at the ratio of one to 50 dischargees. In order to deliver the service while a caseload is being built up, an agency will be provided with half an ASWO when the number of dischargees reaches five. Manpower allocation is made according to the following scale -

<table>
<thead>
<tr>
<th>Caseload</th>
<th>Additional ASWOs</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 4</td>
<td>0</td>
</tr>
<tr>
<td>5 - 29</td>
<td>1/2</td>
</tr>
<tr>
<td>30 - 54</td>
<td>1</td>
</tr>
<tr>
<td>55 - 79</td>
<td>1 1/2</td>
</tr>
<tr>
<td>80 - 100</td>
<td>2</td>
</tr>
</tbody>
</table>

**Referral Channel:** Referrals are self-arranged between halfway houses and agency-based aftercare workers.

**Admission Criteria:** Dischargees of halfway houses excluding unsuccessful cases who are admitted to hospitals or other rehabilitation facilities for more intensive care due to relapse/deterioration and who are untraceable drop-outs.
Service Brief on Supported Housing

Abbreviation: SHOU

Objective: To provide accommodation in public housing estates for people with disabilities who can manage independent living under limited supervision and support with the aim to enhance their confidence in leading a non-institutional life.

Programme: Accommodation with limited staff support and supervision is provided to develop daily living, social and communication skills which are conductive to independent living. It is anticipated that residents would be engaged either in open, sheltered or supported employment, or receiving vocational training. Provision of opportunities to meet social and recreational needs and to enable residents to maintain contact with the community and families will also be arranged.

Staffing: Notional staffing for a standard SHOU with a cluster of eight three-person units is two Social Work Assistants.

Referral Channel: Referrals can be made by medical social workers, school social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.

Admission Criteria:

1. People with disabilities aged 15 or above;
2. in need of accommodation for social reasons;
3. actively occupied in various forms of employment/day training;
4. free from active infectious diseases or drug/alcohol abuse;
5. capable of independent living i.e. mastery of the main self-care and daily living skills; and
6. need support and supervision to live confidently in the community.
Service Brief on Domiciliary Occupational Therapy Service

**Abbreviation:** DOT

**Objective:** DOT Service provides advice and assistance to people with physical or sensory handicap, mental illness and mental handicap to help them overcome adaptation problems arising from their daily lives at home.

**Programme:** Programmes include home-based training in Activities of Daily Living, community-based training, care-giver education, recommendations for environmental design and home modification, and prescription and training on use of rehabilitation equipment/devices.

**Staffing:** One Occupational Therapist I per 500 visits per annum.

**Referral Channel:** People with disabilities in need of the service can apply directly to the Spastics Association of Hong Kong.

**Admission Criteria:** People with disabilities who are not receiving rehabilitation services in special schools, or day centres such as day activity centres and sheltered workshops.
Service Brief on Medical Social Service

Objective:

1. To assist patients and their families with social and emotional problems arising from illness/disabilities.
2. To enable them to make the best use of medical/rehabilitation services in medical institutions and in the community.
3. To contribute to the total rehabilitation of individuals, and their re-integration into society.
4. To strive for the promotion of health for patients, their families and the community.

Programme:

1. Counselling services, either through individual casework or groupwork approach, for patients and families on issues related to the patient’s illness situation or disabilities and their emotional or social problems arising from illness/disabilities.
2. Helping the patient plan for his discharge, assessment and referrals for rehabilitation and community resources, such as home help service, residential and day care service for the elderly or disabled, housing and employment assistance, etc.
3. Provision of statutory duties, report and supervision on cases under the Protection of Children and Juveniles Ordinance (Cap. 213), Mental Health Ordinance (Cap. 136) or Probation of Offenders Ordinance (Cap. 298).
4. Financial/Material assistance, e.g. waiving of medical charges, application of charitable/trust fund, referral for social security benefits, etc.
5. Collaboration with other medical and allied health professionals to reach out to persons in the community who are in need of treatment or rehabilitation.
6. Assisting in the practicum learning of medical students, student nurses, social work students and allied health personnel on the social and psychological implications of illness and disabilities.

Staffing: As at December 1998, there were 384 and 148 medical social worker posts in the Social Welfare Department and Hospital Authority respectively.

Referral Channel:

1. Referrals by medical or allied health professionals in hospitals/clinics.
2. Self-approach by patients or their family members/relatives.
3. Initiation or outreach efforts by medical social workers.
4. Referrals by other welfare agencies, government departments, or general public, etc.

Clientele: Patients of hospitals and specialist clinics under the Hospital Authority and of some out-patient clinics of the Department of Health.
Service Brief on Home/Care and Attention Home for the Aged Blind

**Abbreviation:** HAB / C&A/AB

**Objective:** To provide residential service with an appropriate level of care, meal, personal care and limited nursing care for aged blind persons.

**Programme:**

1. Accommodation with an appropriate level of personal care and nursing care; and
2. training programmes to develop self-care or other daily living skills of the residents.

**Staffing:**

Notional staffing for a standard HAB with 100 places is as follows -

- Senior Social Work Assistant 1
- Social Work Assistant 1
- Welfare Worker 3
- Enrolled Nurse 1
- Workman II 5
- Clerical Officer II 1
- Cook 3

Notional staffing for a standard C&A/AB with 50 places is as follows -

- Senior Social Work Assistant 1
- Social Work Assistant 1
- Welfare Worker 1
- Registered Nurse 1
- Enrolled Nurse 4
- Personal Care Worker 10
- Motor Driver 1
- Workman II 5
- Clerical Officer II 1
- Cook 3

**Referral Channel:** Referrals can be made by medical social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.
Admission Criteria:

A. **HAB**

1. Aged 60 or above;
2. certified blind by medical officer of eye clinic;
3. free from infectious disease or illness that may require intensive nursing care;
4. fully mobile on admission and able to cope with daily living skills; and
5. mentally suitable for communal living.

B. **C&A/AB**

1. Aged 60 or above;
2. certified blind by medical officer of eye clinic;
3. generally weak in health or suffering from functional disabilities to the extent that need help with dressing, toileting and meal, but are able to move around with a walking aid or with wheelchair;
4. free from acute medical problems, and not requiring medical treatment in hospital or infirmary care;
5. free from chronic illness that requires constant and intensive professional nursing care such as frequent injections and complicated dressing; and
6. mentally suitable for communal living.
Service Brief on Rehabilitation and Training Service for Visually Impaired Persons

**Objective:** Community-based and centre-based rehabilitation training and vocational training services are provided to help visually impaired clients aged 16 or above, especially the newly blind, to regain their self-confidence and re-integrate into the community.

**Programme:** Comprehensive rehabilitation training programme (lasting one year on the average) covering orientation and mobility training, communication skills, braille writing and reading, handwriting and word processing, home management skills, community life education and work habits.

**Staffing:** Notional staffing for the service is as follows -

- Assistant Social Work Officer 1
- Social Work Assistant 1
- Clerical Officer II 1
- Welfare Worker 11
- Motor Driver 1
- Workman II 1

**Referral Channel:** Referrals can be made by medical social workers, family caseworkers or non-governmental organisations’ staff to the Hong Kong Society for the Blind. Self-referrals are also accepted.
Service Brief on the Communication and Information Service for Visually Impaired Persons

**Objective:** To cater for the reading and information needs of the visually impaired persons.

**Programme:** The service provided by the Communication Department of the Hong Kong Society for the Blind include the followings -

1. a braille and talking book library which lends out braille books, audio books and talking magazines to visually impaired students and adults by mail;
2. a music library;
3. a CD-ROM library;
4. a professional library;
5. production of talking books and magazines;
6. co-ordination of individual volunteer services; and
7. consultation service to schools and organisations for the visually impaired regarding reading materials.

**Staffing:** Notional staffing for the Communication Department is as follows -

- Assistant Social Work Officer: 1
- Clerical Assistant: 4
- Technician II: 1
- Assistant Technician: 2
- Workman II: 1

**Membership:** All visually impaired persons are eligible to apply for membership without charges. As at December 1998, the total membership was over 1 500.
Service Brief on Supported Employment

**Abbreviation:** SE

**Objective:** SE provides job matching and placement, ongoing support in the form of on-the-job supervision, training and counselling to people with disabilities to enable them to secure and maintain a job in open and competitive employment. This serves as an avenue for upward mobility of people with disabilities in sheltered workshops and a necessary step towards integration for some moderately disabled persons and discharged mental patients, who otherwise cannot take up open employment. Being a service provider rather than a job provider, the operating agencies should not have an employer-employee relationship with the people with disabilities concerned in providing the SE service.

**Programme:**

1. Job placement.
2. On-the-job training, supervision, guidance and counselling to the workers.
3. Liaison and counselling to family members of workers.
4. Liaison with employers.

**Staffing:** The notional staffing for a unit of 30 places is one Workshop Instructor II and two Workshop Instructor IIIIs. Service operators are given the flexibility in employing any other suitable staff for the service.

**Referral Channel:** Medical social workers, family caseworkers, staff of rehabilitation units and school social workers can directly refer suitable clients to operating agencies including the Social Welfare Department’s SE Unit.

**Admission Criteria:** Moderately disabled persons and discharged mental patients in need of support to take up open employment. Priority is given to sheltered workers and trainees in day activity centres to move up in view of limited resources.
Service Brief on Sheltered Workshop

**Abbreviation:** SW

**Objective:** SWs provide people with mental and/or physical handicap a working environment specially designed to accommodate the limitations arising from their disabilities such that they can be trained to engage in income-generating work process, learn to adjust to normal work requirements, develop social skills and relationships and prepare for potential advancement to supported/open employment where possible. It is a welfare-oriented service without an employer-employee relationship between the workshop operators and the sheltered workers.

**Programme:** The services provided by SW include the provision of income-generating work process; training in work habits and skills and on-going assessment of workers; work-related referrals and referrals for other appropriate services where required; as well as activities to meet developmental and social needs.

**Staffing:** Notional staffing for standard SWs with 100, 120 and 140-160 places respectively are as follows -

<table>
<thead>
<tr>
<th>Capacity 100</th>
<th>Capacity 120</th>
<th>Capacity 140-160</th>
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<tbody>
<tr>
<td>either</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 SSWA</td>
<td>1 SSWA</td>
<td>1 SSWA</td>
</tr>
<tr>
<td>1 WI II</td>
<td>1 WI II</td>
<td>1 WI II</td>
</tr>
<tr>
<td></td>
<td>1 SWA</td>
<td>1 SWA</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 WI I</td>
<td>1 WI I</td>
<td>1 WI I</td>
</tr>
<tr>
<td>1 SWA</td>
<td>1 WI II</td>
<td>1 WI II</td>
</tr>
<tr>
<td></td>
<td>1 SWA</td>
<td>1 SWA</td>
</tr>
<tr>
<td>plus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 WI III</td>
<td>6 WI III</td>
<td>7/8 WI III</td>
</tr>
<tr>
<td>1 CO II</td>
<td>1 CO II</td>
<td>1 CO II</td>
</tr>
<tr>
<td>1 CA</td>
<td>1 CA</td>
<td>1 CA</td>
</tr>
<tr>
<td>1 Driver</td>
<td>1 Driver</td>
<td>1 Driver</td>
</tr>
<tr>
<td>3 WM II</td>
<td>4 WM II</td>
<td>4/5 WM II</td>
</tr>
</tbody>
</table>

where SSWA denotes Senior Social Work Assistant
SWA denotes Social Work Assistant
WI I denotes Workshop Instructor I
WI II denotes Workshop Instructor II
WI III denotes Workshop Instructor III
CO II denotes Clerical Officer II
CA denotes Clerical Assistant
WM II denotes Workman II
Referral Channel: Referrals can be made by school social workers, medical social workers, family caseworkers and staff of rehabilitation service units to the Central Referral System for Disabled Adults.

Admission Criteria:

1. Aged 15-60 with a need for sheltered work;
2. be capable of basic self-care (disabled persons requiring personal care but with bowel and bladder control could be admitted to sheltered workshops for people with severe physical handicap);
3. be mentally and emotionally stable with no active infectious disease and severe disturbing behaviour; and
4. demonstrate to have work motivation/ability through an assessment prior to admission.
Service Brief on Social and Recreational Centre for the Disabled

Abbreviation: S&RC

Objective: The overall aims of S&RCs are to facilitate the integration of people with disabilities into the community, to enable them to make meaningful use of their leisure time, to provide them with opportunities to develop their potential and well-being, to encourage the development of their interpersonal skills and enhance the development of personal relationships, and to encourage their active participation in the community.

Programme: The service provides people with disabilities with opportunities to participate in and to organise a variety of activities which meet their social, recreational and developmental needs. These services include social, recreational and sporting activities organised in either the centre or the community, such as interest and social service groups, committee training and mass/special activities.

Staffing: Notional staffing for most S&RCs is as follows -

- Senior Social Work Assistant 1
- Welfare Worker 1
- Clerical Assistant 1
- Workman II 1

Referral Channel: People with disabilities can directly apply to S&RCs for membership and participation in programmes.

Admission Criteria:

1. The major target group is people with disabilities with no age range limit.
2. Family members and people without disabilities are also encouraged to participate in S&RC activities.