

**Dementia Supplement (DS) 2018-19
Guidance Notes on Managing Allocations
for Subvented Residential Care Homes for the Elderly (RCHEs)**

1. This set of guidance notes explains the administrative arrangements in managing the DS allocations for subvented residential care homes for the elderly (RCHEs) operated by NGOs.
2. DS is an additional resource for subvented RCHEs and private RCHEs participating in the Enhanced Bought Place Scheme (EBPS) to provide enhanced care and training to elder residents suffering from dementia. Based on the resources available, the allocation is made annually to individual subvented RCHE according to the number of residents eligible for DS.
3. A resident is considered eligible for DS after assessment/verification by Community Psychogeriatric Teams (CPGTs) of the Hospital Authority, if applicable, by using the prescribed assessment form developed for the purpose of DS allocation.
4. The following elderly persons are not eligible for DS:
 - those who are registered for or are benefiting from Infirmity Care Supplement (ICS);
 - those who are residing in infirmary units of subvented RCHEs; and
 - those who are residing in contract RCHEs.
5. **Record of residents** registered for the purpose of receiving DS should be kept by the RCHE for audit purpose.
6. DS is to be used as an allowance for existing staff or for the employment of qualified staff on a part-time or temporary basis in accordance with the Guide to Social Welfare Subventions. The staff should be directly involved in providing care and training to the demented elderly persons including **occupational therapist, occupational therapy assistant, social worker or nurse (registered nurse/enrolled nurse)**. NGOs may consider employing care workers so that the above-mentioned professional staff can have more time to provide enhanced care to the demented elderly persons, on condition that there is designated professional staff in the RCHE for such purpose. For professional services by occupational therapist, service operators may hire services from qualified professional organisations. **NGOs that wish to use the supplement to employ other types of staff should seek prior approval from the Social Welfare Department (SWD) with full justifications.**

7. For the purpose of service monitoring, RCHEs are required to report the actual staffing position and the care/training programmes provided as a result of the additional resources allocated through DS. RCHEs should complete the reporting forms, i.e. “Resources Allocated through Dementia Supplement (DS) - Half-Year Report for 2018-19” at Appendix II. The first half-year report, reflecting the staffing position and care/training programmes provided for the period of 1 April 2018 to 30 September 2018 should be completed and returned to the Elderly Branch of SWD on or before **30 November 2018**. The second half-year report, reflecting the staffing position and care/training programmes provided for the period of 1 October 2018 to 31 March 2019, should be completed and returned to the Elderly Branch of SWD on or before **31 May 2019**. The reporting forms and supporting documents on DS will be examined by the Subventions Branch and the Elderly Branch during the Department’s review/surprise and sampled inspection visits to RCHEs.
8. The employment of new additional staff and the administration of allowance for existing staff are at the discretion of the NGO concerned.
9. **Proper records on payment of allowance for existing staff and employment of part-time/temporary staff** should be kept by the RCHEs concerned for audit purpose. No virement of funds is allowed for the supplement and surplus will be clawed back. Surplus will be calculated on an annual basis. NGOs may juggle the expenditure within the same financial year. In case of under-spending, the surplus should be deposited in an interest bearing account and will be recovered upon submission of the annual audited accounts.
10. For **NGOs receiving Lump Sum Grant**, this provision is regarded as a Central Item. The financial reporting format should follow the guidelines as set out in the Lump Sum Grant Manual. For **NGOs not receiving Lump Sum Grant**, the income and expenditure of supplement should appear as special Other Charges with a designated purpose under the category of “Item for Specific Purpose” in Statement 2 of the Accompanying Financial Statement.
11. NGOs are required to manage carefully the expenditure on allowance/employment of staff so as to avoid over-spending. **Any expenditure exceeding the actual entitlement will not be recognised.**
12. For any enquiries relating to the allocation of DS, please contact the Elderly Branch on telephone number 2892 5214.

Elderly Branch
Social Welfare Department
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