

**Infirmary Care Supplement (ICS) 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 ICS allocations for subvented RCHEs operated by NGOs.
2. ICS is an additional resource for frail elderly persons receiving subsidised services in subvented RCHEs and private RCHEs participating in the Enhanced Bought Place Scheme (EBPS) with a view to enhancing care at the infirmary level. Based on the resources available, allocation is made annually to individual subvented RCHE according to the number of residents eligible for ICS.
3. For the allocation of ICS in 2018-19, a resident is considered eligible for ICS if he/she has been confirmed by the Community Geriatric Assessment Teams (CGATs) of the Hospital Authority to be in need of infirmary care before 1 November 2017 whether he/she is still registered with the Central Infirmary Waiting List awaiting placement or has subsequently withdrawn from the list.
4. Any resident who has been registered for the purpose of granting ICS will not be eligible for waitlisting for infirmary unit in a subvented RCHE during the period covered by ICS. Besides, the following elderly persons are **not eligible** for ICS in 2018-19:
  - those who are registered for or are benefiting from Dementia Supplement;
  - 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 ICS should be kept by individual RCHEs for audit purpose.
6. ICS 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 to the frail residents including **workman, care worker, nurse (registered nurse/enrolled nurse), health worker, occupational therapist or physiotherapist**. For professional services by physiotherapist and 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 provided as a result of the additional resources allocated through ICS. RCHEs should complete the reporting forms, i.e. “Resources Allocated through Infirmity Care Supplement (ICS) - Half-Year Report for 2018-19” at Appendix II. The first half-year report, reflecting the staffing position 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 provided for the period of 1 October 2018 to 31 March 2019 should be completed and returned to the Elderly Branch on or before **31 May 2019**. The reporting forms and supporting documents on ICS will be examined by our Subventions Branch and 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 any 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 ICS, please contact the Elderly Branch on telephone number 2892 5214.

Elderly Branch  
Social Welfare Department  
February 2018