

Tung Wah Group of Hospitals  
Residential Care Homes for the Elderly ( Tung Wah Quota)  
Guidance Notes

A. Application Procedures

- i. Applicant may write in or visit our Central Admission Unit, Community Services Division, Tung Wah Group of Hospitals at 6/F, Wong Fung Ling Memorial Building, 12 Po Yan Street, Sheung Wan, Hong Kong during office hours to obtain an application form. The application form can also be downloaded from our website (<http://www.tungwah.org.hk>). Please return the completed application form to the said office by post, with envelope specifying ‘Application for Elderly Homes’, or by fax to 2803 2842; or
- ii. Applicant may approach the social worker for referral at your local Integrated Family Service Centres, Medical Social Services Units, District Elderly Community Centres, Neighbourhood Elderly Centres or Integrated Home Care Services Teams, either operated by the Social Welfare Department or Non-governmental Organizations.
- iii. Applicant can indicate preference on the district where the elderly home is located. If applicant rejects the offer of home in the selected district when being called for admission, the application will be considered self-withdrawal.
- iv. All applications are processed by the Central Admission Unit. If applicant does not have a valid Minimum Data Set – Home Care (MDS-HC) assessment result, which is conducted within 1 year, our accredited assessor will conduct the said assessment within 3 months upon the receipt of application form. Applicant who has an assessment result showing that he/she is suitable for admission to Care and Attention Home will be arranged to waitlist according to the date the application form is received. Applicant will be called for admission according to the sequence on the waiting list on a first come first served basis. At that time, applicant should possess a valid MDS-HC assessment (or re-assessment will be conducted) and undergo a specified medical examination before admission.
- v. To maintain impartiality for admission to our elderly homes, applicant will not be arranged to admit into the same home where his/her relative is working. Therefore, applicant should indicate, if he/she has any relative(s) working in our elderly home(s) at Part E of the application form.
- vi. If any applicant disagrees to the MDS-HC assessment result conducted by our accredited assessor, he/she can write to the Community Services Secretary to lodge an appeal within 2 weeks upon the receipt of notification letter of application result. Please refer to item A. i. above for the mailing address.

B. Eligibility

- i. Elders aged 65 or above with weak physical condition and lacking in self-care ability;
- ii. Elders aged between 60 and 64 may apply based on proven health and/or social reasons such as frailty and functional decline. Those elders should be in need of assistance in daily living activities and personal care;
- iii. Recommended by the Minimum Data Set – Home Care assessment as suitable for admission to Care and Attention Home;
- iv. Free from infectious disease and mentally fit for group living.

C. Fee

Our monthly home fee is \$2,060. If resident has financial difficulty, our home staff can make referral for application for financial support from the Comprehensive Social Security Assistance (CSSA) Scheme.

D. Personal Data Collection Statement

According to the Personal Data (Privacy) Ordinance, the personal data supplied by the applicant will be used in procedures directly related to the registration and allocation of places of residential care homes for the elderly of TWGHs. We will keep all personal data confidential and the time of storage of the personal data will not surpass the time necessary for the application process.