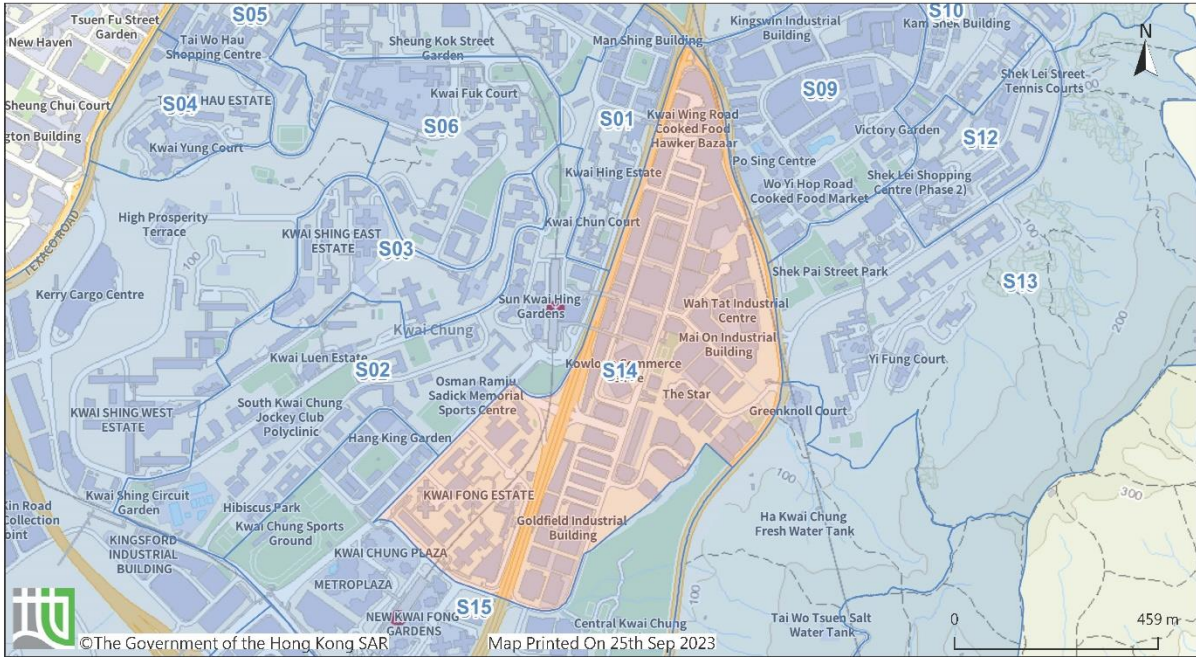# Information on Sub-district Care Teams

District：Kwai Tsing

Sub-district：Kwai Fong　　　**[Sub-district boundary map attached]**

Operating organisation：　**Kwai Chung South Culture and Arts Co-ordinating Association**

Partnering organisation(s)：/

Communication Channels of the Care Team：

Telephone：	6365 4731
Email：	kcscaca@gmail.com
Whatsapp：	6365 4731

List of Care Team members：

Captain：	Ms LAM Ying Wai
Vice-captain：	Mr WONG Pui Yin

Members：	Ms LEUNG Sau Fong
	Ms LAM Ying Hung
	Miss LEUNG Wing Sze
	Miss LO Sau Mui
	Ms TSUI Fung Yee
	Ms LAM Ying Ni
	Mr WONG Yuen Ip
	Ms MA Ping Kwan
	Mr LAW Wai Kwong

Summary of Services for the Sub-district：

A. Mandatory Services

1. Community Care

Service requirement	Key Performance Indicator (KPI)
(a) Set up communication channels of the Care Team with at least 2 channels, such as telephone, email, social media, instant messaging software, etc.	The relevant channels shall be opened within three weeks after the funding agreement takes effect, and shall be maintained until the end of the funding agreement.
(b) Widely publicise the communication channels and services of the Care Team to the residents of the sub-district.	Publicise the communication channels and services of the Care Team in the sub-district, covering no less than 90% of the residents of the sub-district within three months after the funding agreement takes effect.
(c) Establish a liaison network with the residents of the sub-district, facilitating the residents to contact the Care Team and assisting the Government to deliver information to the residents so as to strengthen ties with the residents.	Distribute in a timely manner the important information provided by the Government through the liaison network between the Care Team and the residents of the sub-district as required by the Government or as needed. Within one year after the funding agreement takes effect, the established liaison network shall cover not less than 15% of the households of the sub-district.

Service requirement	Key Performance Indicator (KPI)
(d) Visit/contact elderly households in the sub-district, establish contacts, and provide basic services for the elderly, including providing information on public/social welfare/medical/other related services, assisting in applying for or making appointment for the above services, providing basic information technology assistance, and assisting in arranging the elderly in need to receive home or other support services in item (f) or referral to relevant departments/organisations for professional services.	Provide information/services to 600-700 elderly households.
(e) Visit/contact other households in need in the sub-district, establish contacts, and provide basic services for the households, including providing information on public/social welfare/medical/other related services, assisting in applying for or making appointment for the above services, providing basic information technology assistance, and assisting in arranging the households in need to receive home or other support services in item (f) or referral to relevant departments/organisations for professional services.	Provide information/services to 600-700 households in need.

(f) Depending on the circumstances of the sub-district, provide home or other support services to those in need (such as simple home repairs/cleaning, health talks, "Share and Care" activities like collection of old clothes for donation, recruiting and training residents to be volunteers to serve other people in need, etc.).	(i) Provide age-friendly home upgrade services/simple home repairs for the elderly to 110 households. (ii) Organise 4 times of volunteer recruitment and training with 100 participants each time and recruit 50 participants among which who show active attendance as long-term volunteers. (iii) Provide free influenza/COVID-19 vaccination services to 150-200 elderly people or those in need in the community each year. (iv) Provide ID photo taking service to 250-300 households in need in the sub-district each year. (v) Provide body check services to 250-300 households in need in the sub-district each year.

2. Assistance in Emergencies

Service Requirement	Key Performance Indicator (KPI)
(a) When there is a sudden incident/emergency/disaster in the district, care for the needs of the affected people and provide appropriate assistance, and forward important information to the residents as required by the Government.	Provide services up to 4 times as required by the Government
(b) Provide emergency support for new policies/services of the Government or public organisations, such as assisting those in need to make applications (especially online applications), assisting in the distribution of materials or information, etc.	Provide services up to 4 times as required by the Government

B. Add-on Services

Service requirement	Key Performance Indicator (KPI)
(a) Organise activities to promote the Basic Law, the National Security Law and rule of law education.	(i) Thematic talk: 2 times (with a target of 200-300 people in the sub-district to participate each time) (ii) Quiz competition on the National Security Day: 2 times (with a target of 150-200 people in the sub-district to participate each time)
(b) Festive carnival	2 times (700-800 participants each time)
(c) Neighbourhood social activity – DIY classes	(i) DIY lantern/hanging ornament for the Mid-Autumn Festival (with a target of 200 participants each year) (ii) DIY round fan with eternal flowers: 4 sessions (with a target of 80-100 participants) (iii) DIY aroma stone: 4 sessions (with a target of 80-100 participants) (iv) DIY coaster: 4 sessions (with a target of 80-100 participants)
(d) Neighbourhood social activity – sharing session on promotion of government policies	2 times (228 participants for each)
(e) Organise "New Year with You Festive Activity" and distribute red packet envelopes in Chinese New Year.	2 times (1 time per year with an estimation of 1000 beneficiaries each year)