

Healthy Teeth Collaboration - Appendix I

Guidance Notes

1. Healthy Teeth Collaboration (“the Project”) of the Department of Health:

Under the Project, the Department of Health subsidises participating non-governmental organisations (NGOs) to provide dental services to eligible adults with intellectual disability.

2. Eligibility criteria:

- (a) To apply for the dental services, persons with intellectual disability (“the applicant”) must be aged 18 or above;
- (b) Holding one of the following documents certifying the disability category as “intellectual disability” or “mental handicap”:
 - (i) Valid Registration Card for People with Disabilities issued by the Labour and Welfare Bureau; or
 - (ii) Medical certificate or “Certificate of Disability Type for Healthy Teeth Collaboration (HTC01E)” issued by a doctor registered in Hong Kong; or
 - (iii) “Certificate of Disability Type for Healthy Teeth Collaboration (HTC01E)” issued by the person-in-charge of a rehabilitation service unit under the designated types of rehabilitation services[#].

[#] Designated types of rehabilitation services include Care and Attention Home for Severely Disabled Persons, Hostel for Severely Mentally Handicapped Persons, Hostel for Moderately Mentally Handicapped Persons, Supported Hostel, Integrated Vocational Training Centre (Residential Service), Day Activity Centre, Sheltered Workshop, Integrated Vocational Rehabilitation Services Centre, Integrated Vocational Training Centre (Day Service), District Support Centre for Persons with Disabilities and Day Care Service for Persons with Severe Disabilities as listed in Social Welfare Department’s site at www.swd.gov.hk/en/index/site_pubsvc/page_rehab/sub_listofserv/id_sermentalhandi/.

3. Persons who can apply for the Project on behalf of the applicant:

- (a) The Guardianship Board appoints legal guardian of the person with intellectual disability under the Mental Health Ordinance (Cap. 136). The guardianship order gives the legal guardian the power to give consent to dental care services for the applicant under the Project. By signing on Part III of the application form, the legal guardian agrees the applicant to receive the initial oral check-up and oral care plan provided under the Project.
- (b) If the applicant does not have a legal guardian, applicant’s parent / grandparent / brother / sister / spouse or representative of rehabilitation service unit may submit application on behalf of the applicant by filling in Part II(B) or Part II(C) of the application form respectively. The representative in Part II(B) or Part II(C) of the application form is not authorised to give consent to receive the initial oral check-up under the Project on behalf of the applicant. However, dentists may provide initial check-up and formulate oral care plan in accordance with Part IVC of the Mental Health Ordinance (Cap. 136).
- (c) If the applicant is considered in need of further dental treatment after the check-up, the dentist is required to provide further dental treatment under Part IVC of the Mental Health Ordinance (Cap. 136).

4. Completing the application form and submitting application:

- (a) The applicant or the representative in Part II of the application form must fill in all the required information in the application form and sign. If the applicant or the representative in Part II of the application form fails to provide the required information, the participating NGO dental clinic will not be able to process the application.
- (b) Each applicant or the representative in Part II of the application form can only submit one application form on behalf of the applicant and he/she should ensure the information provided is true and correct. Duplicate submissions (including submission of application to more than one NGO dental clinic) or change of information after submission may delay the processing of application and the receiving of dental services.

5. Processing of application:

By signing on Part III of the application form, the applicant or the representative in Part II of the application form agrees to the following:

- (a) The participating NGO dental clinics will check the information submitted by the applicant and his/her eligibility when processing the application. The participating NGOs and dental clinics may contact the applicant or the representative in Part II of the application form to clarify the information or request supplementary information when necessary. If the information is incomplete or the applicant is ineligible, subsidised dental service under the Project will not be obtained.
- (b) The Department of Health will carry out random checks on some cases and may require the applicant or the representative in Part II of the application form to provide supplementary information for verification when necessary. The applicant or the representative in Part II of the application form must fully cooperate with the Department of Health, including providing the Department of Health with detailed information of himself/herself and/or the applicant for checking, otherwise the Department of Health reserves the right to reject the applicant's application.
- (c) If the information of the case is found to be inaccurate or there are other problems after checking, the Department of Health reserves the right to refer the case to the Police for follow-up action.
- (d) The Department of Health (including its agents / collaborating organisations / participating NGOs / dental clinics, etc.), collaborating private hospitals and the relevant Government bureaux and departments of the Hong Kong Special Administrative Region will use the information of the representative in Part II of the application form and / or the applicant, including the personal data of the representative in Part II of the application form and / or the applicant, the information reported in the application form and other information that has been / may be submitted for the Project by the representative in Part II of the application form and / or the applicant for processing the applicant's application for the Project (including ascertaining the applicant's eligibility for the Project) and matters relating to dental services and any other purposes directly related to such purposes. The relevant bureaux / departments include, but are not limited to, the Food and Health Bureau, the Social Welfare Department, and other relevant government offices involved in the administration and operation of the Project.
- (e) The Department of Health (including its agents / collaborating organisations / participating NGOs / dental clinics, etc.), collaborating private hospitals and the relevant Government bureaux and departments of the Hong Kong Special Administrative Region will use the information of the representative in Part II of the application form and / or the applicant for any checking and / or investigation relating to the applicant's application for the Project and the receiving of dental services, and disclose the information of the representative in Part II of the application form and/or the applicant to other relevant parties if the disclosure is necessary for such checking and / or investigation.
- (f) Dentists may take photos on the applicant's oral cavity during dental treatment and the record will only serve as a patient treatment record, a reference material for dental training and a supporting document for clinic to apply for subsidies of dental treatment.
- (g) Each applicant can apply to only one NGO dental clinic for the service at the same time.

6. Details of subsidisation:

- (a) Under the Project, the participating NGOs will only receive subsidies from the Department of Health and will not charge directly to the representative in Part II of the application form and / or the applicant.
- (b) Under the Project, escort and transport subsidies are provided to the applicant. If escort and / or transportation subsidy is required, applications should be submitted to the NGO dental clinic for follow up.
- (c) The escort and transport subsidies provided under the Project are subsidiary which may not cover the costs of escort and transport in full. The applicant or the representative in Part II

of the application form should arrange for payment of any difference.

- (d) Dentists from the participating NGOs will strive to provide the services under the Project to the applicant. However, whether the applicant is suitable for receiving dental services depends on the applicant's oral and health conditions. Dentists can refuse to provide dental services to the applicant based on professional judgment or reasons.

7. Enquiries:

Please call the participating NGO dental clinics for details of the Project.

Name of dental clinic	Phone number	Address
Stewards Peace Dental Clinic Limited	2345 5251	Shop No. 115, G/F, Lok Wah North Shopping Centre, No. 70 Chun Wah Road, Ngau Tau Kok, KLN, HK

Healthy Teeth Collaboration - Appendix II **Personal Information Collection Statement**

Purpose of Collection

- Stewards Peace Dental Clinic Limited will use the personal and medical data collected (“the data”) under Healthy Teeth Collaboration (“the Project”) for the following or other related purposes:
 - (a) processing the application submitted on behalf of the person with intellectual disability (“the applicant”) and the matter of receiving dental services (if applicable) under the Project (including but not limited to the procedures described in the application form), and communicating with the applicant or the representative in Part II of the application form when necessary;
 - (b) follow-up treatment and medical record purpose;
 - (c) communication or follow-up enquiries and complaints; and
 - (d) other purposes as required, authorised or permitted by Law.

 - Stewards Peace Dental Clinic Limited will transfer the data to the Department of Health to apply for subsidies under the Project. The Department of Health may use the data for the following or other related purposes:
 - (a) Conducting data matching with relevant government departments (including but not limited to the Social Welfare Department) to check the eligibility of the applicant under the Project;
 - (b) for statistics purposes on the condition that the resulting statistics will not be made available in a form that identifies the data subjects or persons with intellectual disability.
 - (c) communication or follow-up enquiries and complaints; and
 - (d) other purposes as required, authorised or permitted by Law.
2. The provision of personal data is voluntary. However, if the applicant or the representative in Part II of the application form fails to provide sufficient and accurate data, Stewards Peace Dental Clinic Limited may not be able to process the application of the applicant and eventually reject the applicant’s application.

Classes of persons to whom the data may be transferred

3. The Department of Health and / or its agents / collaborating organisations (including but not limited to participating NGOs / dental clinics / collaborating private hospitals) may transfer the data of the representative in Part II of the application form and the applicant to the relevant government bureaux / departments, including but not limited to the Food and Health Bureau, the Social Welfare Department and other transferees or any other parties as stipulated in Part II of the application form.

Access to Personal Data

4. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), the applicant or the representative in Part II of the application form has the right to request access to and correction of the data when they have not been erased or to obtain a copy of the personal data of the applicant or the representative in Part II of the application form. A fee may be charged by Stewards Peace Dental Clinic Limited to the applicant or the representative in Part II of the application form.

5. If the applicant or the representative in Part II of the application form wishes to request access to the personal data of himself/herself and/or the applicant or enquire about the personal data privacy policy and request for correction of data obtained from a data access request, please contact Stewards Peace Dental Clinic Limited

Post title: Clinic Operation Officer

Address: Stewards Peace Dental Clinic Limited
Shop No. 115, G/F, Lok Wah North Shopping Centre,
No.70 Chun Wah Road, Ngau Tau Kok ,KLN, HK

Phone no.:2345 5251