

# Checklist For Preparing Progress Social Enquiry Report

## A Guidance For Case Social Worker And Private Guardian

### Background

Progress social enquiry report has a well settled template for over a decade. This Checklist is by no means a replacement thereof.

### Goal

This Checklist is non-exhaustive. It serves only as a reminder of frequent omissions.

### Value

It helps social workers (**either** case officers supervising private guardians **or** public guardian) and private guardians to be aware of some major expectation of Guardianship Board. It will thus enhance efficiency for all parties, including avoiding the last minute rush to supply to the Board documents, information and/or amending full set of monthly accounts shortly before hearing.

### Reference tool

Examples of completed monthly accounts and cumulative (Final) account and Leaflet no. 15 are available at Guardianship Board's official website.

### Accommodation

In case the subject was moved to a new residential facility, have I: -

1.  fully described of it, including, particularly whether it has participated in Social Welfare Department's Enhanced Bought Place Scheme/Nursing Home Place Purchase Scheme
2.  stated the reason for the change.

### Medical treatment/reports

3.  Have I perused each of the discharge summary and found out if surgery or intrusive examination was done?
4.  If so, has the guardian given a consent to it?
5.  Have I checked if the full names of subject and doctor appeared in Review Medical Report (if any) and enclosed the original copy.

### Financial performance

**Have I:** -

6.  \*duly checked each month the monthly accounts submitted by private guardian?

**If yes,**

7.  stated the guardian submitted \*complete monthly account at monthly intervals.
8.  stated all monthly accounts were checked against receipts, bankbooks/statements of subject's bank account(s), guardian account and appointee account.
9.  stated the income and expenditure is reasonable and in order.
10.  stated total amounts (i) MIP's account withdrawals, (ii) welfare money received & (iii) expenses.

**If no,**

11.  stated the actual happenings of submission.
12.  stated whether or not the guardian was cooperative.

## Monthly accounts (statements)

### Have I: -

13.  stated who actually drew up the monthly accounts in the form as filed.
14.  adhered to the original form provided by Guardianship Board without alteration (esp. items (B) 17 & 18).
15.  checked the guardian signed up all monthly accounts.
16.  #checked the guardian filled out the date of submission true to the fact.

### Income column

17.  #checked the sum "brought forward" properly filled out (item 1)
18.  checked the bank account number belongs to subject's bank account(s) (items 2 & 3)
19.  #checked the disability allowance amounts recorded (item 5) [or CSSA (item 4)]

### Expenditure column

20.  checked the exact amount of monthly balance (item 18) and ensured carry-forward of it to the next month.

### Tallying

21.  checked the final surplus of the whole period (item 18 above) equal to the total credit balances of guardian account and appointee account.

### If no,

22.  explained the discrepancy.

### Documentations#

23.  enclosed in the report all monthly accounts and an cumulative account together with (for the whole period) : -

#### in all cases : -

- Appendix of a complete and updated Finance and Capacity Table (inclusive of guardian account, appointee account and subject's accounts not used yet).

#### the bankbooks/statements of : -

- all subject's bank accounts,
- guardian account, and
- appointee account.

#### in public guardian case, all statements of : -

- all subject's bank accounts (or bankbooks),
- DSWI account.

### Remarks:

\* Guardianship Order requires monthly submission of account / statement of income and expenditure together with receipts, bankbooks/ statements of subject's bank account, guardian account and appointee account for checking by case social worker, who has no right to alter the submission or checking interval.

# These are very common omissions/mistakes.

### For more information, contact the Guardianship Board:

Address : Unit 807, 8/F, Hong Kong Pacific Centre, 28 Hankow Road,  
Tsimshatsui Kowloon, Hong Kong

Tel : 2369 1999

Fax : 2739 7171

E mail : [gbenquiry@adultguardianship.org.hk](mailto:gbenquiry@adultguardianship.org.hk)

Webstie : [www.adultguardianship.org.hk](http://www.adultguardianship.org.hk)

**Important notes :** The information in this leaflet is for general guidance only and does not purport to be legal advice given by the Guardianship Board.

**Copyright notice of the Guardianship Board**

© Copyright of the Hong Kong Guardianship Board 2016. Reproduction of any part is allowed only with written permission from the Guardianship Board.