Electronic System for Application for Placement in School for Social Development/ Residential Home (eAppSSD)

User Guide

(September 2023 Version)
Education Bureau
Special Education Support 2 Section

Introduction

Schools for Social Development (SSDs) provide intensive support for students with moderate to severe emotional and behavioural difficulties to help them tide over their transient adaptation problems in the course of development, and to enhance their learning motivation and life skills so that they can resume education in ordinary schools as soon as possible.

If students with moderate to severe emotional and behavioural difficulties show no improvement after intervention, with parents' consent, the social workers, student guidance personnel, educational psychologists, clinical psychologists, psychiatrists and officers of the Correctional Services Department (CSD) can make a referral to the Vetting Committee of Central Co-ordinating Referral Mechanism (CCRM), which comprises officers from the Education Bureau (EDB) and the Social Welfare Department (SWD) for vetting and arrangement of appropriate services. Referrers can submit the applications via the "Electronic System for Application for Placement in School for Social Development/ Residential Home (eAppSSD)".

For details of how to use the system to submit applications, please refer to this user guide. For enquiry, please contact Special Education Support 2 Section at 3698 3727.

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1. Access to eAppSSD

Method (1)

- a. Open a web browser, such as Google Chrome.
- b. Enter the web address: https://eappssd.edb.gov.hk/ to access the main page of eAppSSD (Figure 1).

Figure 1



Method (2)

- a. Open a web browser, such as Google Chrome.
- b. Enter the web address of the SENSE website: https://sense.edb.gov.hk/en/. Click "Special Education' and then "Common Administrative Issues" (Figure 2).

Figure 2



c. Under Common Administrative Issues, click "Electronic System for Application for Placement in School for Social Development/ Residential Home (eAppSSD)" to access the main page of eAppSSD (Figure 3).

Figure 3

Special Education

Home > Special Education > Common Administrative Issues

Common Administrative Issues

Regulations

- · Click here to the website of Codes of Aid
- · Click here to the website of School Administration Guide (applicable to aided schools)
- · Click here to the website of Checklist on Common Administrative Issues in Aided Schools

Medical malpractice insurance policy

- · Summary of medical malpractice insurance policy for special schools
- · Medical malpractice liability claims procedures for special schools

Schools for Social Development (SSD)/Residential Homes (RH)

- · Schools for Social Development / Residential Homes
- · Mode of Support Provided by Schools for Social Development / Residential Homes
- · Mode of Service Provision for Students with Emotional and Behavioural Difficulties A Conceptual Framework
- · Central Co-ordinating Referral Mechanism

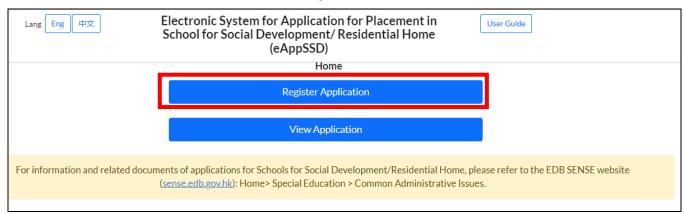
Relevant forms

- · Forms to be used by Referrers
- Electronic System for Application for Placement in School for Social Development/ Residential Home (eAppSSD)
- · CRM-F3A Updating of Application for Day Placement
- CRM-F3B Updating of the Application for Residential Placement
- · Forms to be used by SSD/RH
 - CRM-F2A Progress on Admission to SSD/RH
 - · CRM-F2B Notification for Discharging from SSD/RH
 - · CRM-F2C Change of Service for Students in SSD/RH

2. Register Application

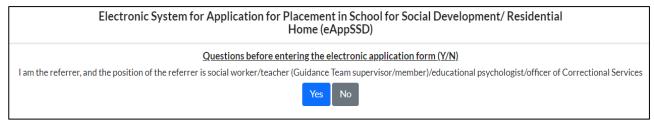
a. On the main page, click "Register Application" (Figure 4).

Figure 4



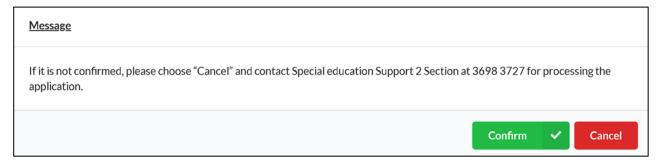
b. The user will be requested to answer 5 questions one by one (Figure 5). If the answer is "Yes", the next question will appear automatically.

Figure 5



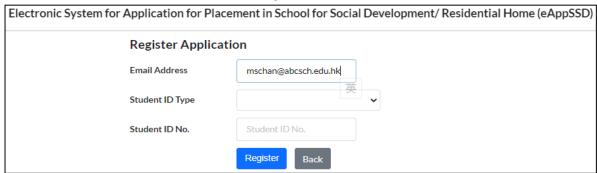
c. If any of the answers is "No", the system will prompt the message in Figure 6 below. Click "confirm" and answer the question again. If necessary, the user may contact Special Education Support 2 Section of the Education Bureau.

Figure 6



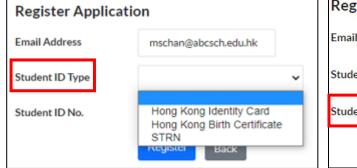
d. Fill in user's email address after answering all the questions (Figure 7). The email address will be used for receiving all messages regarding the application.

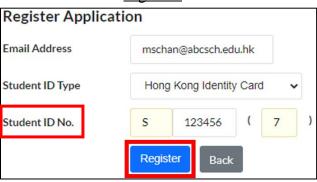
Figure 7



e. Select "Student ID type" and input the required "Student ID No." (Figure 8 and 9), then click "Register".

Figure 8 Figure 9

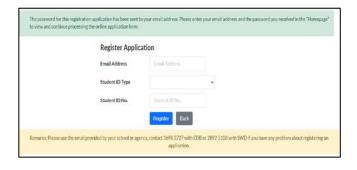




f. Upon successful registration, the system will prompt the message "The password for this registration application has been sent to your email address. Please enter your email address and the password you received in the "Homepage" to view and continue processing the online application form." (Figure 10). Retrieve the password issued to the registered email address (Figure 11).

Figure 10

Figure 11

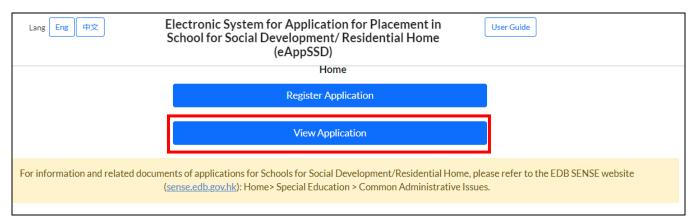




3. Complete the application and submit related documents

a. Click "View Application" (Figure 12).

Figure 12



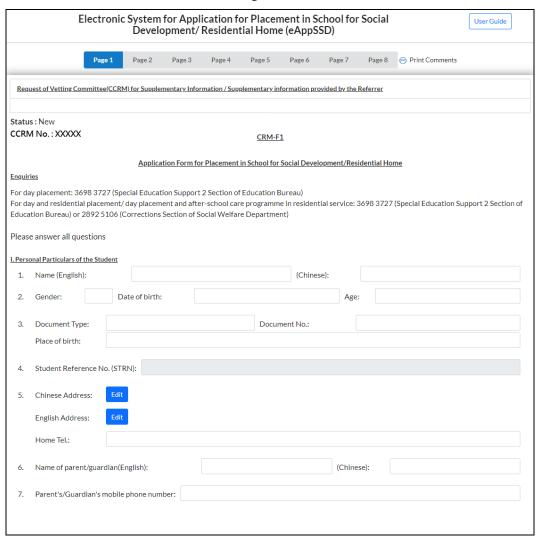
b. On "View Application" page, enter the email address provided for registration and the password generated by system, then click "View" (Figure 13).

Figure 13



c. Input information to the electronic application form (Figure 14).

Figure 14



d. Temp Save

Click "temp save" at the bottom of the page for saving the information temporarily while inputting the information (Figure 15).

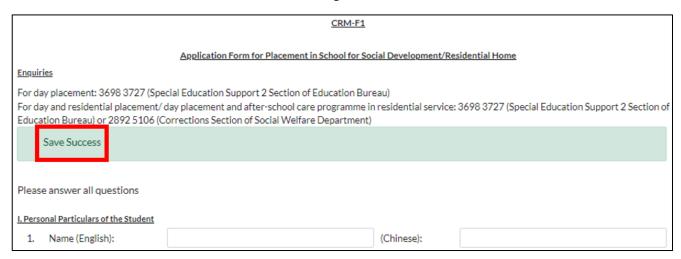
Please note: the "temp save" function is applicable only when at least the student's gender and class level to be applied on page 1 are entered.

Figure 15



The system will show the message "Save Success" (Figure 16).

Figure 16



e. During inputting information, click "Previous" or "Next" button (Figure 17), or the page tabs to shift to another page (Figure 18).

Figure 17



Figure 18



- f. Upload and submit related documents
 - On Page 6, click "select the report" and the type of file (Figure 19), then click "Choose File" (Figure 20). Choose the file to be uploaded from the list, click "Open" (Figure 21) and "Upload".

Figure 19

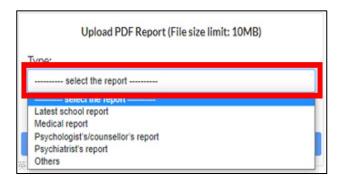


Figure 20

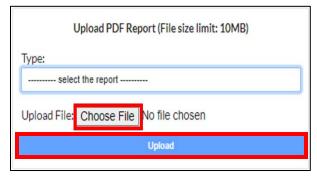
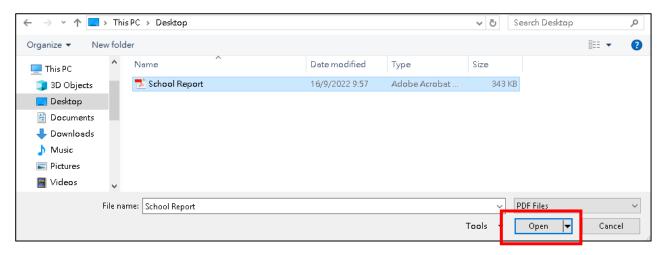


Figure 21



• For successful upload, the system will show the uploaded file (Figure 22). Click "Download" or "Delete" button to download or delete the file if required (Figure 23).

<u>Figure 22</u> <u>Figure 23</u>



- g. Check the input information
 - Click "Check" button at the bottom of the page requiring checking (Figure 24), the system will perform the validation and show the missing information or fields with errors (Figure 25).

Figure 24 Figure 25 <u>Validation</u> Temp Save Check Next Download CRM-F1 Quit 1 - Please fill in the english name 2 - Please fill in date of birth 2 - Please fill in age 3 - Please fill in place of birth 5 - Please fill in Chinese Address 5 - Please fill in English Address 5 - Please fill in Home Tel. 6 - Please fill in name of parent/guardian 7 - Please fill in parent's/guardian's mobile phone nubmber 8 - Please fill in SWD file ref. no. 9 - Please select health condition 10 - Please fill in name of School attending/last attended 10 - Please fill in school year of highest class level 11 - Please fill in school year of apply class level

• If information has been input accurately, the system will prompt the message "Verify Success" (Figure 26).

Figure 26



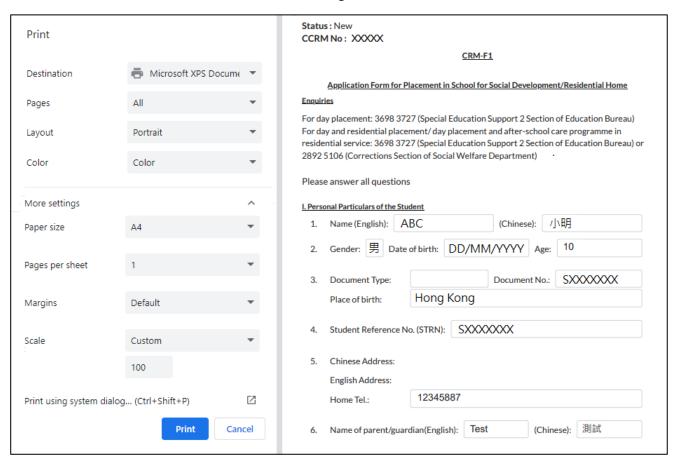
h. Print application

Click the "Print Comments" button to print the information of a specific page (Figures 27 and 28).

Figure 27



Figure 28



i. Submit the application form

Click "Submit" button on Page 8 when all pages have been verified successfully (Figure 29). The system will prompt the message "Confirmation of SSD/RH application submission" to show that the application has been submitted successfully (Figure 30).

Figure 30

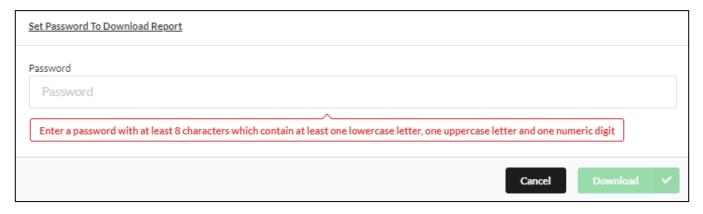


4. Download the submitted application

Click "Download CRM-F1" button (Figure 31), set the password (please comply with the system requirement for setting a password) (Figure 32), then click "Download" button to save the application form.



Figure 32



5. Withdraw the application

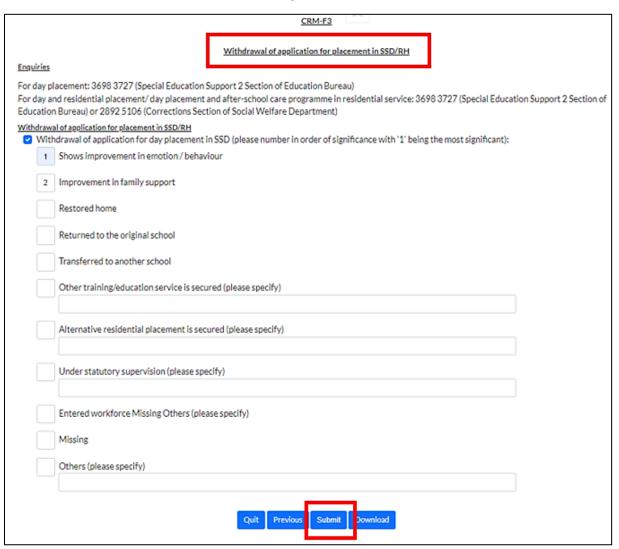
- a. Before the "CCRM Vetting Committee" releases the result for a case, the referrer can withdraw the application through the system.
- b. Click "Withdraw" button on Page 8 (Figure 33), the system will show the page for withdrawing the application for school for social development and residential home.

Figure 33



c. Input "1" to indicate the main reason of withdrawal, "2" for the second reason and so on (Figure 34).

Figure 34



d. Click "Submit" button to withdraw the application. The system will prompt the message "Confirmation of withdrawal of SSD/RH application submission" to show that the application has been withdrawn successfully (Figure 35).

Figure 35

Confirmation of withdrawal of SSD/RH application on 31/08/2022

Back

6. Frequently Asked Questions

Question (1) Forget and Reset Passcode

a. Click "Forget Application Passcode" button on View Application page (Figure 36)

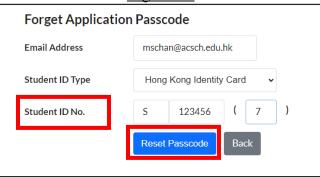
Figure 36

Electronic System for Application for Placement in School for Social Development/ Residential Home (eAppSSD)	
View Application	
Email Address	Email Address
Passcode	Passcode
	View Back Forget Application Passcode

b. Fill in user's email address. Select "Student ID Type" and input the required "Student ID No.", then click "Reset Passcode" (Figure 37 and 38).

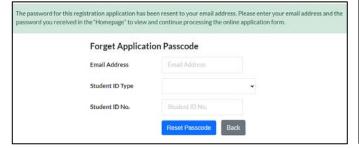
Figure 37 Figure 38

Forget Application Passcode	
Email Address	mschan@acsch.edu.hk
Student ID Type	•
Student ID No.	Hong Kong Identity Card Hong Kong Birth Certificate STRN Reset Passcode Back



c. After resetting, the system will show the message "The password for this registration application has been resent to your email address. Please enter your email address and the password you received in the "Homepage" to view and continue processing the online application form." Check the user's email to get the reset passcode for the application (Figure 39 and 40).

Figure 39 Figure 40



noreply@edb.gov.hk
Registered Application Passcode (Reset)

The registered application passcode is a\$q3#MDie3

Question (2) How to input address

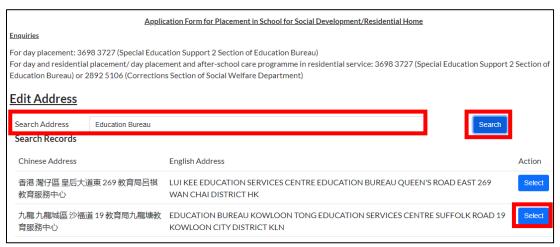
a. Click "Edit" (Figure 41).

Figure 41



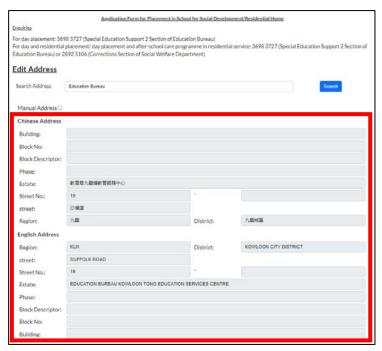
b. Under "Search Address", enter keywords of the address, then click "Search". Choose an appropriate address from the searching results, then click "Select" (Figure 42).

Figure 42



c. After clicking "Select", the system will fill in the address automatically. Please countercheck the accuracy of the address detail (Figure 43).

Figure 43



d. Under "Address Detail", fill in the floor and the unit. Then. Click "Save" and "Back" (Figure 44 and 45).

Figure 44

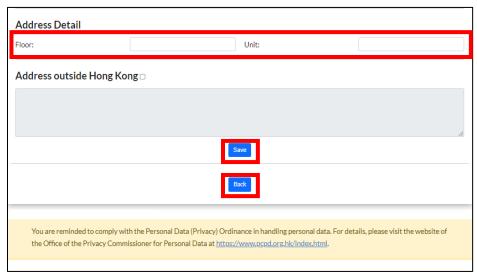
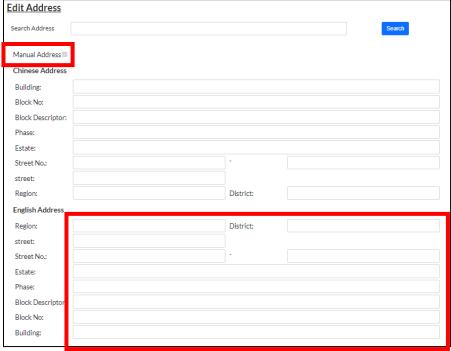


Figure 45



e. If appropriate address cannot be selected after searching, please click "Manual Address". Input the address detail under different sub-items. Then, repeat step d (Figure 46).

Figure 46



Question (3) How to submit supplementary information

a. During the CCRM vetting, the Vetting Committee may request the referrer to provide supplementary information. A notification email will be sent to the referrer to remind logging in the system again. After logging in to the system, the application status will be "1-Resubmit". The page marked with "*" indicates that supplementary information is required. The request of the Vetting Committee will be displayed at the top of each page (Figure 47).

Electronic System for Application for Placement in School for Social Development/Residential Home (eAppSSD) Request of Vetting Committee(CCRM) for Supplementary Information / Supplementary information provided by the Referrer After providing all supplementary information, please press the "Resubmit" button at the bottom of Page8. Page No Follow-Up Item Request of Vetting Committee(CCRM) for Supplementary Information Action / Supplementary information provided by the Referrer Please fill in "Student's strengths and potentials" and provide examples Reply Status: 1-Resubmit CRM No: XXXXX CRM-F1 Application Form for Placement in School for Social Development/Residential Home For day placement: 3698 3727 (Special Education Support 2 Section of Education Bureau) For day and residential placement/day placement and after-school care programme in residential service: 3698 3727 (Special Education Support 2 Section of Education Bureau) or 2892 5106 (Corrections Section of Social Welfare Department)

Figure 47

b. The referrer can provide supplementary information by clicking "Reply" and input supplementary information in the box provided. Click "Reply" again (Figure 48). The referrer can also input supplementary information directly in the relevant part of the electronic application form (Figure 49).

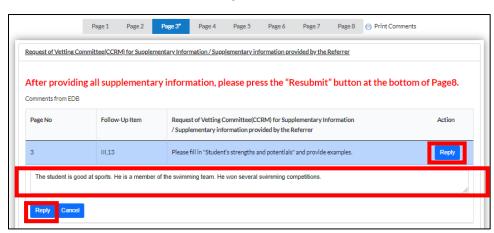
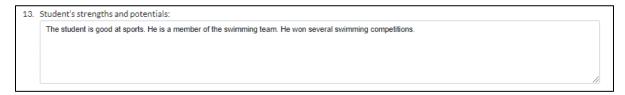


Figure 48

Figure 49



c. After providing all supplementary information, please press the "Resubmit" button at the bottom of Page 8 (Figure 50).

Figure 50

