<IMPORTANT: PLEASE READ THIS PAGE FIRST>

Greetings Community Partners,

Thank you for referring your client to Peter Claver Community or Maitri Compassionate Care! We look forward to welcoming them to one of our communities.

To assist in expediting the client being admitted, **please submit completed applications.** This includes the checklist of required documents indicated on page 4 of the application, under section 3. Incomplete applications, including missing required documents, will not be reviewed and returned. Incomplete applications, including missing pages and documents, further delays clients from being admitted into one of our programs.

Please continue to go directly to www.maitrisf.org, click on "what we do" and scroll down for the most recent RCFCI intake application. Please never google "Maitri/RCFCI application" or search for online as there are dated applications circulating.

Thank you for your continued collaboration,

-Peter Claver Community and Maitri Compassionate Care

<PLEASE NOTE, CLIENTS OR PATIENTS SHOULD NOT BE COMPLETING THE APPLICATION>

Maitri

Thank you for your interest in Maitri Compassionate Care. Our 15-bed facility is licensed as a Residential Care for the Chronically Ill (RCFCI), providing support to low-income San Francisco residents who are severely debilitated, HIV+, and in need of 24 hour nursing care. Our staffing levels are higher than other RCFCIs, allowing us to fulfill a unique need in the community by focusing exclusively on those with HIV/AIDS, in need of hospice, palliative, short-term respite/transitional care, or gender affirming pre/post op surgery. We prioritize hospice/palliative beds and fill respite beds thereafter.

Catholic Charities

MARIN ◆ SAN FRANCISCO ◆ SAN MATEO

Opened in 1985, Catholic Charities Peter Claver Community marked one of the earliest efforts by any organization to aggressively serve those sick and dying from HIV/AIDS. Today, as a comprehensive care residence for 32 previously homeless adults, Peter Claver Community provides medical stabilization and on-site care to low-income San Francisco residents who have disabling HIV/AIDS – most of whom struggle with major co-occurring psychiatric disorders and substance use challenges.

Maitri Compassionate Care and Peter Claver Community Services

Maitri Compassionate Care and Peter Claver Community are both licensed care facilities offering:

- Case management
- Medication management
- Residential Nurse care
- Psychosocial care coordination
- Emotional support services
- Dietary services and meals
- Activities
- Socialization opportunities
- Harm reduction
- Counseling
- Connection to other community resources

Maitri Compassionate Care and Peter Claver Community prohibits discrimination based on the fact or perception of race, religion, color, ancestry, age, height, weight, sex, sexual orientation, gender identity, disability, place of birth, creed, national origin, marital status, domestic partner status, or AIDS/HIV status.

An important factor in deciding if Maitri Compassionate Care and Peter Claver Community is an appropriate referral is **that we do not provide long-term care or long-term housing. We do prioritize clients enrolled in the Certificate of Preference Program; please inform us if your client is a COP holder. More information can be found here: https://sfmohcd.org/certificate-preference.** Please know that once medically optimized, residents are expected to return to the community and referrals will be made to the appropriate level of care.

Please take a few minutes to read the "Admission Procedures" before reviewing the application and criteria. Please feel free to call with any questions about our program.

ADMISSION PROCEDURES

1. **Before beginning the paperwork:**

   Please call ***Molly Herzig, Maitri Clinical Director at (415) 558-3006 or Stefen Hainbuch, Peter Claver Community Program Director at (415) 749-3805*** to check on availability of rooms and review the basics of your client's situation. **This may save you a lot of time. Please note, clients for short-term respite and their providers do not get to select which RCFCI clients are referred to-this is determined by availability and other program requirements.**

2. **If referral is appropriate, complete application:**

   For Maitri: (Fax #) 415-558-3010 or (Email) **molly.herzig@maitrisf.org**

   For Peter Claver: (Fax #) 415-563-3153 or (Email) **shainbuch@catholiccharitiessf.org**

3. **Required for admission:**

- ☐ ***TB Test completed within 90 days of admission***

  Accepted: PPD skin test; Chest xray; QuantiFERON-TB Gold test.

- ☐ ***COVID-19 Test completed within 3 days of admission***
- ☐ ***Proof of COVID-19 Vaccine (all doses-including the boosters), (not required/highly encouraged)***

4. **Include additional required information attached to the application:**

- ☐ ***All pages must be completed (Page 10 is for hospice referrals only). Applications that are not completed, will be returned.***
- ☐ ***Most Recent (signed by MD) Medication List and Medical Notes***
- ☐ ***Copy of Active SF Paratransit Card or a copy of completed application that has been submitted***
- ☐ ***Provide any documented psychiatric/psychological history***
- ☐ ***Provide DPOA or Advanced Medical Directive paperwork (highly encouraged, not required)***
- ☐ ***Provide a copy of San Francisco DMV ID (or proof of residency)***
- ☐ ***Provide proof of income (most recent)-social security award letter, bank statements, or paystubs***
- ☐ ***The 'Physicians Report for Community Care Facilities' MUST be completed by Medical Provider/MD***
- ☐ ***Completed POLST Form (highly encouraged and required for hospice admissions)***
- ☐ ***Copy of All Insurance Cards***

5. **Upon receipt of the completed application:**
The Clinical Director and Nurse Case Managers will review the application and discuss appropriateness of applicant for RCFCI level of care. The Clinical Director/Site Manager will contact you to discuss next steps: Either applicant is ineligible based on application information; additional information may be requested; and an interview date will be scheduled.

6. **Upon acceptance to RCFCIs:**
The Clinical Director, Site Manager, and/or Nurse Case Managers will inform all involved parties of the admission date and procedures.

CRITERIA FOR ADMISSION

Read and fill out this form before filling out our application. We hope it will clarify our admissions criteria and the care needs that can be accommodated at RCFCI and prevent unnecessary paperwork.

Please check off all conditions that apply to your client and read the notes, limitations, and exceptions.

ADMISSION: REQUIRED CRITERIA.

- All of the following criteria MUST be met in order to become a resident at Maitri Compassionate Care or Peter Claver.

☐ If applying for the Maitri Affirmation Program, folx not living with HIV, please check this box and skip page 5, 10, and 11 of this application

CRITERIA	√ all that apply	EXCEPTION	REASON
➲ Income is less than $93,900/annually (**2025**)	☐	One bed is exempt at Maitri only, for Gender Affirming Care. There is a daily fee.	CA Office of AIDS/HHS/HOPWA
➲ Living with a HIV diagnosis	☐	One bed is exempt at Maitri only, for Gender Affirming Care. There is a daily fee.	Mission /HOPWA/CARE
➲ Over 18 years of age	☐	No Exception	Mission /HOPWA/CARE
➲ Capable of signing admissions agreement	☐	If impaired must have Power of Attorney, Conservator, or Next of Kin	Legal
➲ San Francisco Resident	☐	No Exception	HOPWA/CARE Contract
➲ Has San Francisco MD	☐	No Exception. **MD is required to follow while at RCFCI.**	HOPWA/CARE Contract

ADMISSION: REFERRAL TYPE.

- Some limitations apply. Choose only one; **required** to select one.

LEVEL OF CARE REQUIRED:	Choose One:	NOTES	REASON
Hospice (Maitri Only): ➲ Has 6 month or less prognosis, and agrees to hospice guidelines of comfort care.	☐	Hospice care is provided by outside hospice organizations	Maitri Mission/ Staffing Level
Palliative (Maitri Only): ➲ Has similar prognosis as hospice, but is choosing not to elect hospice care, needs 24 hour care.	☐	Skilled needs must be supervised by an outside home health agency. See next section re: care needs and limitations	Maitri Mission/ Staffing Level
Short Term Respite (3-18 months): ➲ Has acute, 24 hour care needs on a short-term basis. We begin our respite stays at **3 months with disposition plan to return tothe community;** we assess for extensions as needed.	☐	Must have 24 hour care needs and identify respite goal prior to admission. See next section re: care needs and limitations.	Maitri and Peter Claver Community Mission

ADMISSION: CARE NEEDS (LIMITATIONS APPLY)

CARE NEEDS REQUIRED	√ all that apply	LIMITATIONS TO ADMISSION	REASON
➲ Requires IV	☐	Can accommodate only if done by an outside home health agency and generally cannot be of more than 2 hour duration OR must be done at a hospital/clinic	Staffing Level/ Licensing
➲ Requires hemodialysis	☐	Can accommodate ONLY if transport is provided by : ◦ Outside agency or friend/family *OR* ◦ Can go alone	Staffing Level/ Lack of Resources
➲ Requires 2+ person transfer	☐	Outpatient team must have equipment ordered and in place for admission (such as a Hoyer Lyft)	Staffing Level
➲ Requires daily/frequent outpatient treatment visits	☐	Can accommodate ONLY if transport is arranged by : ◦ Outside agency or friend/family *AND* ◦ Can go alone *OR* ◦ Has friend/family to escort	Staffing Level/ Lack of Resources
➲ Requires port or line for infusion	☐	Can accommodate if outside provider or home health agency will manage and maintain	RCFCI Licensing
➲ Requires suctioning	☐	Non-emergency suction only *No back-up generator*	Staffing Level
➲ Has diagnosis of MRSA or VRE, C-Difficile or **COVID-19**	☐	**MUST** have letter from MD that treatment was successful and is no longer an infection risk to other residents or staff	Infection Control
➲ Has mental health issues	☐	*If "yes", documentation of psych history required Or may require psychological	Safety / Staffing Level
➲ Uses an electric wheelchair	☐	Requires additional medical provider information and a signed waiver by resident upon admission at Maitri/PCC *(there is a limit of electric wheelchairs allowed at Maitri/PCC at one time)*	Safety
➲ Requires sitters/one to one attention	☐	Cannot accommodate unless 24 hour sitters are provided by family	Safety/ Staffing Level
➲ Bedbound	☐	Cannot accommodate for respite or palliative. ***May*** be considered for hospice at Maitri	Safety/ Staffing Level

BARRIERS TO ADMISSION: NO EXCEPTIONS FOR PEOPLE NEEDING THE FOLLOWING:

CARE NEEDS REQUIRED:		NO EXCEPTIONS	REASON
➲ Requires peritoneal dialysis	Cannot admit	**No Exception**	Staffing Model
➲ Requires TPN	Cannot admit	**No Exception**	Staffing Model
➲ Requires ventilator	Cannot admit	**No Exception**	Staffing Model
➲ Has tracheostomy tube	Cannot admit	**No Exception**	Staffing Model
➲ Has stage III or IV pressure ulcer	Cannot admit	**No Exception**	RCFCI Licensing
➲ Requires long term care, acute care, or skilled nursing facility care	Cannot admit	**No Exception**	Mission/Contract Obligations/ RCFCI Licensing
➲ Has Parkinson's or Alzheimer's as **primary diagnosis**	Cannot admit	**No Exception**	RCFCI Licensing
➲ Diagnosed with Advance Dementia	Cannot admit	**No Exception**	Staffing Model/Safety

Referred By:		Date:
Agency/Hospital:		
Address:		
Phone #:	Fax #:	Pager #:
Cell #:	Other #:	

CLIENT INFORMATION:

Name:

Ethnicity/Race:

DOB:

Social Security #:

Preferred Pronouns:

Address:

City/St/Zip:

Phone #:

Mother's Maiden Name:

Currently at: □ Home
□ Other. Please fill out the following:

Facility: Rm#

Contact:

Phone #: Pgr #:

Address:

Does client have a primary Home Healthcare Agency? If yes, please fill out the following:

Agency:

Contact:

Phone #: Fax #:

Does the client have housing applications in place? If so, list. What is the disposition plan for discharge from RCFCI?

Do you know of other agencies working w/ the client? (Please provide any contact info. you may have)

PERSONAL HISTORY:
Please provide relevant personal history (friends/family involved, prior living situation, etc).

Are there any legal matters pending?

FOR RESPITE REFERRALS ONLY
(required):

Please let us know what the respite goals are for this applicant for their 3-month treatment plan?

PSYCHIATRIC/MENTAL HEALTH HISTORY:

DIAGNOSIS: _____

Currently in Treatment? _____

Provider Name: _____

Provider Phone: _____

ATTACH (**REQUIRED**):

☐ Psychological documentation

☐ History of hospitalizations

SUBSTANCE USE DISORDER:

Indication of Substance Use Disorder:

If client is currently experiencing substance use disorder:

1. What support will client need while at Maitri (please check all that apply):
   - Harm reduction (including access to fentanyl testing stripes/clean syringes)
   - Mental health therapy
   - NA/AA groups
   - Methadone treatment
   - Referrals to treatment

2. Anything else Maitri can support you in regarding SUD and your journey here:

_____

_____

HEALTH CARE PROVIDERS:

PRIMARY PHYSICIAN:

NAME _____

Hospital: _____

Address, ZIP:_____

Office #_____Fax# _____

Pager #:_____Other# _____

SECONDARY PHYSICIAN or NP. Include supervising MD if above is not primary MD.

NAME: _____

Address, ZIP: _____

Office #_____Fax#_____

Pager #:_____Other# _____

PHARMACY:_____

Phone#:_____FAX#:_____

PERSONAL / FAMILY CONTACTS:

NAME:_____

Relationship:_____#:_____

Address:_____

City:_____St._____Zip_____

NAME:_____

Relationship:_____#_____

Address:_____

City:_____St._____Zip _____

INSURANCE:

□ **Medi-Cal HMO:** _____

#:_____

□ **Medi-Cal**

#:_____

Issue Date:_____

□ **MediCare**:

#::_____

□ **Medicare "D"** Prescription plan information:

_____

□ **Healthy SF #:**_____

□ **ADAP Information**:

#_____

DURABLE POWER(S) OF ATTORNEY

Please attach copies of current/active appointee(s) or let us know who to contact for a copy.

□ **HEALTH CARE**: Please attach copy.

Name:_____

Address:_____

City/St/ZIP:_____

Work # _____

Home #_____

□ **FINANCES**: Please attach copy.

Name:_____

Address:_____

City/St/ZIP:_____

Work #_____

Home #_____

To: Physician / Health Care Provider Re: Maitri Compassionate Care/Peter Claver Community Application

Admission to Maitri Compassionate Care and Peter Claver Community requires this information

NAME OF CLIENT:	
HIV STATUS	**T-CELL / VIRAL LOAD COUNTS**
1. Year first tested HIV positive (if known): _____ 2. Year first diagnosed with AIDS (if known):_____ 3. Please check appropriate category: □ HIV+ □ Disabling HIV □ AIDS □ Disabling AIDS Diagnosis	1. T-Cell Information: a. Date of last count:_____ b. Last count #:_____ 2. NADIR of CD4, if known: _____ 3. Viral Load Information: a. Date of last count:_____ b. Last count #:_____

♦ **Required Health Care Provider Information (MD, PA, NA)**

I am treating the person named above for symptoms/conditions related to HIV/AIDS

X_____ Date

X_____ License #

X_____ Signature of Health Care Provider (MD, PA, NP)

X_____ Print Name

X_____ Phone #

X_____ Pager #

DOCUMENTATION OF TERMINAL ILLNESS FOR HOSPICE CARE
(Maitri Compassionate Care ONLY)

To: Physician/Health Care Provider Re: Maitri Compassionate Care Application

COMPLETE FOR HOSPICE REFERRAL ONLY
PROGNOSIS STATEMENT

I certify that

_____
Please print name of applicant

Has a prognosis of ***six months or less,*** has elected hospice care, and has discontinued curative treatments. Hospice care is comfort focused, not curative, in its goals and techniques. The program emphasizes the alleviation of physical symptoms, including pain, and the identification and meeting of emotional and spiritual needs.

X_____ X _____
Date License #

X_____ X _____
Signature of Health Care Provider (MD, PA, NP) Print Name

X_____ X _____
Phone # Pager #

FINANCIAL INFORMATION

Service Fees are 60% of the resident's monthly income. 30% is dedicated to rent and the other 30% is dedicated to offset the cost of high-level care and services at RCFCIs. **If applicant is applying for respite at Maitri and wishes to keep their current residence, their rent will be deducted from the Maitri service fee in order to maintain their payments.** **PROOF OF INCOME IS REQUIRED**** with application.

Does applicant utilize money management assistance from a friend, family member or agency?	
MONEY MANAGEMENT AGENCY OR OTHER:	**CONTACT INFORMATION:**
Name of agency: _____	Phone:_____
Contact: _____	Phone: _____

SOURCES OF INCOME:	
MONTHLY SOURCE OF INCOME:	**AMOUNT OF INCOME:**
SSDI: Social Security Disability Insurance	$
SSI: Supplemental security income	$
RSDI: Social Security Retirement Benefits	$
SDI: State Disability Benefits	$
Private Disability	$:
Private Retirement/Pension	$
Other	$
TOTAL:	$

MONTHLY EXPENSES:	
MONTHLY MEDICAL & RENT EXPENSES	**AMOUNT OF EXPENSE**
Insurance Premium	$
Medications /co-pays	$
Rent	$
TOTAL	$

AUTHORIZATION TO OBTAIN FINANCIAL INFORMATION:
I hereby authorize Maitri and Peter Claver Community to obtain financial information in order to determine my room and services fee.

X _____ _____
Signature of applicant or DPOA Print name

_____
Date

****Acceptable proof of income from within the past 6 months only:**
Letter from Social Security
Bank Statement
Deposit Record from Money Management Agency
Copy of Check

AUTHORIZATION TO EXCHANGE CONFIDENTIAL INFORMATION

Please note that separate forms must be used for each specified contact

It is the policy of Maitri Compassionate and Peter Claver Community to hold all information about clients as confidential and to not release informationwithout permission. In order to facilitate your application process we need permission to contact your providers and to get information about your physical and mental health.

I,_____, hereby give my permission to obtain or disclose my private health information for the purpose of admission to the Maitri Compassionate Care/Peter Claver Community. This authorization is valid for the duration of the intake process.

While it is your right to limit or exclude information from disclosure, this authorization is for full <u>disclosure of all records</u>, including diagnosis, treatment, assessment, dates of hospitalizations, mental health/psychiatric conditions, HIV/AIDS testing results, drug and alcohol information, and sexually transmitted disease information.

You may revoke your consent at any time.

You have the right to a copy of this authorization.

Your confidential information is protected by the Federal Privacy Act and California Law.

Unless otherwise noted, this authorization expires in one year from the date of signature.

_____

*Name of Agency (or Individual) to be contacted

X_____ X _____

Signature of Client or Representative Date

Provider Agreement for Resident Care

Thank you for referring your patient to our RCFCI! Please read and sign acknowledging the following items below:

- The patient's provider and provider team acknowledges that the patient admitted will be at the RCFCI on a short-term basis and evaluated every three months for an appropriateness level of care. (With the exception of Palliative or Hospice residents at Maitri).

- The provider and provider team understands that RCFCI's are not long-term care or long-term housing. Average length of stay is 3-12 months. (With the exception of Palliative or Hospice residents at Maitri).

- The patient's provider and provider team understands that if the RCFCI is no longer able to meet the medical and psychosocial needs of the resident; the provider, the provider team, and the RCFCI will move forward with a safe transition to another placement that is more appropriate for the resident. This includes the provider assisting in expediting a referral to a higher level of care.

- The patient's provider and provider team acknowledges that for optimal care, the RCFCI and the provider will need to collaborate on treatment goals, medications, medical appointments, and continued discharge planning.

- The patient's provider and provider team understands that treatment goals and discharge planning start at admission-and are continued to be assessed. The provider and provider team is expected to attend, at minimum, a care team meeting every two months to discuss treatment goals and discharge planning. (With the exception of Palliative or Hospice residents at Maitri).

Patient Name: _____ Provider Name: _____

Provider Signature: _____ Date Signed: _____

Peter Claver Community

Catholic Charities

MARIN ✦ SAN FRANCISCO ✦ SAN MATEO

Maitri Compassionate Care

Maitri

Welcome to Maitri! We look forward to your stay with us. Please review and sign below:

- Maitri offers a safe place for medical stabilization. As part of your stay with us, you will be expected to be engaged with your medical treatment goals, including attending all your medical appointments and medication adherence. ***(PLEASE NOTE, ALL MEDICATIONS ARE REQUIRED TO BE LOCKED UP and ADMINISTERED BY MAITRI NURSING STAFF).***

- Maitri practices harm reduction and a place of zero judgment. However, due to others living in our community and Maitri being a state licensed facility there is no substance use allowed onsite, including alcohol, at any time.

- Maitri offers mental health support at no cost to every resident. As a part of your treatment journey here, you will be expected to meet with our mental health clinician at least one-time a week for additional support and services.

- The fee at Maitri is 60% of your income a month. This covers everything while at Maitri, including your room, cleaning services, food, mental health support, social work, and 24/7 available nursing care. The fee is due no later than the 5th of every month.

- For safety and sanitary purposes, you will be allowed to bring selected items to Maitri including some clothing, hygiene products, and a few personal items.

- All incoming admissions are required to keep current housing while at Maitri (this includes but not limited SRO's, apartments, and homes). This is to ensure residents have a place to return in the event they discharge from Maitri.

Please note, additional expectations will be shared with you when you arrive to Maitri. Not adhering to the above and additional expectations can lead to a 30-day discharge from our program.

Please sign below acknowledging that you have reviewed and understand the items listed above:

_____	_____	_____
Income resident name (print)	Signature	Date
_____	_____	_____
Referee name (print)	Signature	Date

Maitri Compassionate Care
401 Duboce Ave. San Francisco, CA 94117
(p) 415-558-3000 **(f)** 415-558-3010 **(w)** www.maitrisf.org

Maitri

Harm Reduction Policy

Harm Reduction Approach to Care:

Harm reduction is an approach or strategy aimed at reducing the risks and harmful effects associated with substance use and addictive behaviors for the individual, the community and society as a whole. It is deemed a realistic, pragmatic, humane and successful approach to addressing issues of substance use. Recognizing that abstinence may be neither a realistic or a desirable goal for some users (especially in the short term care settings), the use of substances is accepted as a fact, and the main focus is placed on reducing harm while use continues and maintaining a safe environment.

Maitri staff are trained in best Harm Reduction practices including an onsite Therapist who specializes in Harm Reduction approaches. Staff training also includes Opioid Overdose Prevention and Response Training per SFDPH guidelines. Maitri reserves the right to restrict admission for individuals who are utilizing substances that exceed staff or facility capacity to provide a safe environment for all residents within the milieu.

Maitri Compassionate Care Resident and Referee Agreement (resident initial each item below):

_____Staff will support residents in their journey and utilize harm reduction approaches.

_____Although no substance use, alcohol, or drug paraphernalia is allowed onsite, Maitri staff will ensure residents have harm reduction tools offsite such as narcan spray and fentanyl testing strips as needed.

_____Maitri staff will offer a non-judgemental environment where residents are open to discussing their substance use disorder and staff can offer resources as needed.

_____Selling **or** sharing substances, alcohol, or medications on site, at Maitri, is **prohibited at all times.** Not adhering to this policy will initiate a 30-day discharge from Maitri and possibly a 3-day discharge if it becomes an imminent hazard to the residents and others.

Created 10/28/24

Maitri

____Visitors are also prohibited from sharing **or** selling substances, alcohol, or medications on site. Not adhering to this policy will initiate the visitors being banned from the building (and potentially leading to the resident who the visitor was visiting from being placed on "no visitors allowed.")

____Fire use: residents who are lighting anything inside the building (this includes lighters, matches, torches) will receive a verbal warning and immediately have all fire objects removed from their room. If the residents continue to use any fire objects inside the building, this will initiate a 30-day discharge from Maitri and possibly a 3-day discharge if it becomes an imminent hazard to the residents and others.

Please signed to acknowledge you understand the above information:

_____
Resident/BRANCH client printed name

_____
Resident/BRANCH client signature/date

_____
Referee printed name

_____
Referee signature/date

Created 10/28/24