

# HOME DELIVERED MEAL ASSESSMENT

Agency Name: \_\_\_\_\_ Site: \_\_\_\_\_

Site Staff: \_\_\_\_\_

AAA Staff: \_\_\_\_\_ Date: \_\_\_\_\_

|  | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| 1. Is each client assessed within 14 days of initiating service? <i>HDM Standard #2 &amp; 9</i>  | _____      | _____     |
| • Do you currently have a waiting list for HDM's?  | _____      | _____     |
| • If yes, how many are on the waiting list. _____  |            |           |
| • Has a prioritizing pre-screen been completed for each individual on the waiting list?  | _____      | _____     |
| • What are your criteria for prioritizing individuals being placed on the waiting list?  |            |           |
| _____  |            |           |
| _____  |            |           |
| • Are records verified and maintained that each client can provide safe conditions for the storage, thawing, and reheating of frozen foods. <i>HDM Standards # 7</i>   | _____      | _____     |
| • How and where is this documented? _____  |            |           |
| _____  |            |           |
| _____  |            |           |
| 2. Is the center able to provide a minimum of two meals per day containing at least 2/3 of the DRI five days per week? <i>HDM Standards #6 &amp; 11</i>  | _____      | _____     |
| • Are meals provided on weekends and holidays when the center is closed?   | _____      | _____     |
| 3. Is monthly nutrition education provided to HDM clients?<br><i>Gen Requirements for Nutrition Services Program #4</i>  | _____      | _____     |
| • Is documentation sent to the AAA within 10 days following the end of the month?  | _____      | _____     |
| 4. Do meal drivers have ready access to client emergency information?  | _____      | _____     |
| 5. Do meal drivers receive in-service training twice each fiscal year (other than orientation) that is designed to increase their knowledge and understanding of the program and improve their skills in the provision of service? Training for the current Fiscal Year<br><i>Gen Requirements for Nutrition Services Program #6</i> | _____      | _____     |
| Date: _____ Date: _____  |            |           |
| Topic: _____ Topic: _____  |            |           |
| Are records maintained which identify dates of training, topics covered and attendance records? (Attach training documentation)  | _____      | _____     |
| • Have drivers received training regarding privacy? When: _____  | _____      | _____     |
| 6. If a meal is undeliverable because a client is not home, is it discarded?   | _____      | _____     |
| 7. For participant meals:  |            |           |
| • Can packaging material be handled by a majority of clients?  | _____      | _____     |
| • Are hot items packaged separately from cold items?   | _____      | _____     |
| • Packages close tightly so food is protected from contamination.  | _____      | _____     |
| • Packages have compartments so food items do not mix?   | _____      | _____     |
| • Meals are portioned using the proper serving sizes?  | _____      | _____     |

Yes No

- Persons packing meals are wearing clean clothes, hair restraints, and gloves? \_\_\_\_\_
- Portioning of the meals is done rapidly so that heat is not lost in the process? \_\_\_\_\_
- Packaging material stored in a clean, protected area? \_\_\_\_\_

8. Is the time between the end of preparation of food and delivery to the client a minimal as feasible? Gen Requirements for Nutrition Services Program #3 \_\_\_\_\_

9. Food must be delivered at safe temperatures: Gen Requirements for Nutrition Services Program #3
- Are hot foods maintained at 140 degrees or above? \_\_\_\_\_
  - Are cold foods maintained at 40 degrees or below? \_\_\_\_\_
  - Are frozen foods maintained at 32 degrees or below? \_\_\_\_\_
  - Are temperatures monitored at last delivery for each route at least once per month? \_\_\_\_\_

10. Does the menu provide the following? Gen Requirements for Nutrition Meal Planning #2 & 5 c.
- Each meal provides at a minimum 1/3 the daily DRI? \_\_\_\_\_
  - Each week's menu averages 19 grams or more of protein? \_\_\_\_\_
  - Each week's menu averages between 600-850 calories. \_\_\_\_\_
  - Each week's menu averages ≤ 30% of calories in total fat? \_\_\_\_\_
  - Each week's menu averages 7 grams of fiber. \_\_\_\_\_
  - Each week's menu averages 1200 mg sodium or less? \_\_\_\_\_
  - Each week's menu averages between 600-850 calories. \_\_\_\_\_
  - Each week's menu averages 30 mg vitamin C. \_\_\_\_\_
  - Each week's menu averages 400 mg of calcium. \_\_\_\_\_
  - Is the target values for each meal 75 grams? \_\_\_\_\_

11. Are modified diets which vary from the meal pattern provided where feasible?
- Is there a current physician's written diet order on file for clients receiving modified diets? Gen Requirements Menu Development # 2d \_\_\_\_\_
  - How often have they been provided? \_\_\_\_\_

12. Which of the following methods is used: Gen Requirements Menu Development #8
- Obtaining signatures daily from clients receiving meals. \_\_\_\_\_
  - Maintain a daily or weekly, route sheet signed by the driver which identifies the Client's name, address, and number of meals served to them each day \_\_\_\_\_

13. Is there documentation of clients under age 60 paying full cost of the meal received? HDM Standards #3 \_\_\_\_\_

16. Are frozen meals dated and all items listed on the cover?
- Are frozen meals periodically tested for quality and palatability? \_\_\_\_\_
  - Did AAA staff test frozen meal for quality and palatability? \_\_\_\_\_

19. Are NEMCSA sign-in sheets being used for the HDM Program?
- Are the sign-in sheets filled out correctly? \_\_\_\_\_
  - Is each sheet totaled correctly? \_\_\_\_\_
  - Are the daily totals posted to a monthly summary sheet? \_\_\_\_\_
  - Are the monthly summary sheet totals correct? \_\_\_\_\_

20. Is there a written plan for continuing service in emergency situations such as short-term natural disasters (i.e. snow, ice storms, loss of power, physical plant etc.) *Congregate meal Standards # 9*
- Is the plan on file with the AAA? Date: \_\_\_\_\_
  - Are staff/volunteers trained on emergency procedures? Date: \_\_\_\_\_
  - Are staff/volunteers trained on the county emergency plan? Date: \_\_\_\_\_

21. Does the COA have an established, written emergency protocol for responding to a disaster and helping with activities to assist victims to recover from a disaster depending upon resources and available structures? *Gen Req for Nutrition Service Programs #18 and HDM Standard #8*

The emergency plan shall include, but not limited to

- Uninterrupted delivery of meals to HDM participants, including but not limited to use of family, friends, volunteers and informal support systems?
- Are there written agreements in place with volunteer agencies, individual volunteers, hospitals, long-term care facilities, other nutrition providers or other agencies/groups that could be on standby to assist with food acquisition, meal preparation, and delivery?
- Back-up plan for food preparation if usual kitchen facility is unavailable?
- Maintenance of shelf-stable meals and instructions on how and when to use for HDM participants? When distributed: \_\_\_\_\_
- Are participants provided with a list of recommended emergency supplies to keep on hand? When distributed: \_\_\_\_\_
- Communications system to alert congregate and HDM participants of changes in meal site/delivery?
- Is a copy on file at the AAA?
- Did the COA activate their emergency plan for any reason? How did the plan Work?

22. Do you have a written policy/procedure that covers integrating person-centered planning into the home-delivered meals program? *HDM Standards #6*
- That may include:
- Allowing HDM clients to attend congregate meal sites when they have transportation and/or help to the site?
  - Providing diet modifications, as requested by the client, when nutrition provider is able to while following Older Americans Act guidelines?

23. Does the nutrition provider have a person-centered form that is updated every six months during reassessment indicating if the participant has chosen receive only part of the meal? *HDM Standard # 13*
- The form should have, at minimum:
- A statement indicating the participant is choosing to opt out of the full meal, and then indicating which parts of the meal they would like.
  - A statement that the participant can opt back into the full meal at any time by notifying the HDM office or telling the delivery people.
  - A signature, initials, or mark of the participant.
  - Is the form kept in the participant's file?

24. Does the COA have a Home Visit Safety Policy that addresses verbal and physical threats made to the assessor, driver, or other program persons, by participants, family members, pets, or others in the home during the assessment? *HDM Standard # 14*

- **Is a copy of the policy on file at the AAA? The policy should include, but not Not limited to:**
- **Definition of a verbal or physical threat.** \_\_\_\_\_
- **How a report should be made/who investigates the report.** \_\_\_\_\_
- **What actions should be taken by the assessor or driver if threatened?** \_\_\_\_\_
- **What actions should be taken for repeated behaviors?** \_\_\_\_\_
- **What information gets recorded in the chart?** \_\_\_\_\_
- **Situations requiring multiple staff/volunteers.** \_\_\_\_\_

**. If you or the cooks can think of any additional ways, I can be of help to you, please list them.**

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