

CONGREGATE NUTRITION ASSESSMENT

Agency _____ Site _____

COA Agency Staff _____

AAA Staff _____ Date _____

Number of Participants Eating Lunch/Dinner on the Day of Assessment _____

List of Food Served	Serving Size	Temperature
Meat or Main Dish:		
Vegetable/Fruit:		
Vegetable/Fruit:		
Fruit:		
Bread/Bread Alternate:		
Fat:		
Milk:		
Optional Dessert:		

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. Does the program use a uniform intake process and maintain a NAPIS registration on each program applicant? <i>Gen Req for Nutrition Programs #9</i> | _____ | _____ |
| 2. Does the COA give substantial emphasis to serving eligible persons with greatest and/or economic need with attention to low-income minority individuals? | _____ | _____ |
| 3. Does the meal site serve an annual average of 10 meals per day to eligible participants at least three days per week? <i>Cong Standards #6</i> | _____ | _____ |
| <ul style="list-style-type: none"> • What are the hours of operation for the center? _____ | _____ | _____ |
| <ul style="list-style-type: none"> • Did you close, relocate or open a nutrition site in the past year? <i>Cong. Standards # 8</i> | _____ | _____ |
| <ul style="list-style-type: none"> • If yes, were the following documents sent to the AAA? <ul style="list-style-type: none"> • Letter written to the AAA notifying them of intent to close a meal site that includes the rationale for closing the meal site 60 days in advance? _____ • Approval by the COA board documented in board meeting minutes? a written poll to get input from the participants. _____ • Were participants at the site notified of the intent to close the site at least 30 days prior to the last day of meal service? _____ | _____ | _____ |

Yes **No**

4. When a regular participant is absent for an extended period of time, are efforts made to determine the reason for the absence. _____
5. Does the site have a food service license? Date: _____
Does each program have a copy of the Michigan Food Code? _____
Gen Req for Nutrition Menu Development #3
6. Has the site received a health inspection within the past 12 months? _____
Cong Standards #4 c
• Has a copy of the inspection been submitted to the AAA within 10 days of receipt? _____
• Program addresses noted violations promptly? _____
7. Does each site have at least one key staff person who has successfully completed a Food Service Manager Certification Training Program that is approved by the Michigan Department of Agriculture? *Gen Req Menu Development #3* _____
8. Does each site comply with: Accessible Facility Standards (Barrier Free Checklist) and Fire and Safety Standards? *Cong Standards #4* _____
• Has each meal site been inspected by a local fire official within the past three years? Date of last inspection: _____
9. Has a fire drill been conducted in the last 12 months? Date: _____
• Is a copy of the drill sent to the AAA within 10 days of the drill? _____
Cong Standards #9
10. Are fire extinguishers available and have clear instructions for use? _____
Date of inspection: _____
11. Are there emergency procedures posted to follow for severe weather or natural disaster? *Cong Standards #9* _____
12. Are there procedures posted to be followed if a participant becomes ill or injured which include "Call 911" and the site address? *Cong Standards #9* _____
• Is the Heimlich maneuver posted? _____
13. Have staff and volunteers been trained and documentation kept on the following? Medical emergencies: Date: _____
CPR for staff: Date: _____ Emergency procedures: Date: _____
Cong Standards #9
14. Do kitchen staff staff/volunteers receive in-service training twice each fiscal year to increase their knowledge and improve skills for tasks preformed their job? Trainings for the current fiscal year. _____
Topic: _____ Topic: _____
Date: _____ Date: _____
- Are records maintained which identify dates of training, topics covered and attendance records? (Attach training documentation) _____

Yes No

15. Is nutrition education presented monthly? *Gen Req for Nutrition Programs #4* _____
- Is documentation sent to the AAA within 10 days following the end of the month? *AAA Mandatory Reporting Requirements* _____
- Are the following topics covered annually? *Gen Req for Nutrition Programs #4* _____
- How food choices affect chronic illness. Date: _____
- Food choices at home. Date: _____
- Food safety at home and when dining out. Date: _____
- Emergency preparedness - what to have on hand. Date: _____
16. Is the AASA Community Nutrition Poster prominently displayed and all information current? *Nutrition Standards # 12* _____
17. Are the minutes of the COA board meeting posted for participants review? Date of minutes posted: _____
18. Is the site eligible to accept and receive the Bridge Card? _____
- Does the meal site accept the Bridge Card? _____
19. Has the site conducted a written client survey in the past two years for congregate and HDM participants? Date of survey: _____
- Were the overall results to the survey a positive or negative outcome? _____
 - If a negative outcome what was done? _____
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20. Congregate meal programs receiving funds through AASA may not contribute to, provide staff time or otherwise support potluck activities? *Cong. Standards #14* _____
21. Are NEMCSA sign-in sheets being used for the Congregate Meal program? _____
- Does the sign-in sheet clearly identify participants over 60 and guests and staff under 60? _____
 - Are all signatures individual and original? _____
 - Are the sign-in sheets filled out correctly? (check one month) _____
 - Is each page totaled correctly? _____
 - Are daily totals posted to a summary sheet? _____
 - Are the monthly summary sheet totals correct? _____
 - Does the program use MySenior Center for participant sign-in? _____
22. Is the donation box kept confidential and voluntary for participants? *Gen Req for all programs E#1* _____
23. Does the COA have a written policy in place for handling all donations which include the following: Did you observe the counting? *Standards for Service Programs F* _____
- Daily counting and recording of all receipts by 2 individuals? _____
 - Provisions for transporting of daily receipts to either deposit in financial institution or secure storage until a deposit can be arranged. _____
 - Reconciliation of deposits receipts and daily collection of records by someone other than depositor or counter. _____

Yes No

24. Do staff under 60 who consume meals pay the suggested meal donation price for the meal? _____

25. Is a receipt given to guests under 60 for the full cost of the meal and a copy retained for COA records? Cong Standards #2 _____

26. What is the under 60 rate for a meal? _____
Does your under 60 meal rate cover all the COA's costs to prepare the meal? Cong Standards #2 _____

27. Are seniors 60+ served before site personnel non-seniors under 60?
• Did participants over 18 served with eligible participants reserve a meal in advance? Cong Standards #2 _____

28. Does each COA establish a suggested donation amount with input from congregate and home delivered meal participants and approval by the AAA? Cong Standards #12 _____

29. Is a cycle menu approved by the AAA RD/DTR used at each site? Gen Req. for Nutrition Programs Menu Development #2
• Are standardized recipes used for meal preparation? _____
• Can the cook produce recipes for today's meals? _____
• Can the nutrient analysis of the meal be provided if requested? _____
• Is a record of the actual menu served kept on file for each Fiscal Year? _____
• Is the menu served posted for participants to see and in the kitchen? _____
• Are special occasion/celebratory meals approved by the AAA? _____

30. Does the food served agree with the posted menu? Gen Req. for Nutrition Programs Menu Development #2
• If no, why _____
• Were the changes approved by the AAA? _____

31. Does the meal site comply with OSA standards on contributed foodstuffs? Gen Req. for Nutrition Programs Meal Planning #3 & 5c. _____

32. Does the menu provide the following:
• 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 ≤ 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? _____
• Each meal target for carbohydrates is 75 grams? _____

33. Is the amount of time between the preparation of food and the beginning of congregate serving as minimal as feasible? Gen Req. for Nutrition Programs Menu Development #2
• Is the congregate meal cooked separately from the HDM meal? _____

Yes No

- Time the congregate food was placed in steam table _____
- Time the meal was served _____

34. Are food temperatures taken daily and documented? *AAA Policy* _____
- Is documentation sent to the AAA within 10 days following the end of the month? _____
35. Was standardized portion control used so each meal served is uniform? _____
Gen Req for Nutrition Programs Menu Development # 4
36. To minimize waste of food how are leftovers utilized? _____
- Packaged for frozen home delivered meals? _____
 - Incorporated into future meals? _____
37. Is leftover food or meals from a satellite discarded? _____
- Is staff prohibited from taking leftover food from the meal site? _____
38. Does the meal site utilize the Daily Food Cost Report and Cook's Daily Worksheet? *Gen Req. for Nutrition programs #3* _____
- Is a Daily Food Cost report sent to the AAA within 10 days following the end of the month? *AAA Policy* _____
39. Does the meal site take a physical food inventory? When: _____
40. Are cleaning items stored separately from dry and staple foods and disposable items? _____
- Are all items stored in a sanitary manner? _____
41. Do food service personnel observe sanitary preparation and serving procedures? _____
- Are food service gloves available for use? _____
 - Are signs posted to remind staff to wash hands after using the restroom? _____
42. Are there written procedures for cleaning equipment and work areas? _____
- Are they posted and followed consistently? _____
43. Does the site use proper procedures for dish, pot and pan sanitizing? _____
- Are they posted? _____
 - Are they followed consistently? _____
44. Does the nutrition provider allow leftovers (food served to participants and not eaten) to be taken out of the site? *Cong Standards #18* _____
- Is a sign posted near the congregate meal sign informing participants that all food removed from the site becomes the responsibility of the Individual? _____
 - Have all new congregate participants received written material about food safety and preventing food-borne illness? _____

Yes No

- Do all participants receive written material about food safety and food-borne illness annually? Date given for FY: _____
- Are containers provided for participants to take home leftovers?

45. Does the meal site have a salad bar participant can purchase in addition to the congregate meal?
- Is money collected at a location that is separate from the congregate meal “suggested donation” location?”

46. Does the COA director or designated person notify the AAA when the meal site is closed due to weather or unforeseen reasons?
- Cong Meal Standards #16*

47. Does the COA have a project council comprised of program participants to advise program administrators about services being provided?
- Cong Meal Standards #15*
- Do they meet at least annually? Date: _____
 - Were the minutes to the project council sent to the AAA?

Meal Options: *Second Meal Cong Standards #21 Weekend Meals Cong Standards #22 Voucher Meals Cong. Standards #24*

48. Does the meal site offer a second meal to congregate participants?
- Does the COA have a written policy for requesting a second meal?
 - Did the participant eat a regularly scheduled meal at the site?
 - Is the meal shelf stable, frozen or at low risk for food borne illness?
 - Is the meal stored properly until the participant is ready to leave?

49. Does the meal site offer weekend meals to congregate participants?
- Does the COA have a written policy for requesting a weekend meal?
 - Is the participant registered at the site and eats meals at the regularly scheduled time during the week?
 - Is the meal shelf stable, frozen or low risk for food borne illness?

50. Does the meal site offer voucher meals at a restaurant or cafe?
- Is there a written agreement on file with the AAA?
 - Are health department inspections on file with the AAA for all meal voucher sites?
 - Do voucher participants receive nutrition education materials?

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