Division of Aging Services

State Review Guide

for

Nutrition Service Program HCBS – Section 304.5
Part C – Requirements For Meals

PSA/County: _____ Site/Provider: _____

Reviewer: _____ Date: _____

Revised November 18, 2004

Nutrition Review Guide Purpose, Service Definitions and Abbreviations/Acronyms

<u>**Purpose and Scope:**</u>

This review guide is designed to assist Area Agencies on Aging in measuring the compliance and performance of providers of HCBS Nutrition Services.

Area Agencies shall contract only with qualified agencies, properly licensed food vendors, and licensed registered dieticians (or individuals with comparable expertise) for the provision of these nutrition services. An Area Agency providing these services directly shall be accountable to the same rules, regulations and compliance measures and is subject to being monitored by the Division of Aging Services using this review guide.

This review guide is divided into sections relative to activities and requirements as described in Manual Section 304 – Nutrition Program Guidelines and Requirements. It is the responsibility of the AAA to determine the review guide section or sections required to monitor a service provider or a service appropriately.

<u>**Review Guide Sections:**</u>
- **Part A, Section 304.3 - Congregate Nutrition Program Description and Performance Requirements**
- **Part B, Section 304.4 - Home Delivered Meal Program Description and Performance Requirements**
- **Part C, Section 304.5 - Requirements for Meals**
- **Part D, Section 304.6 - Administrative Responsibilities of Nutrition Service Providers**
- **Part E, Section 304.8 - Registered Dieticians**
- **Part F, Section 304 - Nutrition Education, Nutrition Screening, and Nutrition Counseling**
- **Part G - Appendix A**
- **Part H - Nutr-HCBS 304 client check sheets (Excel Spreadsheet)**

<u>**Abbreviations and Acronyms (Peculiar to this guide/Service/Program):**</u>

AAA	Area Agency on Aging
ADL	Activities of Daily Living
AIMS	Aging Information Management System
CBA	County Based Agency
DON-R	Determination of Need - Revised
DAS	Division of Aging Services
DHR	Department of Human Resources
FN	Footnote
IADL	Instrumental Activities of Daily Living
NSI	Nutrition Screening Initiative
UCM	Uniform Cost Methodology

Nutrition Services Program Guidelines and Requirements

ITEMS TO BE COMPLETED PRIOR TO ON-SITE REVIEW

It is suggested the monitor to complete the following tasks and review guide items before making the on-site visit. Items are identified with an asterisk (*) in the review guide.

Item #	Review Guide #	Action Required	Purpose	Completed
		No Recommendations		

		Section 304.5 – Requirements for Meals	
NOTE – One or more of the review guide sections for Manual Section 304 may be required to adequately monitor a service provider and/or a service.	304.5.a; 304.5.b; 304.5.c *(Rev. 12/02)*; 304.5.c.2; 304.5.f; *304.6.d and *304.8	**Requirements for Meals.** Meals provided shall comply with provisions in the Older Americans Act, Title III, Subpart 3 § 339, concerning compliance with Dietary Guidelines for Americans. (1) Please describe menu planning process to meet the requirements. (2)Menus are submitted *quarterly* to the State Nutritionist, Division of Aging Services. **(Rev. 12/02)** (3) What time frame does the menu cycle cover? **Monitor's Findings/Comments:**	**(1)** **Yes ____ No ____ N/A____** **Comments:** **(2)** **Yes ____ No ____ N/A____** **Comments:**
2.	304.5.c.1	**Menu approval.** Briefly describe the process to document "requests from the food vendor" and "approvals by" the AAA for menu substitutions or other menu revisions: List the reasons documented most frequently which necessitate a menu substitutions and other menu revisions: **Monitor's Findings/Comments:**	**Yes ____ No ____ N/A____** **Comments:**

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3.	304.5.c.3 **(Revised)**	**Menu approval.** Who is responsible for retaining certified menus and analyses for this site and/or PSA for the minimum requirement of six (6) years? **Monitor's Findings/Comments:**	Yes ____ No ____ N/A____ Comments:
4.	304.5.d and 304.5.c.3	**Nutrient analysis.** (1)Does the AAA allow the use of alternative protein sources for this site and/or PSA? Yes _____ No _____ If "yes" list food items and alternative protein sources: (2)If "yes", how frequently are alternative protein sources used on a monthly basis and to what degree? Note findings for (2): (3)If "yes", monitor - select current menu cycle and review serving sizes and manufacturer labeling to verify the use of "Meat/Meat Alternates" and that the correct servings are being provided. Note findings for (3): **Monitor's Findings/Comments:**	**(1)** Yes ____ No ____ N/A____ Comments: **(2)** Yes ____ No ____ N/A____ Comments: **(3)** Yes ____ No ____ N/A____ Comments:

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5.	304.5.e	**Meal patterns.** *Monitor – verify meal pattern is being adhered to by reviewing menu for current menu cycle.* **Monitor's Findings/Comments:**	**Yes** ____ **No** ____ **N/A**____ **Comments:**
6.	304.5.e.1 and *304.6.d	**Meal patterns.** *Monitor – Are standardized recipes yielding all requirements of the meal pattern are being utilized?* **Monitor's Findings/Comments**:	**Yes** ____ **No** ____ **N/A**____ **Comments:**
7.	304.5.e.2	**Meal patterns.** *Monitor - review menus for the current menu cycle to verify food items chosen for each meal are varied daily and varied within each food category.* **Monitor's Findings/Comments:**	**Yes** ____ **No** ____ **N/A**____ **Comments:**
8.	304.5.h	**Menu monitoring.** *Monitor – review provider's menu file for this site which documents "meals as served".* **Monitor's Findings/Comments:**	**Yes** ____ **No** ____ **N/A**____ **Comments:**