



Division of Aging Services

State Review Guide

for

Nutrition Service Program HCBS – Section 304 Part F - Nutrition Education, Nutrition Screening, and Nutrition Counseling

PSA/County: _____ **Site/Provider:** _____

Reviewer: _____ **Date:** _____

Revised November 18, 2004

Nutrition Review Guide Purpose, Service Definitions and Abbreviations/Acronyms

Purpose and Scope:

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 dietitians (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.

Review Guide Sections:

- **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 Dietitians**
- **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)**

Abbreviations and Acronyms (Peculiar to this guide/Service/Program):

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
RD	Registered Dietician
UCM	Uniform Cost Methodology

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.

<i>Item #</i>	<i>Review Guide #</i>	<i>Action Required</i>	<i>Purpose</i>	<i>Completed</i>
1.	All Items	<i>Review Previous Monitoring Reports</i>	To become familiar with past performance issues (if applicable).	Yes _____ No _____
2.	All Items	<i>Review Contract and any applicable Subcontracts</i>	To become familiar with contracts and services to be provided.	Yes _____ No _____

Number	Section cited	Compliance Statement	Yes/ No/ N/A Comments
1. <i>*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. Manual Section 202 is also included on the last page.</i>	304.3.k.4	<p><u>304.3.k – Nutrition Education – Congregate Meals</u></p> <p>Who provides this service? (For the purpose of this monitoring, this person shall be referred to as the “RD Services Provider”.)</p> <p>1. Employee of Area Agency on Aging _____</p> <p>2. Area Agency RD Services Contract _____</p> <p>3. Other _____</p> <p>Name:</p> <p>Registered Dietician (RD)? Yes _____ No _____</p> <p>If a RD, enter license number and expiration date:</p> <p>If not a RD, what qualifies this person to perform these duties?</p> <p>Monitor’s Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>

Number	Section cited	Compliance Statement	Yes/ No/ N/A Comments
2.	304.3.k.2	<p><u>304.3.k – Nutrition Education – Congregate Meals</u></p> <p>1. RD Services Provider develops Nutrition Education curriculum(s) to be used by one site or at multiple sites. Yes _____ No _____</p> <p>2. RD Services Provider approves curricula developed by the providers or others. Yes _____ No _____</p> <p>Monitor’s Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
3.	304.3.k.2	<p><u>304.3.k – Nutrition Education – Congregate Meals</u></p> <p>The RD Services Provider has developed or approved written plan(s) for Nutrition Education programming, including (1) calendar of events, (2) documents subject matter, (3) presenters, and (4) materials to be used, in accordance with program requirements.</p> <p><i>Monitor - review copies of the written plan(s) and calendar of events for Nutrition Education for current program year. (This includes plans developed by the RD Services Provider and all plans approved by the RD Services Provider developed by a provider or others.)</i></p> <p>Monitor’s Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
4.	304.3.k.5	<p><u>304.3.k – Nutrition Education – Congregate Meals</u></p> <p>RD Service Providers administering Nutrition Education to participants shall maintain written documentation of programs presented to verify that the requirements are met.</p> <p><i>Monitor – review documentation of Nutrition Education sessions presented; i.e., participants present, written and/or verbal materials provided, etc.</i></p> <p>Monitor’s Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>

Number	Section cited	Compliance Statement	Yes/ No/ N/A Comments
5.	304.3.k.1	<p><u>304.3.k – Nutrition Education – Congregate Meals</u></p> <p>Are Nutrition Education sessions being provided at least once a month for at least 15 minutes in length at each site?</p> <p><i>Monitor – review documentation of activities to verify frequency and length.</i></p> <p>Monitor’s Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
6.	304.3.k.3	<p><u>304.3.k – Nutrition Education – Congregate Meals</u></p> <p>(1) How are the curriculums developed by the RD Services Provider and/or the provider or others meeting the nutritional needs, literacy levels, and vision and hearing capacities, as well as the multi-cultural composition of participating seniors?</p> <p>Monitor’s Findings/Comments:</p> <p>(2) How are the “Take Charge of Your Health Train-the-Trainer” manual materials being incorporated into the Nutrition Education curriculum?</p> <p>Monitor’s Findings/Comments:</p>	<p>(1) Yes ____ No ____ N/A ____</p> <p>Comments:</p> <p>(2) Yes ____ No ____ N/A ____</p> <p>Comments:</p>

Number	Section cited	Compliance Statement	Yes/ No/ N/A Comments
7.	304.4.m.2	<p><u>304.4.m – Nutrition Education – Home Delivered Meals</u></p> <p>Who provides this service? (For the purpose of this monitoring, this person shall be referred to as the “RD Services Provider”.) Note: Not necessary to complete this item if information is the same as for congregate nutrition sites above.</p> <p>1. Same as above for congregate nutrition sites _____</p> <p>2. Employee of Area Agency on Aging _____</p> <p>3. Area Agency Nutrition Education Contract _____</p> <p>4. Other _____</p> <p>Name: _____</p> <p>Registered Dietician? Yes _____ No _____</p> <p>If a RD, enter license number and expiration date:</p> <p>If not a RD, what qualifies this person to perform these duties?</p> <p>Monitor’s Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
8.	304.4.m.1	<p><u>304.4.m – Nutrition Education – Home Delivered Meals</u></p> <p>Note: Not necessary to complete this item if information is the same as for congregate nutrition sites above.</p> <p>1. Same as above for congregate nutrition sites. _____</p> <p>2. RD Services Provider develops Nutrition Education curriculum(s) to be used by one site or at multiple sites. Yes _____ No _____</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>

Number	Section cited	Compliance Statement	Yes/ No/ N/A Comments
		<p>3. RD Services Provider approves curricula developed by the providers/others. Yes _____ No _____</p> <p>Monitor's Findings/Comments:</p>	
9.	304.4.m.1; 304.4.m.2	<p><u>304.4.m – Nutrition Education – Home Delivered Meals</u></p> <p>Note: Not necessary to complete this item if information is the same as for congregate nutrition sites above.</p> <p>RD Service Provider shall develop plans and/or approve plans developed by the providers or others for Nutrition Education addressing the nutritional needs of the home-bound elderly. Plans shall include (1) activities to be performed and (2) identify materials to be sent to the homes of program participants and/or their caregivers.</p> <p><i>Monitor - review copies of the written plan(s) for current program year. (This includes plans developed by the RD Services Provider and plans approved by the RD Services Provider developed by the providers or others.)</i></p> <p>Same as above for congregate nutrition sites. _____</p> <p>Monitor's Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
10.	304.4.m.4	<p><u>304.4.m – Nutrition Education – Home Delivered Meals</u></p> <p>Note: Not necessary to complete this item or portions thereof if information is the same as for congregate nutrition sites above.</p> <p>RD Service Providers providing Nutrition Education to participants and/or their caregivers shall maintain written documentation.</p> <p><i>Monitor – review documentation of service provided: (1) written documentation of Nutrition</i></p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>

Number	Section cited	Compliance Statement	Yes/ No/ N/A Comments
		<p><i>Education materials provided, (2) distribution lists, and (3) documentation of telephone calls and/or home visits.</i></p> <p>Same as above for congregate nutrition sites. _____</p> <p>Monitor's Findings/Comments:</p>	
11.	304.4.m	<p><u>304.4.m – Nutrition Education – Home Delivered Meals</u></p> <p>Are Nutrition Education services being provided to home delivered meals participants and/or their caregivers at least once per month?</p> <p><i>Monitor – review documentation of activities to verify frequency.</i></p> <p>Monitor's Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
12.	304.4.m.3	<p><u>304.4.m – Nutrition Education – Home Delivered Meals</u></p> <p>The provider makes available printed materials in large (14 point or larger), clear and commonly used type faces, and in language which is appropriate for the educational levels and cultural backgrounds of the participants.</p> <p><i>Monitor – review file to verify that point size, print, and language are appropriate for the education levels and cultural backgrounds of the participants.</i></p> <p>Monitor's Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>

Number	Section cited	Compliance Statement	Yes/ No/ N/A Comments
13.	304.3.1 (Rev. 6/2003) and 304.4.n (Rev. 6/2003)	<p><u>Nutrition Screening – 304.3.1 – Congregate & 304.4.n – Home Delivered Meals</u></p> <p>What are the protocols for identifying and referring congregate and home delivered meals participants found at nutritional risk? Protocols shall include referral for Level One Screening (or higher); individual Nutrition Counseling, if indicated; referral to primary health care provider for follow-up; and/or referral to any other assistance or services needed.</p> <p>Monitor’s Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
14.	304.3.1 (Rev. 6/2003) and 304.4.n (Rev. 6/2003)	<p><u>Nutrition Screening – 304.3.1 – Congregate & 304.4.n – Home Delivered Meals</u></p> <p>How are participants whose NSI-D score is 6 or greater identified?</p> <p>Who is responsible for identifying these participants?</p> <p>Monitor’s Findings/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
15.	304.3.1 (Rev. 6/2003) and 304.4.n (Rev. 6/2003)	<p><u>Nutrition Screening – 304.3.1 – Congregate & 304.4.n – Home Delivered Meals</u></p> <p>Who performs the Level One Screening (or higher) for these participants?</p> <p>Monitor’s Findings/Comments:</p> <p>What qualifies this social service or health care professional to provide the Level One Screening (or higher)?</p> <p>Monitor’s Finding/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments: :</p>

Number	Section cited	Compliance Statement	Yes/ No/ N/A Comments
16.	304.3.m and 304.4.o	<p><u>Nutrition Counseling – 304.3.m – Congregate & 304.4.o – Home Delivered Meals</u></p> <p>What are the protocols for identifying and referring congregate and home delivered meals participants with special needs who would benefit from individual Nutrition Counseling?</p> <p>Monitor's Finding/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
17.	304.3.m and 304.4.o	<p><u>Nutrition Counseling – 304.3.m – Congregate & 304.4.o – Home Delivered Meals</u></p> <p>Once a participant with special needs who would benefit from individual Nutrition Counseling has been identified, who provides the Nutritional Counseling to participants?</p> <p>Monitor's Finding/Comments:</p> <p>What qualifies this person to provide Nutritional Counseling?</p> <p>Monitor's Finding/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>
202 – Program Guidelines and Requirements			
18.	*202.8.c	<p><u>*202.8 – Record Maintenance and Retention</u></p> <p>All records must be retained according to state record retention requirements.</p> <p>Who is responsible for maintaining/storing the RD Service Provider's records and where are the records being stored?</p> <p>Monitor's Finding/Comments:</p>	<p>Yes ____ No ____ N/A ____</p> <p>Comments:</p>