

AAA Nutrition Review Worksheet					Section 07 & 08-NT
Review Section:	Requirement Reference	Available On-site	Review Questions	Compliance Yes/No	On-site Training Area: If "No" identify issue, list Training, and set Outcome (Outcome is what needs to be implemented)
D7&8-NT-01	PM 11.3.	Provide the names and contact information for your contracted Dietitian/s.	N/A		Issue: Training: Outcome:
D7&8-NT-02	PM 11.3.	Determine through staff interview and documentation	Interview the dietitian:		
D7&8-NT-03	PM 11.3.	Determine through staff interview and documentation	Dietitian: How often do you approve menus?		Issue: Training: Outcome:
D7&8-NT-04	PM 11.3.	Determine through staff interview and documentation	Dietitian: What type of nutrition education and how often do you provide it?		Issue: Training: Outcome:
D7&8-NT-05	PM 11.3.	Provide a copy of the latest menu from each of the meal sites that has been approved by the contracted dietitian. Including any special menus for people with dietary needs.	Dietitian: Do the meal sites provide meals that comply with the most recent Dietary Guidelines for Americans published by the Secretary and the Secretary of Agriculture?		Issue: Training: Outcome:
D7&8-NT-06	PM 11.3.	Determine through staff interview and documentation	Dietitian: To the maximum extent practicable, are meals adjusted to meet any special dietary needs of program participants?		Issue: Training: Outcome:
D7&8-NT-07	PM 11.3.	Complete the following Nutrition worksheet that includes: meal site information, training, and compliance to safety ordinances.	Are congregate meals provided within a close proximity to the majority of eligible older individuals' residences?		Issue: Training: Outcome:

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D7&8-NT-08	PM 11.3.	Complete 01 Desk Review Doc. NT Worksheet 1	Does the congregate and Home Relieved Meal programs provide at least one meal per day, at least 5 days per week?		Issue: Training: Outcome:
D7&8-NT-09	PM 11.3.	Complete 01 Desk Review Doc. NT Worksheet 1	Does the AAA ensure providers comply with all state and local fire, health, sanitation, safety, building, and zoning laws, ordinances, or codes?		Issue: Training: Outcome:
D7&8-NT-10	PM 11.3.	Complete 01 Desk Review Doc. NT Worksheet 1 and provide copy of food license for each site.	Do the providers have a valid permit to operate a food service establishment?		Issue: Training: Outcome:
D7&8-NT-11	N/A	Provide the total number of people on a waiting list for home delivered meals, include the corresponding county, provider, and a brief description why.	Are there individuals on waiting lists that are eligible to receive home delivered meals?		Issue: Training: Outcome:
D7&8-NT-12	PM 11.3.	Determine through staff interview and documentation	Do the meal sites comply with safe and sanitary handling of food, equipment, and supplies used in the storage, preparation, service, and delivery of meals to an older individual? (All food workers have to have a certification showing they attended the food and sanitation course).		Issue: Training: Outcome:
D7&8-NT-13	PM 11.3., GU.NU.02	Determine through staff interview and documentation	Does the AAA require and monitor that the meal sites are following ICOA's "Eligible and Ineligible Participants" guidance GU.NU.02?		Issue: Training: Outcome:

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D7&8-NT-14	PM 11.3.	Determine through staff interview and documentation	Does the AAA or AAA's contractor provide nutrition screening, education, assessment and counseling to consumers?		Issue: Training: Outcome:
D7&8-NT-15	PM 11.3.	Determine through staff interview and documentation	Does the AAA or AAA's contractor provide information concerning vaccines for influenza, pneumonia, and shingles at meal sites or with home delivered meals?		Issue: Training: Outcome:
D7&8-NT-16	PM 11.3., Fo.NU.02.	Determine through staff interview and documentation	Does the AAA require <u>all</u> meal sites to use ICOA's congregate meal registration form, FO.NU.02?		Issue: Training: Outcome:
D7&8-NT-17	I-CAT	Determine through staff interview and documentation	Does the AAA use the I-CAT to determine client eligibility for home delivered meal service?		Issue: Training: Outcome:
D7&8-NT-18	PM 11.3.	Determine through staff interview and documentation	Does the project encourage providers to enter into contracts that limit the amount of time meals must spend in transit before they are consumed?		Issue: Training: Outcome:
D7&8-NT-19	PM 11.3.	Determine through staff interview and documentation	Where feasible, does the program encourage joint arrangements with schools and other facilities serving meals to children in order to promote intergenerational meal programs?		Issue: Training: Outcome:
D21-PTF-24	TG.NU.01 Home Delivered Meal Program Compliance	Determine through staff interview and documentation	Did the AAA notify the client or client representative that due to food safety and sanitary issues a meal cannot be left at the HDM address if no one is home?		Issue: Training: Outcome:
D21-PTF-25	TG.NU.01 Home Delivered Meal Program Compliance	Determine through staff interview and documentation	Did the AAA notify the HDM client or representative that they are required to call to cancel a meal if they will not be home to receive?		Issue: Training: Outcome:

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D21-PTF-26	TG.NU.01 Home Delivered Meal Program Compliance	Determine through staff interview and documentation	Did the AAA develop a fair and equitable policy as to how many times a provider can attempt to deliver a meal before an action would be taken?		Issue: Training: Outcome:
D21-PTF-27	TG.NU.01 Home Delivered Meal Program Compliance	Determine through staff interview and documentation	Did the AAA include the meal delivery policy in the HDM provider's scope of work to ensure there are no conflicts or confusion regarding provider reimbursement		Issue: Training: Outcome:
D21-PTF-28	GU.NU.01.A Voluntary Contributions/ Donations	Determine through staff interview and documentation	Did the AAA ensure that each Nutrition Provider provide program participants with the opportunity to make voluntary donations or contributions to the Nutrition Services Program		Issue: Training: Outcome:
D21-PTF-29	GU.NU.01.B Voluntary Contributions/ Donations	Determine through staff interview and documentation	Did the AAA ensure that each nutrition Provider adheres to the minimum requirements regarding voluntary donations or contributions?		Issue: Training: Outcome:
D21-PTF-30	GU.NU.02. Eligible and Ineligible Participants	Determine through staff interview and documentation	Did the AAA follow the examples that describe the eligible and ineligible participants?		Issue: Training: Outcome:
D21-PTF-31	GU.NU.03.1 Commodity/ Donated Food Program	Determine through staff interview and documentation	Did the AAA ensure that whatever practice they use to offer participants the opportunity to contribute, there is no reference to a suggested monetary donation that relates to the meal cost?		Issue: Training: Outcome:

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D21-PTF-32	GU.NU.03.2 Commodity/ Donated Food Program	Determine through staff interview and documentation	Did the AAA ensure that if a Nutrition Provider accepts donated foods from a donated food program, they may not charge a fee to any eligible participant but may charge a non-eligible participant the cost of the meal?		Issue: Training: Outcome:
D21-PTF-33	PO.NU.01 NSIP Meal Counts in SAMS State Code: 67-5007	Determine through staff interview and documentation	Did the AAA complete all meal counts in SAMS data base by the November 1st cutoff date?		Issue: Training: Outcome:
D21-PTF-34	PO.NU.02 Congregate Meal Site Reimbursement IDAPA 15.01.01.021 OAA Section. 339.(2)(H)and (I)	Determine through staff interview and documentation	Did the AAA enter the required data into the ICOA's management information system in order to ensure that Congregate Meal Sites are reimbursed for all meals for eligible participants?		Issue: Training: Outcome:
D21-PTF-41	FO.NU.03 Meal Frequency Waiver	Determine through staff interview and documentation	Did the AAA fill out these forms?		Issue: Training: Outcome: