

**Iowa Department on Aging
Nutrition Health Promotion Monitoring Tool**

AAA:
 Reviewed By:

Date of Visit:

Part I: Policies and Procedures

Section 1: Congregate Meals

#	Review Question	Yes	No	Comments
1.1	Does the AAA have a procedure for a licensed dietitian to regularly review meals and menu guidelines?(OAA Sec. 339(1), IAC 17-6.14(1)(e))			
1.2	Does the AAA have a policy/procedure for providing doctor-order meals? (IAC 17-7.18)			
1.3	Does the AAA have a policy for separating voluntary contributions from payer contributions? (OAA Sec.315)			
1.4	Does the AAA have a process for documenting that meals were received (for example, sign in procedures)? (IAC 17-7.12(4))			
1.5	Does the AAA have a procedure for sites to be certified to accept food assistance benefits as contributions? (IAC 17-7.12(5))			
1.6	Does the AAA have procedures for leftover food items? (IAC 17-7.15)			
1.7	Does the AAA have a procedure for handling suspected cases of food-borne illnesses? (IAC 17-7.16)			
1.8	Does the AAA have a procedure for making arrangements for meals in weather and disaster-related emergencies, when feasible? (IAC 17-7.19)			

Section 2: Home-delivered Meals

#	Review Question	Yes	No	Comments
2.1	Does the AAA have a procedure for a licensed dietitian to regularly review meals and menu guidelines?(OAA Sec. 339)			

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2.2	Does the AAA have a policy for separating voluntary contributions from payer contributions? (OAA Sec.315)			
2.3	Does the AAA have a process for determining eligibility?			
2.4	Does the AAA have a process for documenting that meals were received? (IAC 17-7.21(3))			
2.5	Does the AAA have a process for tracking inspections of food preparation sites? (IAC 17-7.24(1))			
2.6	Does the AAA have a process for ensuring that home delivered meals are not covered by another source such as Medicaid?			

Section 3: Nutrition Counseling

#	Review Question	Yes	No	Comments
3.1	Does the AAA have a process for identifying individuals in need of nutrition counseling? (IAC 17-7.12(4))			

Section 4: Nutrition Education

#	Review Question	Yes	No	Comments
4.1	Does the AAA have a plan and a calendar of education events? (IAC 17-7.12(c))			

Section 5: Title III(d) Evidence-Based Programs

#	Review Question	Yes	No	Comments
5.1	Does the AAA provide any evidence-based programs?			
5.2	If yes, which programs are being provided?			

Part II: Congregate Meals Testing

Section 1: Menus

Select one week's menu from each of the four quarters in the fiscal year being reviewed. Complete one row of the table below for each menu.

1a. Congregate Meal Menus								
	Menu Dates	Was the menu reviewed and signed by a licensed dietitian to validate the DRI's and DGA's were met?	Are the meals varied for consistency/texture/temperature/flavor?	Is the menu culturally sensitive to the population being served?	Were the menus planned for a minimum of four weeks?	Was the advice of meal participants solicited for menu development?	Are standardized, tested quantity recipes used?	Notes
1								
2								
3								
4								

Section 2: Site Visits

Request a list of current sites. Randomly select two sites from the list, and conduct an on-site evaluation of each site. Complete one row of the table below for site you select.

1b. Congregate Meal Sites											
	Site	Date of Visit	Is the menu posted?	Does the menu include allowable substitutions and are substitutions signed by a licensed dietitian?	Is the cost of the meal posted along with a suggested contribution schedule?	Are the site's Food Safety/Fire Code inspections up to date and posted?	Is there a training checklist on site?	Does the meal site allow participants to easily and anonymously contribute towards the cost of their meal?	Does the site comply with local and state safety, sanitary, and fire code laws?	Did the AAA take steps to evaluate whether the meal site is located in close proximity to the majority of eligible individuals' residences as feasible?	Notes
1											
2											

Section 3: Meal Log/Participant Eligibility

Request meal logs for one month in the review period, then select a meal to review. Select a minimum of ten participants from the log and complete the table below.

1c. Congregate Meal Logs						
	Participant	Is there a consumer intake on file?	Is the nutrition risk section of the intake complete?	Is the participant eligible (60+, spouse of an eligible individual, or a Nutrition Services volunteer)?	Did the participant sign the meal log?	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

Part III: Home-Delivered Meals Testing

Section 1: Menus

Select one week's menu from each of the four quarters in the fiscal year being reviewed. Complete one row of the table below for each menu.

1a. Delivered Meal Menus							
	Menu Dates	Was the menu reviewed and signed by a licensed dietitian to validate the DRI's and DGA's were met?	Are the meals varied for consistency/texture/temperature/texture/flavor?	Is the menu culturally sensitive to the population being served?	Are the menus distributed to participants?	Does the menu include allowable substitutions and are substitutions signed by a licensed dietitian?	Notes
1							
2							
3							
4							

Section 2: Meal Participant Eligibility

Request meal logs for one month in the review period, then select a day to review. Select a minimum of ten participants from the log and complete the table below.

1c. Meal Participant Eligibility					
	Participant	Is there a consumer intake on file?	Is the nutrition risk section of the intake complete?	Is the participant eligible (homebound, 60+ or spouse, etc.)?	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Part IV: Nutrition Education and Counseling Testing

Section 1: Counseling and Assessments

Select ten Nutrition Counseling participants from the service report. Complete one row of the table below for each participant.

1c. Participant Assessments			
	Participant	Is there a completed assessment on file?	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Section 2: Education Events

Select five events from the event calendar. Complete one row of the table below for each event.

1c. Education Events			
	Event	Number of Participants	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			