



## IN-HOME SERVICES: HOME DELIVERED MEALS

<b>SERVICE NAME</b>	Home Delivered Meals
<b>SERVICE NUMBER</b>	B-5
<b>SERVICE CATEGORY</b>	In-Home
<b>SERVICE DEFINITION</b>	The provision of nutritious meals to homebound older persons.
<b>UNIT OF SERVICE</b>	One meal served to an eligible participant.

### MINIMUM STANDARDS

1. Each program must have written eligibility criteria which places emphasis on serving older persons in greatest need and includes, at a minimum:
  - a. That to be eligible a person must be 60 years of age or older, or be the spouse of a person 60 years of age or older, or be an individual with disabilities who resides in a non-institutional household with a person eligible for and receiving home delivered meals.
  - b. That to be eligible a person must be homebound; i.e., does not leave his/her home under normal circumstances.
  - c. That to be eligible a person must be unable to participate in the congregate nutrition program because of physical or emotional difficulties.
  - d. That to be eligible a person must be unable to obtain food or prepare complete meals.
  - e. That there is no adult living at the same residence or in the vicinity that is able and willing to prepare all meals.
  - f. That the person's special dietary needs can be appropriately met by the program, i.e., the meals available would not jeopardize the health of the individual.
  - g. That to be eligible a person must be able to feed himself/herself.

- h. That to be eligible a person must agree to be home when meals are delivered, or contact the program when absence is unavoidable.
- i. That the spouse, regardless of age, or unpaid caregiver (if 60 years of age or older) of an eligible client, or any individual with disabilities residing with an eligible client, may receive a home delivered meal if the assessment indicates receipt of the meal is in the best interest of the client.

At the provider's discretion, persons not otherwise eligible may be provided meals if they pay the full cost of the meal. The full cost of the meal includes raw food, preparation costs, and any administrative and/or supporting services costs. Documentation that full payment has been made shall be maintained and applied as program income.

Eligibility criteria shall be distributed to all potential referring agencies or organizations and be available to the general public upon request.

- 2. Each home delivered meal program shall demonstrate cooperation with congregate and other home delivered meal programs in the program area. If the same provider operates both a congregate and home delivered meals program for an area, it must be able to demonstrate effective utilization of existing congregate meal sites and personnel for the home delivered meal program.
- 3. Each program may provide up to three meals per day to an eligible client based on need as determined by the assessment. Providers are expected to set the level of meal service for an individual with consideration given to the availability of support from family and friends and changes in the participants' status or condition.
- 4. Each home delivered meals provider shall have the capacity to provide three meals per day, which together meet the Dietary Reference Intakes (DRI) and recommended dietary allowances for older adults (RDA) as established by the Food and Nutrition Board of the Institute of Medicine of the National Academy of Sciences. **See Nutrition Services APPENDIX Sections T-W** (Dietary Guidelines. Dietary Reference Intake and RDA's, Web Resources).
  - a. Meals shall be available at least five days per week.

***Note: A second meal, may be delivered cold ready-to-eat as described under the General Section outline for the meal pattern.***

- 5. The program may also make liquid meals available to program participants when ordered by a physician. The AAA 1-B dietitian must approve all liquid meal products to be used by the program. The program shall provide instruction to the participant, and/or the participant's caregiver and participant's family in the

proper care and handling of liquid meals. **See Nutrition Services APPENDIX Section X** (Sample Liquid Meal Instructions).

- a. When liquid meals are used to supplement a participant's diet, the physician's order must be renewed every six months.
- b. When liquid meals are the participant's sole source of nutrition, the following requirements must also be met:
  - (1) Diet orders shall include client weight and be explicit as to required nutritional content (i.e. name of product and prescribed amount).
  - (2) A physician must renew diet orders, every three months.
  - (3) The care plan for participants receiving liquid meals shall be developed in consultation with the participant's physician.

***Note: The AAA 1-B recommends that when liquid meals are used to supplement a participant's diet, the diet orders shall also include client weight and be explicit as to required nutritional content (i.e. name of product and prescribed amount). A liquid meal unit of service shall be calculated as two 8-ounce servings/cans and reported as a liquid meal in NAPIS.***

6. The program shall verify and maintain records that indicate each client receiving frozen meals has, and maintains, the ability to handle frozen meals.

***Note: Frozen meals with the approval of the AAA 1-B dietitian may be provided to clients based on individual need or where hot food service distribution is not logistically feasible for weekend delivery or in documented emergency situations.***

- a. The AAA 1-B is concerned about the ability of HDM clients to reheat a frozen meal, and nutrition providers are instructed to limit use of frozen meals. Examples of client need:
  - (1) Procedure prescribed by a physician (i.e., dialysis) outside the home, scheduled before or after mealtime that prevents client from consuming a hot meal on a regular basis at home.
  - (2) Modified diet order prescribed by physician (i.e., renal diet) that is not able to be prepared by the nutrition contractor, but is available as a frozen entrée, and cannot be served to client as a hot meal where reasonable and appropriate.
  - (3) Hot meal delivery is not available on the weekend and the client is unable to obtain meal from another source.
- b. Frozen Meal Specifications: Frozen meals shall be obtained from an approved licensed kitchen and/or commercial source. If meals are prepared frozen and packaged by the program on site or at a central kitchen, the meals must be appropriately handled, labeled and dated for use, following procedures as outlined in the Michigan Food Code. Frozen foods not maintained at 32° F or below upon delivery shall not be left with

the client.

- c. Nutrition Education: Nutrition information (i.e., reading labels, reheating meals, food safety) shall be made available to participants who are provided frozen meals.
- d. Unit/Service Documentation: Route sheets to document the meals must indicate the meal as a frozen meal. These meals shall be reported through NAPIS following standard procedures for documenting a cold meal.
- e. Client Assessment shall be conducted prior to delivery and at least every six months to determine clients' ability to store and prepare frozen meals.

7. Each program shall develop and have available written plans for continuing services in emergency situations such as short term natural disasters (i.e., snow and/or ice storms), loss of power, physical plant malfunctions, etc. Staff and volunteers shall be trained on procedures to be followed in the event of severe weather or natural disasters and the county emergency plan. **See Nutrition Services APPENDIX Section Y** (Shelf Stable Meal Pattern).

**Note: Program Emergency Plans will include:**

- ◆ ***A minimum of three (3) to six (6) SHELF STABLE MEALS to be maintained for each registered NAPIS client;***
- ◆ ***Emergency Meal menus and products must be approved through the AAA 1-B review process;***
- ◆ ***Emergency shelf stable meals distributed to each new client must be replaced as used in a reasonable time period.***
- ◆ ***Emergency meals must be documented on route sheet as a SHELF STABLE meal when delivered and reported in NAPIS as the same.***
- ◆ ***Nutrition or emergency information must be made available to participants who are provided emergency meal(s).***

8. Each program must complete a prioritizing pre-screen for each individual placed on a waiting list for home delivered meals.

**Note: Clients shall be assessed for emergency needs if placed on a waiting list.**

9. Each home delivered meal program that uses a kitchen where meals are prepared on site shall be able to document:
- a. That it complies with local fire safety standards.
  - b. Compliance with Michigan Food Code and local public health codes regulating where meals are prepared. Each kitchen operated by a meal provider shall be licensed, as appropriate, by the local health department.

The local health department is responsible for periodic inspections and for determining when a facility is to be closed for failure to meet Michigan Food Code standards. The program shall submit copies of inspection reports on all facilities to the respective area agency on aging within 10 days of receipt. It is the responsibility of the program to address noted violations promptly.

10. The AAA 1-B anticipates that HDM providers will document and electronically submit client assessment data as outlined in the **Nutrition Services APPENDIX Section Z** (Region AAA 1-B Nutrition Assessment Matrix). This matrix was developed and approved by providers in FY 2005 and will implemented in conjunction with input from the provider workgroup and network in FY 2007.