**Oregon Aging & People with Disabilities – Community Services & Supports Unit**

**OAA Nutrition Services Assessment Tool 2024-25**

**Due January 31, 2025. Please submit to** SUA.Email@odhs.oregon.gov.

AAA:      Date submitted:

Contact person for assessment questions:      Contact phone number:

**Part 1: Area Agency on Aging Review**

Please complete Part 1 based on the AAA’s review of all congregate and home-delivered meal (HDM) sites/programs supported with OAA funding and/or federal COVID funding. ***When submitting this Assessment, please attach a list of all meal sites indicating days and hours of operation, and noting which provide home-delivered meals.***

Page numbers refer to Oregon’s Nutrition Program Standards (updated September 2022) on the Community Services & Supports website. Use the “Explanation” section to clearly indicate how each area is addressed across your various meal sites (eg: “Five meal sites fully meet ADA requirements, but the Smithville site bathroom doesn’t meet ADA requirements and staff is working to make needed modifications.”)

| **Nutrition Standards** | **Yes** | **No** | **Explanation**  |
| --- | --- | --- | --- |
| 1. Nutrition services are targeted to reach those in greatest social and economic need. p. 3 & 15
 | [ ]  | [ ]  | Please describe how services and outreach strategies aim to reach those at greatest need:       |
| 1. The AAA has a process for ensuring that OAA and NSIP funded meals are provided to people who meet the eligibility criteria. p. 4-5 and 13
 | [ ]  | [ ]  | Describe any applicable policies or procedures:       |
| 1. Nutrition education is provided at least quarterly for congregate sites and at least annually for HDM participants. *p. 5-6*
 | [ ]  | [ ]  | Describe how nutrition education is delivered:       |
| 1. Nutrition counseling is provided by a RD or other health professional. *(optional service)* *p. 6*
 | [ ]  | [ ]  | Describe how nutrition counseling is delivered:       |
| 1. The AAA contracts with community agencies to provide congregate and home-delivered meals. *p. 7*
 |  [ ]  |  [ ]  | If the AAA self-provides nutrition services, please indicate why:      If the AAA contracts with community agencies, indicate the most recent year the AAA solicited proposals to select nutrition program provider(s):       |
| 1. Meals are provided five or more days per week in each county. *p. 7*
2. **Congregate meals** are provided 5 or more days per week in each county.
 | [ ]  | [ ]  | If meals are provided fewer than 5 days per week in any county, was this approved in the AAA’s last Area Plan? Please explain:       |
| 1. **Home delivered meal**s are provided to homebound older adults 5 days or more days per week in each county.
 | [ ]  | [ ]  |
| 1. All nutrition sites meet ADA requirements for accessibility to public programs. *p. 9*
 | [ ]  | [ ]  | Comments:       |
| 1. OAA NAPIS and Nutrition Risk Assessment information is completed at time of intake and at least annually for both HDM and congregate meals. *p. 10*
 | [ ]  | [ ]  | Describe process:       |
| 1. Re-assessments for **HDM** eligibility and needs are completed at least annually depending on the unique needs of the person receiving the service. *p. 12*
 | [ ]  | [ ]  | Describe process:       |
| 1. Nutrition sites have procedures to ensure staff and volunteers receive training in food handling, safety, and ensuring confidentiality for voluntary donations. *p. 14*
 | [ ]  | [ ]  | Please describe trainings provided, how often trainings are held, and who attends:       |
| 1. The AAA ensures that all staff and volunteers complete an Oregon Criminal History and Abuse Records Data System (ORCHARDS) check. *p. 14-15*
 | [ ]  | [ ]  | Explain the process:       |
| 1. All staff and volunteers have clear guidance on how to report concerns and suspected abuse. *p. 15*
 | [ ]  | [ ]  | Please describe the policies or procedures:       |
| 1. Nutrition providers have an established means for soliciting participant input on nutrition quality and consumer satisfaction. *p. 15*
 | [ ]  | [ ]  | Describe the process for participant input:       |
| 1. The AAA has a nutrition advisory council to support its overall nutrition program. *(optional)* *p. 16*
 | [ ]  | [ ]  | If yes, please describe and explain the duties of the group:       |
| 1. The AAA has a policy to address use of a waitlist, that includes a system to prioritize individuals, if funding is not adequate to serve all those requesting meals. *p. 16*
 | [ ]  | [ ]  | Describe:       |
| 1. Nutrition providers have written plans that address medical emergencies, inclement weather closures, site evacuations, and other emergencies. *p. 17*
 | [ ]  | [ ]  | Describe:       |
| 1. Nutrition providers have a procedure for accepting participant donations that maintains confidentiality and ensures that donations are voluntary. *p. 18*
 | [ ]  | [ ]  | Describe policies or procedures, and suggested donation amount:       |
| 1. Nutrition analysis of all meals/menus are reviewed by a Registered Dietitian to ensure compliance with 1/3 of the Dietary Reference Intakes, current Dietary Guidelines for Americans and Oregon nutrition program requirements. *p. 19-21*
 | [ ]  | [ ]  | List name of RD(s) and how review is provided:       |
| 1. Nutrition providers have policies and procedures for use of donated food in the preparation of meals. *p. 22*
 | [ ]  | [ ]  | Describe the policies or procedures:       |
| 1. Nutrition providers have nutrition and food safety procedures for donated food (e.g. fresh produce, donated bakery items) that is provided directly to seniors. *p. 22*
 | [ ]  | [ ]  | Describe the policies or procedures:       |
| 1. Food temperatures are taken daily at the time food leaves the production area (onsite or central kitchen), at serving time. *p. 23*
 | [ ]  | [ ]  | Comments:       |
| 1. All HDM meals (hot or frozen) are dated with the date prepared. *p. 24-25*
 | [ ]  | [ ]  | Comments:       |
| 1. If frozen meals are provided, indicate if they are:
	1. Commercially prepared
	2. Locally prepared
 | [ ]  | [ ]  | Describe how frozen meal production meets nutrition program standards *(p.25-26)*:       |
| 1. There is a written procedure for identifying and discarding HDM meals if not delivered within 4 hours of being removed from heat or refrigeration. *p. 24*
 | [ ]  | [ ]  | Describe any applicable policies or procedures:       |
| 1. The AAA ensures that nutrition providers comply with sanitation and safety requirements at central kitchens, meal sites and home delivery routes. *p. 23-26*
 | [ ]  | [ ]  | Describe:       |
| 1. The AAA nutrition program is able to serve Medicaid consumers that are referred for HDMs anywhere in the AAA’s service area.
 | [ ]  | [ ]  | Describe:       |
| 1. The AAA has identified gaps in their service area (e.g. using census data) and has made attempts to adapt outreach and services to meet the needs of underserved older adult communities. *p.15*
 | [ ]  | [ ]  | Describe attempts made to address service gaps:       |

1. Please briefly describe any changes in meal services, contracted partners, meal production, or delivery systems since nutrition monitoring was last completed in 2023.

1. Describe any ways that the AAA and its nutrition providers are able to offer menu options or meal programs to meet dietary needs of program participants to address health needs, or cultural and religious preferences.

1. Please describe if the AAA or its nutrition providers are working with health systems to provide reimbursed meals including medically tailored meals.

1. What are the AAA’s top unmet needs or challenges in providing OAA nutrition services?

1. Any additional comments?

**Part 2: Successes/Best Practices and Plans to Address any Identified Gaps**

1. Please note any successful strategies, tools, or best practices that the AAA feels are worth celebrating and might be willing to share with other AAAs.

1. Please identify any areas where your AAA or nutrition services providers are not fully meeting the standards, need assistance to meet the standards, or need to take further steps to reach a program goal.

| **Issue where nutrition services are not yet meeting standards, or facing challenges** | **Proposed plan or steps the AAA will take.** | **Lead or responsible person** | **Goal date for completion** |
| --- | --- | --- | --- |
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**Due January 31, 2025. Please submit only to** SUA.Email@odhs.oregon.gov. **Thank you!**