

Corrective Action Plan for the 2016-2018 Aging Unit Assessment for Elderly Nutrition Program

Aging Unit/ADRC Name: Aging Unit ADRC of Barron, Rusk and Washburn County- Ladysmith Location

Nutrition Director's Name: Kathy Walthers

Nutrition Program Assessment Date: March 22, 2018

Complete with your plan on how the following will be addressed by June 29, 2018 and return to the GWAAR Nutrition Team member Pam VanKampen pam.vankampen@gwaar.org The items in Red are highest priority. Thank you!

Section	Area(s) Identified for Improvement	Corrective Action(s) <i>(Briefly explain)</i>	Date Corrected*
<i>Outreach/Advocacy</i>			
<i>Dining Centers</i>			
	<p>There are a few things noted in Chapter 8, Sec. 8.2.2 that should be included in the Site Managers Job Description. Please review and update and send revised version.</p> <p>Rec. at least 1 chair with arms at the dining sites if someone needs it.</p>		
<i>Home Delivered Meals</i>			
<i>Level of Meal Service</i>			
	<p>No wait list in place currently, emailed sample 3-24-18. Per Chapter 8, section 8.4.8 Waiting Lists</p>		

	<p>When nutrition program resources are fully committed and the program is unable to provide meals to all eligible individuals on a contribution basis, it may become necessary to determine priorities of service or to create waiting lists for services.</p> <ul style="list-style-type: none">• The decision to place eligible recipients of a home-delivered meal on a waiting list, and their position on such a list, will be based on greatest need in accordance with the policy established by the nutrition program in consultation with the AAA.• If a waiting list is necessary, all participants under age 60 who were previously granted waivers must be removed from the program so that eligible individuals may have priority. See Section XX – Persons Under Age 60• Each waiting list policy established by the nutrition program must be submitted to the AAA for review and approval before implementation.• The most common method of forming a waiting list is on a "first-on, first-off" basis. This means that all new participants are placed on a waiting list; then, as resources become available they are removed from the list and placed into the program in the order they were placed on the list.• Another method to determine inclusion in the program and removal from the waiting list is to prioritize higher-nutritional-risk persons and move them off the waiting list before those with a lower nutritional risk. This method would involve an eligibility assessment and/or nutrition screening before someone is placed on the list.		
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	<ul style="list-style-type: none"> Occasionally a geographical area is short of driver/delivery resources and may require a waiting list until drivers are available. When this situation occurs, the program will put a priority on finding drivers. 		
<i>Participant Eligibility</i>			
<i>Congregate Dining Center Registration/Intake</i>			
	Education should be provided for participants who answer yes to any of the Determine Questions, handouts sent 3-24-18		
<i>Home Delivered Meal Registration & Assessment</i>			
	Education should be provided for participants who answer yes to any of the Determine Questions, handouts sent 3-24-18		
<i>Home Delivered Meal Reassessment</i>			
<i>Data Management</i>			
	Some required information on the SAMs registration forms for both HDM and Senior Dining forms is out dated or not included		
<i>Participant Contributions</i>			
	Reviewed donation letter, poster and website. Very informative, eye catching and easy to read. However, I did note that the funding sources are not included on the donation poster and they need to be.		

	<p>Rec. adding the statement, “No eligible participant will be denied a meal based on ability to contribute to the cost of the meal.” to the nutrition letter, brochure and website section.</p> <p>There is currently not written procedures or policy in place, they do have a process however. We rec’d having this in writing so that it is clearly communicated and adhered to. Samples emailed 3-24-18</p>		
<i>Financial Management</i>			
<i>Policy/Procedures</i>			
<i>Menus</i>			
	<p>Menus missing some meal components, so meals are high in sodium and no detailed nutrient analysis being done. Supporting materials emailed.</p> <p>There needs to be a local policy in place for frozen meals. Template and supporting materials emailed 3-24-18 that can be modified to meet local needs.</p>		
<i>Special Meals</i>			
<i>Purchasing/Procurement</i>			
	<p>Kathy asked for assistance with bulk food vendor contract. Sample RFP from Barron Cty shared. This is a requirement that it needs to go our for bid. See section 8.8.10 of Chapter 8.</p>		

<i>Nutrition Education & Health Promotion</i>			
<i>Activities & Opportunities for Socialization</i>			
<i>Participant Surveys</i>			
<i>Food Safety & Sanitation</i>			
	<p>Updated temp log sent. Please remind all staff this needs to be done and the proper procedure to check the temp of milk and all other foods and importance of taking temps daily.</p> <p>There are a few required training topics that need to be completed before the end of 2018. I will let Kathy know as soon as we have trainings posted that she can use.</p>		
<i>Monitoring</i>			
<i>Nutrition Advisory Council</i>			
	<p>Seeking clarification if an entirely separate entity is required or since you have a separate agenda and representation from each meal site if this is allowable. Revised 5-14-18. The state requires a separate NAC. See email 5-14-18 with clarification</p>		

	and Chapter 8, Section 8.2.7 Nutrition Advisory Council, is clear that: The nutrition program of each aging unit will establish a nutrition advisory council that is separate from any other advisory group of the aging unit to assist in evaluating, promoting, planning, and advocating for the nutrition program and its participants		
<i>Nutrition Program Staff & Volunteers</i>			
<i>Emergency Preparedness</i>			
	Need to have Emergency Plan in place for the nutrition program, samples sent. Rec. having an MOU with another local provider to provide meals in the event of an emergency and your caterer is not able to prepare meals. Sample MOUs provided for consideration.		
<i>Modernization/Revitalization Efforts</i>			

*If corrective action cannot be completed within the corrective action deadline, please explain why and indicate targeted completion date.

Nutrition Program Director Signature: _____ **Date:** _____