

Signature Sheet
for
Approval of the
Title III-C1 and C2
Policies & Procedures



To Be Removed

To Be Inserted

NO.	Section	Pages	NO.	Section	Pages
1.			1.	Significant change in status	5
2.			2.	CLS Mission Statement	6
3.			3.	Spouse and disabled client eligibility	7
4.			4.	Local Waiting list policy and procedure	11
5.			5.	C1 and C2 funds separation	14

Following are the significant changes made to the Policy and Procedures

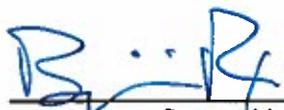
Section	Change Clarification
Local waiting list policy and procedure	Made the requirements for the local waiting-list policy and procedure more free for the providers to develop a policy that better fits their senior center.
C1 and C2 funds separation	Clarify the reason that the C1 and C2 funds need to be separated.



Heather Babbitt, Senior Administrator

1-13-16

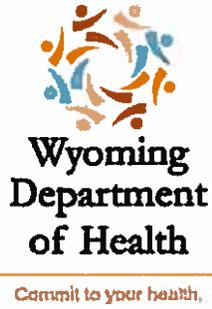
Date



Program Manager

1-12-16

Date



Title III-C1 and Title III-C2 Policies & Procedures Manual

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Introduction to Title III-C1 Congregate and Title III-C2 Home Delivered Nutrition Programs

Purpose

The purpose of the Title III-C1 and Title III-C2 Nutrition Programs is to reduce food insecurity and hunger while promoting socialization among Wyoming's older adults.

Brief Description

The Title III-C1 and Title III-C2 Nutrition Programs are Federal programs established by the OAA, Section 311 & 330-339. Both Federally and State funded, the Title III-C1 and Title III-C2 Nutrition Programs target senior citizens who live at or below 100% of the Federal Poverty Level, who live alone, and who are of a minority population. These populations of individuals have been shown to be most likely to experience food insecurity, hunger and social isolation. The program provides four (4) services to eligible clients. These services include: meals, case management, nutrition education, and nutrition counseling. All the services listed must be provided by a service provider who receives funding.

The Title III-C1 and Title III-C2 Programs are granted out to an eligible service provider who is not covering the same service area as another service provider. Every four (4) years the programs are put out for a competitive application. Year's two (2) through four (4) are continuation grant years, in which the organization who is awarded the grant in the competitive year, houses and maintains the program.

In order to apply to be a provider for Title III-C1 and Title III-C2 Nutrition Programs in Wyoming, an organization must apply during the competitive grant year. At this time, public notices are published in statewide newspapers. Organizations then request an application, based upon the instructions of the public notice, in order to apply. If there is more than one applicant in a service area, a team of individuals will be gathered to score the applications submitted and the grant funds will be awarded to the highest scoring applicant.

Definitions

AGNES. Aging Needs Evaluation Summary

At-risk. An individual unable to perform normal daily tasks independently due to multiple problems which can include, but are not limited to physical, emotional, or cognitive functioning, environment, abuse or neglect.

Client. An individual who participates in a service provided by the grant.

Client Evaluation. Interviewing and observing the client, usually in the client's home, in order to obtain information on the client's functional capacity, available personal and social support resources, perceived problems, and services currently received from formal or informal sources.

Days. Calendar days.

Department. The Wyoming Department of Health.

Disability. Per the ADA Amendments Act of 2008, a physical or mental impairment that substantially limits one or more major life activities.

Division. Aging Division.

Domestically Produced Foods. Any food or food products that are grown, processed, or produced in the States, Territories, or Tribes.

Evaluation. Determining the status of the client for service (s) that can be addressed by the program. This will be completed as specified by the Division.

Federal Fiscal Year. An accounting period of twelve months starting October 1 through September 30.

Grantee. An organization that provides services outlined in an approved grant funded by the Division.

Immediate Family. A person such as a spouse, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, half-sibling, stepsibling, sibling-in-law, grandparent, step-grandparent, grandparent-in-law, and grandchild.

Individual of comparable expertise. A person who has earned the title of Nutritionist, has a four year degree from an accredited university, and has two years' experience in the field of diet and nutrition.

Level of Care. Level of services a client may need such as in home, intermediate, or institutional.

Local Match. Local funds raised by the provider to be used to match federal funds within the provider's budget.

OAA. Older Americans Act.

Outreach. Identifying and establishing contact with persons who need the services provided by the program.

Senior Citizen. Any person 60 years of age or older.

Service Provider. A provider of either Title III-C1 or Title III-C2 meal services.

Service Unit. Is either one eligible meal that was provided to an eligible client, increments of an hour for time spent providing nutrition counseling or case management, an instance of nutrition education being provided,

Significant Change in Status. Is either change of current address or residence, 24 hour stay in a medical institution, not participating in the program for thirty (30) or more calendar days, or the change in participation of an eligible client whose participation qualifies a spouse or disabled individual.

Spouse. A person who is legally married to another individual as recognized by the state of Wyoming.

Unconsumed Meal Components. This term refers to the part of the congregate meal the client chooses not to consume while at the congregate meal site.

Unsafe. Threatening, dangerous, or posing physical or emotional harm.

Community Living Section

The Community Living Section (CLS) is a section within the Wyoming Department of Health's Aging Division. The CLS houses multiple programs, primarily under the direction of the OAA of 1965 amended in 2006.

CLS Mission

To increase the self-sufficiency, safety, health and wellness of Wyoming's older adults and people with disabilities in the least restrictive environment while supporting their caregivers.

Service providers

Once a service provider is awarded the Title III-C1 or Title III-C2 grant funds, they will begin to serve eligible clients.

Employees

The service provider will need to hire and train or contract with the appropriate staff to provide services.

- ***SAMS Personnel:*** The service provider must employ a person to input all Wyoming Home Services data into the Social Assistance Management Software (SAMS) program. SAMS personnel must have a license to access the program and must be trained by CLS staff. The CLS will purchase one (1) SAMS license per service provider, if the service provider wishes to obtain more than one (1) license, they have the opportunity to purchase licenses.
- ***Registered Dietitian or individual of equal qualification:*** Registered Dietitians (RD) have completed academic and experience requirements established by the Commission on Dietetic Registration, ADA's credentialing agency, including a minimum of a bachelor's degree from an accredited college or university and an accredited pre-professional experience program. As of July 1, 2012, dietitians practicing as such must be licensed. If a Licensed, RD is not available an individual of comparable expertise may be utilized in their place. Proof of qualification must be provided to the Division on an annual basis with the grant application. The RD is required to perform at a minimum the following duties:
 - Present, prepare, or approve Nutrition Education information
 - Perform one on one client contact for Nutrition Counseling (when requested)
 - Create/review and approve menus ensuring the menu meets the minimum required nutrient content prior to the menu being posted or utilized.

Client Eligibility

In the OAA Title III, Part C, Subpart 3, Section 339, (H) & (I) states; ‘A State that establishes and operates a nutrition project under this chapter shall – ensures that each participating area agency on aging establishes procedures that allow nutrition project administrators the option to offer a meal, on the same basis as meals provided to participating older individuals, to individuals providing volunteer services during the meal hours, and to individuals with disabilities who reside at home with older individuals eligible under this chapter, ensures that nutrition services will be available to older individuals and to their spouses, and may be made available to individuals with disabilities who are not older individuals but who reside in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided.’

- ***Eligibility for Title III-C1:*** In order to be eligible for the Congregate Nutrition program, clients must be either;
 - sixty (60) years of age or older;
 - the spouse of a client (who may be less than sixty (60) years old and eligible up to one year after the death or institutionalization of the qualifying eligible client) who resides with the eligible client;
 - disabled individual (may be less than sixty (60) years old) who resides in a housing facility occupied primarily by clients at which congregate nutrition services are provided;
 - disabled individual (who may be less than sixty (60) years old and eligible up to one year after the death or institutionalization of the qualifying eligible client) who resides with and accompanies an eligible client to the meal site; or
 - a volunteer (age 18-59) if they provide their services directly to the Title III-C1 program and fill out a volunteer AGNES.
- ***Eligibility for Title III-C2:*** In order to be eligible for the Home Delivered Nutrition program, clients must be either;
 - 60 years of age or older;
 - the spouse of a client (who may be less than sixty (60) years old and eligible up to one year after the death or institutionalization of eligible spouse) who resides with the eligible client;
 - disabled individual (who may be less than sixty (60) years old and eligible up to one year after the death or institutionalization of the qualifying eligible client) who resides with an eligible client; or
 - a volunteer (age 18-59) if they provide their services directly to the Title III-C2 program and fill out a volunteer AGNES.
- ***Outreach:*** Service providers shall conduct outreach on a quarterly basis to ensure that the maximum number of eligible clients are aware of the nutrition services being provided.

Services

Title III-C1 services shall be provided at congregate sites, adult day-care facilities and multigenerational meal sites in close proximity, where feasible, to individuals who meet the eligibility requirements. Title III-C2 services shall be provided to individuals who meet the eligibility requirements. Each provider receiving Title III-C1 and Title III-C2 funding are required to provide the following four services: case management, nutrition education, nutrition counseling, meal and meal service.

- *Case Management*
 - Activities of case management include evaluating needs, developing care plans, and authorizing and coordinating services among providers which is not limited to completion of the required AGNES intake form including the Nutrition Screen. This shall be performed by a staff member of the Title III-C1 or Title III-C2 provider.
- *Nutrition Education*
 - *Title III-C1:* A presentation, given or prepared by a Registered Dietitian (RD) or an individual of comparable expertise, to a group of C1 clients pertaining to more general knowledge regarding health or nutrition conducted at least quarterly. Newsletters are not a form of acceptable nutrition education in C1. A C1 provider with a satellite site(s) must provide Nutrition Education at the satellite site(s) at least once per quarter.
 - *Title III-C2:* A flyer, written or approved by a Registered Dietitian (RD) or an individual of comparable expertise, sent to a group of C2 clients that pertains to more general knowledge regarding health or nutrition conducted at least quarterly. A C2 provider with a satellite site(s) must provide Nutrition Education at the satellite site at least once per quarter.
- *Nutrition Counseling*
 - *Title III-C1:* A one on one session, between a RD and a C1 client that has a nutritional concern, pertaining to the C1 client's personal health or diet. Although this service must be offered, clients may decline to use it.
 - *Title III-C2:* A one on one session, between a RD and a C2 client that has a nutritional concern, pertaining to the C2 client's personal health or diet. Although this service must be offered, clients may decline to use it.
- *Meal Service*
 - Meals shall be provided five (5) or more days per week (260 days a year) except where it is not feasible in rural areas. When meals are to be served less than two hundred sixty (260) days per year, prior approval must be obtained from the Division.
 - Providers shall develop a menu every month to be pre-approved by a Registered Dietitian or individual of comparable expertise and made available to clients in a clear manner. Every meal on the developed menu shall, at a minimum, contain thirty three and one third percent (33.33%) of the Recommended Daily Intake (RDI) of a male age 75 who performs moderate activity.

- **Substitutions of a meal or meal components may be made when the meal or meal component being substituted in is of an equivalent nutritional value.**
- **Buffet style serving, family style dining and a salad bar are all forms of meal distribution that are allowed as long as the clients have the opportunity to receive the approved eligible meal.**
- **Therapeutic diets and special menus shall be provided where feasible and appropriate, to meet the particular dietary needs arising from health requirements, religious requirements or ethnic backgrounds. Therapeutic diets shall be provided only if in accordance with; a current physicians order for the therapeutic diet, the therapeutic diet is provided under the direction of a Registered Dietitian, and the provider has the ability to provide the therapeutic diet.**
- **If a senior center or meals on wheels program is going to be closed due to inclement weather, that provider shall notify the Division via email. The provider shall also make arrangements for the availability of a meal to a client if they are to be closed due to inclement weather.**

Nutrition Service Incentive Program (NSIP)

Section 311 of the OAA allows that funds are made available to State agencies on aging and Indian Tribal Organizations to purchase domestically produced foods or to access commodities from the United States Department of Agriculture (USDA). These foods are to be used in the preparation of congregate and home-delivered meals by service providers. Commodities available from the USDA may not be sold, exchanged, or otherwise disposed of (authorized distribution excepted) without prior, specific approval of USDA.

Purpose

The purpose of the NSIP program is to provide incentives to encourage and reward effective performance by States and Tribal Organizations in the efficient delivery of nutritious meals to older individuals.

Eligible Meal

Meal counts include all OAA eligible meals including those served to persons under 60 who are authorized by the OAA. NSIP Meals also include home delivered meals provided as Supplemental Services under the National Family Caregiver Support Program (Title III-E) to persons aged 60 and over who are either care recipients (as well as their spouses of any age) or caregivers. All documentation of eligible meals must be submitted to the Aging Division, Community Living Section by the eighth 8th working day of the end of the Federal Fiscal Year. A NSIP meal is a meal served in compliance with all the requirements of the OAA, which means at a minimum that:

- It has been served to a participant who is eligible under the OAA and has not been means-tested for participation;
- It is compliant with the nutrition requirements;
- It is served by an eligible agency; and
- It is served to an individual who has an opportunity to give a suggested contribution.

Fiscal

Funds that providers receive with regards to the NSIP program may only be used to purchase domestically produced foods. Funds will be distributed to providers based upon the previous Federal Fiscal Year's meal count of NSIP eligible meals served. All funds will be distributed to providers upon receipt of notice of award by the Division from the Department of Health and Human Services.

Local Policies

Local policies are policies that service providers have put into place to govern day to day business. Each service provider may have multiple local policies that they follow. The Division does have some topics that require a provider to maintain a policy.

Required Local Policies

- ***Adult Protective Services (APS) Policy:*** Each service provider must have an APS policy in place. This policy must define what abuse, neglect, and exploitation are and provide a process in which employees can follow if they suspect abuse neglect, or exploitation of a Wyoming Home Services client.
- ***Tips, Gratuities, and Gifts Policy:*** Staff members who are employed with the Wyoming Home Services program are prohibited from accepting any and all individual gratuities, gifts, property, tips, or other incentives from the consumer or the consumer's family. Under no circumstances will it be acceptable for any staff to accept cash or cash equivalent as an individual gift, gratuity or additional payment for services. Each funded contractor shall develop a written policy and procedure to enforce this policy.
- ***Waiting List Policy and Procedure:*** It is the responsibility of each provider to establish a written policy on waiting list procedures. This policy should include how a client is put on the waiting list, how a client comes off the waiting list, and if a client is not ready to come off the list, where does that client go on the list. The procedure shall give high priority to the following populations of individuals:
 - Individuals who live at or below 100% of the federal poverty level and have a high nutritional risk score.
 - Individuals who live at or below 100% of the federal poverty level and are of a minority population.
 - Individuals who live at or below 100% of the federal poverty level.
 - Individuals who have a high nutritional risk score.
 - Individuals who live alone.
 - Individuals who are of a minority population.
 - Individuals who qualify for the program as being disabled less than 60 years of age who reside in a housing unit attached to the congregate meal site.
- ***Unconsumed Meal Components:*** Service providers shall have a policy that addresses the removal of clients unconsumed meal components from the senior center. This policy shall take into consideration federal, state and local sanitization laws regarding food, safety and sanitation.
- ***Emergency Preparedness Plan:*** Each provider shall have an emergency preparedness procedure. A disaster or emergency may be a local, community, regional, or statewide event. Disasters or emergencies may include, but are not limited to:
 - Tornadoes;
 - Fires;
 - Floods;
 - Blizzards;
 - Power outages;
 - Vehicle wrecks;

- **Declared health crises.**

Safety and Sanitization

Safety and sanitization is of the utmost importance when preparing meals to be served to senior citizens participating in the Title III-C1 and Title III-C2 programs.

- ***Rules and Regulations:*** Providers shall, comply with all federal, state and local sanitization laws regarding food, safety and sanitary food handling, food storage, food preparation, food service equipment, supplies and meal delivery.
- ***Sanitization Inspection:*** Providers shall, provide the Aging Division with a copy of their annual sanitization inspection report.
- ***Temperature and Sanitization Log Sheets:*** All temperature and sanitization log sheets shall be kept for a minimum of one year.
- ***Frozen Meals:*** Frozen meals shall be kept no longer than sixty (60) days.
 - All meals must be dated with the date they enter the freezer to be stored.
 - A “first in first out” protocol will be followed in regards to the age of the meals being stored in the freezer.
 - All frozen meals must have reheating instructions with them when they are given to the client.
- ***Food Borne Illness:*** In the instance that there is a food borne illness outbreak, providers shall report the outbreak to the Division immediately. A corrective plan of action shall be submitted to the Division within thirty (30) calendar days of the outbreak.
- ***Cook Training:*** All cooks shall be either Serve Safe Certified or trained/certified in Wyoming Food Safety Fundamentals.
- ***Donated Food:*** Providers shall, use donated food contributions in meals that meet the standards of quality, sanitation and safety that apply to foods that are purchased commercially; and
 - Are state inspected domestic meat products;
 - Are not home canned or preserved foods;
 - Are not cooked or prepared in an individual’s home;
 - Are not fish or wild game meat donated by sportsman; and
 - May be grown in an individual, personal garden, if used within 24 hours of harvest.
- ***Transporting Meals:*** If a meal is to be transported more than 30 miles from the original meal site alternative delivery methods must be utilized to keep hot food items hot and cold food items cold in order to ensure the foods’ safety and sanitization.

Financials

Funding is awarded based on the number of meals served by the service provider in the most recent completed Federal fiscal year. The Nutrition Program Manager receives a meal count from the Social Assistant Management System (SAMS) database and divides the total award amount by the total meal count, both Title III-C1 and Title III-C2 Nutrition Programs combined. This is done for both Federal and State funds. After this calculation is done a meal reimbursement amount is determined for both Federal and State funds. This reimbursement amount is then multiplied by the number of meals provided by the service provider during the most recent completed Federal fiscal year which will give the award amount for Federal and State funds respective. This reimbursement amount is used to determine the payment amount as meals are served and reported throughout the Federal fiscal year. A service provider can receive up to one twelfth (1/12) the total award amount every month. This dollar amount can vary based on the number of meals served. When a service provider submits an application for Title III-C1 or Title III-C2 grant funds, it is required that the organization turn in a full, detailed proposed budget for all funds that will be used for the program. This includes the requested federal funds, requested state funds, matching funds, and any other sources of funds that the provider wishes to budget for Title III-C1 or Title III-C2. Our responsibility as the State entity contracting the funds is to be sure the funds are spent in the proper manner and be accountable for the funds to the Federal funding entity for both the C1 and C2 respective programs. We fill out a report that inquiries about the amount of funds contracted for each C1 and C2 program respective. It also inquiries about how the funds were spent for both the C1 and C2 programs respective. If we do not contract a designated dollar amount for the respective programs we will not be able to report and be accountable for those funds. Therefore we cannot combine the funds and let them be expended at random for the two programs.

- ***Title III-C1 and Title III-C2 Federal Funds Amount:*** Each provider will be notified of the allotted amount of Title III-C1 and Title III-C2 federal funds they can request. This will be done when the grant application is sent out to all providers, in the spring of each year.
- ***Title III-C1 and Title III-C2 State Matching Funds Amount:*** Each provider is required to match the federal funds at 15% of the awarded amount of Federal funds. The state is required to match the federal funds at minimum rate of 5%. Each provider will be notified of the allotted amount of Title III-C1 and Title III-C2 state funds they can request. This will be done when the grant application is sent out to all providers, in the spring of each year.
- ***Program Income:*** Funds that are received from clients for the services they are receiving. These funds must be used first, before any other funds, to supplement the program for which they have been paid.
- ***Matching Funds:*** Each provider is required to match the federal funds at 15% of the awarded amount of Federal funds. Matching funds may include non-federal public or private funds, cash, or in-kind. Funds used for match in the Title III-C1 and C2 programs may not be duplicated as match in any other programs.

- ***In-Kind Funds:*** In-kind funds come in the form of the value of personnel, goods, and services. Service providers must document the contributed resource of value.
- ***Direct Costs:*** Direct services must account for at least 70% of Title III-C1 and Title III-C2 grant funds. Direct services are directly related to delivering goods, services or work effort to clients of the Title III-C1 and Title III-C2 programs. Direct costs generally include: salaries or wages including vacations, holidays, sick leave and other excused absences of employees working, other employee fringe benefits allocable on direct labor employees, consultant services contracted to accomplish specific grant/contract objectives, travel of direct labor employees, materials, supplies and equipment purchased directly for use on the program, and communication costs such as long distance telephone calls or telegrams identifiable with the grant.
- ***Indirect Costs:*** Indirect costs must not exceed 30% of the Federal and State funding amount. Indirect costs represent the expenses of doing business that are not readily identified with the grant. Indirect or administrative costs generally include: general administration and expenses, such as the salaries and expenses of executive officers, personnel, administration and accounting, depreciation or use allowances of buildings and equipment, costs of operating and maintaining facilities, audit expenses, computing services, utilities, or custodial services.
- ***Voluntary Contributions:*** A voluntary contribution is whatever the client would like to give financially for the services that they receive. Service providers may not charge, require payment, or bill a client for services provided. Voluntary contributions must be able to be made in a discrete manner.
- ***Guests:*** All individuals not eligible to receive a Title III-C1 or Title III-C2 meal must pay the full cost for the meal as established by the Division.

Forms

There are multiple ways in which the services provided through Title III-C1 and Title III-C2 Nutrition Programs are tracked and subsequently reported to the Division. All forms shall be used in their original format and not be altered unless done so by the Division.

Client Eligibility and Satisfaction

- ***Aging Needs Evaluation Summary (AGNES):*** Each Title III-C1 and Title III-C2 Nutrition Program client must have an AGNES completed upon starting the program, yearly thereafter, and if the client has had a significant change in status. For the Title III-C1 program, a staff member must be present or assist the client when completing pages 1-3 of the AGNES. For the Title III-C2 program a staff member of the service provider must complete pages 1-5 of the AGNES.
- ***Survey:*** The provider shall conduct a survey annually to formally evaluate client satisfaction with the food quality and delivery of services. Questions given by the Nutrition program Manager shall be used, in their original form, in the survey to be distributed. Results of the survey shall be kept on file by the provider for a minimum of one year.

Data Tracking

- ***Quarterly Fiscal Reports:*** Based upon the federal fiscal year, fiscal reports will be submitted to the Nutrition Program Manager quarterly. The quarterly fiscal reports are created by the Nutrition Program Manager and given to the provider prior to the report due date. The due dates are as follows:
 - January 15
 - April 15
 - July 15
 - October 15
- ***Annual Program Report:*** Also, based upon the federal fiscal year, the program report will be submitted to the Nutrition Program Manager at the end of the federal fiscal year. The program report is created by the Nutrition Program Manager and given to the provider prior to the report due date. The due date is as follows:
 - October 15
- ***Year End Close Out Report:*** This report is only used when a yearend payment and/or adjustment is required. The Nutrition Program Manager will create and provide this form to the service providers included in the quarterly fiscal report file.
- ***Monthly Budget Report:*** The Division may choose to require a service provider to submit monthly budget reports. Please note that this is only by special request from Division. The monthly budget report form will be created and provided by the Nutrition Program Manager.
- ***Quarterly Meal Costing Report:*** Also, based upon the federal fiscal year, the quarterly meal costing report will be submitted to the Nutrition Program Manager quarterly. This report shall accompany the quarterly fiscal report. This report is in place so that the Nutrition Program Manager may see the average total cost per meal which will be used to set the guest price of a meal for each senior center.

Program Transfer

If the program is to be transferred from one provider to another, it is the responsibility of the transferring provider to inform clients of the impending change in writing, within fourteen (14) days prior to contract termination. The letter to the client must include:

- The name of the new provider;
- The name and phone number of the contact person with the new provider;
- Assurance that the client will not be arbitrarily dropped from the program due to the transfer;
- A statement informing the client that a new evaluation will be required and will occur within ninety (90) days of the transfer;
- The date of the transfer.

SAMS' Services and Sub-services
NAPIS III C1 Congregate Meals Program

The Title III-C1 Nutrition Program is a Federal program established by the OAA, Section 311 & 330-339. Both Federally and State funded, the Title III-C1 Nutrition Program target senior citizens who live at or below 100% of the Federal Poverty Level, who live alone, and who are of a minority population. The program provides four (4) services to eligible clients. These services include: meals, case management, nutrition education, and nutrition counseling. All the services listed must be provided by a service provider who receives funding.

Care Program NAPIS III C1 has four (4) Service Categories:

- Case Management – Care Plan/Service Plan Required
- Congregate Meals – Care Plan/Service Plan Required
- Nutrition Counseling – Care Plan/Service Plan Required
- Nutrition Education - Aggregate

SERVICES:

Service Category - Case Management - Service ~ Case Management

REQUIRED SERVICE - Activities of case management include evaluating needs, developing care plans, and authorizing and coordinating services among providers and providing follow-up and re-evaluation, as required. For the Nutrition Program this includes but is not limited to completion of the required AGNES intake form including the Nutrition Screen.

Unit Type: 1 hour

Data Entry: Per client

There is one (1) sub-services under case management:

- **Sub-Service-Nutrition Screening** – An AGNES must be filled out annually and entered into SAMS.

Service Category – Congregate Meals - Service ~ Congregate Meal

REQUIRED SERVICE - One congregated meal counts as one unit and is provided to an eligible client in a congregated or group setting with exception given to those who receive a shelf stable meal.

Unit Type: 1 meal

Data Entry: Per client

There are 3 sub-services under congregated meal:

- **Sub-Service-Breakfast**
- **Sub-Service-Lunch**
- **Sub-Service-Evening**

Service Category – Nutrition Counseling - Service ~ Nutrition Counseling

REQUIRED SERVICE - A one on one session, between a RD and a C1 client that has a nutritional concern, pertaining to the C1 client's personal health or diet.

Unit Type: 1 hour

Data Entry: Per Client

There are no sub-services for nutrition counseling

Service Category – Nutrition Education - Service ~ Nutrition Education

REQUIRED SERVICE - A presentation, given or prepared by a Registered Dietitian (RD) or an individual of comparable expertise, to a group of C1 clients pertaining to more general knowledge regarding health or nutrition conducted at least quarterly.

Unit Type: 1 hour

Data Entry: Aggregate count

There are no sub-services for nutrition education.

SAMS' Services and Sub-services for the NAPIS C2 Home Delivered Meals Program

The Title III-C2 Nutrition Program is a Federal program established by the OAA, Section 311 & 330-339. Both Federally and State funded, the Title III-C2 Nutrition Program target senior citizens who live at or below 100% of the Federal Poverty Level, who live alone, and who are of a minority population. The program provides four (4) services to eligible clients. These services include: meals, case management, nutrition education, and nutrition counseling. All the services listed must be provided by a service provider who receives funding.

Care Program NAPIS C2 has four (4) Service Categories:

- Case Management – Care Plan/Service Plan Required
- Home Delivered Meals – Care Plan/Service Plan Required
- Nutrition Counseling – Care Plan/Service Plan Required
- Nutrition Education - Aggregate

SERVICES:

Service Category - Case Management - Service ~ Case Management

REQUIRED SERVICE - Activities of case management include evaluating needs, developing care plans, and authorizing and coordinating services among providers and providing follow-up and re-evaluation, as required. For the Nutrition Program this includes but is not limited to completion of the required AGNES intake form including the Nutrition Screen.

Unit Type: 1 hour

Data Entry: Per client

There is one (1) sub-services under case management:

- **Sub-Service-Nutrition Screening** – An AGNES must be filled out annually and entered into SAMS.

Service Category – Home Delivered Meals - Service ~ Home Delivered Meal

REQUIRED SERVICE - One congregate meal counts as one unit and is provided to an eligible client in a congregate or group setting with exception given to those who receive a shelf stable meal.

Unit Type: 1 meal

Data Entry: Per client

There are 3 sub-services under home delivered meal:

- **Sub-Service-Frozen Meal**
- **Sub-Service-Hot Meal**

- **Sub-Service-Volunteer Driver Meal** - A volunteer driver (age 18-59) may receive a meal if they provide their services directly to the Title III-C2 program and fill out a volunteer AGNES.

Service Category – Nutrition Counseling - Service ~ Nutrition Counseling

REQUIRED SERVICE - A one on one session, between a RD and a C2 client that has a nutritional concern, pertaining to the C2 client's personal health or diet.

Unit Type: 1 hour

Data Entry: Per client

There are no sub-services for nutrition counseling

Service Category – Nutrition Education - Service ~ Nutrition Education

REQUIRED SERVICE - A flyer, written or approved by a Registered Dietitian (RD) or an individual or comparable expertise, sent to a group of C2 clients that pertains to more general knowledge regarding health or nutrition conducted at least quarterly.

Unit Type: 1 hour

Data Entry: Aggregate

There are no sub-services for nutrition education.