

ASCOG Area Agency on Aging Nutrition Site Assessment Checklist for SFY17

Assessment Date	
Assessment Time	
Name of Site	
Address	
Site Manager Name	
Email Address	
Name of Assessor	Ken Jones, Director, 580.736.7972, jone_ke@ascog.org

IN=in compliance OT=not in compliance NO=not observed NA=not applicable CDA=corrected on-site during assessment R=repeat violation

R#	I	O	N	N	OAA Policy Factors	CDA	R
	N	T	O	A			
Monitoring and Evaluation of Title III Projects [OAC 340:105-10-43]							
1					Are signs posted to show compliance with the Josephine Mead Anti-Hunger Act?		
General Title III service standards [OAC 340:105-10-51]							
2					Written contribution schedule available		
3					Contribution signs posted		
4					Sign-in sheet separate from donation box		
5					Donation box located for privacy		
6					Contribution schedule approved by advisory council in minutes		
7					Food stamp sign posted		
8					Contributions counted by two volunteers and deposits made by site manager		
9					No firearms sign posted		
Political and sales activities in Title III projects [OAC 340:105-10-53]							
10					Projects cannot endorse candidates or political parties, or influence elections		
11					Participants not required to participate in sales or political activities		
12					Political and sales activities prohibited during meal		
Congregate meals service standards [OAC 340:105-10-68]							
13					Serves at least 25 meals per day including CON and HDM		
14					Serves lunch five days per week, 250 days per year		
Congregate meals service eligibility [OAC 340:105-10-69]							
15					Reservation system followed		
16					Guests and staff under 60 pay full price (see receipt book)		
17					Staff and guests under 60 served <u>after</u> participants		
18					Volunteers sign-in and complete meal-related volunteer work		
Congregate meals service assessment [OAC 340:105-10-70]							
19					Random sampling of 5-10 assessment show complete intake/updates		
20					Appropriate referrals made		
21					Updates completed at least annually		
Congregate meals service facilities [OAC 340:105-10-71]							
22					Health Department Inspection completed annually		
23					Health Department findings corrected		
24					Fire and Safety inspection completed by local fire marshal annually		
25					Fire and Safety inspection findings corrected		
26					Smoke free signs posted		
27					Route to access services without use of stairs		
28					Adequate number of ADA parking spaces provided		
29					At least one van accessible parking space		
30					Accessible parking spaces have ADA approved sign		
31					Van accessible space has van accessible sign		

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Congregate meals service facilities [OAC 340:105-10-71] continued							
32					Route to front door at least 36 inches wide		
33					Ramps no steeper than 1:12 (for every inch of height, 12 inches of running space)		
34					Ramp at least 36 inches wide		
35					Ramps higher than six inches have handrails on each side		
36					Handrails 34-38 inches high		
37					Pull side of door has 18 inches clearance		
38					Door handle easy open and ADA accessible		
39					ADA access to all public spaces		
40					Routes at least 36 inches wide		
41					Objects on wall protrude no more than 4 inches or are cane detectable		
42					Dining room tables allow for wheelchair seating with 36 inch path		
43					Permanent rooms such as restrooms are marked with Braille and ADA		
44					Restroom door and stall door handles easy to open and ADA		
45					Doors at least 32 inches wide		
46					At least one ADA stall with wide access and grab bars		
47					Sink at correct ADA height and handles easy to use without grip		
48					Lavatory allows space for wheelchair to pull up underneath		
49					Paper towel dispenser, mirror and other services at wheelchair height		
50					Other services such as water fountains ADA accessible		
51					Dining room separate from kitchen at cooking sites		
52					Space available for provision of supportive services		
53					Sturdy tables and chairs		
54					Approved table settings (no disposable dinnerware used without approval)		
Project posts in conspicuous locations the following OAC 340:105-10-71							
55					Civil rights and ADA poster posted in public view in dining room		
56					Full cost of the meal to be paid by ineligible persons		
57					Suggested contribution schedule		
58					Menus at least one week in advance		
59					Grievance procedures for participants including ASCOG and DHS numbers		
60					An evacuation plan		
61					Toll-free I&A number 1.800.211.2116		
62					Current health inspection certificate		
63					Smoke free facility		
64					Emergency management plan summary and location of nearest shelter		
If no fire and safety inspections completed, assessor must complete the following OAC 340:105-10-71							
65					Sufficient number of exits available (1 for 50 or less, 2 separate for more than 50)		
66					Exit doors swing out, unlocked during business hours		
67					Panic hardware installed for sites serving 100 or more (Lawton&Duncan North)		
68					Pathways accessible and clear of obstructions		
69					Building clearly numbered, exterior well lit, building number visible from street		
70					Fire extinguishers inspected/charged annually, staff trained, clearly marked		
71					Fire drills conducted quarterly and documented		
72					Tornado drills annually and documented		
73					Electric outlets appropriate for use, free from damage, not overloaded.		
74					Wiring free from damage and trip free		
75					Heating and Air conditioning in good working condition, cleaned and maintained		
76					Fuel supply and heater closet not used for storage		

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If no fire and safety inspections completed, assessor must complete the following OAC 340:105-10-71 cont'd							
77					Flammable liquids stored properly, stored away from egress		
78					Walking and working surfaces clean, dry and unobstructed		
79					Trash stored in proper containers and grounds maintenance conducted		
80					Kitchen floors free of slip and trip hazards		
81					Paper and cloth products stored away from open flames		
82					Staff trained on safety		
83					Food products stored separately from cleaning products		
84					Cooking appliances vented, cleaned, no grease, separate from combustibles		
85					Hood extinguishing system has correct number nozzles, properly located/secure		
86					Fuel shutoff is connected, manual pull accessible, inspection tag current		
87					Water heater has pop off valve		
88					Water heaters, furnaces, heating units checked annually by professional		
89					Hazardous materials stored properly		
90					MSDS sheets available for all hazardous materials		
91					Road to facility is readily accessible		
92					Facility located with reasonable access to water supply		
Congregate meals project advisory council [OAC 340:105-10-73]							
93					Minutes available for review at site		
94					Meetings occur at least quarterly		
95					Minutes show approval of menus, contribution schedule, décor and meal time		
Nutrition education [OAC 340:105-10-74]							
96					Nutrition Ed provided every month (sign in sheets sent to ASCOG Planner)		
Congregate meals planning [OAC 340:105-10-75]							
97					Menus signed by RD		
98					Project Menu Plan (02AG018E) posted at site		
99					Menus are DRI and meal pattern compliant		
100					Menu substitutions are for entire meal or substitutions are approved by RD		
101					Menus based on accurate production forecasting, without large portions or 2nds		
102					Menus allow for variety within meat, vegetable and fruit and desserts		
103					Optional beverages such as coffee and tea are not provided with project funds		
Congregate meals food procurement [OAC 340:105-10-76]							
104					All food purchases are through approved commercial sources		
105					Contributed foods must meet the same quality, safety and sanitation standards		
106					Home prepared foods, such as canned, frozen, or pot luck are not used		
Congregate meals food preparation and service [OAC 340:105-10-77]							
107					Satellite sites are close enough to cooking sites to maintain proper food temps		
108					All food prep staff work under supervision of certified food handler		
109					Tested quality recipes are in use		
110					Recipes adjust to yield number of servings needed according to reservations		
111					Hot food is available at least 30 minutes after serving begins		
112					Holding times from food prep completion to serving does not exceed 2 hours		
113					Food temps are taken and documented when food removed from stove or oven		
114					Food temps documented when food placed on steam table or just before serving		
115					Food temp logs show consistent practice and use		
Food stamps benefit assistance for project participants [OAC 340:105-10-78]							
116					Food stamp application assistance offered at time of intake		
117					Participants allowed opportunity to donate using food stamps		

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IN	NT	ON	NA				
Nutrition Services Incentive Program (NSIP) [OAC 340:105-10-79]							
118					Site has documentation that matches OKS738 for NSIP eligible meals		
Supportive social services for nutrition projects [OAC 340:105-10-80]							
119					Site manager conducts and documents ongoing outreach activities		
120					New participants are assessed for service needs at initial interview (intake)		
121					Project provides on-site space for coordination with supportive service activities		
Home delivered meals service eligibility [OAC 340:105-10-83]							
122					Project documents homebound recipient eligibility on intake/update forms		
123					Homebound participants are 60 and older & homebound, or otherwise eligible		
124					Intake forms document special eligibility of spouses or persons with disabilities		
125					Updated pilot forms are used for reassessments		
126					Updates completed annually		
127					Persons who are no longer homebound are referred to congregate meal program		
Home delivered meals planning [OAC 340:105-10-84]							
128					HDM service complies with congregate meal planning standards		
129					Project arranges for meals in weather related emergencies		
130					HDM services complies with CON food procurement requirements		
Home delivered meals packaging and delivery [OAC 340:105-10-85]							
131					Documentation of random quarterly temperature checks available on site		
132					Hot foods are packaged separately from cold foods		
133					Meals are packaged individually in secondary insulated containers		
134					Meals are delivered within one hour of packaging		
135					All disposable meal containers are dated		

R# Finding/Observation Remedial Action Due Date (2 weeks)

Assessor signature	
Site Manager signature	