



<p>Team Name: Regional Home Care Leadership Team</p> <p>Team Lead: Regional Director - Home Care</p> <p>Approved by: Executive Director - East</p>	<p>Reference Number: CLI.5411.SG.008</p> <p>Program Area: Home Care</p> <p>Policy Section: Service Delivery</p>
<p>Issue Date: September 28, 2018</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Home Care Services: Meal Preparation</p>

STANDARD GUIDELINE SUBJECT:

Home Care Services: Meal Preparation

PURPOSE:

To ensure adequate nutritional and dietary intake, Home Care clients who meet eligibility requirements may receive assistance with meal preparation when other options are exhausted.

To outline the eligibility criteria and frequency for meal preparation services.

DEFINITIONS:

Unable to arrange – There are no alternative services available. Client is physically and/or mentally unable to contact and manage the community services.

Unable to Afford - A client does not have enough money to purchase needed service. Home Care does not conduct a formal means test to identify a client’s available financial resources. To assist in determining the client’s ability to purchase meals without a formal means assessment, the Case Coordinator will explore with the client the following in a respectful manner:

- How the purchase of meals would impact their ability to:
 - Pay rent, hydro, telephone
 - Purchase medications
 - Cause financial burden

The Case Coordinator will accept the clients accounting of their financial status and ability to pay in good faith. Home Care will not deny services where the client has indicated an inability to pay.

Meal Preparation – Includes the ability to perform meal preparation tasks (e.g. planning and organizing meals, cooking with heat, preparing cold foods, assembling ingredients, setting out utensils and serving food) in the usual routine/environment.

Meal Preparation Services - A range of services which includes bulk meal preparation, cooking/preparation of light meals, heat and serve, escort to/from a congregate meal program, and oral feeding in the absence of a swallowing disorder.

IMPORTANT POINTS TO CONSIDER:

➤ Eligibility Requirements

- The person must be eligible for Home Care (Eligibility for Home Care CLI.5410.PL.004).
- The environment is assessed as safe for client and staff for this activity.
- Client is unable to perform these tasks and/or is so frail that doing so may pose a safety risk.
- Client/family/caregiver is unable to access, arrange or afford services, which could be provided through a community resource.
- Client has no family/caregiver who can assume responsibility for providing and/or arranging for meal preparation services

➤ Guidelines for Frequency

- The minimum amount, type and frequency of service required to meet/maintain the client's nutritional status shall be assessed by a Case Coordinator based on:
 - Bulk meal prep: maximum two (2) times a week.
 - Light meal prep/Heat and Serve: maximum of two (2) times a day.
 - Full meal preparation and cooking: maximum daily.
 - Escort to congregate meals: Maximum of three (3) times a day. If client has a walking program the escort to meals is considered "walking as an exercise".
 - Wherever possible, in order to enhance and promote health and independence, clients/family/caregiver(s) are taught new ways of performing meal preparation tasks rather than having the services provided.
 - All community resources (i.e. family, Congregate Meal Programs, Meals on Wheels, etc.) are to be used to their maximum availability by clients/caregivers prior to Home Care meal preparation provision.
- Clients without available supports (SSGL/Volunteers/Operator employees) and who cannot safely and independently access congregate meals due to mobility or cognition may eligible for escort to congregate meals or delivery of meals.
- Client/family/caregiver is responsible for ensuring that adequate and appropriate groceries are available and functional, and safe cooking appliances are in place.
- Home Care Attendant preparing meals for clients will adhere to the safety principles.
- Meal preparation services will take into account special dietary needs such as diabetic diets and modified texture diets.
- Where supplies/groceries are unavailable and appliances/equipment are unsafe and/or not operational, meal preparation services will placed on hold until the situation is resolved by the client/family or caregiver.

- The client is the focus of the meal preparation services, meal preparation services for family/visitors are not provided as a part of home care service.

PROCEDURE:

1. The Case Coordinator is responsible to:
 - Complete a comprehensive assessment, Case Coordinator Service Considerations: Meal Preparation (CLI.5411.SG.008.SD.01).
 - Assess the availability and capability of family/caregiver supports to assist with meal preparation.
2. Based on the Case Coordinator assessment and recommendations, when all other options have been exhausted, Home Care may provide meal preparation services. Such examples may include:
 - Client has no family or caregiver who can assume responsibility for providing and/or arranging for the provision of services; OR
 - If client/ family/caregiver is unable to arrange services.
 - If client/family/caregiver is unable to access or afford services which could be provided through a community resource.
3. When meal preparation services are provided to those clients assessed as requiring services, the care plan will:
 - be discussed in collaboration with the client/family/caregiver.
 - Clearly identify the tasks, Home Care and client/family/caregiver responsibilities.
 - Include the frequency of service to be provided/required.
4. The Case Coordinator:
 - Registers client to "Home Care Attendant Department in Procura.
 - Reviews and signs the Home Care Client Information Sheet: Meal Preparation (CLI.5411.SG.008.FORM.01) with client/family/caregiver (leave with client/family/caregiver).
 - Documents on the Manitoba Health, Seniors & Active Living - Care Plan Information MG-1840 form.
 - The information sheets reviewed and left with client/family/caregiver and the services provided.

SUPPORTING DOCUMENTS:

CLI.5411.SG.008.SD.01	Home Care Client Information Sheet: Meal Preparation
CLI.5411.SG.008.SD.02	Case Coordinator Service Considerations: Meal Preparation

REFERENCES:

Eligibility for Home Care ([CLI.5410.PL.004](#))
Manitoba Health, Seniors and Active Living - *Meal Preparation Services HCS 207.15, July 2014*
Manitoba Health, Seniors & Active Living - [Care Plan Information MG-1840 form](#)
Home Care Direct Service Protocols (WRHA) based on *Manitoba Health Direct Service Protocols, September 2009*