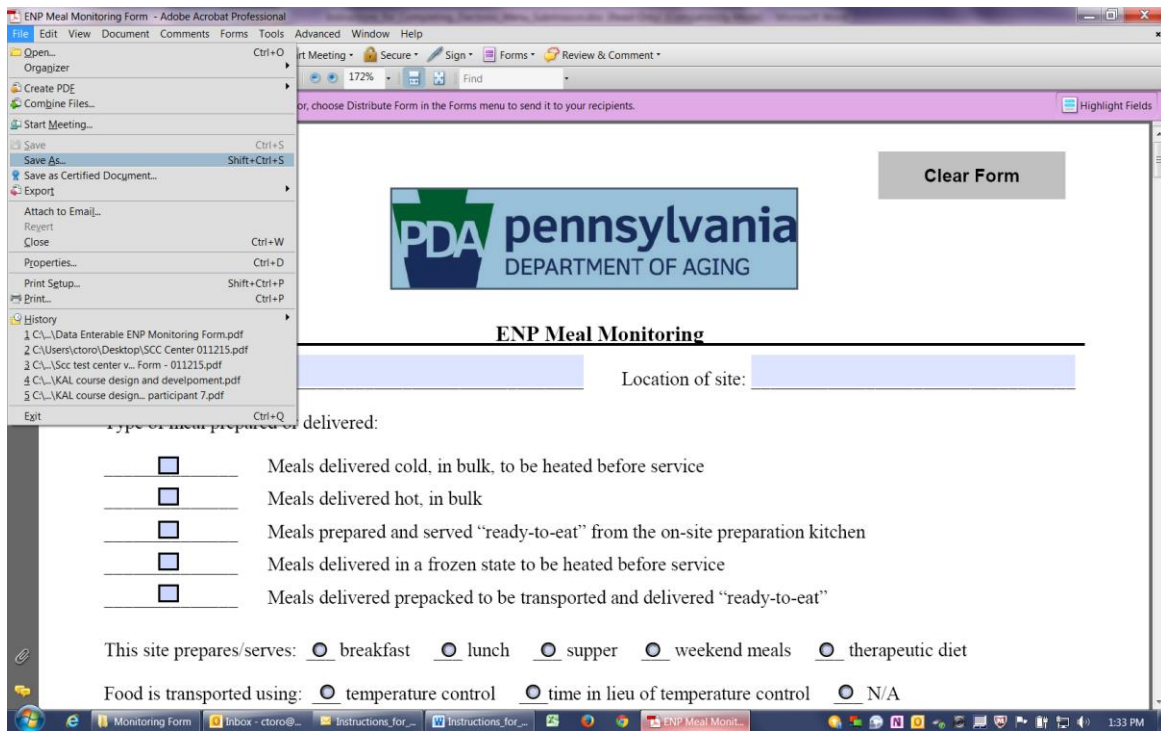


Instructions for Completing the Electronic ENP Meal Monitoring form

General Information:

- The ENP Meal Monitoring form is available on the PDA website. The monitoring form can be printed and completed manually or completed on a PC or laptop.
- Open the ENP Meal Monitoring Form and save it to your computer by clicking on File/ Save As.



- To complete the monitoring form electronically, open up the blank monitoring form and make your entries. When you are finished making your entries, select File/Save As and save the monitoring form with a unique name. The name should identify the name of the food site and the date of the monitoring visit. For example, SCC Fun and Fit Center ENP Monitoring Form 011215.pdf indicates this is the monitoring form for the SCC Fun and Fit Center for the visit conducted on 1/12/15.

Page 1 Completed for All Food Sites

Clear Form Button- This button will clear all data entered in all fields on the monitoring form.

- 1) Name of Site-Enter the name of the site being monitored.
- 2) Location of Site-Enter the physical address of the site being monitored.
- 3) Type of Meals Prepared or Delivered-Check all boxes that apply for the meals served or prepared at the food site being monitored.
- 4) This Site Prepare/Serves-Click all radio buttons that apply for the types of meals served or prepared by the food site being monitored.
- 5) Food is Transported Using-Click the radio button for the appropriate method.
- 6) Date of Review-Enter the date the food site is being monitored.
- 7) Time of Arrival-Enter the time of arrival of the AAA Monitoring Representative to the food site.
- 8) Time of Departure- Enter the time of departure of the AAA Monitoring Representative from the food site.
- 9) Monitor's Name-Enter the AAA Monitoring Representative's name who is monitoring the food site.
- 10) Monitor's Title-Enter the AAA Monitoring Representative's job title.
- 11) Printed Name of Person Interviewed at the Site-Print the name of the individual interviewed at the food site.
- 12) Signature and Title of Person Interviewed at the Site-If completing the monitoring form manually the individual signs the monitoring form. If completing the monitoring form electronically the printed name and title of the person serves as their signature.
- 13) Monitor Signature and Date- If completing the monitoring form manually the individual signs the monitoring form. If completing the monitoring form electronically the printed name and title of the person serves as their signature.
- 14) Findings and Recommendations-Enter the findings and recommendations discovered during the visit. Enter the problems identified and the corrective action needed to correct the problems. Attach additional pages as needed. If completing the monitoring form electronically, additional pages can be completed in a word document and sent with the completed monitoring form to the AAA.

Page 2 Section I: Completed for all sites

Facility:

A. Is a "Person-in-Charge" identified and on site?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

B. Does the site appear clean with adequate lighting, cooling, heat, ventilation?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

C. Do refrigerators, steam tables, and equipment appear clean and in good working order?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

D. Describe dishwashing and drying method:

Enter how the food site washes and dries their dishes and utensils. Leave blank if this is not applicable.

E. Is this an acceptable method of dishwashing/drying according to the FDA food code? See the FDA Code or the elearning module for more information.

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

F. Are chemical cleaners and paper goods stored away from food?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

G. Are there thermometers in the refrigerators and freezers used for ENP programs?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

If yes, record the temperatures:

Enter thermometer temperatures. If minimum thermometer temperatures are not met this is a deficiency that must be noted on page 1 of the monitoring form.

H. Have the food thermometers been calibrated?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

I. Are trash receptacles clean, emptied when necessary, and covered when not in use?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

J. Is there a separate hand washing sink?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

K. Was hand washing observed?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

L. Are hands washed in accordance with FDA food code? More information is available on the monitoring form. Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

M. Do the food service and storage areas appear free from insects and rodents?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

N. Is the area where food is handled or served clean and in good repair?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

O. Are counters and work areas sanitized prior to use?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

P. Are foods labeled with content and date when placed in dry storage (storeroom or pantry)?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

Q. Are foods labeled with content and date when placed in cold storage (refrigerator or freezer)?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

Personal Hygiene:

A. Are hair restraints and gloves worn during meal preparation and service?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

B. Are hands washed prior to putting on gloves?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

C. Are gloves used correctly? See monitoring form for more information.

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

D. Are burns, wounds, sores, scabs, and splints on hands bandaged and completely covered with a glove prior to preparation or service?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

E. Are staff and volunteers wearing clean clothes and an apron or other covering?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

F. Do volunteers or staff show no sign of acute respiratory disease (sneezing/coughing)?

Select Yes or No. Enter Yes if volunteer or staff are not sneezing and coughing. Enter No if volunteer or staff are sneezing or coughing. No is a deficiency that must be noted on page 1 of the monitoring form.

Menu / Record keeping:

A. Has the current menu been signed by an approved dietician?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

B. Is a copy of a current food serving license available (currently defined as within the last 12 months)?

Select Yes, No or N/A (in some facilities this is not required and N/A is the appropriate response). No is a deficiency that must be noted on page 1 of the monitoring form.

C. Is a copy of a current sanitation inspection available (currently defined as within the last 12 months)?

Select Yes, No or N/A (in some facilities this is not required and N/A is the appropriate response). No is a deficiency that must be noted on page 1 of the monitoring form.

D. Is there a copy of any required sanitation certification available?

Select Yes, No or N/A (in some facilities this is not required and N/A is the appropriate response). No is a deficiency that must be noted on page 1 of the monitoring form.

E. Have findings reported by the licensing and inspection agency been corrected?

Select Yes, No or N/A (If there is no report by a licensing and inspection agency, N/A is the appropriate response). No is a deficiency that must be noted on page 1 of the monitoring form.

F. Is the menu served the same as the menu published?

Select Yes, No or N/A (If a menu substitution or change was approved by the AAA, N/A is the appropriate response). No is a deficiency that must be noted on page 1 of the monitoring form.

G. Do the meal production records, if available, agree with approved menus?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

H. Is the milk served prior to the use by date?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

I. If manufacturer labels or CN labels are available, do they support portion guidelines for the meal?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

Page 3 Menu Served Today-Completed for all sites.

Enter the menu items, portion sizes, and temperature and time of packing if items are being delivered to consumers.

Menu Comments

Enter any observations or comments about the menu.

Menu Notes

Enter any notes about the menu.

Page 4 Food Preparation-Complete for any food site that prepares food:

A. Are cooked foods chilled according to the FDA food code guidelines?

See monitoring form for more information. Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

B. Are frozen foods thawed according to FDA food code guidelines?

See monitoring form for more information. Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

C. Is cooked or ready-to-eat food protected from cross-contamination?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

D. Are foods that are being reheated done so at a temperature of 165° F or above?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

Food Transport for ENP Program Meal:

A. Is the food transport equipment in good condition and appears capable of maintaining temperatures?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

B. Does food transport equipment appear clean?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

C. Are hazardous foods hot (135° F and above) or cold (41° F or below) when packing for transport?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

D. If temperature control is used, is packing temperature documented?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

E. If time in lieu of temperature control is used, is food labeled with time of packing and food temperature documented on the label?

See monitoring form for more information. Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

Recordkeeping:

A. Are recipes used?

Select Yes, No or N/A.

B. On the day of review, are both meal pack time and meal pack temperature documented and kept on file?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the

monitoring form.

C. Is there a procedure for food product recalls?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

D. Is there a procedure for suspected foodborne illness reporting?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

Notes – Enter notes for the Food Preparation Section site.

Page 5 Section III: Congregate and Home Delivered Meal Site

This section of the monitoring tool is to be used at congregate meal sites. The reviewer must **visually confirm** the ENP meal.

Facility:

A. Is the site accessible to people eligible for services targeted by the OAA?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

B. Are the tables and chairs clean and in good condition?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

C. Are there appropriately sized serving utensils available and being used?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

D. Is food prepared and served at the same site? (If yes, answer next question)

Select Yes, No or N/A. If No or N/A go to E.

If time in lieu of temperature is used, does this meal meet the time and temperature requirements while allowing for food to be served and consumed?

See monitoring form for more information. Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

E. Is the temperature of the food taken prior to service?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

F. Are foods hot (135° F and above) or cold (41° F or below) when placed in the steam tables or refrigeration/freezer units?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

G. Is food delivered to meal site? Select Yes or No.

If yes, answer the next 5 questions. If no, go to the Recordkeeping section.

1. Are meal carriers labeled to time and temperature of packing?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

2. Are meals transported in safe and sanitary containers/carriers?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

3. If meal is transported using time in lieu of temperature control, is food served to all participants within 4 hours of leaving temperature control?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

4. For home delivered meal transport, are hot and cold meal carriers insulated?

Select Yes or No. No is a deficiency that must be noted on page 1 of the monitoring form.

5. For home delivered meal transport, how long is the longest delivery route, measured in time:

Enter the length of the longest delivery route. For example 60 minutes.

Recordkeeping:

Enter the number of meals ordered, received, served and unserved.

A. Is there documentation of required nutrition education?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

B. In the congregate setting, is offer versus served used?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form.

C. If this is an Adult Day Center (ADC), are meals reported through SAMS,

Select Yes to C if meals are reported through SAMS. If yes is selected for C, Yes cannot be selected for D. Select No or N/A if appropriate.

D. Are meals reported through the adult care food program (school lunch)
Select Yes to D if meals are reported through the adult care food program. If Yes is selected for D, Yes cannot be selected for C. Select No or N/A if appropriate.

Take-Home Foods:

A. Are participants allowed to take foods home from the center?

Select Yes, No or N/A.

B. Lists foods participants are allowed to take home:

Lists any food participants are allowed to take home from the food site.

C. Is the container used a disposable container?

Select Yes, No or N/A. No is a deficiency that must be noted on page 1 of the monitoring form

D. Are these foods charged as take-out foods or meals?

Select Yes, No or N/A.

Page 6-Participant Interviews

AAA Monitoring Representatives must interview three participants at congregate food sites and enter their responses in this section of the monitoring form. The questions can be determined by each AAA but should be consistent for each food site.