

NUTRITIONAL RISK SURVEY IMPLEMENTATION INSTRUCTIONS

This document presents instructions for the AAA personnel who will be administering the Nutritional Risk Survey to all new clients enrolling in Home Delivered Meals (HDM) or Congregate Meals (CM) programs during April and May of 2000. The AAA personnel administering the survey should adhere to the following procedures and scripts.

When administering the questionnaire, read the following instructions to the client:

"As part of enrolling in our nutritional program, we would like to assess the nutritional risk level of all our clients. This information is very important to us for it allows us to determine how well we are serving you. Therefore, we want you to be as honest as possible. Would you please help us by filling out a short survey about your nutritional habits? All of your answers will be kept confidential. Here is the survey. Will you be able to fill out the survey yourself or should I read it to you? "

[NOTE: If the client asks for clarification on a question, please tell them to use their own judgement in determining the meaning of the question. Do NOT try to explain what it means to you.]

Immediately after the questionnaire is filled out,

- Quickly scan the surveys to verify that all of the questions were answered.
- Thank the client for responding.
- In the Office Use Only memo box at the bottom of the first page of the survey, write in the client's ID number. Next, indicate whether the test was self administered (i.e., filled out by the client), read out loud to the client, or over the phone. The height, weight, and BMI are optional; however, if they are recorded please check off whether it was self reported or an actual measurement by the office.
- In the Office Use Only memo box at the bottom of the second page of the survey, write in the client's ID number and date the survey was administered. Also, check off the services that the client is currently receiving by looking it up in the client's records or by asking the client.
- In a logbook for the Nutritional Risk survey, it is important to record the client's ID, service enrolled in, and date that the survey was administered. This information will help you determine the date for the 6 month follow-up questionnaire. This logbook can also be the master client list, which records all of the information requested in the Master Client List Guidelines about each client.
- The survey needs to be stored in a dedicated folder. On a weekly basis, all surveys and a copy of the logbook should be delivered to the AAA survey coordinator for processing. The AAA survey coordinator will be responsible for the data entry process and final storage of all materials related to this effort.