

NUTRITIONAL RISK SURVEY IMPLEMENTATION INSTRUCTIONS

Including the Social Functioning and Emotional Well-being Surveys

This document presents instructions for the AAA personnel who will be administering the Nutritional Risk Survey along with the Social Functioning Survey and the Emotional Well-being 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. In addition, we would like to know their level of emotional well-being and social functioning. 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 on these issues? All of your answers will be kept confidential. Here are the questionnaires. Will you be able to fill out them out yourself or should I read them 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 Nutritional Risk 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 Nutritional Risk 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.

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- In the Office Use Only memo box at the bottom of the Emotional Well-being Survey, write in the client's ID number and the date.
- In the Office Use Only memo box at the bottom of the Social Functioning Survey, write in the client's ID number and the date.
- Each of the three questionnaires needs to be stored in their own 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.