



COMMONWEALTH of VIRGINIA
Department for the Aging

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November 16, 2010

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Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.



11-35

COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors
Health Promotion and Disease Prevention Coordinators

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: November 16, 2010

SUBJECT: Immunization Reminder

I apologize for the lateness of this notice; however, if you have not already done so there is still time to encourage immunization among your senior participants. The 2006 Reauthorization of the Older Americans Act (SEC.339.(2)(K) calls on nutrition service providers to provide... *“informational brochures and information on how to get vaccines, including vaccines for influenza, pneumonia, and shingles, in the individuals’ communities...”*

Following are links to information about immunizations for adults:

<http://www.immunize.org/catg.d/p4030.pdf>

<http://www.cdc.gov/vaccines/>

<http://www.immunizationinfo.org/>

<http://www.vaccineinformation.org/>

I hope you find these helpful.



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: November 16, 2010

SUBJECT: November – Family Caregivers Month

Proclamation from Governor McDonnell

Please find attached a copy of the proclamation of Governor McDonnell declaring November 2010 as Family Caregivers Month in the Commonwealth of Virginia.

Meeting of the Virginia Care Caregiver Coalition

Reminder: Area Agency on Aging staff and their family caregivers are invited to participate in the November 18, 2010, meeting of the Virginia Caregiver Coalition. The meeting will be held in the Virginia Department for the Aging Conference Room at 1610 Forest Avenue Richmond, Virginia.

Participation is available at various video conference sites throughout the Commonwealth. Information on participating sites is attached to this Tuesday Mailing. Please notify the site contact person if you plan to attend the meeting. Please be in attendance at the video conference site or VDA by 9:30 A.M.

The topic of the meeting is **Driving Assessments: Knowing When It is Safe to Drive** and features presentation by the following speakers:

Jacquelin Branche, RN, Virginia DMV
Matt Pagels, CDRS, Ctr for Excellence in Aging
Kathy Miller, VDA GrandDriver Program

Caregivers of Veterans

Almost all of us know a veteran from Operations Desert Storm, Enduring Freedom, and Iraqi Freedom, the Greatest Generation or from the Korean or Vietnam wars. On Veterans Day, November 2010, the National Alliance for Caregiving, with sponsorship

by the United Healthcare Foundation, released its study ***Caregivers of Veterans - Serving on the Homefront***. This in-depth study finds that nine out of ten caregivers of veterans are women. Caregivers of veterans often perform their caregiving duties for 10 years or longer. The full report can be accessed at www.unitedhealthfoundation.org/veterans or www.caregiving.org.

Message from Assistant Secretary Kathy Greenlee, Administration on Aging, on Veterans Day 2010

“I join President Obama in saluting our nation’s veterans.

On November 11, Americans will pause to honor the courage and sacrifices of our nation’s veterans. This annual tribute goes to the more than 23 million current American veterans and the countless millions more who have given the supreme sacrifice of their lives throughout the history of our country.

These valiant men and women have acted on their pledge of loyalty to our nation by serving in our armed forces at home and abroad defending the freedoms we hold so dear. Some have endured extraordinary challenges, separation from their loved ones, and some carry physical and emotional scars. All have given so much to keep us safe and secure.

We honor the efforts of all who serve including the more than 2 million of those representing the “Greatest Generation” who served in World War II who are still alive today but whose numbers are decreasing. We pay tribute to those veterans in the Administration on Aging and throughout our national aging network as well as those who work to support veterans in their homes and communities each and every day. On Veterans Day, as families honor their loved ones in public ceremonies and personal moments of reflection across our land, let us join in thanking our veterans for their service to America.”



CERTIFICATE of RECOGNITION

By virtue of the authority vested by the Constitution in the Governor of the Commonwealth of Virginia there is hereby officially recognized:

FAMILY CAREGIVERS MONTH

WHEREAS, approximately 700,000 Virginians currently assist family and friends, resulting in an estimated 793 million caregiving hours each year to support their independence and allow them to continue to live in their home and community; and

WHEREAS, the number of older adults in Virginia will reach 1.8 million by 2030 – more than double the population in 2000, with the over 85 age group being the fastest growing segment of the population; and

WHEREAS, at least 1 in every 100 older adults is living with a lifelong disability, the majority of whom have benefitted from continuous support by families; and

WHEREAS, in addition to caring for older relatives, thousands of older Virginians also serve as the caregivers for over 107,000 grandchildren, many of whom have no parents present in the home, and some of whom are children of military personnel who are deployed abroad; and

WHEREAS, the single most valuable support to the health and well-being of older Virginians and adults with disabilities is the network of informal caregiving provided by family and friends, equivalent to nearly \$10 billion in services; and

WHEREAS, the expense of providing care realized by informal family caregivers is estimated to average \$650,000 across a caregiver's lifespan in lost wages, lost pension, and negative impact on Social Security; and

WHEREAS, beyond the financial burden, caregivers experience a toll on their health as well, demonstrating higher rates of depression, anxiety, sleep problems, elevated blood pressure and compromised immunity, with a 63 percent higher mortality rate than non-caregivers of the same age; and

WHEREAS, the volunteer efforts of the Virginia Caregiver Coalition have provided education, supported public policies to meet the needs of family caregivers, and advocated for stronger public policies to address the challenges and concerns of family caregivers for more than six years;

NOW, THEREFORE, I, Robert F. McDonnell, do hereby recognize November 2010 as **FAMILY CAREGIVERS MONTH** in our **COMMONWEALTH OF VIRGINIA**, and I call this observance to the attention of our citizens.



Robert F. McDonnell

Governor

Janet V. Polarek

Secretary of the Commonwealth

Video Conference Sites for November 18, 2010 Virginia Caregiver Coalition Meeting

1. Peninsula Health Department - Contact: Sharon Brandau, Peninsula Agency on Aging (757) 246-1915
2. Appalachian Agency for Senior Citizens - Contact: Carol Raines , AASC, 276-964-4915
3. Mountain Empire Older Citizens, Inc. - Contact: Julia Trivett Dillon, MEOC 276-964-4915
4. Madison Health Dept. - Contact: Lynette Scott, Rappahannock-Rapidan CSB, (540) 825-3100, ext. 3464
5. Charlottesville Thomas Jefferson H.D. - Contact: Annie Marrs (434) 973-6122
6. Mt. Rogers Health Dept. Marion, District 3- Contact: Libby Davis, District Three Senior Resources 276-783-8158
7. James Madison University - Contact: Kathleen Pantaleo 540-568-6682
8. Northern Neck Middle Peninsula Health Consortium Contact: Jennifer Ramos Hoover (804) 822-5091

VDH Middlesex County Office in Saluda

VDH Lancaster County Office in Lancaster

VDH Richmond County Office in Warsaw

VDH Gloucester County Office in Gloucester

VDH King William County Office in King William Courthouse

VDH Westmoreland Cuntly Office in Montross

VDH Northumberland County Office in Heathsville

The Meadows Senior Center in Colonial Beach

Riverside Tappahannock Hospital Medical Arts Building A, HR Training Room - 1st Floor, Tappahannock, VA

9. Fairfax DFS Contact: Lucy Gerland, Fairfax County AAA, 703-324-5849

10. Lynchburg College - Contact: Denise Scruggs 434-544-8456

Two Phoning:

Alzheimer's Association Fredericksburg

Alzheimer's Association Tri-Cities



COMMONWEALTH of VIRGINIA
Department for the Aging

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: November 16, 2010

SUBJECT: Nutrition Program Best Practices

Following are examples of materials shared from a recent monitoring visit at the Rappahannock Rapidan CSB/AAA:

- A policy for Food Product Recalls
- A Senior Center Program Assessment form which is comprehensive with a good mix of checklist and open-ended questions. There are also spaces giving the site supervisors an opportunity to respond to any findings – positive or negative. Information on the form can be used for site and program evaluation as well as for employee performance appraisal.
- Menus that have the blank spaces filled with fun and educational nutrition facts about the foods on the menu and nutrients required by the program. This really helps to showcase the congregate meals as an example of good nutrition for the seniors – connecting the meals provided with nutrition education efforts.

Rappahannock Rapidan Community Services Board and Area Agency on Aging

Policy Title: Food Product Recalls
Policy #: 295
Page: 1 of 2

Effective Date: 4/17/09
Date Reviewed:
Date Revised:

Scope

Nutrition & Transportation Division (to include all meals prepared by Central Kitchen)
Visions
Boxwood

Policy Coordinator

Nutrition & Transportation Division Director

Purpose

These procedures ensure that RRCSB-AAA responds quickly and effectively to food safety recalls to protect the safety of consumers and others.

Definitions

Food recall - a voluntary action by a manufacturer or distributor to protect the public from products that may cause health problems or possible death. A recall is intended to remove food products from commerce when there is reason to believe the products may be adulterated or misbranded.

Policy & Procedures

Staff will take the following steps to implement the agency's response to a food recall.

1. **Review the food recall notice.**

Supervisory staff will review the recall notification report when it is received.

2. **Communicate the food recall notice**

Supervisory staff will share information about the food recall immediately. Communication may be done by phone, email or fax. Information will be shared in a manner that ensures the site receives the information and understands its responsibilities to respond to the recall.

3. **Identify and record whether any of the product was received.**

Supervisory will identify sites where the affected product may be located.

4. **Locate, verify and account for the affected product.**

Supervisory and/or program site staff will locate the recalled food product and verify that the product containers bear the product identification code(s) listed in the recall.

Supervisory and/or program site staff will count the inventory of the recalled food product. This includes the amount already used.

An accurate inventory count of the product will be obtained for each site.

Rappahannock Rapidan Community Services Board and Area Agency on Aging

Policy Title: Food Product Recalls
Policy #: 295
Page: 2 of 2

Effective Date: 4/17/09
Date Reviewed:
Date Revised:

5. **Segregate and secure the recalled food product.**

The recalled food product will be physically segregated at the site, including open containers or leftover product.

Items will be marked “do not use” and “do not discard” with large signs.

All staff, and others, as appropriate, will be told not to use the marked product.

6. **Determine if the product has been used.**

Supervisory and/or program site staff will determine if the food product has been used. This may include reviewing invoices, menus, inventory records, etc.

7. **Document dates and times used.**

If the recalled product was used, document the date(s) used and who it was served to (classes, not individual names – e.g., Madison Senior Center participants, 12/15/08).

8. **Report health complaints.**

If the program site receives any reports of health problems that could be related to eating the recalled food product, report this to the supervisor. Encourage consumers to followup with their medical provider; staff should not give medical advice.

9. **Consultation with Health Dept.**

Supervisory staff will consult with the Health Department for additional guidance about the food recall or to report consumers’ health complaints.

10. **Destruction of recalled food products.**

Supervisory staff will determination when and how recalled food products will be destroyed. Destruction will occur only after all internal or external inspections/investigations are complete.

Program site staff will follow supervisory guidance on the destruction of food products.

11. **Complete Food Recall Action Checklist documentation.**

Supervisory staff, or his/her designee, will complete the Food Recall Action Checklist form #94 to document the agency’s response to the recall.

Approved:

Executive Director

Date

"Did you know" – fun and educational facts added to blank spaces on the menus. This really helps to showcase the congregate meals as an example of good nutrition for the seniors – connecting the meals provided with nutrition education efforts.

Senior Center Menu For: **November 2009**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Meat Loaf 2 Baked Potato Peas & Carrots WW Roll FF Milk Mandarin Oranges Coconut	Pork BBQ 3 WW Bun Corn FF Milk Collard Greens Orange Juice Peaches Cottage Cheese	Chicken & Broccoli 4 Pasta Alfredo Broccoli WW Roll FF Milk Carrots Granola Bar	Sweet & Sour 5 Meatballs Brown/White Rice WW Roll FF Milk Green Beans Granola Bar Mandarin Oranges	6 <u>C L O S E D</u>
Shepherd's Pie 9 Lima Beans Carrots WW Bread FF Milk Gelatin Salad Fig Bar	Chicken & Dumplings 10 Broccoli Baked Sweet Potatoes WW Bread FF Milk Brownie	Spaghetti with 11 Meatballs Garlic Bread Toss Salad w/Spinach Apple Juice Apricots	Salisbury Steak 12 w/Gravy Sweet Potatoes WW Roll FF Milk Spinach Choc. Chip Cookie Mandarin Oranges	13 <u>C L O S E D</u>
Fried Chicken 16 Carrots Cabbage WW Roll FF Milk Granola Bar Apricots	Roast Beef 17 w/Gravy Broccoli Mashed Potatoes WW Bread FF Milk Ice Cream Apple Crisp	Vegetable Beef 18 Soup/Crackers Toss Salad Sweet Potato Casserole FF Milk Orange-Pineapple Drink Granola Bar	Chicken/Broccoli 19 Casserole w/Bread Crumbs Corn FF Milk Carrot-Raisin Salad	20 <u>C L O S E D</u>
Pork Chop 23 w/Gravy Sweet Potatoes Greens WW Biscuit FF Milk Applesauce	<i>Thanksgiving Lunch</i> 24 Turkey/Dressing & Gravy Baked Sweet Potato Peas w/Onions Cranberry Sauce WW Roll Pumpkin Pie	25 C L O S E D H O L I D A Y	26 C L O S E D Thanksgiving	27 <u>C L O S E D</u>
Hamburger Helper 30 Broccoli Spears Carrots WW Bread FF Milk Peach Cobbler	<i>Did you know ... eating a serving of legumes (beans, peas, and lentils) four times a week can lower your risk of heart disease by 22 percent? The darker the bean, the more antioxidants it contains. (From Fitness magazine)</i>			

MENU SUBJECT TO CHANGE WITHOUT NOTICE DUE TO AVAILABILITY OF PRODUCTS

SUGGESTED VOLUNTARY DONATION
\$3.50 PER MEAL to help defray costs.

Senior Center Menu For: **January 2010**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>Happy New Year! Did you know... Vitamin B6 promotes the immune system, relieves water retention and can help with hair loss and regulating blood pressure? It also helps the nervous system to function. Good sources of Vitamin B6 include fish, baked potatoes, bananas, chicken, and rice—all on this month's menu!</i>				1 <u>C L O S E D</u>
Fried Chicken 4 Cabbage Carrots FF Milk WW Roll Apricots Granola Bar	Roast Beef with 5 Gravy Broccoli Mashed Potatoes WW Bread FF Milk Apple Crisp Ice Cream	Vegetable Beef 6 Soup Toss Salad Sweet Potato Casserole FF Milk Pineapple-Orange Drink Granola Bar	Chicken-Broccoli 7 Casserole w/Bread Crumbs Corn FF Milk Carrot-Raisin Salad	8 <u>C L O S E D</u>

Senior Center Menu For: February 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Meat Loaf with Tomato Sauce 1 WW Roll FF Milk Baked Potato Peas & Carrots Mandarin Oranges w/Coconut	Pork Chop w/Gravy 2 Corn Collard Greens Orange Juice Cottage Cheese Sliced Peaches	Chicken/Broccoli Pasta Alfredo 3 Carrots Broccoli WW Roll FF Milk Granola Bar	Sweet & Sour Meatballs 4 Brown/White Rice Green Beans WW Roll Mandarin Oranges Granola Bar	C L O S E D
Shepherd's Pie 8 Lima Beans Carrots WW Bread FF Milk Gelatin Salad Fig Bar	Chicken & Dumplings 9 Broccoli Baked Sweet Potato WW Bread FF Milk Brownie	Spaghetti & Meatballs 10 Garlic Bread Toss Salad w/Spinach FF Milk Apple Juice Apricots	Roast Turkey w/Bread Stuffing 11 Baked Sweet Potato Peas & Onions WW Roll FF Milk Cranberry Sauce Mandarin Oranges	C L O S E D
H O L I D A Y	Salisbury Steak 16 Whole Potatoes Spinach WW Roll FF Milk Chocolate Chip Cookie	Fried Chicken 17 Cabbage Sliced Carrots WW Roll FF Milk Granola Bar Apricots	Roast Beef w/Gravy 18 Broccoli Mashed Potatoes WW Bread FF Milk Apple Crisp Ice Cream	C L O S E D
Vegetable Beef Soup 22 Sweet Potato Cass. Toss Salad Orange-Pineapple Drink Granola Bar	Chicken & Broccoli Casserole with Bread Crumbs 23 Corn Carrot-Raisin Salad	Pork Chop w/Gravy 24 Sweet Potatoes Greens WW Biscuit Applesauce	Beef Noodle Hamburger Helper 25 WW Bread FF Milk Broccoli Spears Carrots Peach Cobbler	C L O S E D

Did you know... our meal plan requires more than 8 grams of dietary fiber per meal? According to mayoclinic.com, dietary fiber is best known for relieving constipation, but it also helps to lower your risk of diabetes and heart disease. Good sources (in this menu) include whole wheat breads, brown rice, sweet potatoes, broccoli, lima beans, and apricots. Enjoy!

MENU SUBJECT TO CHANGE WITHOUT NOTICE DUE TO AVAILABILITY OF PRODUCTS

SUGGESTED VOLUNTARY DONATION
\$3.50 PER MEAL to help defray costs.

Senior Center Menu For: April 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>So... why apricots? Apricots are loaded with things like Vitamin A, Vitamin C, and dietary fiber. That allows us to have more fun things like hot dogs, chili & cornbread, and fried chicken - - and still meet the required nutritional standards.</i>			Fried Chicken 1 Cabbage Sliced Carrots WW Roll FF Milk Granola Bar Apricots	C L O S E D
Vegetable Beef Soup 5 Toss Salad Sweet Potato Casserole FF Milk Orange-Pineapple Drink	Roast Beef with Gravy 6 Mashed Potatoes Broccoli WW Bread FF Milk Apple Crisp Ice Cream	Chicken/Broccoli Casserole w/Bread Crumbs 7 Corn FF Milk Carrot-Raisin Salad	Pork Chop with Gravy 8 Sweet Potatoes Greens FF Milk WW Biscuit Stewed Apples	C L O S E D
Beef Noodle Hamburger 12 Broccoli Spears Sliced Carrots WW Bread FF Milk Peach Cobbler	Hot Dog/Bun 13 Corn on Cob Broccoli Oat Bran Muffin FF Milk Apricots	Fried Chicken 14 Sweet Potatoes w/Apples Green Beans WW Bread FF Milk Granola Bar	Tuna Salad on Lettuce 15 Crackers Carrot/Celery sticks FF Milk Orange Juice Pudding w/Fruit & Vanilla Wafers	C L O S E D
Chicken Ala King w/WW Noodles 19 Broccoli Spears Carrots w/Peppers Grapefruit/Orange	Lasagna 20 Succotash WW Bread FF Milk Orange-Pineapple Drink	Turkey Ham 21 Sweet Potatoes Brussels Sprouts WW Roll FF Milk	Chicken Patty 22 Corn Pudding Greens WW Bread FF Milk Orange-Pineapple	C L O S E D

Senior Center Menu For: May 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Chicken Broccoli 3 Pasta Alfredo Sliced Carrots WW Roll FF Milk Granola Bar	Sweet & Sour 4 Meatballs White/Brown Rice Green Beans WW Roll FF Milk Mandarin Oranges Granola Bar	Shepherd's Pie 5 Lima Beans Carrots WW Bread FF Milk Gelatin Salad Fig Bar	Chicken & 6 Dumplings Broccoli Baked Sweet Potato WW Bread FF Milk Brownie	C L O S E D 7
Broccoli Spears 10 Carrots WW Bread FF Milk Peach Cobbler	Roast Turkey 11 Corn on Cob Oat Bran Muffin FF Milk Apricots	Salisbury Steak 12 Green Beans WW Bread FF Milk Granola Bar	Fried Chicken 13 Green Beans WW Bread Orange-Pineapple Drink Waldorf Salad	C L O S E D 14
<p>MEMORIAL DAY HOLIDAY 31</p> <p><i>Did you know... May is Older Americans Month? This year's motto is "Age Strong! Live Long!" Strong bones can be part of your ability to "age strong," so our menus provide at least 400 mg of calcium per meal. That's why milk is served with every meal, and you'll find cooked greens on your plate sometimes. Enjoy!</i></p>				

MENU SUBJECT TO CHANGE WITHOUT NOTICE DUE TO AVAILABILITY OF PRODUCTS

SUGGESTED VOLUNTARY DONATION
\$3.50 PER MEAL to help defray costs.

Senior Center Menu For: August 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Shepherd's Pie 2 Lima Beans Carrots FF Milk WW Bread Gelatin Salad w/Veg Fig Bar	Chicken/Dumplings 3 Broccoli Baked Sweet Potato FF Milk WW Bread Brownies	Spaghetti with 4 Meat Sauce Spinach/Veg. Salad Garlic Bread FF Milk Apple Juice Apricots	Roast Turkey 5 w/Gravy Stuffing WW Roll Baked Sweet Potato Peas w/Onions Cranberry Sauce Oatmeal Cookie	C L O S E D 6
Salisbury Steak 9 w/Gravy Whole Potatoes Spinach WW Roll FF Milk Chocolate Chip Cookie	Roast Beef 10 w/Gravy Mashed Potatoes Broccoli WW Bread Apple Crisp Ice Cream	Picnic 11 Fried Chicken Macaroni Salad Green Beans WW Roll Fruit Cocktail	Soup w/Salad 12 Vegetable Beef Soup Toss Salad Sweet Potato Cass. FF Milk Orange-Pineapple. Drink Granola Bar	C L O S E D 13
Chicken/Broccoli 16 Casserole w/Bread Crumbs Corn FF Milk Carrot-Raisin Salad	Pork Chop with 17 Gravy Sweet Potatoes Greens WW Biscuit FF Milk Applesauce	Hot Dogs/WW Bun 18 Corn on Cob Broccoli Oat Bran Muffin Peaches	Tuna Salad 19 On Lettuce WW Bread Carrot & Celery Sticks Orange Juice Pudding w/Fruit Vanilla Wafers	C L O S E D 20
Chicken Ala King 23 Broccoli Spears Sliced Carrots WW Roll FF Milk Grapefruit/Orange Sections Peanut Butter Cookie	Lasagna 24 Succotash WW Bread FF Milk Granola Bar Orange-Pineapple Drink Waldorf Salad	Turkey Ham 25 Sweet Potato Brussels Sprouts WW Roll FF Milk Cottage Cheese Sliced Peaches	Picnic 26 Fried Chicken Macaroni Salad Green Beans WW Roll Jello w/Fruit	C L O S E D 27
Chicken Patty 30 w/Gravy Corn Pudding Greens WW Bread FF Milk Orange-Pineapple Drink Banana	Beef Stew 31 Lima Beans WW Biscuit FF Milk Orange-Pineapple Drink Carrot-Raisin Salad	<p><i>Did you know... potassium rich foods blunt the effect of salt on blood pressure, may reduce the risk of developing kidney stones, and possibly decrease bone loss with age? So, this month enjoy your bananas, apricots, oranges, brussels sprouts, broccoli, and tuna -- all high in potassium!</i></p>		

MENU SUBJECT TO CHANGE WITHOUT NOTICE DUE TO AVAILABILITY OF PRODUCTS

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\$3.50 PER MEAL to help defray costs.

Senior Center Program Assessment

Date: _____

Center: _____

Evaluator: _____

Physical Facility

- Senior Center is relatively free from architectural barriers? _____
- Senior Center has bulletin board in use? _____
- Donation Sign Posted? _____
- Monthly Menu Posted? _____
- Monthly Activities Calendar Posted? _____
- Easily Located Fire Extinguisher (s)? _____
- Easily Located First Aid Kit? _____
- Bathrooms are clean, convenient and at least one is handicap accessible?

- Center cheerful, clean and inviting in appearance? _____
- Comments on Physical Facility: _____

Food and Meal Service

- Did Meals Arrive on Time? _____
- Temperatures: Meat: _____ Vegetable: _____ Milk: _____
- Is food served hygienically? _____
Gloves Worn? _____
- Is Handwashing Sign Posted at Sink Area? _____
- Food Served Pleasant in Appearance and Taste? _____

- Silverware Cleaned According to Standards? _____
- Only Food Allowed Home is Donations, Bread and Dessert? _____

Comments on Food and Meals Service: _____

Programming

- What are the Activities for Today?

- Everyone Encouraged to Participate? _____
- Do Participants Express Satisfaction with the Activities and Programs?

- List Last Three Programs at Center:
 1. _____
 2. _____
 3. _____

Comments on Programming: _____

Recordkeeping:

- Meal Reservation Form Accurate and Complete for Day? _____
- Intake Forms Up-to Date? _____
- Program Income Collected Properly? _____
- Program Income Counted and Banked Properly? _____
- Has Coordinator Called in Next Day Counts for Meals? _____

Comments on Recordkeeping: _____

Home Delivered Food Program

- Homebound Meals sent out in Timely Fashion? _____
- Caddy and Heat Battery Used if Applicable? _____
- Cooler and Ice Pack Used? _____
- Are Two Home Visits Done Weekly? Yes

Comments on Home Delivered Food Program: _____

Overall Assessment of Senior Center Program: _____

Signature of Assessor: _____ Date: _____

Coordinator's Comments:

Signature of Coordinator: _____ Date: _____