

ILLINOIS DEPARTMENT ON AGING (IDoA)  
**DIVISION OF PLANNING, TRAINING, RESEARCH  
 AND DEVELOPMENT**

<b>Title:</b> Nutrition Referral/Assessment for Home Delivered Meals Form	<b>CREATED:</b> June 25, 2021 <b>By:</b> Michael K. Berkes	
	<b>ELECTRONIC FILE NAME:</b> HDM Referral Form.7.1.21	
	<b>EFFECTIVE DATE:</b> July 1, 2021	
<b>OPERATIONS POLICY:</b>	<b>Last Revisions:</b> N/A	<b>By:</b> N/A
	<b>Approved By:</b> Michael K. Berkes	<b>Date:</b> June 25, 2021
<b>SEARCH WORD(S):</b> Nutrition Referral/Assessment for Home Delivered Meals form Person-Centered Planning	<b>Pertains to:</b> <input checked="" type="checkbox"/> CCU/MCO Informational Purposes Only: <input checked="" type="checkbox"/> In-Home Service <input checked="" type="checkbox"/> Adult Day Service <input checked="" type="checkbox"/> Emergency Home Response Service <input checked="" type="checkbox"/> Automated Medication Dispenser Service	
<b>REQUIREMENT:</b> Each CCU and MCO will use this form for completing a Home Delivered Meal referral/assessment.	<b>RULE REFERENCE:</b> N/A <b>OTHER REFERENCE(S):</b>	
	<b>Rescinds Previous IDoA Policy:</b>	
	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes
	<b>Title:</b> Nutrition Referral/Assessment for Home Delivered Meals form	<b>Date:</b> December 2017

**PURPOSE:** As part of the Person-Centered Planning process, the IDoA Nutrition Referral/Assessment for Home Delivered Meals form (HDM form) was developed to assist Area Agencies on Aging (AAA), Care Coordination Units (CCU), Managed Care Organizations (MCO), and Nutrition Providers to identify nutritional risk and determine eligibility for Home Delivered Meals under the Older Americans Act. The HDM form efficiently gathers nutritional information that may also be used to find other resources.

This form replaces the previous Nutrition Referral for Home Delivered Meals Form and Instructions [IL402-1272 (12/17)].

**POLICY:** The IDoA Nutrition Referral/Assessment for Home Delivered Meals form [IL-402-1272 (6/21)] is to be utilized by all AAAs, CCUs, MCOs, and Nutrition Providers to ensure uniformity across the State.

**PROCEDURES:**

Once the need for Home Delivered Meals is identified, all IDoA Network entities shall utilize the HDM form to fully assess the nutritional risk status of the individual, to identify the individual's nutritional needs, and to determine the individual's eligibility for Home Delivered Meals under Federal guidelines.

This HDM form includes priority level screening questions after eligibility is determined. The priority screen will show risk factors the individual is experiencing and the urgency that Home Delivered Meal services are needed. The screening may also offer information for alternative or additional nutrition services to benefit the participant.

MCOs must determine the need and eligibility for HDM by completing the Nutrition Referral/Assessment for HDMs and send it directly to the appropriate agency (as directed by the AAA).

For most planning and service areas, the CCU should be conducting the Nutrition Referral/Assessment for HDM. In some areas, the HDM nutrition services provider determines eligibility and conducts the Nutrition Referral/Assessment. CCUs should contact their AAA for specific procedures in their area. CCUs will not determine eligibility for Home Delivered Meals for a participant enrolled in an MCO.

At a minimum, participants must be reassessed for HDMs on an annual basis. Participants should be reassessed sooner if they are considered high nutritional risk. The organization completing the form is responsible for the re-evaluation, unless the participant's status changes, such as a transfer between MCO and CCU.

Nutrition Providers are responsible for giving the Nutritional Risk Brochure and Food Allergies and Special Diets Notification handout. However, CCUs and MCOs are responsible to check the box on the HDM form that nutritional risk was explained to the participant.

For step-by-step directions in using the HDM form, refer to the "Instructions for Completing the Nutrition Referral/Assessment for Home Delivered Meals Form."