

1240-F HOME DELIVERED MEALS

REVISION DATE: 08/30/23

EFFECTIVE DATE: August 09, 2023

REFERENCES: A.R.S. § 36-551; AMPM 1240-F

PURPOSE

This policy sets forth the Division of Developmental Disabilities (Division) guidance on Home Delivered Meals for ALTCS Members who live in their own home and are in jeopardy of not consuming adequate nutritious food to maintain good health.

DEFINITIONS

1. "Contactless Delivery" means once the package has reached its final destination, it is left outside the doorstep of the Member's home, or otherwise pre-designated location, without making any direct, in-person contact.
2. "Home and Community Based Services" means Home and community-based services, as specified in A.R.S. § 36-2931 and A.R.S. § 36-2939.
3. "Home Delivered Meals" means a service that provides a nutritious meal containing at least one third of the Federal

recommended daily allowance for the member, delivered to the member's own home.

4. "Member" means the same as "Client" as defined in A.R.S. § 36-551.
5. "Nutritionist" means an individual who has a bachelor's or master's degree in Food and Nutrition.
6. "Planning Document" means a written plan developed through an assessment of functional needs that reflects the services and supports, paid and unpaid, that are important for and important to the Member in meeting the identified needs and preferences for the delivery of such Services and supports.
7. "Registered Dietician" means an individual who meets all the requirements for membership in the American Dietetic Association, has successfully completed the examination for registration and maintains the continuing education requirements.
8. "Support Coordinator" means the same as "Case Manager" under A.R.S. § 36-551

POLICY

A. ASSESSMENT AND DOCUMENTATION

1. The Support Coordinator may assess for Home Delivered Meals for ALTCS Members who live in their own home.
2. The Support Coordinator shall document the Member's assessed need for this service, including the Member's ability to:
 - a. Prepare their own meal or have a meal prepared by a caregiver,
 - b. Store meals in their refrigerator and freezer, and
 - c. Complete preparation of meals which require:
 - i. Heating from frozen state, or
 - ii. Addition of dried ingredients.
2. The Support Coordinator shall document when meals are needed by documenting in the services section, noting:
 - a. The number of days; and
 - b. The specific days per week.
3. The Support Coordinator shall not assess service levels:
 - a. At a rate exceeding one meal per day,

- b. For Members who receive Attendant Care Services (ATC) on the same days the Member receives ATC, unless the Support Coordinator:
 - i. Identifies and documents an extenuating circumstance which prevents the ATC staff from completing meal preparation tasks; and
 - ii. Receives approval to proceed with the service authorization.

B. ESTABLISHING SERVICE

- 1. The Support Coordinator shall coordinate with the Responsible Person to complete paperwork to initiate meal delivery with the vendor.
- 2. The Support Coordinator shall confirm the Member's following information is current:
 - a. Phone number for Responsible Person, and
 - b. Physical address where meals will be delivered.
- 3. The Support Coordinator shall offer the option of Contactless Delivery to the Member, reviewing:
 - a. Advantages and disadvantages; and

- b. Individualized considerations of the member's needs and preferences.
- 4. The Support Coordinator shall document a summary of the discussion regarding Contactless Delivery in the Member's file.
- 5. The Support Coordinator shall follow up with the Responsible Person within two days of submitting the request to the vendor to verify the vendor has made initial contact to begin services.

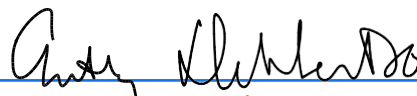
C. ONGOING

The Support Coordinator shall notify the service provider immediately if the Member:

- a. Needs the service to temporarily stop,
- b. Changes their address, or
- c. No longer needs this service.

D. SUPPLEMENTAL INFORMATION

Up to a maximum of 14 days (two weeks) worth of meals will be delivered to the Member at one time. No new meals will be delivered prior to the time the next meal is expected.



Signature of Chief Medical Officer: [Anthony Dekker \(Aug 22, 2023 10:05 PDT\)](#)
Anthony Dekker, D.O.