
Rules of Department of Social Services

Division 15—Division of Aging

Chapter 7—Service Standards

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Title 13—DEPARTMENT OF SOCIAL SERVICES

Division 15—Division of Aging Chapter 7—Service Standards

13 CSR 15-7.005 Definitions

PURPOSE: This rule defines terms used in this chapter.

- (1) Access services—A category of services which facilitates access to and utilization of other services. Access services may include transportation, outreach, care coordination and information and referral.
- (2) Alternative services—Services offered to the elderly in a noninstitutional setting.
- (3) Care coordination—A service which ensures that individuals with chronic or acute care needs are assessed and provided with a comprehensive and coordinated service program designed to meet those assessed needs.
- (4) Caterer—A restaurant, hospital, school or commercial organization which prepares meals under contract (usually a fixed price per meal contract).
- (5) Center—Any facility regardless of terminology used, that is, senior center, congregate nutrition center, nutrition site, supportive services center, satellite center or site or multipurpose senior center, that is utilized to provide one (1) or more services to older persons.
- (6) Congregate nutrition services—The provision of nutrition services to older persons in an approved center.
- (7) Contributions—Money or food stamps (for meals only) given voluntarily and confidentially toward the cost of a service received.
- (8) Division—The Division of Aging of the Missouri Department of Social Services.
- (9) Economic need, greatest—The need resulting from an income level at or below the poverty threshold established by the Office of Management and Budget.
- (10) Escort—A person designated by the service provider, or the recipient, who gives physical assistance to service recipients with functional impairments.
- (11) Follow-up—Recontracting the inquirer or agency/organization to whom the referral was made to assure if contact was made or if further services are required.
- (12) Frail elderly—Older persons having a physical or mental disability, including having Alzheimer's disease or a related disorder with neurological or organic brain dysfunction, that restricts the ability of the individual to perform normal daily tasks or which threatens the capacity of the individual to live independently.
- (13) Homebound—One who is confined to the home because of illness or incapacitating disability.
- (14) Home-delivered nutrition services—Nutrition services delivered to homebound or otherwise isolated recipients in their homes.
- (15) Information and referral—Providing a prompt, accurate and pertinent response to an inquiry, which may include directing the person to the appropriate resource.
- (16) Low-income—Persons whose annual income is at or below the poverty threshold established by the Office of Management and Budget.
- (17) Meal pattern—A meal consisting of three (3) ounces of meat or meat alternate, two (2) or three (3) kinds of vegetables and fruits to total one (1) cup serving, one (1) serving of enriched or whole grain bread or alternate, one (1) teaspoon of butter or fortified margarine, one-half (1/2) cup dessert and one (1) cup of milk.
- (18) Minority—Individuals of the following racial/ethnic compositions: American Indian/Alaskan Native; Asian/Pacific Islander; Black, not of Hispanic origin; or Hispanic.
- (19) Multipurpose senior center—A community or neighborhood facility for the organization and provision of a broad spectrum of services which shall include, but not be limited to, provision of health, including mental health, social, nutrition and educational services and the provision of facilities for recreational activities for older persons.
- (20) Nutrition services—Provision of congregate or home-delivered meals, or both.
- (21) Older person—A person sixty (60) years of age or older.
- (22) Outreach—A service within the access category involving a first time individualized face-to-face contact initiated by the area agency or service provider to identify the unserved elderly population, inform them of available community resources and, if appropriate, assist them in gaining access to needed services.
- (23) Potentially hazardous food—Any perishable food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish or other ingredients in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include foods which have a pH level of four and six-tenths (4.6) or below.
- (24) Principles of menu planning—Planning menus to provide variety in food selection, preparation, texture, shape and size of food and compatibility in food flavors and colors.
- (25) Public information—Provision of information to the public where seniors gain access to area agency services or the information meets a need of the elderly.
- (26) Senior center—A facility providing nutrition services and a variety of supportive services to older persons.
- (27) Service provider—Any agency which contracts with the Missouri Division of Aging or an Area Agency on Aging to provide services directly to older persons.
- (28) Service recipient—An eligible individual who receives one (1) or more services.
- (29) Social need, greatest—The need caused by noneconomic factors which include physical and mental disabilities, language barriers, and cultural, social or geographical isolation including that caused by racial or ethnic status which restricts an individual's ability to perform normal daily tasks or which threatens the capacity to live independently.
- (30) Supportive program—A set of services consisting, at a minimum, of the categories of access, in-home, legal and ombudsman.
- (31) Supportive service center—A facility providing only activities and supportive services, but no nutrition services.
- (32) Volunteer—A person, other than staff or Senior Community Service Employment Program (SCSEP) enrollees, who contributes personal service.

AUTHORITY: section 660.050, RSMo 1994. Original rule filed Jan. 6, 1986, effective April 30, 1986. Amended: Filed Feb. 17, 1988, effective June 15, 1988. Amended: Filed June 3, 1991, effective Oct. 31, 1991.*

**Original authority 1984, amended 1988, 1992, 1993.*



13 CSR 15-7.010 General Requirements for All Service Providers

PURPOSE: This rule describes the general requirements that all service providers shall meet to receive grants or subgrants to provide services for older persons or low income handicapped adults funded by the division or area agencies.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost established by state law.

(1) Service providers shall meet all applicable state and local licensure and safety requirements for the provision of those particular services.

(2) Service providers shall maintain any licensure, certification or registration mandated by any state or local government, body or board.

(3) Service providers shall allow only employees or volunteers holding a current license, certification or registration to perform those tasks, duties or functions for which licensure, certification or registration is required by any state or local agency, body or board.

(4) Service providers shall have an adequate number of staff (paid or volunteer) who are qualified to perform assigned functions in order to implement the activities and services.

(A) Multilingual staff shall be available when there are substantial numbers of non-English speaking service recipients.

(B) A written job description for each position function and responsibility and the line of supervisory authority for each position (paid and volunteer) shall be developed and maintained. Personnel qualifications shall meet job description requirements.

(C) A written performance evaluation of each paid staff member shall be done at least annually and shall be maintained in the employee's personnel file.

(D) A training file shall be maintained that documents the type of training provided, names of staff and volunteers participating, number of hours of training provided and date(s) training was provided. A report of each employee's orientation and in-service training provided by the service provider and

from other sources shall be placed in that employee's personnel file.

(5) Centers shall be in compliance with all applicable state and local fire and safety laws, as well as the following requirements:

(A) If the division determines that the state or local fire safety laws, ordinances or codes are not adequate to assure the safety of older persons or for any locality that has no governing fire and safety laws, ordinances or codes, the provisions of the National Fire Protection Association *Life Safety Code* (NFPA No. 101, 1981 edition) for places of assembly shall apply;

(B) Centers shall have installed and shall maintain in operable condition an adequate number of smoke detectors and fire extinguishers of the appropriate type as determined by consultation with state or local fire authorities. All smoke detectors and fire extinguishers shall be located within the premises according to the recommendations of state or local fire authorities;

(C) Centers shall develop a written safety and evacuation plan for assuring the safety of service recipients, staff and volunteers in case of fire or other hazardous situations and evacuation drills shall be conducted periodically. Copies of the plan shall be on file at the center and at the area agency's office and a charted plan shall be posted conspicuously in the center. The plan and procedures shall include, but need not necessarily be limited to:

1. A written assessment of potential fire or safety hazards present on the premises and actions and procedures that are to be followed to minimize danger;

2. A written schedule for periodic check of smoke detectors and fire extinguishers to assure that adequate pressure or battery strength is maintained for efficient operation when needed; and

3. A written training plan including frequency of comprehensive and refresher training for staff and volunteers on safety responsibilities and actions to be taken if an emergency situation occurs with documentation of training sessions provided; and

(D) Fire inspections shall be conducted annually at all centers. At least every two (2) years the inspection shall be conducted by state or local fire authorities; on alternate years the area agency may conduct the inspection provided appropriate training has been received and the form required by the division is used. Documentation of the inspector's report, recommendations and corrections of any deficiencies shall be maintained at the area agency and center offices.

(6) Service providers whose staff have direct physical contact with service recipients shall make emergency arrangements in consultation with relevant agencies, for dealing with service recipient personal emergencies, that include:

(A) Specific personnel designated and trained to take charge in an emergency;

(B) A person, present or immediately available during all hours that the center is open, who has successfully completed a training course in first aid or emergency care that included at least:

- 1. Basic first aid;
- 2. Cardiopulmonary resuscitation (CPR);
- 3. Heimlich maneuver; and
- 4. Guidelines on when to attempt first aid or when to take alternative action; and

(C) Written instructions posted conspicuously by each telephone which includes the 911 emergency telephone number, if available; or other local emergency telephone numbers, such as those of physicians, ambulances, hospital emergency rooms and local civil defense or disaster offices if the 911 number is not available in the community.

(7) Caterers and centers in which food is prepared, served, or both, shall be maintained in a safe and sanitary manner and shall be in compliance with all applicable state, county or city health codes. Each location at which food is prepared shall be inspected annually by state or local health authorities. Each location at which prepared food is received from another source shall be inspected annually. The inspection shall be conducted by state or local health authorities at least every two (2) years; on alternate years the area agency may conduct the inspection provided appropriate training has been received and the form required by the division is used. Documentation of the inspector's report, recommendations and corrections of any deficiencies shall be kept at both the area agency and center offices.

(8) Service provider staff and volunteers shall be familiar with and shall be able to recognize situations of possible abuse, neglect, exploitation or likelihood of serious physical harm involving older persons. Conditions or circumstances which place the older person or the household in likelihood of serious physical harm shall be immediately reported to the division's elderly abuse hotline (1-800-392-0210). Likelihood of serious physical harm means one (1) or more of the following:

(A) A substantial risk that physical harm to an adult will occur because of failure or inability to provide for essential human needs

as evidenced by acts or behavior which have caused harm or which give another person probable cause to believe that the adult will sustain harm;

(B) A substantial risk that physical harm will be inflicted by an eligible adult upon him/herself, as evidenced by recent credible threats, acts or behavior which have caused harm or which places another person in reasonable fear that the eligible adult will sustain harm;

(C) A substantial risk that physical harm will be inflicted by an eligible adult upon another as evidenced by recent acts or behavior which has caused harm or which gives another person probable cause to believe the eligible adult will sustain harm; or

(D) A substantial risk that further physical harm will occur to an eligible adult who has suffered physical injury, neglect, sexual or emotional abuse or other maltreatment or wasting of his/her financial resources by another person.

(9) Service providers shall provide the following:

(A) Public information activities to ensure that older persons are informed of the services available and have maximum opportunity for participation;

(B) Coordination with other service providers in the planning and service area to assure comprehensive delivery of services and reduce duplication; and

(C) A written complaint procedure through which the service recipient can communicate to the service provider aspects of the service which impact negatively upon them.

(10) Service providers who use volunteers shall develop a written plan for recruiting, orienting, training, supervising and terminating volunteers.

(11) Service providers shall serve older persons with the greatest economic or social need, especially low-income minority persons. Service providers may use methods such as location of services and specialization in the types of services most needed by these groups to meet this requirement. Service providers shall not use a means test to deny individuals services within the target population.

(12) Service providers shall obtain the views of service recipients about the services they receive.

(13) Service providers shall assure that federal funds shall not be used to replace funds from nonfederal sources and that the service provider shall continue or initiate efforts to

obtain support from private sources or other public organizations.

(14) Service providers shall implement P.L. 93-112, Section 504, nondiscrimination on basis of handicap, as well as the following specific requirements:

(A) Handicapped service recipients shall receive the same services provided to any other citizen except where their particular handicap prevents them from participating in an activity;

(B) Any facility being considered for use as a center for delivery of alternative services shall be barrier-free and meet the requirements as set by the American Standards Institute;

(C) If an existing service delivery facility is not barrier-free and cannot be structurally changed to meet barrier-free requirements, services provided at this location shall be provided to handicapped persons in their own home or in another accessible location; and

(D) Transportation to barrier-free centers shall be provided if needed. Service recipients shall not be transported (embarking to disembarking) more than thirty (30) minutes' travel time or twenty-five (25) miles in distance in order to reach an accessible center.

(15) Procedures for handling contributions shall be developed and implemented that include the following:

(A) Each recipient shall be provided with an opportunity to voluntarily contribute to the cost of the service;

(B) The privacy of each recipient with respect to his/her contribution shall be protected;

(C) Appropriate measures to safeguard and account for contributions shall be established which include, at a minimum, the following:

1. Collecting contributions in a locked box at senior centers;

2. Using two (2) persons when accessing contributions or to count receipts;

3. Keeping receipts in a safe or locked box until deposited;

4. Recording and depositing all contributions on the date of receipt;

5. Taking precautions to prevent theft of cash receipts;

6. Reporting contribution receipts to the area agency at least monthly; and

7. Avoiding an accumulation of a large balance of income on hand;

(D) All contributions shall be used to expand the service for which the contribution was made. Nutrition services contributions shall be used to increase the number of meals served, to facilitate access to meals and to

provide supportive services directly related to nutrition services;

(E) A suggested contribution schedule may be developed for each service provided. In developing a contribution schedule, the provider shall consider the income ranges of elderly persons in the community, the provider's other source of income and the actual cost of the service. The contribution schedule should be revised periodically as needed; and

(F) A provider shall not deny any elderly person a service because the elderly person will not or cannot contribute to the cost of the service. An eligible service recipient shall not be charged for participating in any service or activity.

(16) Administrative policies and procedures shall be followed which include:

(A) A current Affirmative Action/Equal Employment Opportunity Plan and Program as required by the Civil Rights Act of 1964 and the Federal Equal Opportunity Act of 1972;

(B) Recordkeeping and confidentiality as cited in 13 CSR 15-4.300;

(C) Reporting systems to document and report all required program, fiscal and administrative information needed by the area agency. The system shall include format and timelines for submission and the following records:

1. Documentation of the total unduplicated low-income minority persons receiving services;

2. Records of paid staff time and volunteer time; and

3. Documentation of service recipient eligibility;

(D) Bonding for all volunteers, staff or governing body members who have fiscal responsibilities, to protect against loss of federal and state funds or agency income;

(E) Insurance coverage which includes:

1. Workers' Compensation—statutory amount as prescribed by the laws of Missouri;

2. Comprehensive general liability covering employees, volunteers and service recipients;

3. Product liability as applicable to the service provided; and

4. Automobile liability for service provider vehicles and, for volunteers using their own vehicles, at least a procedure for verifying that the volunteer maintains adequate insurance and understands his/her liability;

(F) Written policies that specify which holidays and special event days may be observed



by curtailing delivery of services and procedures for publicizing these dates and assuring that service recipients are informed;

(G) Written policies and procedures to be followed when service delivery must be interrupted due to emergency situations including:

1. Definition of types of emergencies (weather, natural disaster, health, and the like);

2. Specifications of the person/position responsible for making the decision to interrupt scheduled service delivery; and

3. Identification of procedures to be followed for notifying service recipients; and

(H) Written policies and procedures to be followed when it is necessary to terminate or deny services to an individual service recipient that include:

1. Justification for termination or denial;

2. Referral to other needed services; and

3. Follow-up for return to service, when appropriate.

(17) Any facility altered, renovated, acquired by purchase or lease or constructed using federal or state funds may not be used for religious instruction or as a place of worship, as follows:

(A) Federal and state funds shall not be used to renovate, alter or construct a building that is also intended to be used, or is used, as a place of worship even though the building may serve as a multipurpose senior center;

(B) Service providers shall have a written agreement with sectarian organizations housing alternative services programs which includes the provision that all equipment purchased with federal funds remain the property of the area agency, as per 45 CFR part 74;

(C) Each individual participant shall have a free choice of whether or not they wish to participate in prayer and no staff (paid or volunteer for that day) shall initiate, lead, organize or encourage a prayer or moment of silence; and

(D) Service providers shall ensure that no federal or state funds shall be used for religious instruction or worship.

(18) Any facility altered, renovated, acquired by purchase or lease or constructed using federal or state funds may not be used for political campaigning on behalf of any candidate for local, state or national office unless—

(A) The political discussion is a planned, scheduled activity;

(B) All candidates for a particular office are personally present or afforded the opportunity to be present; and

(C) All candidates are afforded the opportunity to present their views through a series

of discussions, scheduled at intervals, but given equal time.

*AUTHORITY: section 660.050, RSMo 1994. * This rule was previously filed as 13 CSR 15-6.135. Original rule filed Jan. 6, 1986, effective April 30, 1986. Amended: Filed Feb. 17, 1988, effective June 15, 1988. Amended: Filed June 3, 1991, effective Oct. 31, 1991.*

**Original authority 1984, amended 1988, 1992, 1993.*



MISSOURI DEPARTMENT OF HEALTH
COMMUNITY SANITATION
FOOD ESTABLISHMENT INSPECTION REPORT

Based on an inspection this day, the items circled below identify the violation in operations or facilities which must be corrected by the next routine inspection or such shorter period of time as may be specified in writing by the regulatory authority. Failure to comply with any time limits for corrections specified in this notice may result in cessation of your food operations.

OWNER NAME				ESTABLISHMENT NAME																			
ADDRESS						ZIP CODE																	
<input type="checkbox"/> A. FOOD SERVICE TYPE <input type="checkbox"/> RESTAURANT <input type="checkbox"/> TAVERN <input type="checkbox"/> CATERER <input type="checkbox"/> SENIOR CITIZEN <input type="checkbox"/> SCHOOL <input type="checkbox"/> DAY CARE <input type="checkbox"/> INSTITUTION <input type="checkbox"/> USDA SUMMER <input type="checkbox"/> TEMPORARY FOOD FEEDING <input type="checkbox"/> STAND <input type="checkbox"/> FROZEN DESSERT <input type="checkbox"/> HEADSTART LICENSE NO.			<input type="checkbox"/> B. RETAIL FOOD TYPE <input type="checkbox"/> BAKERY <input type="checkbox"/> RETAIL <input type="checkbox"/> WHOLESALE <input type="checkbox"/> CONVENIENCE STORE <input type="checkbox"/> FISH/SEAFOOD <input type="checkbox"/> DELICATESSEN MARKET <input type="checkbox"/> MEAT CUTTING <input type="checkbox"/> GROCERY STORE <input type="checkbox"/> FROZEN DESSERT <input type="checkbox"/> CATERING LICENSE NO.			PURPOSE <input type="checkbox"/> PRE-OPENING <input type="checkbox"/> ROUTINE <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> COMPLAINT <input type="checkbox"/> INVESTIGATION <input type="checkbox"/> OTHER		WATER SUPPLY <input type="checkbox"/> COMMUNITY <input type="checkbox"/> NON-COMMUNITY <input type="checkbox"/> PRIVATE <table border="1" style="float: right; margin-left: 10px;"> <tr><td>DATE SAMPLED</td></tr> <tr><td>RESULTS</td></tr> </table>		DATE SAMPLED	RESULTS												
DATE SAMPLED																							
RESULTS																							
DIST		COUNTY	EST. NO.	SAN. NO.	MO.	DAY	YR.	TRAVEL TIME	INSPEC TIME														
FOOD				WT		WATER				WT													
*01		Source, sound condition, no spoilage		5		*27		Water source, safe, hot & cold under pressure		5													
02		Original container, properly labeled		1		SEWAGE		*28		Sewage and waste water disposal		4											
FOOD PROTECTION				*03		Potentially hazardous food meets temperature requirements during storage, preparation, display, service, transportation		5		PLUMBING		29		Installed, maintained		1							
*04		Facilities to maintain product temperature		4		*30		Cross connection, back siphonage, backflow		5		TOILET & HANDWASHING FACILITIES		*31		Number, convenient, accessible, designed, installed		4					
*05		Thermometers provided and conspicuous		1		*32		Toilet rooms enclosed, self-closing doors; fixtures, good repair, clean; hand cleanser, sanitary towels/hand drying devices provided, proper waste receptacles		2		GARBAGE & REFUSE DISPOSAL		33		Containers or receptacles, covered; adequate number insect/rodent proof, frequency, clean		2					
*06		Potentially hazardous food properly thawed		2		34		Outside storage area enclosures properly constructed, clean, controlled incineration		1		INSECT, RODENT, ANIMAL CONTROL		*35		Presence of insects/rodents - outer openings protected, no birds, turtles, other animals		4					
*07		A. <input type="checkbox"/> Unwrapped and potentially hazardous food not re-served B. <input type="checkbox"/> Cross-contamination prevented; damaged/detained food segregated		4		FLOORS, WALLS & CEILINGS		36		Floors, constructed, drained, clean, good repair, covering installation, dustless cleaning methods		1		LIGHTING		38		Lighting provided as required, fixtures shielded		1			
*08		Food protection during storage, preparation, display, service, transportation		2		VENTILATION		39		Rooms and equipment - vented as required		1		DRESSING ROOMS		40		Rooms, area, lockers provided, located, used		1			
*09		Handling of food (ice) minimized		2		OTHER OPERATIONS		*41		Toxic items properly stored, labeled, used		5		*42		Premises maintained free of litter, unnecessary articles, cleaning maintenance equipment properly stored. Authorized personnel		1					
10		In use, food (ice) dispensing utensils properly stored		1		*43		Complete separation from living/sleeping quarters. Laundry		1		*44		Clean, soiled linen properly stored		1							
PERSONNEL				*11		Personnel with infections restricted		5		*12		Hands washed and clean, good hygienic practices		5		*13		Clean clothes, hair restraints		1			
FOOD EQUIPMENT & UTENSILS				14		Food (ice) contact surfaces: designed, constructed, maintained, installed, located		2		15		Non-food contact surfaces: designed, constructed, maintained, installed, located		1		16		Dishwashing facilities; designed, constructed, maintained, installed, located, operated		2			
17		Accurate thermometers, chemical test kits provided, gauge cock (1/4" IPS valve)		1		18		Pre-flushed, scraped, soaked		1		19		Wash, rinse water; clean, proper temperature		2		*20		Sanitization rinse; clean, temperature, concentration, exposure time; equipment, utensils sanitized		4	
21		Wiping cloths; clean, use restricted		1		22		Food-contact surfaces of equipment and utensils clean, free of abrasives, detergents		2		23		Non-food contact surfaces of equipment and utensils clean		1		24		Storage, handling of clean equipment/utensils		1	
25		Single-service articles, storage, dispensing		1		26		No re-use of single service articles		2													
* CRITICAL ITEMS REQUIRING IMMEDIATE ATTENTION.																							
FOLLOW-UP <input type="checkbox"/> YES <input type="checkbox"/> NO				# DAYS		RECEIVED BY		NAME AND TITLE															
RATING SCORE				100 LESS WEIGHT OF ITEMS VIOLATED		INSPECTED BY		NAME															

MO 580-0863 (10-89) PLEASE USE FORM E6.07 SANITATION OBSERVATIONS FOR REMARKS E6.36 (R10-89)
DISTRIBUTION: WHITE/OWNER'S COPY CANARY/DISTRICT OFFICE PINK/CENTRAL OFFICE GOLDENROD/FILE COPY



MISSOURI DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY
FIRE INSPECTION SURVEY

P.O. BOX 844, JEFFERSON CITY, MO 65102
(314) 751-2930

FAMILY SERVICES
 DIVISION OF AGING

MENTAL HEALTH

NAME OF FACILITY	TYPE OF FACILITY
ADDRESS (STREET, CITY, ZIP, COUNTY)	CAPACITY
ADMINISTRATOR	PHONE NUMBER
OWNER	TYPE OF INSPECTION

YES	NO	N/A		YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CONSTRUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMOKE DETECTORS APPROVED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMOKE BARRIER - PARTITIONS APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SPRINKLER SYSTEM APPROVED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ELECTRIC WIRING & EQUIPMENT APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FIRE EXTINGUISHERS APPROVED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FURNACE ROOM APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GENERAL PROCEDURES APPROVED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WATER HEATER AND HEATING PLANT PROPERLY INSTALLED AND MAINTAINED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RANGE HOODS APPROVED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EMERGENCY LIGHTING APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DISPOSAL AND STORAGE OF TRASH APPROVED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EXIT SIGNS APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HAZARDOUS MATERIAL STORAGE APPROVED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EXITS APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HOUSE NUMBERS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FIRE DOORS APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TELEPHONE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FIRE ALARM SYSTEM APPROVED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BOILER ROOM IN FACILITY
AREAS TO BE USED <input type="checkbox"/> BASEMENT <input type="checkbox"/> 1ST FLOOR <input type="checkbox"/> 2ND FLOOR <input type="checkbox"/> OTHER				GENERAL HOUSEKEEPING <input type="checkbox"/> POOR <input type="checkbox"/> FAIR <input type="checkbox"/> GOOD			
GENERAL STRUCTURAL CONDITION <input type="checkbox"/> POOR <input type="checkbox"/> FAIR <input type="checkbox"/> GOOD				LOCATION OF FIRE DEPARTMENT			

HAZARDS AND REQUIREMENTS

FACILITY <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	OVERLAP <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> NO REQUEST FROM OFFICE <input type="checkbox"/> REINSPECTION REQUIRED <input type="checkbox"/> COMPLIANCE LETTER
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NOTE: Please notify this office, in writing, when you have complied with the recommendations of the Inspector. This inspection does not preclude the licensee from complying with any applicable local fire or building codes.

ADMINISTRATOR	DATE	INSPECTOR	DATE
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13 CSR 15-7.020 In-Home Advanced Personal Care Standards

(Rescinded April 30, 1995)

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13 CSR 15-7.021 In-Home Service Standards

PURPOSE: This rule sets forth standards to be met by any agency which contracts with the Missouri Department of Social Services, Division of Aging for provision of in-home services.

(1) The Department of Social Services, Division of Aging's payment to the provider is made on behalf of an eligible client as an act of indirect or third-party reimbursement and is not made as a payment for the purchase of a service. However, only those services authorized by the Division of Aging shall be reimbursable to the provider.

(2) The in-home service provider shall deliver services in compliance with the standards set forth in this rule.

(3) Failure of the provider to comply with the terms of the contract and these standards may constitute a breach of contract.

(4) In accordance with the protective service mandate (Chapter 660, RSMo), the Division of Aging may take immediate action to protect clients from providers who are found to be out of compliance with the requirements of this rule and of any other rule applicable to the in-home services program, when such noncompliance is determined by the Division of Aging to create a risk of injury or harm to clients. Evidence of such risk may include: unreliable or inadequate provider documentation of services or training due to falsification or fraud; the provider's failure to deliver services in a reliable and dependable manner; or use of in-home service workers who do not meet the minimum training standards of this rule. Immediate action may include, but is not limited to:

(A) Removing the provider from any list of providers, and for clients who request the unsafe and noncompliant provider, informing the clients of the determination of noncompliance after which any informed choice will be honored by the Division of Aging; or

(B) Informing current clients served by the provider of the provider's noncompliance and that the division has determined the provider unable to deliver safe care. Such clients will be allowed to choose a different provider from the list maintained by the Division of Aging which will then be immediately authorized to provide service to them.

(5) Respite care services are maintenance and supervisory services provided to a client in the individual's residence to provide temporary relief to the usual caregiver(s). Respite care services shall include, at a minimum, the following activities:

(A) Supervision—The respite care worker will provide personal oversight of the client for the duration of the service period. Personal oversight includes making a reasonable effort to assure the safety of the client and to assist the client in meeting his/her own essential human needs. Sleeping is permitted when the client is asleep. The worker must be in close proximity to the client during a sleeping period;

(B) Companionship—The worker will provide companionship during the client's waking hours and attempt to make the client as comfortable as possible; and

(C) Direct Client Assistance—The worker will provide direct client assistance as needed to meet needs usually provided by the regular caregiver.

(6) Advanced respite care services are maintenance and supervisory services provided to a client with special needs in that individual's residence for the purpose of temporary relief to a caregiver who lives with the client.

Clients appropriate for this service include persons with special needs approved by the Division of Aging. The advanced respite care services are similar to those specified in subsections (5)(A), (B) and (C); however, the client's requirements for personal oversight are higher.

(A) An initial on-site evaluation of the client's condition and identification of special training needs for the advanced respite care worker shall be made by the provider RN prior to initiation of service.

(B) A monthly nurse visit will be authorized for each advanced respite care client for each month advanced respite care is authorized. This visit will evaluate the adequacy of the authorized services to meet the needs and condition of the client.

(C) For clients receiving ongoing advanced respite care services, it is required that on-site visits by an RN be conducted at six (6) month intervals. During these visits, the RN shall conduct an evaluation of the client's condition and the adequacy of the care plan.

(7) Homemaker services are general household activities provided by a trained homemaker when the client is unable to manage the home and care for him/herself or others in the home or when the individual (other than the client) who is regularly responsible for these activities is temporarily absent. Homemaker services shall include, at a minimum, the following activities:

(A) Plan and prepare meals, including special diet menus; cleanup after meals;

(B) Wash dishes, pots, pans and utensils;

(C) Clean kitchen counters, cupboards and appliances, including oven, surface burners and inside refrigerator;

(D) Clean bathroom fixtures;

(E) Make beds and change sheets;

(F) Sweep, vacuum and scrub floors;

(G) Tidy and dust the home;

(H) Launder clothes and linens;

(I) Iron and mend clothes;

(J) Wash inside windows and clean venetian blinds that are within reach without climbing;

(K) Bag trash inside the home and put it out for pick up;

(L) Shop for essential items (for example, groceries, cleaning supplies, etc.);

(M) Perform essential errands (for example, obtain food stamps, pick up medication, post mail, etc.);

(N) Read and write essential correspondence for blind, illiterate or physically impaired clients; and

(O) Instruct the client in ways to become self-sufficient in performing household tasks.

(8) Optional homemaker services are household tasks necessary to maintain a safe and habitable home environment provided intermittently as needed by a trained homemaker. Optional homemaker services include the following activities:

- (A) Wash walls and woodwork;
- (B) Clean closets, basements and attics;
- (C) Shampoo rugs;
- (D) Air mattresses and bedding;
- (E) Spray for insects within the home with over-the-counter supplies;
- (F) Provide rodent control within the home (for example, setting traps and putting out over-the-counter supplies);
- (G) Wash or change curtains, drapes, or both;
- (H) Wash inside windows, clean blinds, or both, which require climbing; and
- (I) Bag outside trash.

(9) The range of homemaker and respite activities the in-home worker provides is mutually determined by the provider agency and the client.

(10) Basic personal care services are maintenance services provided to a client in the individual's residence to assist with the activities of daily living. Regulations for personal care are filed at 13 CSR 70-91.010.

(11) Advanced personal care services are maintenance services provided to a recipient in the individual's home to assist with activities of daily living when this assistance requires devices and procedures related to altered body functions. Regulations for advanced personal care are filed at 13 CSR 70-91.010.

(12) Authorized nurse visits are skilled nursing services of a maintenance or preventive nature provided to clients with stable chronic conditions. They are provided at the client's residence and prior-authorized by the Division of Aging case manager. These services are not intended primarily as treatment for an acute health condition. Authorized nurse visit services may be provided by a licensed practical nurse under the direction of a registered nurse. Regulations for authorized nurse visits are filed at 13 CSR 70-91.010.

(13) The in-home service provider shall not perform and shall not be reimbursed for the following activities:

- (A) Providing therapeutic/health-related activities that should be performed by a registered nurse, licensed practical nurse or home health aide under Titles XVIII or XIX home health programs;
- (B) Providing transportation services;

(C) Administering over-the-counter or prescribed medications;

(D) Performing household services not essential to the client's needs; and

(E) Providing friendly visiting.

(14) Prior to approval by the division for a Division of Aging funded in-home services contract and subsequent enrollment as a Medicaid personal care provider under 13 CSR 70-91.010(3), in addition to the contract, after August 1, 1998, all providers must—

(A) Designate to the division the manager who will be responsible for the provider's day-to-day operation. This manager shall be a policy maker and direct the provider's record keeping, service delivery verification, hiring and firing practices and staff training;

(B) Ensure that the designated manager successfully completes (or has completed) a Division of Aging provider certification course offered (quarterly or as needed) in a central location at no charge. Attendees shall be responsible for their own expenses, including but not limited to travel, meal and lodging costs they may incur in attending this course;

(C) Be responsible for maintaining documentation of attendance and requiring attendance by new managers within six (6) months of hire; and

(D) Once approved, providers are required to cooperate with the division to require managers to attend the certification course if the division requires attendance to improve operations of providers found to be substantially noncompliant.

(15) Clients shall be accepted for care on the basis of a reasonable expectation that the client's maintenance care needs can be met adequately by the agency in the client's place of residence. Services shall follow a written state-approved service plan developed in collaboration with and signed by the client.

(A) The service plan shall consist of an identification of the services and tasks to be provided, frequency of services, the maximum number of units of service per month, functional limitations of the client, nutritional requirements if a special diet is necessary, medications and treatments as appropriate, any safety measures necessary to protect against injury and any other appropriate items.

(B) A new in-home assessment and service plan may be completed by the Division of Aging as needed to redetermine the need for in-home services or to adjust the monthly amount of authorized units. In collaboration with the client, the provider agency may develop a new or revised set of service tasks,

and weekly schedule for service delivery which shall be forwarded to the Division of Aging. The service provider must always have, and provide services in accordance with, a current service plan. Only the Division of Aging, not the service provider, may increase the maximum number of units for which the individual is eligible per month.

(C) The client will be informed of the option of services available to him/her in accordance with the level-of-care determination and assessment findings.

(16) The following policies and procedures for discontinuing in-home services shall be followed:

(A) Services for a client shall be discontinued by a provider agency under the following circumstances:

1. When the client's case is closed by the Division of Aging;

2. When the provider learns of circumstances that require the closure of a case: for reasons including, but not limited to, death, entry into a nursing home, client no longer needs service. In these circumstances, the provider shall notify the Division of Aging case manager in writing and request that the client's services be discontinued;

3. When the client is noncompliant with the agreed upon plan of care. Noncompliance requires persistent actions by the client or family which negate the services provided by the agency. After all alternatives have been explored and exhausted, the provider shall notify the Division of Aging case manager in writing of the noncompliant acts and request that the client's services be discontinued;

4. When the client or client's family threatens or abuses the in-home service worker or other agency staff to the point where the staff's welfare is in jeopardy and corrective action has failed. The provider shall notify the Division of Aging case manager of the threatening or abusive acts and may request that the service authorization be discontinued;

5. When a provider is unable to continue to meet the maintenance needs of a client. In these circumstances, the provider shall notify the Division of Aging case manager in writing and request that the client's services be discontinued; or

6. When a provider is unable to continue to meet the maintenance needs of a client whose plan of care requires advanced personal care or advanced respite services. In these circumstances, the provider shall provide written notice of discharge to the client or client's family and the Division of Aging case manager at least twenty-one (21) days prior to the date of discharge. During this twenty-one

(21)-day period, the Division of Aging case manager shall make appropriate arrangements with the client for transfer to another agency, institutional placement or other appropriate care. Regardless of circumstances, the provider must continue to provide care in accordance with the plan of care for these twenty-one (21) days or until alternate arrangements can be made by the case manager, whichever comes first.

(B) Discontinuing services for a client still in need of assistance shall occur only after appropriate conferences with the Division of Aging case manager, client and client's family.

(17) A unit of in-home service is one (1) hour (sixty (60) minutes) of direct service provided to the client in the client's home by a trained in-home service worker, including time spent on completing documentation of service units provided and obtaining the client's signature. No units are reimbursed except as authorized by the Division of Aging.

(A) Time spent for travel, lunch, breaks or administrative activities, such as completing other reports or paperwork, shall not be included.

(B) Partial units are reimbursable as follows:

1. For monthly invoicing purposes, units and partial units of a particular service provided in the course of the month shall be added together and billed in whole units with no rounding up to the next whole unit when totaling units for each client;

2. Partial units may be accumulated over the billing cycle, but are not reimbursable in a subsequent month or billing cycle; and

3. Partial units may not be carried over to the next month.

(C) Advanced respite care is authorized in one (1)-hour units, six to eight (6-8)-hour blocks and twenty-four (24)-hour blocks.

(D) The monthly invoice submitted to the Division of Aging for in-home service shall not exceed actual delivered units of services.

(18) The in-home service provider shall meet, at a minimum, the following administrative requirements:

(A) Employ and train the staff necessary to provide the required services and make staff available to serve in all sections of the provider's designated service area;

(B) Successfully contact at least two (2) references for each employee within thirty (30) calendar days of the date of employment. References shall be former employers or other knowledgeable persons, excluding relatives of the employee. The documentation shall

include the name of the employer and the individual giving the reference, the date, the response given when the reference was obtained by telephone and the signature of the person receiving the reference;

(C) Monitor a current copy of the Department of Social Services' Employee Disqualification List to ensure that no current or prospective employee's name, who is in direct contact with clients, appears on the list and take the appropriate action once it is discovered by the provider that the employee is on the Employee Disqualification List;

(D) Have the capability to provide service outside of regular business hours, on weekends and on holidays as authorized by the Division of Aging;

(E) Protect the Department of Social Services and its employees, agents or representatives from any and all liability, loss, damage, cost and expense which may accrue or be sustained by the Department of Social Services, its officers, agents or employees as a result of claims, demands, costs, suits or judgments against it arising from the loss, injury, destruction or damage, either to person or property, sustained in connection with the performance of the in-home service;

(F) Maintain bonding coverage and personal and property liability insurance coverage on all employees who are connected with the delivery and performance of in-home services in the client's home;

(G) Furnish adequate identification (ID) to employees of the provider. This ID shall be carried by the employee and presented to the client upon request. A permanent ID including the provider's name, employee's name and title shall be considered adequate ID. At the time of employment, an ID shall be issued which will meet the ID requirement. The provider shall require the return of the ID from each employee upon termination of employment;

(H) Ensure that no in-home services worker is a member of the immediate family of the client being served by that worker. An immediate family member is defined as a parent; sibling; child by blood, adoption, or marriage; spouse; grandparent or grandchild;

(I) Notify the Division of Aging central office and regional manager of any changes in location, telephone number, administrative or corporate status;

(J) Have and enforce a written code of ethics which is distributed to all employees and clients. The code of ethics shall allow use of the bathroom facilities, and, with the client's consent, eat the lunch, provided by the worker, in the client's home. The code of ethics shall include, at a minimum, the following prohibitions:

1. Use of client's car;
2. Consumption of client's food or drink (except water);
3. Use of client's telephone for personal calls;
4. Discussion of own or other's personal problems, religious or political beliefs with the client;
5. Acceptance of gifts or tips;
6. Bringing other persons to the client's home;
7. Consumption of alcoholic beverages, or use of medicine or drugs for any purpose, other than medical, in the client's home or prior to service delivery;
8. Smoking in client's home;
9. Solicitation or acceptance of money or goods for personal gain from the client;
10. Breach of the client's privacy and confidentiality of information and records;
11. Purchase of any item from the client even at fair market value;
12. Assuming control of the financial or personal affairs, or both, of the client or of his/her estate including power of attorney, conservatorship or guardianship;
13. Taking anything from the client's home; and
14. Committing any act of abuse, neglect or exploitation;

(K) Deliver the in-home service within seven (7) calendar days of receipt of the service authorization from the Division of Aging case manager or on the beginning date specified by the authorization, whichever is later, and on a regular basis after that in accordance with the service plan. The date of receipt must be recorded on each service authorization by the provider. If service is not initiated within the required time period, detailed written justification must be sent to the Division of Aging case manager with a copy maintained in the client's file;

(L) Recommend, in writing, if the client has an ongoing need for service activities which may require more or fewer units than the amount specified in the service plan, that the plan of care be revised. Either the in-home services worker or the supervisor shall make this recommendation;

(M) Keep documentation of undelivered services by client. The reason for this failure to deliver authorized units shall be recorded in this documentation;

(N) Be aware that in-home service provided shall not be reimbursed unless authorized in writing by the Division of Aging;

(O) Ensure that all subcontractors comply with all standards;

(P) Shall give a written statement of the client's rights to each client and primary

caregiver, when appropriate, at the time service is initiated, which includes, at a minimum, the right to:

1. Be treated with respect and dignity;
2. Have all personal and medical information kept confidential;
3. Have direction over the services provided, to the degree possible, within the plan of care authorized;
4. Know the provider's established grievance procedure and how to make a complaint about the service and receive cooperation to reach a resolution, without fear of retribution;
5. Receive service without regard to race, creed, color, age, sex or national origin; and
6. Receive a copy of the provider's code of ethics under which services are provided;

(Q) Have a system through which clients may present grievances concerning the operation of the in-home service program;

(R) Report all instances of potential abuse, neglect, exploitation of a client, or any combination of these, to the Division of Aging Elderly Abuse and Neglect Hotline (1-800-392-0210), including all instances which may involve an employee of the provider agency;

(S) Copayment, as determined by the Division of Aging case manager, shall be collected monthly from non-Medicaid clients. Liability levels for copayment are based on a sliding fee schedule on the Client Assessment form or other documentation as determined by the Division of Aging. The money collected as copayment replaces the amount withheld from reimbursement by the automated payment system. Prompt and reasonable attempts to collect from the client, the client's guardian or estate shall be made by the provider. Failure to collect copayment, when determined to be a condition of participation, shall be reported to the Division of Aging. Failure to comply with copayment requirements may result in termination of services. Unsuccessful attempts to collect from the estate of a deceased client are to be referred to the home and community based services deputy director of the Division of Aging;

(T) Implement a contribution system which accounts for contributions received from clients for in-home services. Clients shall be informed of their right to voluntarily contribute no more than quarterly and no less than every six (6) months. Services shall not be denied to any client based on failure to make a contribution. Monthly reporting by county shall be made to each home and community services regional manager of contributions balance on hand at the beginning of the month, contributions received, contribu-

tions used for Division of Aging authorized services and month ending balance;

(U) Understand that both program and fiscal monitoring of the in-home service program shall be conducted by the Division of Aging or its designee. Monitoring visits may be announced or unannounced;

(V) Shall not solicit, nor cause to be solicited, through agents or employees of the in-home service provider, any person to become a client if that person is currently receiving services from any provider authorized by the Division of Aging. Solicitation means seeking out or initiating contact with another provider agency's clients, in person or by mail, for the purpose of persuading them to choose another provider. Solicitation, as used in this subsection, does not include media advertising directed toward the general public; nor does it include presentations to the general public, organizations or other interested groups regarding the services available; and

(W) Providers must establish, enforce and implement a policy whereby all contents of the personnel files of its employees are made available to Department of Social Services employees or representatives when requested as part of an official investigation of abuse, neglect, financial exploitation, misappropriation of client's funds or property, or falsification of documentation which verifies service delivery.

(19) In-home service providers shall meet, at a minimum, the following personnel requirements:

(A) A supervisor shall be designated by the provider to supervise the day-to-day delivery of in-home service. Each supervisor shall meet the following requirements:

1. Be at least twenty-one (21) years of age; and
2. Be a registered nurse who is currently licensed in Missouri or have at least a bachelor of science or bachelor of arts degree; or be a licensed practical nurse who is currently licensed in Missouri with at least one (1) year of experience with the direct care of the elderly, disabled and infirm; or have at least three (3) years of experience with the direct care of the elderly, disabled and infirm;

(B) All in-home service workers employed by the provider shall meet the following requirements:

1. Be at least eighteen (18) years of age;
2. Be able to read, write and follow directions; and
3. Have at least six (6) months paid work experience as any agency homemaker, nurse aide, maid or household worker; or at least one (1) year's experience, paid or

unpaid, in caring for children or for sick or aged individuals. Successful completion of formal training in nursing arts or as a nurse aide or home health aide can substitute for the qualifying experience;

(C) All advanced personal care aides and advanced respite care workers employed by the provider shall be—

1. A licensed practical nurse; or
2. Certified nurse assistant; or
3. A competency evaluated home health aide as required by the Missouri Department of Health 42 CFR 484.36; or
4. Documented to have worked successfully for the provider for a minimum of three (3) consecutive months while working at least fifteen (15) hours per week as an in-home aide that has received personal care training;

(D) All individuals employed to deliver authorized nurse visits are currently licensed to practice as a registered nurse or a licensed practical nurse in Missouri; and

(E) In-home service providers must evaluate health conditions of all in-home employees who have direct client contact—

1. Establish, implement, and enforce a policy governing communicable diseases that prohibits provider staff contact with clients when the employee has a communicable condition, including colds or flu; and

2. Assure that reporting requirements governing communicable diseases, including hepatitis and tuberculosis, as set by the Missouri Department of Health are carried out.

(20) The in-home service administrative supervisor's responsibilities shall include, at a minimum, the following functions:

(A) Monitoring the provision of services by the in-home services worker to assure that services are being delivered in accordance with the service plan. This shall be primarily in the form of an at least monthly review and comparison of the worker's record of provided services with the service plan. Documentation must be kept on clients with a delivery rate of less than eighty percent (80%) of the authorized units of in-home service. For each client with a delivery rate less than eighty percent (80%) of the authorized units of in-home services authorized for the time period being reviewed, the number of units of service delivered and the non-delivery code will be sent to the Division of Aging regional manager monthly on a form acceptable to the regional manager. Discrepancies for these clients concerning the frequency of delivered services and/or the in-home service tasks delivered, the corrective action taken, will be signed and dated by the supervisor and be readily available for monitoring or inspection;

(B) Designating a trainer(s) to perform the sessions required as part of the basic training.

The designated trainer(s) may be the supervisor or an experienced aide who has been employed by the provider agency at least six (6) months. A list of designated trainers must be available for monitoring;

(C) Evaluating, in writing, each in-home service aide's performance at least annually. The evaluation shall be based in part on at least one (1) on-site visit. The aide must be present during the visit. The evaluation will include, in addition to the aide's performance, the adequacy of the service plan, including review of the service plan with the client. The written report of the evaluation shall contain documentation of the visit, including the client's name, the date and time of the visit, the aide's name and the supervisor's observations and notes from the visit. The evaluation shall be signed and dated by the supervisor who prepared it and by the aide. If the required evaluation is not performed or not documented, the aide's qualifications to provide the services may be presumed inadequate and all payments made for services by that aide may be recouped; and

(D) Communicating with the Division of Aging case manager regarding changes in any client's condition, changes in scope or frequency of service delivery and recommending changes in the number of units of service per month including written documentation of that communication.

(21) Registered nurse supervisory requirements for personal care and advanced personal care shall follow 13 CSR 70-91.010.

(22) The in-home service provider shall have a written plan for providing training for new aides, respite care workers and homemakers which shall include, at a minimum, the following requirements:

(A) Twenty (20) hours of orientation training for in-home service workers, including at least two (2) hours orientation to the provider agency and the agency's protocols for handling emergencies, within thirty (30) days of employment.

1. Eight (8) hours of classroom training will be provided prior to the first day of client contact.

2. Twelve (12) hours of required orientation training may be waived for aides and homemakers with adequate documentation in the employee's records that s/he has received similar training during the current or preceding fiscal year or has been employed at least half-time for six (6) months or more within the current or preceding fiscal year.

3. May waive all orientation training, except the required minimum of two (2) hours' provider agency orientation to the

provider agency, with documentation, placed in the aide's personnel record, that the aide is a licensed practical nurse, registered nurse or certified nurse assistant. The documentation shall include the employee's license or certification number current at the time the training was waived;

(B) Ten (10) hours of in-service training annually are required after the first twelve (12) months of employment; and

(C) Additional training for advanced respite workers is determined and provided by the provider agency RN following assessment of the client's condition and needs.

(23) The in-home service provider shall have written documentation of all basic and in-service training provided which includes, at a minimum, a report of each employee's training in that employee's personnel record. The report shall document the dates of all classroom or on-the-job training, trainer's name, topics, number of hours and location, the date of the first client contact and shall include the aide's signature. If a provider waives the in-service training, the employee's training record shall contain supportive data for the waiver.

(24) The in-home service provider shall maintain, at a minimum, the following records in a central location for five (5) years and provide them to the Department of Social Services staff or designees upon request:

(A) Individual client case or clinical records including records of service provision. These are confidential and shall be protected from damage, theft and unauthorized inspection and shall include, at a minimum, the following:

1. The authorization for services forms (LTACS Client Report) from the Division of Aging which documents authorization for all units of service provided;

2. Individual worker's record that lists the client's name, dates of service delivery, time spent on each day, activities performed, aide's signature and the client's signature verifying each date(s) of service. If the client is unable to sign, another responsible person present in the home during service delivery may sign to verify the time and activities reported or the client may make his/her mark (x) which shall be witnessed by a minimum of one (1) person who may be the aide or homemaker. If these documents are not maintained in the client's case record, they must be readily available for monitoring or inspection;

3. Copies of the supervisory monitoring log explaining discrepancies between authorized and delivered services including a

description of corrective action taken, must be maintained in a central location and available for monitoring or inspection by the Department of Social Services;

4. Any registered nurse clinical notes concerning the client;

5. Documentation of all correspondence and contacts with the client's physician or other care providers;

6. Copies of written communication transmitted to and from the Division of Aging case manager; and

7. Any other pertinent documentation regarding the client;

(B) Individual personnel record for each employee which is a confidential record and shall be protected from damage, theft and unauthorized inspection and shall include, at a minimum, the following:

1. Employment application with the employee's signature showing requirements met for age, education, work experience and the dates employed and terminated by the service provider;

2. Documentation of at least two (2) references successfully contacted;

3. Documentation concerning all training and certification received;

4. Documentation for any waiver of employment or training requirements;

5. Annual performance evaluation which includes observations from one (1) on-site visit;

6. A signed statement verifying that the employee received and reviewed a copy of the client's rights, the code of ethics and that the service provider's policy regarding confidentiality of client information was explained prior to service delivery;

7. A signed statement verifying that the supervisor received and reviewed a copy of the in-home service standards;

8. Statement identifying the employee's position, including whether the employee performs administrative duties for the provider or delivers services to clients;

9. Returned permanent ID for a terminated employee or documentation of why it is not available; and

10. Verification of the current Missouri certified nurse assistant, licensed practical nurse or registered nurse license including, at least, the license or certificate number;

(C) Written plans for basic and in-service training; and

(D) Accurate records documenting dates and amount of contributions received and expended. Records of contributions received should list the name of each contributor and the date and amount of the contribution. The contribution expenditure records should list the name and amount of the contribution.



The contribution expenditure records should list the name and address of each client, dates of service delivery, time spent on each date, activities performed, aide's name and the client's signature for each date of service.

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**Original authority: 536.023, RSMo 1975, amended 1976 and 660.050, RSMo 1984, amended 1988, 1992, 1993.*

CONTROLLABLE CODES

- A. Aide ill, didn't reschedule
- B. No aide available
- C. Office error
- D. Aide's scheduling error
- E. Other (specify)

UNCONTROLLABLE CODES

- F. Client in hospital
- G. Client entered nursing home
- H. Client not home
- I. Client refused service (specify why)
- J. Client does not need all authorized units - a DA-5 has been sent
- K. Family assisted client
- L. Client died
- M. Weather
- N. Extra units authorized for fifth week not used because there was no fifth week
- O. Case opened in current month
- P. Case closed in current month
- Q. Dual authorization - remaining units delivered through Title XIX
- R. Case should be closed by DA worker - a DA-5 has been sent
- S. Other (specify)

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13 CSR 15-7.025 In-Home Respite Care Standards

(Rescinded April 30, 1995)

AUTHORITY: sections 536.023, RSMo 1986 and 660.050, RSMo Supp. 1992. Emergency rule filed Aug. 4, 1992, effective Aug. 14, 1992, expired Dec. 11, 1992. Emergency rule filed Dec. 14, 1992, effective Dec. 24, 1992, expired April 22, 1993. Emergency rule filed April 5, 1993, effective April 22, 1993, expired June 1, 1993. Original rule filed Aug. 4, 1992, effective May 6, 1993. Amended: Filed July 14, 1993, effective Jan. 13, 1994. Rescinded: Filed Sept. 1, 1994, effective April 30, 1995.

13 CSR 15-7.030 In-Home Personal Care and Homemaker Services Standards

(Rescinded April 30, 1995)

AUTHORITY: sections 536.023, RSMo 1986 and 660.050, RSMo Supp. 1992. Original rule filed May 12, 1983, effective Aug. 11, 1983. Emergency amendment filed June 13, 1984, effective July 1, 1984, expired Oct. 26, 1984. Amended: Filed June 13, 1984, effective Oct. 17, 1984. Emergency rescission and rule filed Aug. 15, 1985, effective Sept. 1, 1985, expired Dec. 29, 1985. Rescinded: Filed Sept. 3, 1985, effective Dec. 12, 1985. Readopted: Filed Sept. 6, 1985, effective Dec. 12, 1985. Amended: Filed April 14, 1987, effective July 11, 1987. Emergency rescission and rule filed June 16, 1989, effective July 1, 1989, expired Oct. 27, 1989. Rescinded and readopted: Filed June 16, 1989, effective Oct. 27, 1989. Emergency rescission and rule filed Aug. 4, 1992, effective Aug. 14, 1992, expired Dec. 11, 1992. Emergency rescission and rule filed Dec. 14, 1992, effective Dec. 24, 1992, expired April 22, 1993. Rescinded and readopted: Filed Aug. 4, 1992, effective May 6, 1993. Emergency amendment filed Feb. 5, 1993, effective 15, 1993, expired April 22, 1993. Emergency rule filed April 5, 1993, effective April 22, 1993, expired June 1, 1993. Amended: Filed Feb. 5, 1993, effective Aug. 9, 1993. Amended: Filed July 14, 1993, effective Jan. 13, 1994. Rescinded: Filed Sept. 1, 1994, effective April 30, 1995.

13 CSR 15-7.035 In-Home RN Visit Standards

(Rescinded April 30, 1995)

AUTHORITY: sections 536.023, RSMo 1986 and 660.050, RSMo Supp. 1992. Emergency rule filed June 16, 1989, effective July 1, 1989, expired Oct. 27, 1989. Original rule

filed June 16, 1989, effective Oct. 27, 1989. Emergency rescission and rule filed Aug. 4, 1992, effective Aug. 14, 1992, expired Dec. 11, 1992. Emergency rescission and rule filed Dec. 14, 1992, effective Dec. 24, 1992, expired April 22, 1993. Emergency rule filed April 5, 1993, effective April 22, 1993, expired June 1, 1993. Rescinded and readopted: Filed Aug. 4, 1992, effective May 6, 1993. Rescinded: Filed Sept. 1, 1994, effective April 30, 1995.

13 CSR 15-7.040 Transportation Service Standards

PURPOSE: This rule sets forth the minimum standards to be met by a transportation service provider receiving state or federal funds for the operation of transportation services for persons aged sixty and over and handicapped adults aged eighteen through fifty-nine and applies to all transportation service delivery systems, both direct and indirect.

Editor's Note: The secretary of state has determined that the publication of this rule in its entirety would be unduly cumbersome or expensive. The entire text of the rule has been filed with the secretary of state. The entire text of the rule may be found at the headquarters of the agency and is available to any interested person at a cost not more than that established by state law.

(1) A unit of transportation service is one (1) trip, one (1) way, per individual service recipient.

(2) The transportation service provider shall meet the following requirements:

(A) Have sufficient phones and personnel to efficiently handle calls regarding the service;

(B) Develop and operate an efficient system for scheduling trips to assure that the service is dependable and no passenger is left stranded;

(C) Position vehicles so that mileage accumulated and time in operation without passengers is minimized;

(D) Coordinate with other service providers within the planning and service area for the purpose of delivering the most efficient, cost-effective service;

(E) Make no interruption or alteration of more than fourteen (14) calendar days' duration in administration, policy, frequency of service or types of service as agreed upon between the area agency and the transportation service provider; and

(F) Have a program manual available to all employees and volunteers detailing its opera-

tional policies, procedures and general requirements applicable to service provision.

(3) Individual personnel files shall be maintained for each driver who is employed full- or part-time on a salary, hourly or commission basis and for each volunteer or partially paid volunteer, who is scheduled to contribute or actually does contribute, more than twenty (20) hours within any five (5) consecutive days or forty (40) hours within a calendar month. The individual personnel file shall contain:

(A) The driver's health record. Documentation, signed by the driver, that no physical or health limitation exists that prevents competent operation of the motor vehicle or ability to assist any service recipient in and out of the vehicle who requires or requests it;

(B) The driver's driving record showing that the driver has had no driving while intoxicated or under the influence of a controlled substance conviction within three (3) years prior to driving for the transportation service provider and that the driver has not had driver/chauffeur's license revoked within three (3) years prior to driving for the provider;

(C) A copy of the driver's valid and current chauffeur's license; and

(D) Documentation of the driver's participation in orientation and in-service training.

(4) Orientation and In-Service Training.

(A) Prior to actual transport of service recipients, each driver who is employed full- or part-time on a salary, hourly or commission basis and each volunteer or partially paid volunteer who is scheduled to contribute or actually does contribute more than twenty (20) hours within any five (5) consecutive days or forty (40) hours within a calendar month shall have completed the transportation service providers orientation training. Any volunteer who even occasionally transports (except those utilized in an emergency) shall have received at least a brief orientation on how to handle emergencies and shall be given written instructions on how to handle a problem situation.

(B) Orientation shall include the following:

1. Transportation service provider policies and procedures;

2. Characteristics of the aging process and major disabling conditions;

3. Use of common assistive devices by elderly and handicapped persons;

4. Methods of handling wheelchairs;

5. Methods of moving, lifting and transferring handicapped passengers;

6. Operation of lifts, ramps and wheelchair securement devices if the vehicle to be operated is equipped with them;

7. Use of a fire extinguisher;
8. Methods of keeping accurate and accountable records or reports, or both;
9. Written instructions on proper actions to be taken in problem situations (for example, emergency situations, passenger problems and vehicle breakdowns); and
10. Successful completion of an in-service training course in first aid or emergency care that included at least:
- Basic first aid;
 - Cardiopulmonary resuscitation;
 - Heimlich maneuver; and
 - Guidelines on when to attempt first aid or when to take alternative action.
- (C) The transportation service provider should require drivers to participate in a defensive driving training program.
- (D) Other personnel, such as schedulers and dispatchers, should receive training appropriate to their job functions.
- (5) Fiscal and Program Records.
- (A) Fiscal and program records shall be submitted to the contracting agency on a timely and proper basis.
- (B) The service provider shall maintain time records that document the number of hours worked per week for each employee and volunteer.
- (C) Service recipients' signatures shall be obtained as documentation of the recipients' use of the service provider's transportation system.
- (D) The transportation service provider shall have a method, approved by the contracting agency, for documenting units of service delivered and obtaining an unduplicated count of individual service recipients.
- (6) Individual vehicle files for each provider-owned or leased vehicle shall be kept by the provider that contain the following documentation:
- Vehicle ownership or lease agreement;
 - Current vehicle license;
 - Current vehicle annual safety inspection;
 - Vehicle maintenance schedule including the date of each service, repair and replacement; and
 - That transportation service provider-owned or leased vehicle is properly insured.
- (7) Each driver, volunteer or partially paid volunteer using personally-owned vehicles to transport service recipients shall maintain proper vehicle insurance and shall sign an agreement indicating understanding and acceptance of liability.
- (8) Vehicles shall meet the following requirements:
- All vehicles shall be legally licensed;
 - All vehicles shall receive an annual safety inspection, shall be clean and in good repair and shall be maintained in accordance with the manufacturer's recommended maintenance schedule or an approved schedule based on actual vehicle operating conditions;
 - Vehicles with a passenger capacity greater than seven (7) shall carry the following safety equipment:
 - Extra electrical fuses;
 - Fire extinguisher, two and one-half pounds (2 1/2 lbs.), BC type;
 - Three (3) reflective orange triangles or similar emergency warning devices;
 - Spare tire and jack;
 - Flashlight;
 - Ice scraper; and
 - Emergency first-aid kit;
 - Vehicles with a passenger capacity of seven (7) or less shall carry a spare tire and a jack unless they are radio-equipped and able to summon assistance. They should also carry the items listed in subsection (7)(C);
 - All vehicles shall be properly equipped with radial tires, snow tires, all-weather tires or chains during icy and snowy weather;
 - All vehicles shall have for each passenger an available seat that is securely fastened to the floor of the vehicle. Cars and vans shall have a useable seat belt for each person being transported;
 - Vehicles shall not exceed the stated gross vehicle weight rating;
 - Protected overnight housing of vehicles should be considered by the transportation provider as part of their maintenance program;
 - All vans and buses shall have accessible emergency exit(s) with appropriate emergency procedures posted in compliance with Federal Motor Vehicle Safety Standard No. 217; and
 - All vans and buses shall have a stationary or removable step to aid entry and exit of the vehicle. This step shall be capable of safely supporting three hundred pounds (300 lbs.); shall be placed that it is no more than twelve inches (12") above ground level; and shall have a nonskid top surface no less than eight inches by twelve inches (8"×2"). Removable steps shall be properly secured while the vehicle is in motion.
- (9) Vehicle requirements transporting an individual remaining in a wheelchair are as follows:
- Wheelchair safety locks shall be available and used when a wheelchair is in use during transport if a vehicle is ramp-equipped;
 - All wheelchair lifts used on vehicles shall be certified as being capable of regularly servicing a minimum capacity of six hundred pounds (600 lbs.); and
 - All wheelchair ramps used on vehicles shall be certified as being capable of regularly servicing a minimum capacity of four hundred pounds (400 lbs.).
- (10) Drivers shall observe the following safety precautions:
- Assure that all passengers are seated before vehicle is put into motion;
 - Encourage passengers to use seat belts;
 - Not allow firearms, alcoholic beverages in opened containers, unauthorized controlled substances or highly combustible materials to be transported in vehicle;
 - Allow guide dogs in the vehicle, as needed; however, other animals shall not be allowed;
 - Assure that all packages are safely stored before putting the vehicle in motion;
 - Assist each passenger to enter and exit the vehicle;
 - Provide documentation that a designated escort is available persons needing mobility assistance;
 - Use an escort to assist wheelchair-bound persons over barriers or up and down more than one (1) step;
 - Assure that passengers enter and exit the vehicle in unobstructed and safe locations;
 - Observe all posted speed limits and modify driving according to weather hazards;
 - Not use alcohol prior to or while driving; and
 - Not use any prescribed or patent medication that may impair driving ability prior or while driving.
- (11) Drivers are authorized to deny transportation to a service recipient attempting board the vehicle who, in the judgement of the driver—
- Is intoxicated;
 - Is too ill or handicapped to be transported safely;
 - Demonstrates violent or unruly behavior; or
 - Insists on transporting prohibited items.
- (12) Drivers shall report incidents of denial of transportation to the transportation service provider. Written documentation of incident shall be maintained.
- (13) Without writ approval of the contracting agency, the transportation service provider shall not suspend service to a passenger for more than five (5) consecutive days due to

problems with the service recipient or because an escort is not available.

(14) The transportation service provider shall submit to the contracting agency a written request suspend service indefinitely to any service recipient who, in the provider's judgement, exhibits behavior—

- (A) That is contrary to these standards; or
- (B) Which has been and continues to be hazardous to the safety of self or others.

*AUTHORITY: section 660.050, RSMo 1994. * This rule was previously filed as 13 CSR 15-6.165. Original rule filed Jan. 6, 1986, effective April 30, 1986.*

**Original authority 1984, amended 1988, 1992, 1993.*

13 CSR 15-7.050 Information and Referral Service Standards

PURPOSE: This rule sets forth minimum standards or information and referral service providers to assure that all older people within planning and service area have reasonable access to services.

(1) A unit of service shall consist of either one (1)—

- (A) Contact with an inquirer with information provided; or
- (B) Referral with follow-up contact made.

(2) The service provider shall—

(A) Identify target groups within the project area having the greatest need for services;

(B) Develop a plan for informing and serving the identified target group, establishing measurable objectives;

(C) Establish liaison with other information and referral programs including services available through the Social Security Administration;

(D) Develop a plan for recordkeeping which includes data from the nature of requests received, the agencies to which the caller was referred and the service to which the caller was directed or referred;

(E) Maintain a file with respect to current resources and services available to the target population;

(F) Utilize staff specially trained to inform the elderly of the opportunities and services available;

(H) Develop a plan to provide services in the language spoken by the target population, if other than English; and

(I) Establish a plan for the follow-up of referrals.

(3) Additional services may include advocacy, case management or public information.

(4) The information and referral staff shall be composed of competent, ethical, qualified individuals, paid or volunteer, sufficient in number to carry out administrative and service responsibilities. Service responsibilities shall include:

(A) Maintaining an up-to-date resource file;

(B) Providing information to all inquirers;

(C) Providing referral and follow-up as needed;

(D) Conducting public information activities; and

(E) Collecting data on inquirers and maintaining confidential, accurate and up-to-date records.

(5) Training shall be provided to all information and referral staff, paid and volunteer, to ensure adequate delivery of information and referral services. Training shall consist of the following components:

(A) Preservice orientations and training which should include:

1. The role, purpose and function of the information and referral service;

2. Skills training in the areas of interviewing techniques, attitudes, listening, communications, proper telephone usage, assessment techniques, information and referral procedures, follow-up, data reading, maintenance of records, use of resource file and

3. Recognizing abuse/neglect and exploitation of the elderly, the requirements and limitations of section 660.250, RSMo and procedures for reporting to the division's hotline;

(B) On-the-job training which should consist of a program of increasing levels of involvement in handling inquiries, beginning with observation and ending with full responsibility for handling inquiries; and

(C) In-service training provided on a regular basis which should include the refinement and updating of the staff's understanding and knowledge of appropriate topics, including the operation of human service systems (legal, health, aging, welfare, governmental, education, advocacy and the like) and shall address techniques that assist staff in maintaining appropriate personal perspective.

(6) Information and referral service staff shall maintain an accurate resource file which shall be updated periodically by—

(A) Conducting a general survey of existing organization(s) and service(s) available; and

(B) Making site visits to the organizations and services, as necessary.

(7) The resource file shall contain a list of public, private and voluntary organizations that provide essential human services and opportunities to the elderly. Each organization listing shall include at least:

(A) The legal name, common name, address, telephone number, hours and days of service of the organization;

(B) The service(s) provided by the organization;

(C) The eligibility requirements and intake procedures of the organization;

(D) Application procedures required by organization (for example, birth certificate, other documents); and

(E) The cost of service (the word sliding scale may be sufficient).

(8) Records shall maintained of all transactions. Reports shall be in a manner that identification of older people who use the service is not revealed or accessible to anyone other than staff members assisting them.

(9) In the event referral is made which requires follow-up, a client intake form shall be started. Client intake instruments shall have the capacity to gather at least the following information:

(A) Family name, address, apartment, street, city or town, county, zip code, telephone number (business and home);

(B) Name of primary inquirer for which services are sought (if other than caller);

(C) Problem(s);

(D) Service needed; organization(s) to which inquirer was referred;

(E) Nature of request (information or referral, or both); and

(F) Means of contact (for example letter, telephone, walk-in).

(10) If follow-up is provided, the results of the follow-up shall indicate the final disposition and notation shall be made as whether service is—

(A) Completed;

(B) Ongoing; or

(C) Incomplete because of, but not limited to—

1. Insufficient availability of service;

2. Inquirer's refusal to accept available service;

3. Inquirer's refusal or unwillingness to contact service; or

4. Failure inquirer to meet eligibility requirements (for example, income, residence, age or sex of the inquirer).



(11) The service provider annually shall prepare and submit to the division reports of vices and service agencies about which information given or to which referrals were made and the results of follow-up efforts with service providers and persons who sought assistance.

AUTHORITY: section 660.050, RSMo 1994. This rule was previously filed as 13 CSR 15-6.191. Original rule filed Jan. 6, 1986, effective April 30, 1986.*

**Original authority 1984, amended 1988, 1992, 1993.*



MISSOURI DEPARTMENT OF SOCIAL SERVICES
DIVISION OF AGING
ALTERNATIVE SERVICES INTAKE/SCREENING

COUNTY	REGION	INTAKE PERSON	DATE	RECEIVED	ROUTING
1. CLIENT NAME (RA)		DCN	R	S	DOB
ADDRESS		STREET	CITY	ZIP	PHONE NUMBER(S)
OTHER PERSONS		ROLE	REL	ADDRESS	PHONE
2.					
3.					
4.					
5.					
6.					
7.		DR.			
8.		CONTACT			
SCREENING - DOES CLIENT?		RPT/ASD	REMARKS	SCREENING - DOES CLIENT?	RPT/ASD
1. USE TELEPHONE?				11. DRESS AND UNDRRESS SELF?	
2. GET OUT OF BED UNASSISTED?				12. SHOWER/BATHE?	
3. WALK UNASSISTED?				13. GET TO TOILET IN TIME?	
4. GET OUTSIDE HOME?				14. GROOM SELF?	
5. SHOP FOR ESSENTIALS?				15. FOLLOW MEDICAL DIRECTIONS?	
6. HANDLE MONEY/PAY BILLS?				16. HAVE DIABETES?	
7. PREPARE MEALS?				17. RECEIVE HOME HEALTH?	
8. EAT UNASSISTED?				18. HAVE ADEQUATE INFORMAL SUPPORTS?	
9. DO ROUTINE HOUSEWORK?				19. SEEM CONFUSED?	
10. DO LAUNDRY?				20.	
DISPOSITION		REPORT NO.	CLASS	DIRECTIONS TO LOCATE/COMMENTS TO PROVIDER	
<input type="checkbox"/> ANE					
<input type="checkbox"/> PAS		REF. NO.	CLASS		
<input type="checkbox"/> I & R (EXPLAIN)					
<input type="checkbox"/> CALL BACK NEEDED					
<input type="checkbox"/> WAITING LIST					
<input type="checkbox"/> REJECTED (INAPPROPRIATE)					
<input type="checkbox"/> ASSIGNED FOR SERVICE					
		ASSIGNED WORKER NAME	LOAD NO.	DATE ASSIGNED	TIME

MO 886-1152 (6-88)

DA-1 (6-88)

13 CSR 15-7.060 Nutrition Service Standards

PURPOSE: This rule establishes the minimum standards for providing nutrition services for the elderly with federal or state funds.

PUBLISHER'S NOTE: The publication of the full text of the material that the adopting agency has incorporated by reference in this rule would be unduly cumbersome or expensive. Therefore, the full text of that material will be made available to any interested person at both the Office of the Secretary of State and the office of the adopting agency, pursuant to section 536.031.4, RSMo. Such material will be provided at the cost established by state law.

(1) A unit of nutrition service is one (1) meal—

(A) Served to a service recipient in a center for congregate nutrition services; or

(B) Delivered to a homebound service recipient's home for home-delivered nutrition services.

(2) Nutrition service providers shall provide services and meet all requirements set forth in 13 CSR 15-7.010.

(3) Staffing and Training.

(A) There shall be an administrator who shall be responsible for the operation of the senior center and the service. The administrator, or a person designated by the administrator, shall be present in the senior center at all times the senior center is open.

(B) There shall be an adequate number of staff (paid or volunteer) who are qualified to perform assigned functions in order to implement the activities and services of the senior center.

(C) Training Requirements.

1. Administrator—six (6) hours' orientation plus twelve (12) hours' supervised on-the-job training and an additional four (4) hours' in-service training per quarter or sixteen (16) hours annually.

2. Cook—four (4) hours' orientation plus six (6) hours' supervised on-the-job training and additional two (2) hours' in-service training per quarter or eight (8) hours annually.

3. Cook helper—two (2) hours' orientation plus four (4) hours' supervised on-the-job training and an additional one (1) hour in-service training per quarter or four (4) hours annually.

(4) Recordkeeping. The following additional records shall be maintained by nutrition service providers:

(A) Daily record of signatures of nutrition service recipients.

1. The nutrition provider shall maintain the congregate service sign-in sheet in a convenient location to assure that each service recipient signs for each meal.

2. The nutrition provider shall assure that home-delivered meals are signed for daily by the service recipient.

3. If the service recipient cannot or will not sign his/her name, the recipient's representative or another individual designated by the senior center administrator shall sign the service receipt's name as well as his/her name. Service recipient records shall document why the recipient will not or cannot sign;

(B) Meal count or reports, including total United States Department of Agriculture (USDA)-eligible meals, USDA-eligible meals served to low-income elderly minority persons, meals served to handicapped persons eighteen to fifty-nine (18–59) and meals ineligible guests and staff;

(C) Perpetual and physical inventory records for all foods; and

(D) Food Cost Records.

(5) Nutrition Education.

(A) Each senior center shall provide nutrition education programs to service recipients at least quarterly. Programs and literature shall be planned approved by a qualified dietician or nutritionist.

(B) Each home-delivered meals provider shall provide nutrition education materials to homebound recipients on a quarterly basis.

(6) Equipment Requirements.

(A) Whether the senior center is catered or has an on-site food preparation kitchen, adequate equipment shall be available to keep refrigerated foods below forty-five degrees Fahrenheit (45°F), heated foods above one hundred forty degrees Fahrenheit (140°F) and frozen foods at or below zero degrees Fahrenheit (0°F).

(B) Specific equipment required for all centers serving meals is as follows:

1. A home-style or commercial range;

2. A home-style or commercial refrigerator;

3. A handwashing sink;

4. A three (3)-vat sink or other acceptable method for dishwashing;

5. A hot table if the senior center serves a total of thirty (30) meals more per day (if the senior center serves fewer than thirty (30) meals per day, the meals can be served direct-

ly from the insulated carriers, provided meal service begins immediately after the food arrives);

6. A cold table or another acceptable method of keeping cold food at the proper temperature during food service; and

7. Additional equipment as needed and required by the area agency.

(C) Additional equipment required for on-site food preparation senior centers is as follows:

1. A range with an automatic range-hood extinguishing system, preferably commercial;

2. Adequate number of refrigerators and freezers, preferably commercial;

3. A three (3)-vat sink; and

4. Other equipment as determined by the area agency (ice machine, mixer, dishwasher and the like).

(D) Insulated carriers for delivery of the food are required for senior centers receiving bulk prepared foods.

(7) Menu Planning Requirements.

(A) Each meal served shall contain at least one-third (1/3) of the current recommended dietary allowances (RDA) as established by the Food and Nutrition Board of the National Academy of Sciences—National Research Council.

(B) A twenty to twenty-eight (20–28)-day menu cycle shall be developed to be repeated for a three (3)-month period using the official menu form provided by the division. Suggestions from service recipients shall be solicited regarding menu choices.

(C) Standardized recipes shall be used to assure consistent quality and quantity.

(D) Menus shall be reviewed and certified by a nutritionist or dietician. This individual must meet the standards set forth in 13 CSR 15-4.240(12). Copies of all certified menus shall be submitted to the area agency and shall be maintained for at least one (1) year.

(E) Menu substitutions shall be made in accordance with the established procedures of the area agency.

(F) Menus shall conform to the meal patterns and principles of menu planning provided by the division.

(8) Special menu requirements are as follows:

(A) Special menus shall be provided to meet the particular dietary needs arising from the health requirements, religious requirements or ethnic backgrounds of service recipients, where appropriate;

(B) At a minimum, minor modifications shall be made to the regular menus as follows:

1. For a diabetic diet, a baked, broiled or boiled meat entree, fresh or unsweetened

canned fruits for dessert, two percent (2%) milk and vegetables with no fat seasonings shall be provided;

2. For a four gram (4 gm) sodium diet, salt shall be reduced to one-half (1/2) the amount indicated in baked goods recipes, no salt or high sodium condiments added in cooked foods and a low sodium entree choice offered if a high sodium entree is on the regular menu, low sodium vegetable choice offered if a high sodium vegetable is the regular menu (for example, sauerkraut);

3. For a low-fat/cholesterol diet, a baked, broiled or boiled meat entree (except that no liver, no cheese containing more than five grams (5 gm) fat per ounce, and no egg yolks shall be served as entrees), skimmed milk, polyunsaturated margarine in cooking and for table use (up to one (1) teaspoon) and a low-fat dessert shall be provided; and

4. All other food s may be as listed on the regular menu;

(C) Special meals provided for health requirements shall be planned, prepared and served under the supervision/consultation of a dietitian. Copies of all certified menus shall be maintained on file by the area agency for at least one (1) year;

(D) The persons responsible for the service of special diets shall be trained to make appropriate substitutions based on food values;

(E) Diet counseling, if provided, shall be conducted by a dietitian, according to the individual's diet prescription which shall be obtained from the service recipient's physician;

(F) A diet prescription shall be obtained for persons receiving home-delivered special meals. The prescription shall be kept current and shall be reviewed at least annually with the service recipient's physician;

(G) Individuals with a strict dietary regimen shall be referred to the medical professional management of dietary needs; and

(H) The current *Missouri Diet Manual* shall be used as a reference in developing special diets.

(9) Requirements for handling prepared foods are as follows:

(A) A sample portion of each potentially hazardous food item served shall be refrigerated and kept at least seventy-two (72) hours. It shall be available for analysis by the Department of Health if a food-borne illness is suspected;

(B) Potentially hazardous food which has been held at one hundred forty degrees Fahrenheit (140°F) or higher over four (4) hours or between forty-five degrees and one hundred forty degrees Fahrenheit

(45°F–140°F) for two (2) hours and any prepared food that has lost its quality shall not be served and shall be destroyed;

(C) Foods that are usually considered safe to store, such as fruits, vegetables, cake, breads, cookies, ice cream and fruit pies, may be retained for use while quality remains acceptable;

(D) The proper equipment shall be used to maintain hot foods at or above one hundred forty degrees Fahrenheit (140°F) and cold foods at or below forty-five degrees Fahrenheit (45°F) while serving. Hot and cold food temperatures shall be checked immediately prior to service and recorded at least twice a week. Records must be kept for six (6) months at the center;

(E) When cooling, food shall be placed no more than two inches (2") deep in a container, covered and immediately placed in the refrigerator or freezer so it will cool to forty-five degrees Fahrenheit (45°F) or below as rapidly as possible. Once food is cooled to forty-five degrees Fahrenheit (45°F) or below, it may be stored in a container more than two inches (2") deep;

(F) When transporting prepared foods, the following procedures shall be used:

1. Hot food shall be delivered within three and one-half (3 1/2) hours following end preparation time. This limit includes the time required for packaging foods by the caterer, transporting to the centers, holding time at the center, packaging meals for home-delivered meal recipients and transporting meals to the home; and

2. Hot foods delivered to the center shall be at a minimum temperature of one hundred forty degree Fahrenheit (140°F) and cold foods shall be at a maximum temperature of forty-five degree Fahrenheit (45°F). A daily record of the delivery time and temperature of the food when received shall be kept at each center. Records must be kept for six months at the center;

(G) Meal service shall be scheduled so that food is available for at least thirty (30) minutes after serving begins;

(H) Appropriate serving utensils shall be used for food portion cool;

(I) Appropriate food containers and utensils blind or otherwise handicapped service recipients shall be available for use upon request;

(J) Service recipients should be discouraged from taking potentially hazardous foods from the center. It is recommended that centers include information about food safety in nutrition education; and

(K) Leftover foods shall not be given old to another organization, employee, volunteer or service recipient to take from the center.

(10) Food Storage Requirements for All Foods, Including USD Commodities.

(A) Cleaning supplies and clearly labeled pesticides shall be stored in separate locations from food products;

(B) Food products shall be stored at least six inches (6") above the floor;

(C) Dry food storage shall be well-ventilated, away from direct sunlight and maintained between fifty degrees Fahrenheit and seventy degrees Fahrenheit (50°F–70°F)(D);

(D) All refrigerated foods shall be maintained at below forty-five degrees Fahrenheit (45°F);

(E) Frozen foods shall be maintained at or below zero degree Fahrenheit (0°F);

(F) Inventory of all foods shall be depleted on a first-in/first basis;

(G) Adequate transportation for all foods shall be provided as required; and

(H) Thermometers shall be kept in each refrigerator and freezer and temperatures shall be checked and recorded daily. Records must be kept for six (6) months at the centers.

(11) Health and Sanitation Requirements.

(A) Personnel with symptoms of communicable disease or open or infected wounds shall not be permitted to handle food.

(B) All food handlers shall use effective hair restraints. Effective restraints are devices which both cover and hold hair, such as hairnets, caps, hats and bandannas. Hair spray is not an acceptable hair restraint.

(C) Equipment and work areas shall routinely be cleaned and sanitized according to a posted written schedule.

(D) Disposables shall be discarded by a locally approved sanitary method.

(E) If a garbage disposal is not used, waste shall be kept in leak-proof containers with close fitting lids and disposed of daily. Waste containers shall be cleaned daily.

(F) Dishes and utensils washed in water temperatures of less than one hundred fifty degrees Fahrenheit (150°) and rinsed at less than one hundred eighty degree Fahrenheit (180°F) shall be chemically sanitized. When single-tank, stationary-rack and door-type machine using chemicals for sanitizing are used, the wash water shall not be less than one hundred twenty degrees Fahrenheit (120°F) and rinse water not less than seventy-five degrees Fahrenheit (75°F). If the dishwashing machine uses hot water for sanitizing, the wash water shall be at least one hundred fifty degrees Fahrenheit (150°F) and the final rinse at least one hundred-eighty degrees Fahrenheit (180°F). A test kit or other device that accurately measures the parts per million concentration of the solutions shall be provided and used.

(G) All dishes and utensils shall be air dried.

(H) Disposable towels and soap shall be available at the handwashing sink in the kitchen.

(I) A handwashing sign shall be posted in the rest room.

(J) Methods of insect and rodent control shall be used on a regularly scheduled basis.

(K) A product thermometer must be available and used to check internal food temperatures required.

(12) USDA Commodity Foods or Foods Phased With USDA Cash.

(A) The nutrition provider shall—

1. Accept and use USDA commodity foods or foods purchased with USDA cash that are made available; and

2. Provide adequate transportation for USDA foods as required.

(13) Nutrition service providers shall—

(A) Provide outreach services;

(B) Coordinate activities with the Missouri Division of Family Services to facilitate participation of eligible persons in the Food Stamp Program and assist service recipients in taking advantage of the benefits available to them under the Food Stamp Program. All centers shall be authorized to accept food stamps; and

(C) Comply with the requirements of the area agency regarding eligibility of individuals to receive nutrition services (see 13 CSR 15-0(7)–(9)).

(14) Senior Centers.

(A) Senior center shall be visible within the community and located as close as possible and, where feasible and appropriate, within walking distance to the majority of the elderly persons.

(B) Physical Plant Requirements.

1. Senior centers shall have a minimum of fifteen (15) square feet per service recipient to assure adequate space for programs and activities. Food preparation, office and storage areas are not included in this minimum.

2. Adequate storage space shall be available as well as adequate space for hang and storing coats, wraps and packages.

3. Senior centers shall be clean and have an attractive appearance. Walls, ceilings, floors and furniture in a center shall be of smooth, easily cleanable materials. Maintenance shall be performed daily to assure the center is clean, neat and safe.

4. Adequate lavatory facilities shall be available. The number of rest rooms shall be adequate for the size the facility and number

of persons served with at least one (1) barrier-free restroom each for men and women.

(C) Each senior center shall provide—

1. Services to older persons at least five (5) days per week with sufficient hours to meet community needs. If open less than six (6) hours per day, the division shall be informed of the hours of operation and the reason(s) fewer hours are justified;

2. Hot or other appropriate meals at least once a day, five (5) or more days a week;

3. At a minimum, an average of fifty (50) meals a day;

4. A variety of supportive services;

5. An information area with a bulletin board, display rack or other method of posting information which is easily accessible and well-lighted. Notices should be attractive, easy to read and placed within eye level;

6. An easy-to-read posted monthly activities calendar in area which is highly visible and accessible to service recipients; and

7. A posted attractive, easy-to-read, weekly menu in a conspicuous location the dining room on Friday of the week prior to service. The certified menu on the official menu form shall be posted in the kitchen.

(15) Home-delivered meals service providers shall—

(A) Assess the need for home-delivered meals among the elderly within the community they serve;

(B) Provide identification other than the meal container which is easily recognizable through a door or window for the person delivering the meals to the service recipient's home when the deliverer is not personally known to the recipient;

(C) Assess and document individual's eligibility to receive home-delivered meals prior to initiation of the service and reassess the need for continuing the services at least each six (6) months after that.

1. When referrals are received from the division, the division's assessment and reassessment of the service recipient will be sufficient documentation of eligibility. The service recipient's assessment card shall document that referral was received from the division and an assessment made by the division established eligibility for the home-delivered meal.

2. In emergency situations, home-delivered meals may be delivered for a maximum of five (5) days prior to the initial assessment of eligibility;

(D) Maintain a list in priority order of homebound persons requesting meals for which units of service are not available. Pri-

ority will be based on published criteria developed by the area agency;

(E) Use insulated carriers to assure that foods delivered to home-delivered meal recipients are at the proper temperature, over one hundred forty degrees Fahrenheit (140°F) for hot food and under forty-five degrees Fahrenheit (45°F) for cold food. All equipment used in transporting foods shall have smooth cleanable surfaces, be cleaned and sanitized daily or be disposable;

(F) Deliver hot foods to the service recipient within three and one-half (3 1/2) hours following end preparation time;

(G) Make available home-delivered meals at least once a day, five (5) or more days a week; and

(H) Arrange for the availability of meals to service recipients in weather-related emergencies.

AUTHORITY: section 660.050, RSMo 1994. This rule was previously filed as 13 CSR 15-6.155. Original rule filed Jan. 6, 1986, effective April 30, 1986. Amended: Filed Feb. 17, 1988, effective June 15, 1988. Amended: Filed June 3, 1991, effective Oct. 31, 1991. Amended: Filed Nov. 14, 1991, effective March 9, 1992.*

**Original authority 1984, amended 1988, 1992, 1993.*



Division Of Aging Menu Plan

CHARTER: FROM _____ THROUGH _____ Area Agency on Aging _____ Project Site _____

MENU PATTERN	MONDAY Date:	TUESDAY Date:	WEDNESDAY Date:	THURSDAY Date:	FRIDAY Date:
MEAT OR ALTERNATE* 3 oz. cooked edible portion					
VEGETABLE AND/OR FRUIT 2 1/2-cup servings or 3 1/3-cup servings					
BREAD OR ALTERNATE* 1 serving					
BUTTER OR FORTIFIED MARGARINE 1 teaspoon					
DESSERT 1/2 cup					
MILK 1/2 pint					
BEVERAGE (OPTIONAL)					

No. Congregate Meals _____ Prepared by: _____ Title: _____ Date: _____

No. Home-Delivered Meals _____ Certified by: _____ Title: _____ Date: _____

NOTE: A record of all substitutions made should be kept at each site. Any routine substitutions should be kept on file in the project office.

*For alternate see back of page.

MEAT OR MEAT ALTERNATE

3 ounces cooked edible portion of meat, fish, poultry or luncheon meats.

Alternates for 1 ounce of cooked meat:

- 1 egg
- 1 ounce cheddar cheese
- 1/4 cup cottage cheese
- 1/2 cup cooked dried beans or peas
- 2 tablespoons peanut butter

Combinations of two or more foods to meet the standard of 3 ounces is acceptable. Examples:

- 1 ounce bologna and 1 ounce cheese in sandwich plus 1 deviled egg.
- Cheese enchiladas (1 ounce cheese and 1 cup refried beans)

VEGETABLES AND FRUITS

2 or 3 kinds to total 1 cup serving.

All vegetables, fruits and full strength vegetable and fruit juices.

Rice, spaghetti, macaroni and noodles are not vegetables.

Fruits served as dessert can be counted only as dessert.

Fruit drinks and fruit ades are not 100% juice, so can be counted only as optional beverages.

Vitamin A Rich Foods: include 2 good sources weekly.

Vitamin C Rich Foods: include 3 good sources or 5 fair sources weekly.

ENRICHED OR WHOLE GRAIN BREAD OR ALTERNATE

1 serving

The following amounts are counted as 1 serving:

- 1 slice bread
- 1 biscuit, muffin, roll
- 1 square cornbread or hot bread
- 5 saltine crackers (enriched)
- 2 graham crackers
- 1 ounce ready-to-eat cereal
- 1/2 to 3/4 cup cooked cereal, cornmeal, grits, rice, spaghetti, macaroni, noodles
- 1 dumpling, pancake, waffle, yam, plantain, sweet potato
- 1 tortilla

BUTTER OR FORTIFIED MARGARINE

1 teaspoon

This may be used on bread or in food preparation, including seasoning of vegetables.

DESSERT

1/2 cup serving

All fruits, full strength fruit juices and simple desserts such as puddings, gelatin desserts, ice cream, ice milk and sherbet. Cake, pie and cookies made with enriched or whole-grain flour are included.

MILK

1 cup

Fortified whole, skim, low-fat, flavored whole, buttermilk or equivalent.

Equivalents:

- 1 ounce cheddar cheese = 3/4 cup milk
- 1/2 cup creamed cottage cheese = 1/3 cup milk
- 1/2 cup ice cream = 1/3 cup milk

OPTIONAL BEVERAGES

Coffee, tea, decaffeinated beverages, cambric tea, soft drinks and fruit flavored drinks may be used. No alcoholic beverages may be provided with nutrition project funds.

GENERAL

Some foods can fulfill requirements in more than one group but may not be counted twice.

Examples: dried bean—either a vegetable or a meat alternate
sweet potatoes—either a vitamin, a vegetable or a bread alternate

IRON REQUIREMENT

Each meal shall provide a minimum of 3 mg. iron.
It is recommended that liver be served once a month.



Menu Substitutions For Special Diets

DATES _____ TO _____

Menu #: Diabetic	Low Na+	Low Fat/ Chol	Menu #: Diabetic	Low Na+	Low Fat/ Chol	Menu #: Diabetic	Low Na+	Low Fat/ Chol	Menu #: Diabetic	Low Na+	Low Fat/ Chol	Menu #: Diabetic	Low Na+	Low Fat/ Chol

Certified by: _____

**13 CSR 15-7.070 Multipurpose Senior
Center Program Standards**

(Rescinded December 30, 1995)

*AUTHORITY: section 660.050, RSMo 1994.
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