

AGENDA

**Nutrition Check Committee Meeting
February 27, 2007
Lincoln Center, Stevens Point, WI
10:00 am**

1. Review current nutrition screening form(s) used in Wisconsin
2. Review SAMS assessments and discuss
3. How is the current nutrition screening form used in SAMS?
4. Where do we go from here? Next Steps?
5. Schedule date for next in-person meeting or conference call

Nutrition Check Committee
Notes from Meeting on 2/27/07
Stevens Point, WI

Attendees:

Kristin Hosking, Washington County, Mary Smith, Waukesha County, Linda Harris, Columbia County, Janie Riebe, Area Agency on Aging of Dane County, Mary Marks, Waushara County, Leslie Fijalkiewicz, Barron County, Ruth Kilness, Eau Claire County, and Anne Tschida, UW-Stout Dietetic Intern

Discussion:

Amy will check with other states to see what they are using for a Nutrition Screening tool or how they are screening people and report back to the group via e-mail.

The committee also discussed the Nutrition Check and how it is currently being incorporated into SAMS. All were in agreement that it would be better if the Nutrition Check could incorporate Yes/No Questions vs. numbers because numbers can be confusing to participants or staff when they are trying to fill out the form.

The committee also agreed that it would be better if the committee developed one screening tool vs. multiple tools. The committee still needs to decide if the nutrition check should be used as a screening tool for the state or whether a different tool may be more effective. Members will research other possible tools and report back to the rest of the committee.

It was also discussed that the committee may want to look at the functional screening tool and examine whether or not it contains any nutritional risk/screening questions.

Once the committee has decided on a tool it was agreed that the committee will pilot the tool in a few locations throughout the state to test its effectiveness. Also, the group thought it may be good to invite Karl from BADR to one of our meetings to discuss how the group could incorporate a new screening tool into SAMS. Also, Karl could attend a WAND training to discuss how to utilize the new screening tool once it is incorporated into SAMS. Another idea was to organize a "best practice" panel at a WAND training to discuss how they are using the new screening tool to enhance their nutrition programs.

Amy will send out an e-mail to check everyone's availability for another meeting. It was decided that the next meeting would be by conference call instead of in person.

Notes compiled by: Amy Ramsey, Nutrition/Prevention Specialist, BADR

AGENDA

**Nutrition Check Committee Conference Call
Thursday, April 5, 2007
1:00 pm**

Call-In Instructions:
AUDIO ACCESS INFORMATION

Toll Number: 608-265-1000
Toll Free Number: 800-462-1257
Passcode: Leader Passcode: 3991

1. Review Comments from other State Units on Aging
2. Review SAMS assessments and discuss
3. Other tools that may be appropriate for screening?
4. Where do we go from here? Next Steps?
5. Schedule date for next in-person meeting or conference call

**Nutrition Check Committee
Notes from Meeting on 4/5/07
Conference Call**

Attendees:

Kristin Hosking, Washington County, Mary Smith, Waukesha County, Linda Harris, Columbia County, Janie Riebe, Area Agency on Aging of Dane County, Mary Marks, Waushara County, Leslie Fijalkiewicz, Barron County, Ruth Kilness, Eau Claire County

Discussion:

The committee reviewed a summary of the responses from State Unit's on Aging in regards to whether or not they are using the "Determine Your Nutritional Health" checklist as part of the Nutrition Screening Initiative project by AAFP, ADA, and NCOA, or whether they have adapted the form. In reviewing the responses, several states are using the "Determine Your Nutritional Health" checklist. In addition, New York uses a combination system with some areas using the DETERMINE checklist in paper forms and others using it in electronic form as it appears in various software packages either for client assessments and/or NAPIS reporting. South Dakota has created a NAPIS form that includes this information. New Jersey has adapted the DETERMINE checklist which they shared with Amy via e-mail. The group reviewed this checklist. Wyoming indicated that the information would be more useful if programs used the same basic screening form.

The committee discussed the SAMS ILA and basic NAPIS intake assessment information. It was discussed that the nutrition screening questions that are in the SAMS ILA and NAPIS intake assessment information are an adaptation of the DETERMINE checklist. The committee asked whether these questions could be adapted to reflect the DETERMINE checklist.

The committee discussed other tools that may be used in place of the DETERMINE checklist. Group members indicated that after searching for other tools that may be appropriate in place of the checklist; they were unable to find any other tools that would be appropriate to determine high risk. Specifically, group members felt other tools would not be appropriate because they required information that was too difficult for site managers to obtain. Tools such as the MNA, required calculations that only trained professionals could calculate, site managers would be unable to determine these calculations due to a lack of training and expertise in nutrition.

Thus, the committee decided that Wisconsin should use the DETERMINE checklist. It was discussed that the committee would meet with Karl Schlenker to determine how the DETERMINE checklist could be entered into SAMS. It was also discussed whether each question from SAMS should be entered into SAMS

in order to track participant high risk data. The committee decided that it would be more effective if all questions be entered into SAMS.

Amy will contact everyone via e-mail to set up a conference call with Karl Schlenker.

Notes compiled by: Amy Ramsey, Nutrition/Prevention Specialist, BADR

AGENDA

Nutrition Check Committee Conference Call
Friday, June 29, 2007
10:00 am

Call-In Instructions
AUDIO ACCESS INFORMATION

Toll Number: 608-265-1000 (if you live in the Madison area)
Toll Free Number: 800-462-1257
Passcode: Leader Passcode: 3991

1. Discuss nutrition screening tool/form and SAMS with Karl Schlenker

**Nutrition Check Committee
Notes from Meeting on 6/29/07
Conference Call**

Attendees:

Kristin Hosking, Washington County, Mary Smith, Waukesha County, Janie Riebe, Area Agency on Aging of Dane County, Mary Marks, Waushara County, Leslie Fijalkiewicz, Barron County, Ruth Kilness, Eau Claire County, Karl Schlenker, BADR

Discussion:

Karl asked committee members what type of reporting that they wanted to get from the DETERMINE checklist/screening form. Committee members indicated that they wanted to only have yes responses and have numbers assigned to those yes responses. The members indicated that they only wanted to have to click on the questions that participants circle yes for. By giving it a yes response it could then assign a point level. Then a director could go back and compare results from one assessment to another. Members indicated that they wanted to identify how nutrition participants are doing each year in terms of nutrition risk. Also, to compare responses to questions; year to year. In addition, members wanted an easy way to go into SAMS each year and compare data year to year. Currently, members indicated there is no easy way to do this.

Karl presented two possible options to the committee. The first option being assessment forms. The second option being custom user fields. Both options had several limitations. For example, assessment forms would not allow aging programs to run a report. Members felt this option may not be a viable option because current data tracking needs are limited and there may be a financial cost that includes the purchase of additional software. In addition, custom user fields cannot generate an unlimited number of historical assessments, data entry is not convenient, and reporting will be limited.

Despite these limitations, the committee decided that Option B to be preferable to Option A.

It was discussed that Amy will create the DETERMINE checklist to be used in Wisconsin which would be adapted from the "Determine Your Nutrition Health" checklist as part of the Nutrition Screening Initiative project by AAFP, ADA, and NCOA. Karl will create custom data fields within SAMS from the form and create a document indicating how to perform SAMS Data Entry and Reporting and committee members/aging programs will pilot the SAMS Data Entry and Reporting process using the new DETERMINE checklist. Pilot programs will report back to other committee members at the next meeting.

Notes compiled by: Amy Ramsey, Nutrition/Prevention Specialist, BADR

AGENDA

Nutrition Check Committee Conference Call
Monday, September 24, 2007
10:00 am

Call-In Instructions
AUDIO ACCESS INFORMATION

Toll Number: 608-265-1000 (if you live in the Madison area)
Toll Free Number: 800-462-1257
Passcode: Leader Passcode: 3991

1. Discuss pilot counties entry of nutrition screening form and SAMS data entry and reporting process.

**Nutrition Check Committee
Notes from Meeting on 9/24/07
Conference Call**

Attendees:

Kristin Hosking, Washington County, Mary Smith, Waukesha County, Janie Riebe, Area Agency on Aging of Dane County, Mary Marks, Waushara County, Leslie Fijalkiewicz, Barron County, Ruth Kilness, Eau Claire County, Karl Schlenker, BADR

Discussion:

Pilot counties reported that overall; the data entry was fast and easy to enter into the SAMS database. A few suggestions were made to streamline the SAMS Data Entry and Reporting.

Amy determine the next steps would be implement the new DETERMINE checklist screening form and SAMS Data Entry and Reporting Process statewide. All committee members were in agreement with the statewide implementation.

Notes compiled by: Amy Ramsey, Nutrition/Prevention Specialist, BADR