Title III-C: Registered Dietitian Service Definitions

Applicable Rules and Regulations

This service is governed by:

- Older Americans Act (OAA) Title III-C
- 455IAC 2.1 Home and Community Based Services Rule
- Section 8000 of the Indiana Division of Aging Operations Manual
- CoAction Policies and Procedures

Service Description

The registered dietitian is recognized by the medical profession as the legitimate provider of nutritional care. Registered dietitians have specialized education in human anatomy and physiology, diet therapy, and food science. Therefore, a registered dietitian would be beneficial to the nutrition program managed by CoAction.

The purpose of the registered dietitian is to regulate menu requirements and provide professional advice to the nutrition program operated by CoAction. The dietitian's expertise will support this program through education, menu planning, and nutrient analysis of meals to ensure Recommended Daily Allowance (RDA) requirements are met as specified in the Indiana Division of Aging regulations.

Provider Requirements

Services must be provided by a Registered Dietitian.

1. The Registered Dietitian will finalize the nutrition program menus in one of the following ways:
    a. CoAction will submit proposed menus to the Registered Dietitian for approval. The Registered Dietitian will review to ensure that all program requirements are met, including, but not limited to: the Indiana Division of Aging requirements; Older American's Act requirements; and RDA requirements for older individuals.
    b. For any caterer not approved to develop their own menus, the Registered Dietitian will supply an approved menu and corresponding recipes that meet the program requirements.
2. The Registered Dietitian will conduct a Nutrient Analysis of the menu through a nutrition analysis software system in coordination with contracted caterers to verify that nutrient requirements are met through menu items.
3. The Registered Dietitian will consult with CoAction's Community Services Coordinator, the Community Services Manager, the Quality and Business Relations Manager, and/or the Chief Operating Officer as needed. Consultation may include, but is not limited to, any of the following
    a. Menu consulting: discussions on choice, special dietary needs due to religion, holidays etc. Individual consultations with nutrition program participants may also be necessary.
    b. Menu corrections: corrected menus or changed menus due to availability of products, variety, client location and preferences.
4. Attendance at nutrition planning meetings to foster collaboration with all parties involved in the nutrition program. Meetings will be conducted by the Community Services Coordinator on an as-needed basis. Parties associated with the nutrition planning meetings may include Dietitian, Nutrition Coordinator, caterer(s), Meals Site Management entities, Meal Site Managers, Home Delivered Meals providers, and other designees.
5. Nutrition education programs for nutrition program participants will be organized by the Community Services Coordinator and the dietitian. Nutrition education programs may be conducted on-site or, on occasion, may be written information in the form of brochures or other handouts for participants.

6. The Registered Dietitian must provide a minimum of two trainings per State Fiscal year (no less than 1 training per 6-month period) on dietary care and nutrition screening for the case managers and any other staff members who are responsible for performing and evaluating nutrition screens.

Documentation and Reporting Standards

- The Registered Dietitian must submit a monthly itemized invoice for work performed under the agreement.

Unit of Service

- For menu and other services provided to CoAction directly: 1 hour = 1 unit
- For Nutrition Counseling and Education Services: 1 session = 1 unit

Funding Sources

Older Americans Act Title III-C

Service Authorization

The fully executed agreement between CoAction and the Registered Dietitian will serve as the authorization to provide the menu planning services.

Quality Assurance

Providers agree to monitoring and records review.

Purpose and Alignment with the Older Americans Act

This service is part of CoAction's mission to reduce barriers to care, promote health equity, and support independent living for older adults and individuals with disabilities. It aligns with the OAA's focus on access, inclusion, and service delivery in the least restrictive environment.