

## Provincial Clinical Policy



**Title:** Home Care - Meal Preparation Services

**Level:** Provincial

**Service Area:** Home Care

**Applicable to:** All healthcare providers, organizations, and facilities across Manitoba involved in delivering health services provided or funded by the government or a health authority.

**Approved by:** Shared Health Executive Team

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**Category:** 630 – Provincial Primary, Home/Community & Palliative Care Program

**Subcategory:** 630.105 – Home Care

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**Notice:** *This document has been transitioned from Manitoba Health, Seniors, and Long-Term Care to Shared Health. Shared Health is planning to complete an in-depth review of the material and post an updated version once available.*

### 1.0. Purpose

- 1.1. To outline the eligibility criteria for receiving home care meal preparation services,

### 1.2. Background

- 1.2.1 In 1997, the regional health authorities (RHA) assumed responsibility for the management and funding of home care services. Each RHA developed its own resource pool and maintains internal policies based on available resources and best practices. Due to various physical and/or mental limitations, clients may experience diminished ability to prepare/provide for safe and adequate meals for themselves. The availability of safe and adequate meal preparation services not only helps support adequate nutritional intake but also facilitates earlier discharge from hospital, prevents or delays long term care placement in some situations, and may prevent hospitalization.

## 2.0. Scope

- 2.1. Applies to all regional health authorities (RHA) in Manitoba, responsible for administering and coordinating Home Care services.
- 2.2. Applies to all Home Care staff within an RHA, involved in assessing and delivering Home Care services.

## 3.0. Definitions

### 3.1. Defined Terms

- 3.1.1 Caregiver: A person who is providing care because of a prior relationship with a client. A caregiver may be a biological family member or “family by choice” (e.g., friends, partners, neighbors).
- 3.1.2 Family: A spouse or common law partner of the client; a biological or adoptive family member (parent, son, daughter, sibling, grandparent, grandchild, great grand parent, great grandchild, aunt, uncle, niece, nephew, cousin, step-parent); guardian; a spouse or a common law partner of any of those persons.
- 3.1.3 Home Care: The coordinated delivery of a broad range of health and social services to meet the needs of the persons who require assistance or support in order to remain at home or whose functioning without Home Care is likely to deteriorate making it impossible for the person to stay at home in the community.
- 3.1.4 Meal Preparation: Includes the ability to perform meal preparation tasks (e.g. planning and organizing meals, cooking with heat, preparing cold foods, assembling ingredients, setting out utensils and serving food) in the usual routine/environment.
- 3.1.5 Meal Preparation Service: A range of services which includes bulk meal preparation, cooking/preparation of light meals, heat and serve, escort to/from a congregate meal program, and oral feeding in the absence of a swallowing disorder.

### 3.2. Abbreviations

- 3.2.1 Regional Health Authorities (RHA): Refers to regional health authorities established or continued under the Government of Manitoba, Health System Governance and Accountability Act.

### 3.3. Professional Groupings

**Disclaimer:** Please note that printed versions or versions posted on external web pages may not be current, as these documents are regularly reviewed and updated. Always refer to the Shared Health website for the most current version.

- 3.3.1 Home Care Case Coordinators (HCCC): A professional hired by the RHA to complete client assessments to determine eligibility, to develop the Care Plan with the client and/or family/designated other and refer exceptional case decisions to the Home Care Manager.

#### 4.0. Policy

- 4.1. Meal preparation services may be provided to clients eligible for home care services who are unable to meet their nutritional needs independently or through family/community resources.
- 4.2. The home care client and caregiver(s) are involved in the care planning process, which includes an assessment to determine those services that can be arranged utilizing available family/community resources.
- 4.3. Clients and caregivers shall be taught new ways of performing meal preparation activities where appropriate and within their capacity, to promote independence.
- 4.4. Community meal delivery and congregate meal programs are utilized where available and appropriate.

#### 4.5. Eligibility Criteria

- 4.5.1 Meal preparation services shall be provided to meet a client's assessed nutritional needs when all of the following criteria are met:
- 4.5.1(a) Client is unable to perform these tasks and/or is so frail that doing so may pose a risk.
- 4.5.1(b) Client lacks the capacity to access services through community resources.
- 4.5.1(c) Client has no family or others who can assume responsibility for providing and/or arranging for meal preparation services.
- 4.6. Services provided consider therapeutic diet requirements (including texture modifications) and ethnic/religious preferences when possible.
- 4.7. The task, type, and frequency of service required to maintain nutritional status is assigned as assessed by the Case Coordinator or designated professional RHA staff based on best practices and available regional resources.

- 4.8. The client is the focus of the meal preparation services. Meal preparation services for family/visitors are not provided as a part of the home care service.

## 5.0. Procedure

- 5.1. Not Applicable

## 6.0. Resources

- 6.1. Not Applicable

## 7.0. References

### 7.1. Related Policy Documents

- 7.1.1 Government of Manitoba (2017). *HCS 207.1 Role of Family/Informal Support Network*. Home Care Policy Manual.
- 7.1.2 Government of Manitoba (2017). *HCS 207.2 General Eligibility*. Home Care Policy Manual.
- 7.1.3 Government of Manitoba (2017). *HCS 207.3 Service Level Policy*. Home Care Policy Manual.

## 8.0. Contact(s)

- 8.1. Provincial Director Health Services, Primary, Home/Community and Palliative Care Program - Shared Health

For questions about the implementation and application of this controlled document, please contact your immediate manager. Management may consult with the Provincial Clinical Service Lead, Home & Community Care – Shared Health for support.