

## Provincial Clinical Policy



**Title:** Home Care - Home Nutrition Program

**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

**Document Number:** 630.105.111

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

**Subcategory:** 630.105 – Home Care

**Document Date:** 25-Nov-2024

**Last Revision Date:** 01-Mar-2017

**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 general eligibility criteria for the Home Nutrition Program (HNP).
- 1.2. To outline the process by which an individual is accepted into the HNP.

#### 1.3. Background

- 1.3.1 The Home Nutrition Program (HNP) was administered through the acute care facilities prior to 2004 after which it was transferred to the WRHA to be administered for all RHAs.

### 2.0. Scope

- 2.1. Applies to the Winnipeg Regional Health Authority (WRHA), who is responsible for administering and coordinating the Home Nutrition Program on behalf of all RHAs.
- 2.2. Applies to Home Nutrition Program staff within the WRHA and all Home Care staff in RHAs, 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 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.
- 3.1.3 Home Nutrition: Provision of physical such as formulae to assist individuals in maintaining health due to their inability, based on their medical diagnosis, to consume foods in their normal state. Educational resources are also provided as part of the Home Nutrition Program.
- 3.1.4 Reassessment: A specific activity, as well as an ongoing process involving the systematic re-evaluation of a patient’s or client’s needs and forms the basis for revising/refining a previously established treatment, care and/or service plan.
- 3.1.5 Supplies and Equipment: Include but are not limited to the following supplies that support the client’s care plan:
- 3.1.5(a) wound and dressing supplies;
  - 3.1.5(b) incontinence supplies (urinary and bowel);
  - 3.1.5(c) personal care support and mobility aids; and
  - 3.1.5(d) respiratory equipment.

#### 3.2. Abbreviations

- 3.2.1 Home Nutrition Program (HNP)
- 3.2.2 Personal Care Home (PCH): Premises in which personal care services are provided to residents in the premises, but does not include a private residence in which care is provided by an individual to his or her family member.
- 3.2.3 Regional Health Authorities (RHA): Refers to regional health authorities established or continued under the Government of Manitoba, Health System Governance and Accountability Act.

**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. Professional Groupings

- 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. Home Nutrition shall be provided in the client's home or other community settings based on the individual's needs and available resources to enable earlier discharge from hospital or prevent unnecessary admission.

### 4.2. Eligibility Criteria

- 4.2.1 Eligibility is established when a HNP staff member, Home Care Case Coordinator or other designated professional RHA staff determines all of the following criteria are met:

- 4.2.1(a) Eligibility for home care services;
- 4.2.1(b) Medical stability;
- 4.2.1(c) The client and caregiver agree to follow a safe care plan; and
- 4.2.1(d) The client and caregiver agree to adhere to operational policies of the RHA. These may include but are not limited to:
  - frequency of new supplies;
  - emergency procedures;
  - training requirements;
  - personal care requirements; and
  - sharing of information.

### 4.3. Inclusions

- 4.3.1 Clients who are eligible to be in the HNP receive:
- 4.3.1(a) Case management by Home Care Case Coordinators or designated professional RHA staff.

- 4.3.1(b) Supplies and equipment for maintenance of care plans for clients requiring parenteral nutrition. Formulae and pumps are supplied for clients supported by enteral nutrition.
- 4.3.1(c) Additional home care services based on need through the RHA where they reside.
- 4.4. Reassessment for continued eligibility for the HNP is the responsibility of the WRHA in collaboration with the client and the care giver(s).

#### 4.4. Discontinuation of Service

- 4.4.1 Services and supplies may be terminated by the HNP for any of the following reasons:
  - 4.4.1(a) condition improved;
  - 4.4.1(b) condition deteriorated;
  - 4.4.1(c) Personal Care Home Placement;
  - 4.4.1(d) extended hospitalization;
  - 4.4.1(e) death;
  - 4.4.1(f) moved out of province;
  - 4.4.1(g) the HNP no longer meets the client's needs; and
  - 4.4.1(h) the client is unwilling to cooperate with treatment plan.

#### 4.5. Responsibilities

- 4.5.1 The WRHA is responsible for establishing procedures to ensure the health and safety of clients in the HNP and relevant staff as well as educating and training clients and caregiver(s) where applicable on the preparation and administration of nutritional products.
- 4.5.2 The WRHA is responsible for conducting evaluations of the HNP.

### 5.0. Procedure

- 5.1. Not Applicable

### 6.0. Resources

- 6.1. Not Applicable

**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.

## 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.
- 7.1.4 Shared Health (2024). Provincial Clinical Policy, [630.105.116 Equipment and Supplies](#).

## 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.