

Addendum SPC 402: Home Delivered Meals

Lakeland Care District (LCD) members receiving Home Delivered Meals services shall have an identified outcome that necessitates the provision of Home Delivered Meals to support this outcome.

The provision of contracted, authorized, and provided Home Delivered Meals services shall be in compliance with the provision of this agreement and the service descriptions and requirements of this section and state certification criteria

Definition

Home delivered meals (sometimes called "Meals On Wheels") include the costs associated with the purchase and planning of food, supplies, equipment, labor and transportation to deliver one or two meals a day to recipients who are unable to prepare or obtain nourishing meals without assistance. This service will be provided to persons in natural or supportive service settings to promote socialization and adequate nutrition (as defined in Wisconsin's s. 1915 (c) home and community-based waiver services waivers #0367.90 and #0368.90 required under s. 46.281(1)(c), Wis. Stats.).

Standards, Training, and Competency

Standard

Home Delivered Meals providers shall be in compliance with all State and Federal regulations related to meal preparation standards.

Training

Training of employees delivering meals shall include:

1. Training on the needs of the target group for the individual(s) served under this agreement.
2. Information and provider procedure for adherence to the following Lakeland Care District (LCD) policies:
 - a. Critical Incident Reporting
 - b. Restraint and Seclusion Policy and Procedure
 - c. Communication Expectations

Competency

Provider shall ensure the competency of employees assigned to prepare and deliver home delivered meals.

Collaboration and Coordination of Care

Through the use of the Resource Allocation Decision method (RAD), the LCD Interdisciplinary Team (IDT) staff shall assess the member's needs and outcomes to determine the amount of Home Delivered Meals to be authorized. The LCD IDT staff shall exchange pertinent information with the provider at the time of the referral. This information exchange shall include the member's outcomes, assessed needs, and the amount of authorized units as it relates to Home Delivered Meals.

Documentation

The Home Delivered Meals provider agrees to submit documentation to the LCD IDT staff for the purpose of disclosing any concerns associated with the services as determined by the provider and the LCD IDT.

Billable Units

Providers should reference the Rates and Service Codes chart of the contract for contracted units and rates. Home Delivered Meals services are contracted with LCD in increments by meal.

Lakeland Care District's Contract Expectations for Home Delivered Meals**Providers**

- Home Delivered Meals providers shall notify the member's IDT staff of instance wherein the provider was unable to successfully deliver a meal on two consecutive attempts (i.e. member did not answer the door or previous tray was still outside the member's door).
- In instances of inclement weather which may prohibit meal delivery, the provider shall contact the member and LCD IDT staff or Provider Network Specialist.
- The provider is expected to have adequate staff to assure delivery of authorized meals.