Policies and Procedures
Residential and Assisted Living Communities

Policy Title: Monthly Weight Tracking Form Policy And Procedure

Policy Number: HS.11.10.06 Effective Date: 12/16/2011

Approved By: Kevin Cox

POLICY
It is the policy of Ageia Health Services to obtain, document and review each resident’s weights on a monthly basis for purposes of identifying trends and/or changes in a resident’s weight over a period of time and ensuring appropriate interventions are implemented to maintain resident’s nutritional status.

PROCEDURES
- All residents moving in to the community will be weighed within three (3) days of move-in to establish a base weight.
  - The move-in weight will be documented in the resident chart notes, and on the Ageia Weight Tracker Spreadsheet.
- Residents who have been out of the facility for 3 days or longer in a hospital, re-hab facility, hospice house or skilled facility, will be weighed within 48 hours of return to the community.
- The returning weight will be documented in the resident chart notes.
- Monthly weights will be obtained on all residents within the first 7 days of each month.
  - On the 1st of every month, the facility Licensed Nurse will assign care staff, specific resident weights to obtain.
  - Care staff will obtain the weights on assigned residents and document the weight on the Monthly Weight Tracking Form.
  - The completed Monthly Weight Tracking Form will be submitted to the facility Licensed Nurse no later than the 7th of each month.
- Each month the resident’s weight history will be reviewed by the facility Licensed Nurse to determine if a significant weight loss or gain has occurred, and an assessment made to determine the need for additional monitoring or interventions.
- The facility Licensed Nurse will input all residents weights into the Ageia Weight Tracker Spreadsheet.
  - The facility Licensed Nurse will review all weights monthly to identify trends.
    - A re-weight will be done immediately if the Licensed Nurse identifies:
      - 5% +/- weight change in the previous 30 days
      - 7.5% +/- weight change in the previous 90 days
      - 10% +/- weight change in the previous 180 days
      - If re-weigh confirms the above identified weight changes, the LN will:
        - Assure scale is accurate.
          - If needed, LN will have Maintenance Director re-calibrate scale.
        - If weight change is confirmed then LN will:
          - Notify resident physician.
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- Notification to physician must include a brief summary of the plan to address the weight change.
- Develop an intervention plan
- All nutritionally at-risk residents weights will be tracked and monitored weekly, until weight is stable, or physician has acknowledged weight loss is unavoidable and expected.

- If a resident has been assessed to have a weight loss, as identified above, the facility LN will implement the following:
  - Licensed Nurse will place resident on Meal Monitoring by documenting on the Meal Monitor Flow Sheet, and monitor weight and effectiveness of intervention plan weekly.
    - The Meal Monitor Flow Sheet will be located in the 24 Hour Communication Binder.
    - Care staff will monitor all residents identified on the Meal Monitor Flow Sheet, daily, using the Meal Monitor Log.
    - Completed daily Meal Monitor Logs will be placed in the 24 Hour Communication Binder for Licensed Nurse review and follow-up.
  - The facility Licensed Nurse will develop a plan to address resident weight loss which may include:
    - Enhanced caloric intake at meal times by adding extra gravies, butter, larger portions, whole milk or cream, etc.
    - Assess and modify diet and assistance received, as applicable, to encourage increased intake, i.e.:
      - Special utensils, texture modification, cut-up, feeding assistance, etc.
    - Add up to 3 high calorie snacks per day, i.e.:
      - Puddings, cottage cheese, ice cream, milk shakes, cookie, etc.
  - If weight loss continues, facility LN will assess and determine if a request for an appetite stimulating medication is indicated.

RELATED POLICIES/REFERENCES

Monthly Nutrition At Risk Meetings
Meal Monitoring Policy and Procedure

FORMS

Monthly Weight Tracking Form
Ageia Weight Tracker Spreadsheet
Meal Monitor Flow Sheet
Meal Monitoring Log