POLICY
It is the policy of Ageia Health Services licensed communities to assure the nutritional needs of all residents are being met on an individual basis, to monitor and establish plans for early intervention, and to stabilize weight changes.

DEFINITIONS
Nutritional risk is defined as, but not limited to, those residents with significant or severe weight loss or gain of +/- 5% in 30 days, +/- 7.5% in 90 days, +/- 10% in 180 days, or a change in normal eating intake or habits.

PROCEDURES
The “team” will consist, at a minimum of the community Licensed Nurse, the Executive Director and the Dietary Supervisor.

- The team will meet no less often than monthly.
  - Minutes of the meeting will be kept by a mutually appointed team member, and maintained in a binder in the Executive Director’s office.

- Residents to be considered at nutritional risk will meet one or more of the following criteria:
  - +/- percentage weight loss as identified above and on the Monthly Weight Tracking Form Policy and Procedure.
  - Gradual weight loss or gain, even if desired
  - Any pressure or stasis ulcer
  - Coughing or choking
  - Edema

- The community Licensed Nurse will bring the current Ageia Weight Tracker Spreadsheet and the Meal Monitoring Logs to each meeting for review by the team.

- The Executive Director will bring the previous months’ minutes to each meeting for review at the beginning of each meeting and discuss action taken on previous recommendations.

- The team will review and discuss all residents who have been identified to be at nutritional risk, per guidelines established in the Ageia Health Services “Monthly Weight Tracking Form Policy and Procedure”.
  - The team will evaluate and determine probably cause, and contribute to development of a plan.

RELATED POLICIES/REFERENCES
Monthly Weight Tracking Form Policy and Procedure
Meal Monitoring Policy & Procedure
FORMS
Ageia Weight Tracker Spreadsheet
Meal Monitor Flow Sheet
Meal Monitoring Log

RETENTION GUIDELINES
Meeting minutes will be retained for 3 years