Policies and Procedures
Residential and Assisted Living Communities

Policy Title: Meal Roster
Policy Number: HS.11.10.09 Effective Date: 1-1-2012
Approved By: Kevin Cox

POLICY

It is the intent of this community to promote the well-being of our Assisted Living residents by observing and monitoring residents for attendance at meal times.

PROCEDURES

A Meal Roster form will be used at each meal, by Personal Care staff, to indicate a resident’s meal attendance or preference for that meal that day.

- Indicate on the Meal Roster form, (a copy of the Resident Roster may be used for this purpose), whether or not a resident is present in the dining room during the meal service by marking a “A” for attendance in the dining room on the Meal Roster.

- Indicate if tray service was delivered to the Resident by marking a “T” for tray on the meal Roster.

- Indicate if a resident is out of the community by marking a “O” for out of the community on the Meal Roster.

- If a resident is not present at a meal service in the dining room and was expected to attend, or usually gets trays and is refusing a meal tray (see service plan for resident preferences for meals) the community must make inquiries as to why there is a change for the resident immediately and notify their supervisor and document on the Meal Roster a “N” for not attended.

- If a resident cannot be located – see missing resident policy.

- Meal Roster forms will be maintained until follow-up is completed, if indicated, and then discarded.

FORMS

Meal Roster