

MCO & CCU

Home Delivered Meal Referral/Annual Assessment Form

These forms were developed by Illinois Department on Aging. Entities that must utilize these forms and referral system:

- Managed Care Organizations
- Care Coordination Units

Managed Care Organizations and Care Coordination Units must utilize this form when making referrals for Home Delivered Meals. The forms must also be completed annually as they assess nutritional risk. These required forms are available on Western Illinois Area Agency on Aging's web site. Click on the link titled Nutrition Services Referral on the left side of web site home page. For your convenience the link to the form is below:

Link to the form: <http://www.wiaaa.org/nutrition-services.php>

On this page you will find a listing by county of each Home Delivered Meal Provider Agency in PSA 03. There is an email for each provider. This is where the completed HDM referral form will be sent by care coordinators/case managers. You will also find address and phone contact for each agency on this page. There is also a listing of townships where no home delivered meals are available in each county.

The Home Delivered Meal referral form contains the annual assessment of nutritional risk for all participants. **It is the responsibility of the Managed Care Organization and the Care Coordination Unit who is providing comprehensive case management to complete the annual assessment for any care plan that includes Home Delivered Meals as a service.** Illinois Department on Aging best practice training is to complete this annual assessment when completing the annual assessment for Community Care Program services. Please track the completion of the annual Home Delivered Meal referral form for all participants!

If the Home Delivered Meal referral form/annual assessment is not completed in a timely manner each Home Delivered Meal Provider Agency has been instructed to contact your agency requesting completion. Please do not put these agencies in the position of having to complete this form for your participants!