

**MARYLAND DEPARTMENT OF AGING  
AGING PROGRAM DIRECTIVE**

<p><b>1. File Number:</b> APD-17-04- Senior Nutrition and Health Promotion Program Electronic Reporting and Priority Screening</p>	<p><b>2. Issuance Status:</b> Replaces APD-16-15-CCS- Nutrition and Health Promotion Reports and Attachment B (Health Promotion Semi-Annual Monitoring Report) of APD-15-21-Senior Nutrition and Health Promotion Program Reports</p>
<p><b>3. Issuance Date:</b> February 13, 2017</p>	
<p><b>4. Program Area:</b> Nutrition and Health Promotion</p>	
<p><b>5. Division of Origin:</b> Client and Community Services</p>	<p><b>6. Contacts and Phone:</b> Nutrition Contact: Judy R. Simon, MS, RD, LDN Nutrition and Health Promotion Programs Manager, 410-767-1090 <a href="mailto:judy.simon@maryland.gov">judy.simon@maryland.gov</a></p> <p>Health Promotion Contact: Liz Woodward, MA Food &amp; Wellness Programs Coordinator 410-767-1071 <a href="mailto:liz.woodward@maryland.gov">liz.woodward@maryland.gov</a></p>
<p><b>For Department Use Only:</b> S:\COMMON\APDs\2017\Final\APD 17-04 Senior Nutrition and Health Promotion Program Electronic Reporting and Priority Screening.docx</p>	

**SUBJECT:** Senior Nutrition and Health Promotion Program Electronic Reporting and Priority Screening

**TO:** Area Agency on Aging Directors  
AAA Senior Nutrition and Health Promotion Program Staff

**FROM:** Dina L. Gordon  
Deputy Secretary 

**PURPOSE:** To introduce electronic reporting for the Senior Nutrition Program Quarterly Report and Health Promotion Semi-Annual and Annual Monitoring Reports and to initiate mandatory priority screening for all home delivered meals clients.

**LEGISLATIVE REFERENCE:** Older Americans Act of 1965, as amended, Section 339

**BACKGROUND:** The Maryland Department of Aging establishes regular reporting of Senior Nutrition and Health Promotion Programs to maintain accountability for the use of federal and state funds. Assignment of home delivered meals clients into priority categories began as a voluntary process during FY2016 and became mandatory for all new clients effective October 1, 2016.

**ATTACHMENTS:** Attachment A: Senior Nutrition Program Quarterly Report  
Attachment B: Home Delivered Meals Priority Level Screening Tool  
Attachment C: Health Promotion Semi-Annual Monitoring Report  
Attachment D: Health Promotion Annual Monitoring Report

**INSTRUCTIONS:** I. REPORTING CHANGES

A. Electronic reporting:

This APD introduces an electronic reporting process for the Nutrition Quarterly Report and the Semi-Annual and Annual Health Promotion Monitoring Reports, with the intention of streamlining reporting and data collection to better track program outcomes over time.

Reporting requirements are outlined in the Attachments and updates to specific reports are outlined below. The following process should be utilized in completing electronic reports. This process ensures that AAAs maintain a copy of the completed report and maintain data in cases of technical difficulties.

1. Complete the report in the fillable PDF using the corresponding Attachment.
2. Open SurveyMonkey link provided by the Department. The Department will supply links to access electronic reporting forms at least 30 days prior to the report due date via email to AAA Directors and Health Promotion and Nutrition Staff.
3. Copy and Paste information into the SurveyMonkey electronic form. The content of the electronic form matches the corresponding Attachment.
4. Submit Report in SurveyMonkey. You will receive an immediate notification that the report has been successfully submitted.
5. Reports may be updated following submission using the link provided from the same IP address under which it was originally submitted.

**B. Updates to Health Promotion Reporting**

The following changes have been made to the Health Promotion Semi-Annual Monitoring Report:

- Added:
  - The total number of unduplicated persons served through Title IID funding to better align with NAPIS reporting requirements.
  - The primary sources of income for IID and non-IID health promotion programming.
  - A menu of evidence-based programs for each service delivery category. The purpose is to better capture which evidence-based programs are being utilized and funded through IID and other funding sources.

The content of the Senior Nutrition Program Quarterly Report and Health Promotion Annual Monitoring Report remain unchanged.

**C. Reporting Deadline Summary Table**

All Reports reflect Year-To-Date statistics. Reporting frequency and deadlines remain unchanged.

<b>Report</b>	<b>Reporting Interval</b>	<b>Deadline</b>
Senior Nutrition Program Quarterly Report (Attachment A)	Quarterly	February 1 May 1 August 1 November 1
Semi-Annual Health Promotion Report (Attachment C)	Twice A Year	April 30 and October 30
Health Promotion Annual Monitoring Report (Attachment D)	Annually	October 30

**D. Priority Level Screening:** Priority Level Screening for all home delivered meals clients becomes mandatory effective FY2017. All home delivered meals clients, both new and existing, must be screened for priority level during initial assessment and at least annually, using the existing screening tools and processes, and reported in Senior Nutrition Program Quarterly Reports.

II. TECHNICAL ASSISTANCE:

- A. Electronic reporting: The Department will review the changes in electronic reporting during the following web-meeting:

Nutrition & Health Promotion Electronic Reporting Introduction

March 22, 2017, 2:00 PM

Dial: 855-297-3227

Conference Code: 349-551-0906

Register for online/visual:

<https://attendee.gotowebinar.com/register/6309243291392941059>

- B. Priority Level Screening: The Department will attend the March 1, 2017 MDoA-AAA Directors and Nutrition Directors meetings to outline the new requirements and answer questions regarding implementation.