

STEP 1 ASSESSMENT: MEALTIME OBSERVATIONAL PROTOCOL

Staff Observer Name: _____

Date ___ / ___ / ___	MEAL: (circle) Breakfast	Lunch	Dinner	Start Time: ___ : ___ am pm	Supplement	
RESIDENT NAME	Total % Eaten food + fluids (see attached guidelines)	Type of Assistance*	Total Assist Time (min)--(see attached guidelines)	Y/N	Amount	OZ
1)						OZ
2)						OZ
3)						OZ
4)						OZ
5)						OZ

1) Name:		2) Name:		3) Name:		4) Name:		5) Name:	
Food/Fluid Item	%	Food/Fluid Item	%	Food/Fluid Item	%	Food/Fluid Item	%	Food/Fluid Item	%
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

* Codes for type of assistance provided (record all that apply):
None = N (no assistance provided) **Physical** = P (e.g., aide feeds resident) **Physical Guidance** = PG (e.g., aide guides resident to feed self)
Verbal = V (e.g., "Pick up your spoon and take a bite"; "Swallow") **Social Stimulation** = SS (e.g., "How are you today?"; "How are you feeling?")

Comments (e.g., record resident behaviors that effect food intake, list food substitutions, keep track of assistance provided, etc.):
1)
2)
3)
4)
5)

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GUIDELINES FOR ESTIMATING FOOD AND FLUID CONSUMPTION

To avoid errors and ensure the highest agreement between staff members, we recommend the following guidelines for calculating an estimate of total percentage consumed. Consider presenting these guidelines during in-service trainings on feeding assistance.

- List each food and fluid item on the tray at the point of meal tray delivery and record resident consumption of each item at the point of meal tray pick-up using the bottom portion of the *Mealtime Observational Protocol*.
- Use a continuous percentage scale, from 0% to 100%, for estimation instead of percentage categories, such as 0%, 25%, 50%, 75%, 100%, which usually result in overestimates of intake.
- Each food and fluid item on the meal tray is counted equally as opposed to assigning differential values to different items (e.g., meat = 40%, salad = 20%), which results in error due to the complexity of the calculations.
- Coffee and tea should *not* count in the total percent intake because these fluids have no nutritional value and both are diuretics; however, water should count because it is important for hydration even though it has no calories. Ideally, consumption of fluids should be recorded in ounces, in addition to percent consumed, to allow for an accurate measure of hydration status.
- Oral nutritional supplements consumed *during* the meal should *not* count in the estimation, though the amount consumed (in ounces) should be recorded. Supplements are intended to be given *between* meals.

GUIDELINES FOR ESTIMATING TOTAL ASSISTANCE TIME

We recommend either of two methods for estimating total assistance time. Choose the one that works best with your staff.

- Use a stop watch to time each episode of feeding assistance. Done diligently, this method is accurate, but can be cumbersome.
- If feeding assistance is provided sporadically, as it often is, use a tally mark to denote each episode of feeding assistance and assign a reasonable, standard amount of time to each tally mark (e.g., 10 or 15 seconds). At the end of the meal, add the tally marks and multiply by the unit of time assigned to each mark to estimate the total assistance time.