

THE NEW YORK CITY DEPARTMENT FOR THE AGING
Bureau of Senior Centers
FY 2009 Nutritionist Home Delivered Meals Formal Observation

Ques. #	Questions
NHFO-1	<p>Does program staff take food temperatures before portioning and plating?</p> <ol style="list-style-type: none"> 1) Observe staff portioning and plating home-delivered meals. 2) The answer to this question is “Yes” if all the following are true; otherwise the answer to this question is “No.” <ul style="list-style-type: none"> • Staff takes the temperature of all food items immediately prior to portioning and plating. • Staff takes the temperature of all hot food items at 30 minute intervals during portioning and plating. • All cold foods are at or below 40 degrees Fahrenheit at the time of portioning and plating. • All hot foods are at or above 160 degrees Fahrenheit at the time of portioning and plating. <p>Important: Food temperatures must be accurately recorded (e.g. 37 degrees F). Note: The term “plating” refers to the process of placing food items in the partitioned compartments of the home-delivered meal delivery plate.</p>
NHFO-2	<p>If a program serves frozen meals, are they held at 0 degrees Fahrenheit or below in the freezer before packing?</p> <p>Verification Methodology:</p> <ul style="list-style-type: none"> • Observe that all commercially frozen foods are maintained or held in the freezer at 0 degrees Fahrenheit or below until pick-up time.
NHFO-3	<p>Are the program’s home delivered meals properly:</p> <ul style="list-style-type: none"> • Plated? • Covered?
NHFO-4	<p>Does the program wrap the cold components of the home delivered meals to prevent cross contamination?</p>

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	<p>Change in methodology</p> <p>Verification Methodology:</p> <ol style="list-style-type: none"> 1) Observe the packaging and packing of the home delivered meals. 2) Are fresh fruits washed prior to packing? 3) The answer to this question is “Yes” if all of the cold food items are wrapped so that no food item is in direct contact with any other item (e.g. unwrapped bread in contact with milk container); otherwise the answer to this question is “No.”
NHFO-5	Does the program pack the hot and cold food components of the home delivered meals separately?
NHFO-6	Are the home delivered food carriers stored properly?
NHFO-7	<p>Does the program have an adequate number of food carriers for the home delivered meals?</p> <p>Change in methodology</p> <p>Verification Methodology</p> <ol style="list-style-type: none"> 1) Observe the packing of the home delivered meals. 2) The answer to this question is “Yes” if all of the following are true, otherwise the answer to this question is “No.” <ul style="list-style-type: none"> • There are enough food carriers to ensure that the meals are not crushed. • There are enough food carriers to ensure that leaking does not occur. • There are enough food carriers to ensure that food is kept from contamination. • There are enough food carriers to ensure a sufficient amount of auxiliary hot and cold devices are used. <p>Note: Contaminated food in this instance means:</p> <ul style="list-style-type: none"> • Spoiled and/or,

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	<ul style="list-style-type: none"> • Exposed to filth, toxic substances, and/or rodent or insect contact or infestation and/or, • Potentially hazardous foods that are kept at temperatures between 40 degree Fahrenheit and 140 degrees Fahrenheit for a period of time exceeding two hours, and/or, • Subject to any condition which could permit the introduction of pathogenic microorganisms or foreign matter, including manual contact during service or preparation with foods that will not be subsequently cooked or heated to temperatures specified in NYC Health Code 81.09.
NHFO-8	Does the program use the appropriate type of food carriers?
NHFO-9	<p>Does the program use adequate auxiliary temperature controlling devices in their food carriers and if Hot Shot van is used, are recommended temperatures maintained?</p> <p>Change in methodology</p> <p>Verification Methodology</p> <ol style="list-style-type: none"> 1) Observe the packing of the home delivered meals. 2) Observe pre-heating of Hot Shot van. 3) The answer to this question is “Yes” if all of the following are true, otherwise the answer to this question is “No.” <ul style="list-style-type: none"> • Adequate hot temperature controlling devices are packed in each carrier. • Adequate cold temperature controlling devices are packed in each carrier. • Food carriers with adequate hot and cold temperature controlling devices are used when the Hot Shot vans are defective. 4) Indicate if Hot Shot vans and/or regular vehicles are used and how many.

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Ques. #	Questions
NHFO-10	Does the program maintain all the food carriers for the home delivered meals according to the State Sanitary Code?
NHFO-11	Are delivery vehicles clean and sanitary?
NHFO-12	Is the total time from the loading of the hot home delivered meals vehicle(s) to the delivery of the last home delivered meal(s) two hours or less? (Please specify the exact time)
NHFO-13	If the program provides a sixth or seventh meal, does it prepare the food in advance and chill it quickly as per DFTA and Health Code requirements?