SUA Nutrition Education Monitoring Template

This template is for recording nutrition education monitoring activities by State Units on Aging (SUA). Usage is voluntary. The form may be tailored with state specific requirements or used as a guide to create a customized monitoring tool. Basic information on nutrition education requirements is included on the last page. For specific questions or further information contact your regional administrator.

**Agency monitored:**

**Monitor (name, title):**

**Date:**

| **Older Americans Act Requirements** | **Status***(met, unmet, partially met)* | **Description***(examples to support status)* |
| --- | --- | --- |
| Nutrition education materials are designed for older adults. OAA §214(1) |  |  |
| Nutrition education is provided based on the needs of meal recipients. OAA §331(3), §336(2) §339(J) |  |  |
| Nutrition education includes topics on nutrition, physical activity, and other activities to modify behavior and improve health literacy, including providing information on optimal nutrient intake. OAA §214(2) |  |  |
| Nutrition education is consistent with the approved Area Plan. OAA §306 |  |  |
| Nutrition education is provided to OAA participants and caregivers using information dissemination, instruction, or training with the intent to support food, nutrition, and physical activity choices and behaviors (related to nutritional status) in order to maintain or improve health and address nutrition-related conditions. [State Performance Report (SPR)](https://acl.gov/sites/default/files/nutrition/NutritionServiceReportingQuickTips2023.pdf) |  |  |
| Nutrition education content is consistent with the Dietary Guidelines for Americans; is accurate, culturally sensitive, regionally appropriate, and considers personal preferences. SPR |  |  |
| Nutrition education is overseen by a registered dietitian or person of comparable expertise. SPR |  |  |
| Nutrition education sessions are accurately reported. SPR, OAA §307 |  |  |

|  |  |  |
| --- | --- | --- |
| **State Requirements** | **Status***(met, unmet, partially met)* | **Description***(examples to support status)* |
| [Enter state-specific requirements here ([see related information](#_State_Nutrition_Education))] |  |  |

## Summary of Findings

[Describe findings in brief here]

## Best Practices

[Describe promising practices discovered]

## Technical Assistance Provided

[Describe assistance provided to the monitored entity here]

## Recommendations

[Describe suggestions for improvement or expansion here]

## Corrective Action or Required Follow-up

[Describe the next steps here]

# Further Information

## Required Data Elements for Federal Reporting

**Sessions:** “May be delivered in-person or via video, audio, online, or the distribution of hardcopy materials.” Examples of one session may include:

* One nutrition education presentation or workshop class.
* One nutrition education social media message.
* One nutrition education newsletter.
* When the same nutrition education content is communicated in more than one way (e.g., menu notes and social media).

**Audience size:** “An individual who receives a service funded in whole or in part with OAA funds. For non-registered services (nutrition education and information and assistance) for which an “estimated audience size” is to be reported, an unduplicated count of participants may not be feasible and therefore audience size is acceptable. This figure is anticipated to be a duplicated count.”

[**Appendix A: Data Element Definitions**](https://www.oaaps-pilot.acl.gov/api/upload/download?title=III&downloadType=AppendixA)outlines offers more on how this service should be reported.

## State Nutrition Education Policies

State-specific policies might include synonyms or explanations of definition terms like “intervention” (an action taken to improve health) or “dissemination” (distribution). Policies may also outline qualifications or minimum required duties of a registered dietitian or individual of comparable expertise.

SUAs may also limit service reporting elements based on practical or resource-based considerations. For example, a state policy might:

* not permit counting social media posts as nutrition education. While allowable by federal standards, the state may determine counting these messages could not be consistently performed by all local organizations or other concerns.
* require unduplicated (each person is only counted once) numbers rather than estimated audience size.

### Other sample policy topics

* Frequency of sessions (e.g., quarterly nutrition education)
* Documentation of materials, attendance, or registered dietitian review
* Required content (e.g., specific nutrients, food safety, or health literacy)
* Reporting (e.g., what counts as a session, unduplicated versus estimated audience size)
* Restrictions such as not counting social media as nutrition education
* Annual/semi-annual education plans or calendars
* Format or minimum length of presentations, materials, and activities
* Presenter training or specifications
* Translation of materials
* Special focus areas (e.g., caregivers, people with disabilities, grandfamilies)
* Collaboration with cooperative extension, SNAP-Ed, health department, etc.
* Evaluation of offerings

## Explore More from the Nutrition & Aging Resource Center

[**Nutrition Education**](https://acl.gov/senior-nutrition/nutrition-education)**:** A variety of resources reviewed by registered dietitians and approved by ACL for use in Title III-C nutrition education. Subtopics include consumer food safety, menus and recipes, nutrition facts labels, eating on a budget, and vitamins and supplements.

[**OAA Basics & Federal Requirements**](https://acl.gov/senior-nutrition/oaa-basics-federal-requirements)**:** Resources related to the spectrum of requirements for Title III-C grantees. Subtopics include data, grantee reporting, nutrition guidelines, and program evaluation.

[**Nutrition Education: What Are the Requirements?**](https://acl.gov/sites/default/files/nutrition/SNPNutritionEdRequirements_Dec2021.pdf) This two-page resource includes the SPR definition and requirements, strategies for nutrition education, responsibility for establishing nutrition education policies, and resources for nutrition education materials.

[**What’s New for Reporting and Connecting with Clients (YouTube)**](https://www.youtube.com/watch?v=ADXYPAFVnQs): An ACL webinar on the SPR’s revised definition of nutrition education and reporting requirements. The webinar also includes information on how to plan, conduct, and evaluate nutrition education interventions for older adults.

[**Nutrition Education Calendar**](https://acl.gov/sites/default/files/NutritionEducationCalendar.pdf) — 12-month plan for nutrition education with themes, background information for staff, and ready-to-use materials.