

SNP Administrative Review Findings

Evansville Psychiatric Children's Center
(K265)

Program Year 2024

Evansville Psychiatric Children's Center
(K265)

3300 East Morgan Avenue
Evansville, IN 47715-2232

Food Service Contact

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No. of Sites / Reviewed: 1 / 1
Month of Review: November 2023

Commendations

- * The food service liaison should be commended for efforts made for the child nutrition programs since taking over in May 2023. The food service liaison has completed detailed monitoring of the food service operation, identified successes, and determined corrective action. The food service liaison also completed a follow-up to ensure corrective action was implemented.
- * The food nutrition services supervisor followed food safety protocol to change gloves between tasks during meal preparation and service.
- * The staff was friendly and eager to learn throughout the onsite review.

Technical Assistance

- * Concerns were raised during the onsite visit regarding the variety of fruits offered in the prior program year 2020 review and the current review for the program year 2024. Whole apples, oranges, pears, bananas, applesauce, and juice are frequently offered at breakfast and lunch. Children, many times, discard them/do not want to take them. On the day of review, whole apples, oranges, pears, and applesauce were offered at both services. It is recommended that the selection of fruit vary from day to day and meal to meal. This increases the chance that every child will find something they like and will eat, which enhances the meal's nutritional content and decreases food waste. In addition, it is recommended to reduce the juice offered at breakfast to 2 to 3 times per week. This will help decrease waste and increase the consumption of whole fruits and milk.

General Program Compliance - Evansville Psychiatric Children's Center (K265)

808. Onsite observations validate Off-Site Assessment Tool responses to Civil Rights questions and responses demonstrate compliance with FNS requirements

Finding 9000: Civil Rights Training- Non-Nutrition Staff with Program-related Duties

There was no documentation that Civil Rights training had been conducted for staff who administer afterschool snack programs or have monitoring duties at breakfast and lunch.

Corrective Action:

Anyone monitoring children during meal service falls under the requirement for completing training. **Please submit Civil Rights training documentation for the non-foodservice staff for corrective action.**

1007. Onsite observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements

Finding 10140: Wellness Policy Review and Update

The following findings were noted regarding the review and update of the local school wellness policy:

- The review and update of the local school wellness policy did not occur as required.

Corrective Action:

The committee members assessed the wellness policy during the onsite review and provided the reviewer with the results. The sponsor is reminded the results of the assessment should be provided to the households during the next monthly treatment team meeting. **Therefore, an additional response is not required.**

Technical Assistance:

The reviewer provided technical assistance regarding the completion of the assessment and provided a copy of the assessment to the director of quality management. Wellness policy resources can be found at the following website: <https://www.in.gov/doe/nutrition/wellness-policies/>.

1217. *SFA's process and frequency for tracking training hours is sufficient*

Finding 9000: Professional Standards Tracking *Repeat Finding

At the time of the review, the tracking for professional standards was not completed.

Corrective Action:

During the onsite review, the reviewer assisted the food service liaison in tracking professional standard hours using the IDOE professional standards tool using the supporting documentation certificates, sign-in sheets, and completed training agendas.

The food service liaison will complete the IDOE professional standards tool in the future. **Therefore, an additional response is not required.**

Program Year 2024

Evansville Psychiatric Center (8390)

3300 East Morgan Avenue
Evansville, IN 47715-2232

Food Service Contact

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Food Service Liaison
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Month of Review: November 2023

Date of Onsite Review: December 19, 2023

Other Federal Programs - Evansville Psychiatric Center (8390)

4. Validate snack counts – are snacks properly counted and claimed?

Finding 9221: Snacks are not being properly counted and claimed.

The snack counts claimed for reimbursement for the review period and day of review could not be validated.

- The counts are being recorded by the number of snacks produced, not served.

Corrective Action:

All meal counts should be recorded at the time of service (when the tray is given to the child). **For corrective action, the RCCI will need to create a written standard operating procedure for snack meal counting.**

6. Day of review Menu, Meal Patterns, Production records.

Finding 9000: After School Snack Meal Pattern *Repeat Finding

A review of the planned menu and the daily production records were reviewed. While the snack menu meets the meal pattern, the food service staff is not implementing the menu as planned. Additionally, the snack menu lacks variety. It was determined that insufficient portions and missing components were served to children.

- Insufficient grain serving of crackers three days- 2 packages served are .5oz/equivalent.
- Insufficient M/MA serving for 12 days- ham and turkey sandwiches did not contain enough slices of deli meat to meet the required 1oz/equivalent serving.

Corrective Action:

For corrective action, the menu must be updated to include a variety of kid-friendly foods for students. Additionally, the food nutrition services supervisor is required to complete the crediting training found in Moodle. Please submit a copy of the updated menus and training completion certificates.

Due to this repeat finding demonstrating that corrective action accepted from the prior review was obviously not being followed, sponsor claim payments will be placed on hold until new corrective action has been submitted and the State Agency has monitored compliance.

Technical Assistance:

This finding and requirement were discussed with the food service liaison and superintendent on the day of review.

7. Site monitored in first 4 weeks of operation, date, deficiencies/CA?

Finding 9228: The SFA has not monitored this site's Afterschool Snack Program within the first 4 weeks of operation each year. *Repeat Finding

ASSP was not monitored within the first four weeks of operation. Afterschool Snack Program operation at this site: 07/03/2023 - 06/28/2024. The last RCCI monitoring visit was on 02/20/2023.

Corrective Action:

Monitoring should be completed by someone not involved in the day-to-day operation of the ASSP. **For corrective action, ASSP is required to be monitored, and a copy of the monitoring should be included in the submission of the corrective action. A timeline will need to be completed that explains when the second monitoring of the year will be conducted.**

Technical Assistance:

This finding and requirement were discussed with the food service liaison on the day of review.

Meal Counting & Claiming - Evansville Psychiatric Center (8390)

325. *Review Period- meal counts by category were correctly used in the claim for reimbursement*

Finding 9074: School's meal counts by category not used correctly in the SFA's claim for reimbursement.

The RCCI's claim for Evansville Psychiatric Center for the Review Period does not match the State agency's validated meal counts for the Review Period. The food service liaison manually added the count sheets together, and one day, it resulted in a mathematical error. Additionally, the edit check does not contain the number of eligible children for each day of the month.

Corrective Action:

During the onsite review, the reviewer worked with the food service liaison to update the edit check Excel file to include the column for the number of eligible children and formulas to add the count sheets to eliminate the manual addition when consolidating the daily count sheets. A double-check of the transfer of counts into the edit check will be completed before claim submission. **Therefore, an additional response is not required.**

Meal Components & Quantities - Evansville Psychiatric Center (8390)

402. *Day of Review- the minimum daily quantity requirements are met for the age/grade group being served*

Technical Assistance- Serving Sizes

The reviewer reminded the food nutrition services supervisor to fill the portion cup to the top for applesauce since the cup is 4oz. Purchasing a larger portion cup is recommended to minimize spillage and ensure the child is provided the planned serving.

404. *Day of Review- signage explaining the reimbursable meal was posted near/at the beginning of the service line and did not promote water or any other beverage as an alternative to milk*

Finding 9055: No signage explaining what constitutes a reimbursable meal at the beginning of the service line.

***Repeat Finding**

As observed on the Day of Review, signage explaining what constitutes a reimbursable meal for breakfast and lunch is not identified near or at the beginning of the meal service line.

Corrective Action:

Meal signage must be posted explaining what constitutes a reimbursable breakfast and lunch to students. During the onsite review, the reviewer provided signage explaining what constitutes a reimbursable meal for breakfast and lunch. The food nutrition services supervisor hung all the signs in the meal service line. **Therefore, an additional response is not required.**

Technical Assistance:

This finding and requirements were discussed with the food service liaison on the day of the review.

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

Finding 10139: Production Records

The following issues were noted with production records:

- Production records were incomplete. The column for total purchase units was not completed.
- The production record did not detail all choices offered within one or more meal components. The servings for milk and fruit were not broken out by the type served.

Corrective Action:

For corrective action, completed (breakfast and lunch) production records for one week must be submitted to the State Agency. The food service staff will also be required to complete the food production records found in Moodle. Please submit a copy of the training completion certificates.

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410. Review Period- planned menu quantities meet the meal pattern requirements

Finding 9076: Planned menus served during the Review month do not meet portion size/quantity requirements.

Production records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Meals served with insufficient portion size or insufficient quantities of meal components are incomplete and are not reimbursable. The menu planner is reminded to plan menus that meet all components in both the daily and weekly serving sizes.

- Insufficient grain serving for the week
- Although the menu was planned correctly, the onsite food service staff did not implement the serving of two slices of bread for two days.

Corrective Action:

For corrective action, provide revised menus and documentation showing the meal pattern is met & implemented for the daily and weekly requirements for each grade group being served. Additionally, complete the Meal Pattern training found on the Moodle website and provide the certificate as proof of completion.

Technical Assistance:

The school was provided technical assistance during the onsite visit.

Dietary Specifications - Evansville Psychiatric Center (8390)

603. Technical assistance and/or corrective action were found to be necessary upon completion of the off-site portion of the Dietary Specifications Assessment Tool

Technical Assistance- Crediting Documentation

The reviewer provided onsite technical assistance to the food service liaison regarding Child Nutrition (CN) labels, product formulation statements (PFS), manufacturer specification sheets, and vendor specification sheets. Most of the crediting documentation provided was a vendor specification sheet, which differed from the manufacturer's documentation once it was located. More crediting information can be found on the IDOE website.

<https://docs.google.com/document/d/1VG7MQIssW4ReH48qQqxnuunWQIAqWOQpERLZUIfomel/edit>

General Program Compliance - Evansville Psychiatric Center (8390)

1300. Potable water is free and available to all students during lunch and breakfast

Finding 9165: Free potable water is not available to all students for breakfast when breakfast is served in the cafeteria.

Corrective Action:

Due to the facility's environment, the students will be provided water at breakfast when they are served a tray. This was implemented on December 20, 2023. **Therefore, an additional response is not required.**

1409. Onsite or off-site storage violations were observed

Finding 9150: Storage violations were observed.

The SFA must ensure that all facilities for the handling, storing, and distributing of purchased and donated foods are appropriately safeguarded against theft, spoilage, and other loss. The following storage violations were noted during the onsite review:

- Thawing ham and hot dogs with juices on the tray over ready-to-eat items
- Cans were not dated when removed from the original packaging
- Items were stored in clear bags without labeling or dating the product
- Test strips were not available to test the concentration of sanitizer solution (health department note)
- Cleaners were stored with food trays. Additionally, some cleaners did not have a safety data sheet.

Program Year 2024

- Multiple areas of the kitchen were unkept (walls and floors were soiled, stove and grill tops were covered in old food debris, including the floors, etc.)

Corrective Action:

The reviewer provided onsite technical assistance regarding properly storing foods with the food service liaison, FSMC food service director, and food nutrition services supervisor. The following items were corrected during the onsite review:

- The product being thawed was moved to the bottom shelving to prevent any juices from contaminating ready-to-eat products.
- Dates were transferred to the cans based on the date they were received.
- All items in clear bags were labeled with what the product was, including dates. The FNS supervisor determined some products were held outside the ideal timeframe for the best quality and discarded on the day of review.
- Test strips were brought from the central kitchen for the FNS supervisor to test the sanitizer concentration accordingly.
- Cleaners were stored outside the area with food and food trays.

For corrective action, the RCCI must create a cleaning schedule detailing daily, weekly, monthly, and annual cleaning for employees. Please submit a copy of the schedule.