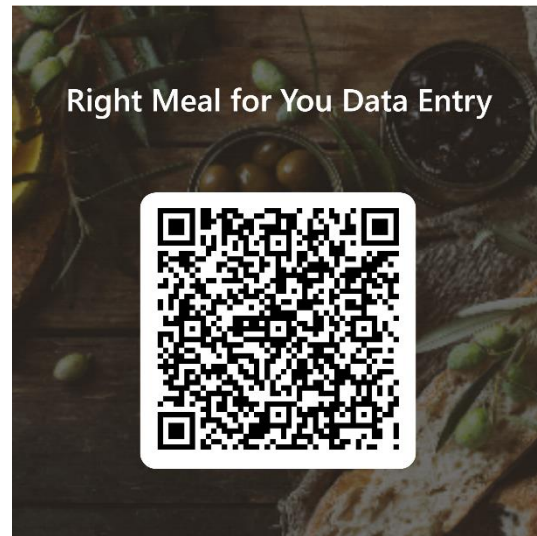


How to Record Data for Meal Prioritization Participants

If you are using the *Right Meal for You* Tool, please use [this link](#) to record data for each participant in addition to entering in the required statewide database. More details are forthcoming about where to record data once Peer Place is up and running.

You can also use this QR Code to access the data entry form.

- Data will be analyzed quarterly for service delivery trends, client outcomes, scope of utilization, etc.



Follow-up & Evaluation Satisfaction Surveys for Participants and Staff

- **Within 4 to 12 weeks contact participant to see how their plan is working** and if referrals have been completed and additional programs/services started.
- **Provide a Satisfaction Survey to the participant.** We have developed a half-page cover sheet with a QR code embedded that can be provided with the 1-page Satisfaction Survey. The intent is to see if anyone is better off and to identify strengths and opportunities for improvement. (This should be provided within 4-12 weeks of the process). Please enter the survey results at [this link](#). Or you can use this code.
- (Note: a hard copy of the survey and the QR code are in the Forms and Supporting Documents folder of the Meal Prioritization Folder on the GWAAR Nutrition Share Point page.



- **Local programs can provide continuous input** about the process at [this link](#) or this QR Code.



- **Staff Satisfaction Survey:** We encourage you to have whoever is completing the *Right Meal & Services for You* process complete this survey so we can obtain valuable input. [Staff Satisfaction Survey Link](#). Or you can share this QR code with Staff.



- **If a participant or family member is dissatisfied with the process and services offered.**
 - Follow your local Appeal/Grievance Process/Complaint policies and procedures.
 - Provide them with the ***Advocacy letter template***.
 - See ***sample letter for inquiries*** related to the new process.
 - Templates for the letters noted above are available on [GWAAR Nutrition External SharePoint](#) in the ***Forms and Supporting Documents*** Folder.