Open-Ended Questions

Handout 1

It's important to know the difference between closed and open-ended questions. Closed questions can be useful for gathering specific information from a consumer.

However, open-ended questions are better for finding out what the consumer wants or prefers. They also show more respect for the consumer and his or her feelings and point of view.

Closed questions:

- Can be answered in one or two words
- Help you get specific information
- Do not encourage conversation

Examples:

- o "Are you hungry?"
- o "Do you like strawberries?"
- o "When did you have breakfast?"

Open-ended questions:

- Encourage a longer answer
- Help you find out what the consumer is thinking or feeling
- Keep the conversation going

Examples:

- o "How do you feel now?"
- o "What are your favorite fruits?"
- o "What would you like to have for dinner?"
- o "What kinds of foods did you eat when you were growing up?"



Me and My Food—Worksheet

Handout 2

Different people can have very different tastes in food. Before thinking about how this applies to your consumer, let's think about how this applies to you. Fill out this worksheet and discuss in your small group.

orksheet and discuss in your small group.		
1.	Which foods do you and your family eat every week? Why?	
2.	Which foods do you like the most? Why?	
3.	Which foods do you like the least? Why?	
4.	What did you learn about food and eating while you were growing up?	



Nutrition

Handout 3

What is nutrition?

Nutrition is how the body uses food to grow and stay healthy. **Nutrients** are the basic elements of food that the body needs to be healthy.

Nutrients

- Water: The most important nutrient! A person can live only a few days without water!
- Carbohydrates: The energy source for the body!
- **Proteins:** The body's building blocks.
- **Fats**: How the body stores energy.
- **Minerals:** Nutrients that strengthen some body parts and help the body to use other nutrients.
- **Vitamins:** Nutrients that help with growth and help the body to use other nutrients.



The Five Food Groups—Worksheet

Handout 4

There are five food groups: grains, fruits, vegetables, protein, and dairy (milk). Eating from all five food groups each day will give a person the nutrients they need to stay healthy. Just fill in columns #1 and #2. Leave #3 (How many servings?) for later.

Food Groups	1. List all the food you ate yesterday (and drinks).	2. How much of each item did you eat? (estimate)	3. How many servings did you eat?
Grains			
Vegetables			
Fruits			
Protein			
Dairy			
Drinks			
Other (anything that doesn't fit into one of the categories above)			



Handout 5

The Five Food Groups—Recommended Daily Amounts

Page 1 of 2

One of the most important things to remember about nutrition is that people should eat food from every food group every day. Note that it is also important to get some "oils" in the diet (the "sixth" food group).

The next question is—"How much should I eat?" The U.S. Food and Drug Administration (FDA) lists "recommended daily allowances¹" (RDA). These are the amounts of food that a person should eat every day to stay healthy and not gain weight. However, the amount of food a person should eat depends on many factors. These include age, gender, height and weight, and how much exercise a person gets each day.

The amounts listed in this handout are for women and men over 50, who get less than 30 minutes of exercise each day. If you are younger or you get more exercise, you can probably eat more. (The U.S. Department of Agriculture has a website where you can find out how much you should eat for your age and level of activity.²)

Recommended Daily Amount	Sample Serving Sizes ⁴ , ⁵
for Adults over 50 Years Old ³	(check nutrition labels if available)
	1 serving = 1 ounce of grain
Grains:	• 1 slice of bread
	• ¼ cup uncooked rice or pasta
6 servings	• 1 tortilla
	1 pancake or waffle
	• ¼ cup granola
	• ½ cup oats or frosted cereals
	• ¾ cup unsweetened cereals

¹eHow. FDA Recommended Daily Allowances. http://www.ehow.com/list_7462486_fda-recommended-daily-allowances.html

⁴ eHow. Portion and Serving Size. http://www.ehow.com/facts 7458196 portion-serving-size.html

⁵ Mayo Clinic. Diabetes Exchange Lists. http://www.mayoclinic.com/health/diabetes-diet/DA00077



² Daily Food Plans & Worksheets. http://www.choosemyplate.gov/supertracker-tools/daily-food-plans.html

³ eHow. FDA Recommended Daily allowances. (same as above)

Handout 5

The Five Food Groups—Recommended Daily Amounts

Page 2 of 2

Recommended Daily Amount	Sample Serving Sizes
for Adults over 50 Years Old	(check nutrition labels if available)
	1 serving =
Vegetables:	• ½ cup chopped vegetables (about the size of
	a woman's fist)
Women—4 servings	• ½ cup vegetable juice
Men—5 servings	1 cup raw vegetable
	• 1 cup (or more!) leafy salad greens
	1 serving = $\frac{1}{2}$ cup raw fruit, or
Fruits:	• 1 small apple, banana, or orange
	• 17 small grapes
Women—3 servings	• ½ cup canned fruit (unsweetened)
Men—4 servings	• 2 tablespoons raisins or 3 prunes
	• 1/3 cup of 100% fruit juice
Dairy:	1 serving = 1 cup of dairy
	• 1 cup of low-fat milk, soymilk, or yogurt
3 servings	• 1.5 ounces of cheese
	• ¼ cup low-fat cottage cheese
	1 ounce of protein =
Protein:	• 1 egg
	• 1 ounce lean meat, poultry, or fish (about the
Women—2-3 servings	size of a deck of playing cards)
(5 ounces)	• 1 hot dog
Men—2-3 servings (5½ ounces)	• 1 tablespoon peanut butter
	• 1½ tablespoons nuts or seeds
	• 1/3-1/2 cup cooked beans or peas
	• 1 tsp. vegetable oil
Oils:	• 1 ½ tsp. mayonnaise
	• 2 tsp. tub margarine
6 teaspoons (tsp)	• 2 tsp. salad dressing

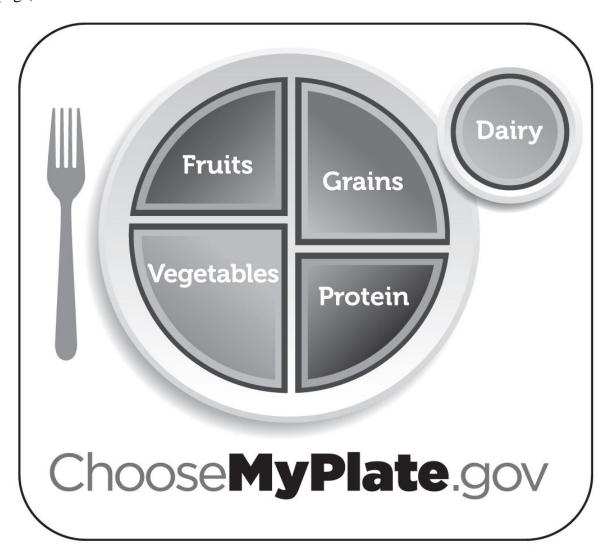


MyPlate

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Handout 6

It can be hard to remember specific amounts of food from each food group. "**MyPlate**" is a picture that can help you remember the right amount of each food group for a healthy meal. There are also 10 tips to follow for good nutrition. (see next page)





10 tips

choose MyPlate

Nutrition Education Series

10 tips to a great plate



Making food choices for a healthy lifestyle can be as simple as using these 10 Tips.

Use the ideas in this list to balance your calories, to choose foods to eat more often, and to cut back on foods to eat less often.

balance calories
 Find out how many calories YOU need for a day
 as a first step in managing your weight. Go to
 www.ChooseMyPlate.gov to find your calorie level. Being
 physically active also helps you balance calories.

enjoy your food, but eat less
Take the time to fully enjoy
your food as you eat it. Eating
too fast or when your attention is
elsewhere may lead to eating too
many calories. Pay attention to hunger
and fullness cues before, during, and after meals. Use
them to recognize when to eat and when you've had
enough.

avoid oversized portions
Use a smaller plate, bowl, and glass. Portion out foods before you eat. When eating out, choose a smaller size option, share a dish, or take home part of your meal.

foods to eat more often

Eat more vegetables, fruits, whole grains, and fat-free or 1% milk and dairy products. These foods have the nutrients you need for health—including potassium, calcium, vitamin D, and fiber. Make them the basis for meals and snacks.

5 make half your plate fruits and vegetables Choose red, orange, and dark-green vegetables like tomatoes, sweet potatoes, and broccoil, along with other vegetables for your meals. Add fruit to meals as part of main or side dishes or as dessert.

switch to fat-free or low-fat (1%) milk. They have the same amount of calcium and other essential nutrients as whole milk, but fewer calcries and less saturated fat.



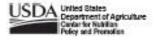
make half your grains whole grains
To eat more whole grains, substitute a whole-grain
product for a refined product—such as eating wholewheat bread instead of white bread or brown rice instead of
white tree

8 foods to eat less often
Cut back on foods high in solid fats, added sugars, and sait. They include cakes, cookles, ice cream, candles, sweetened drinks, pizza, and fatty meats like ribs, sausages, bacon, and hot dogs. Use these foods as occasional treats, not everyday foods.

ompare sodium in foods
Use the Nutrition Facts label
to choose lower sodium versions
of foods like soup, bread, and frozen
meals. Select canned foods labeled
"low sodium," "reduced sodium," or
"no salt added."



drink water instead of sugary drinks
Cut calories by drinking water or unsweetened
beverages. Soda, energy drinks, and sports drinks
are a major source of added sugar, and calories, in American
diets.



Go to www.ChooseMyPlate.gov for more information.

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Handout 7

Regular Diet and Simple Modified Diets

When we hear the word "diet," most people think about trying to lose weight. But in health care, "diet" simply means "what you eat."

"MyPlate" shows a **regular diet**. This is what is needed for people who are already healthy to stay healthy. A person with health problems may be helped by changes in their diet.

A **simple modified diet** has just one change from a regular diet. Simple modified diets are:

- **Soft diet**: All food is strained, chopped, or ground up first. This is for consumers who need food that is easy to chew, swallow, and digest.
- **Bland diet**: Avoid spices, coffee, or alcohol.
- **High-calorie diet:** Increase the amount a consumer eats. This is for consumers who need to gain weight.
- **Low-calorie diet:** Decrease the amount a consumer eats—especially fatty and sugary foods. This is for consumers who need to lose weight.
- **Low-sodium** (salt) diet: Avoid salty foods like bacon, canned soups, and some crackers. This is for consumers with high blood pressure.
- **Low-fat diet:** Cut down on foods with fat. This is for consumers who have trouble digesting fat.



Avoiding Sugars and Fats—at Home and Away

Handout 8

Page 1 of 2

For many consumers (and Personal Assistants!) weight control is an important part of staying healthy. One way you can assist your consumer is to help them learn about foods that are high in sugar and fat. When you shop and prepare food, you need to know:

- Which foods have sugar in them? These are not only candy and ice cream and other sweets. There are sugars in carbohydrates like bread and rice and yogurt. The portions of such foods may need to be controlled. There is also sugar in healthy food such as fruit. (A small apple has 15 grams of sugar.)
- Which foods have fat in them? Examples:
 - a. 1-ounce bag of potato chips = 9.7 grams of fat = 2 teaspoons of fat
 - b. 1-ounce bag of pretzels = 1 gram of fat = 0.214 teaspoons of fat



Avoiding Sugars and Fats—at Home and Away

Handout 8

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Look at the fat and sugar in a typical fast-food meal!⁶ In just one meal, you would consume enough fat for 2 days!



⁶ National Diabetes Education Program, *The Road to Health Toolkit: How to Prevent or Delay Type 2 Diabetes in Your Community: A Flipchart for Community Health Workers*, October 2008.



Reading Food Labels

Handout 9

Page 1 of 2

The best way of getting the information you need is to read food labels. Food labels provide information on calories. They also list the number of grams of fat, protein, and carbohydrates in a food.

Take a look at what the food labels tell us about two foods, plain nonfat yogurt and low-fat (2 percent) yogurt with fruit. Look at the differences in carbohydrates and fats.

	Yogurt, 8 ounces,	Yogurt, 8 ounces, low-
	nonfat, <i>plain</i>	fat, with fruit
Protein (grams)	13	9.8
Fat (grams)	0	3
Carbohydrates (grams)	19	46

Look at the food label on the next page. (This is just an example of a food label—you do not need to know what kind of food it is.)

See how many different types of information are provided. Depending on your consumer's diet, some of this information will be important in making a choice between different brands of the same food, or in choosing a particular food.

The "Daily Value" is similar to the "Recommended Daily Allowance" (from Handout 5). The Food & Drug Administration has suggested the amounts of different types of nutrients that a person needs each day. These are called "daily values."



Reading Food Labels

Handout 9

Page 2 of 2

Nutrition Facts

Serving Size 1 cup Servings Per Container 9

Amount Per Serving	
Calories 110	Calories from Fat 15
	% Daily Value*
Total Fat 2g	3%
Saturated Fat 0g	0%
Polyunsaturated Fat 0.5g	
Monounsaturated Fat 0.5g	
Cholesterol 0 mg	0%
Potassium 95mg	3%
Sodium 280 mg	12%
Total Carbohydrate 23	2g 7%
Dietary Fiber 3g	11%
Soluble Fiber 1g	
Insoluble Fiber 2g	
Sugars 1g	
Protein 3q	

Vitamin A 10% • Vitamin C 10% Calcium 4% • Iron 45%

^{*} Percent Daily Values are based on a 2,000 calorie diet. Your values may be higher or lower, depending on your calorie needs:

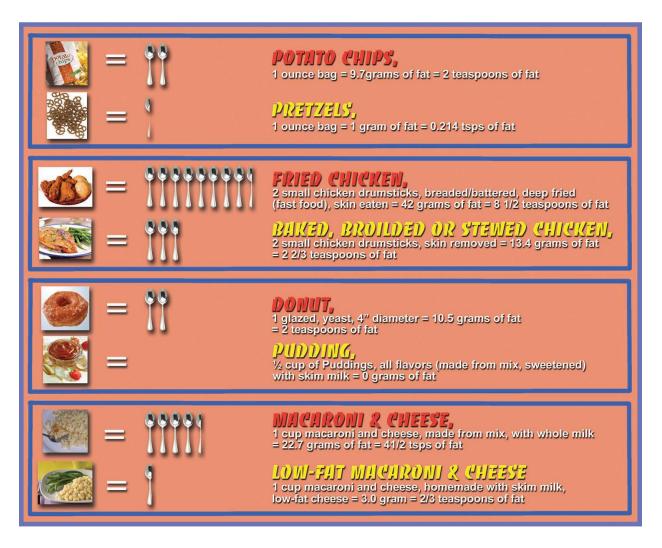
	Calories:	2,000	2,500
Total Fat	Less than	65g	80g
Sat Fat	Less than	20g	25g
Cholestero	ol Less than	300mg	300mg
Sodium	Less than	2,400mg	2,400mg
Total Carb	ohydrate	300g	375g
Dietary Fiber		25g	30g
Calories p	er gram:		
Fat 9	 Carbohyo 	drate 4 •	Protein 4



Handout 10

(More) Fats in Our Food⁷

Compare the amount of fat in the foods below. It is possible to eat the same amount of food, but reduce the fats by choosing different types of food, or different ways of cooking.



Try to find other healthy foods by reading their labels.

Quality Care
THROUGH
Quality Jobs

⁷ National Diabetes Education Program, *The Road to Health Toolkit: How to Prevent or Delay Type 2 Diabetes in Your Community: A Flipchart for Community Health Workers*, October 2008.

Shopping and Cooking Tips for Healthy Eating

Handout 11

Tips for Shopping

When consumers are on a tight food budget, buying healthy foods can be challenging. Fresh fruits and vegetables can be hard to find in stores in some communities. Here are some ideas that can help consumers eat better and save money. If you're helping with shopping, these are important for you to know, too.

- Make a shopping list with your consumer.
- Read the local grocery store ads and cut out coupons for foods on your list.
- Don't shop when you or the consumer are hungry.
- Read the ingredients list or nutrition facts label carefully.
- Buy fresh, unprocessed food as much as possible. (If you have farmer's markets in your area, see if prices are lower there. Food banks may also be available in your consumer's neighborhood.)
- If you can't get fresh fruits or vegetables, buy them frozen or canned. But read the label to make sure you're not getting extra salt or sugar.
- Buy generic products, if your consumer is willing.
- Avoid "health foods." (They are generally more expensive and not necessarily better than "regular" food.)

Tips for Cooking

- Avoid added fats (like butter)
- Use leaner cuts of meat or trim fat off of meats
- Do not fry food. Instead, you can bake, roast, broil, grill, or simmer.
- If you do fry foods, use small amounts of oil or fat.
- Avoid using coating mixes or bread crumbs on foods.
- Steam vegetables instead of boiling them.

⁹ National Diabetes Education Program. "People with Diabetes: Eating Right When Money's Tight." http://ndep.nih.gov/media/eating right when moneys tight 508.pdf



⁸ West, Joseph F. "To Fight Bad Suga', Or Diabetes, My Neighborhood Needs More Health Educators." *Health Affairs*. January 8, 2013. http://www.content.healthaffairs.org

Handout 12

Assisting with Exercise

In general, staying active is good for people with physical disabilities. Regular movement and activity can help the consumer feel better, both physically and emotionally.

However, each consumer's physical disability is different. So the exercise plan must be customized to each consumer. The consumer's doctor must approve all exercise programs as safe for the consumer. The **service plan** will tell you which exercises are safe for you to assist the consumer to do. A physical therapist, nurse, or doctor will show you how to assist your consumer with their exercise program.

• If you cannot find any information about a doctor-approved exercise program for your consumer, ask your consumer. If your consumer is not able or another caregiver if anyone has talked to the consumer's doctor about an exercise program.

Once you know which exercises are approved, you can help your consumer with their exercises by:

- Encourage your consumer to exercise. Remind your consumer of how exercise can help their overall health.
- Remind your consumer when it is time to exercise.
- Be patient and supportive.
- Pay attention to the small signs of improvement.
- Encourage your consumer to do the exercises on their own, as much as possible.
- Make it fun by playing music. You can even join in yourself!

Your consumer may be getting *rehabilitative care*. These are exercises that will help them get to their highest level of independence and functioning. *Restorative care* is provided after rehabilitation, to help the consumer stay at that level.

Both rehabilitative and restorative care involve health care teams. As the person who works mostly closely with the consumer, the PA has a very important role in the team. The physical therapist or nurse will show you how to assist the consumer to do their specific exercises.



 Quality Jobs
 This curriculum was prepared by PHI for the SEIU Healthcare Illinois Personal

 Assistant Training Program.