

Policy Overview

Date: 09/07/2023

Policy: 60.03.01 Food and Nutritional Services

AG Approval: Approved

Vote Needed: Yes

Policy Summary: Details the role the dietary department plays in meeting the needs of each individual on campus while following all health department food safety regulations. Includes procedure for staff outlining what should happen starting with admission and continuing with ongoing education and monitored nutritional status for all individuals.

Important Changes/Updates: Removal of all redundant information and old procedure steps. Removed information that was better placed in the dietary services policy. Separated policy from procedure. Clarified the dietary manager is a registered dietitian. For consistency, updated all references to dietary manager to registered dietitian.

Reasoning and/or Benefits: The old policy was longer and hard for staff to understand and follow. By removing some information and streamlining the format, staff will be able to follow the policy and better understand the importance of following the dietary department orders. Input from the dietary department, as well as the speech pathologist and occupational therapist, was critical in refining the policy for staff.

| UTAH STATE DEVELOPMENTAL CENTER POLICY AND PROCEDURES | | |
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| Policy: 60.03.01 | | Page 1 of 4 |
| Food and Nutritional Services | | |
| Reviewing Entity: Dietitian, Food Service Manager, Speech Pathologist, Steering Team Related Policies, Applicable Standards, Statutes: 42 CFR 483.430(b)(5)(ix), 483.440(c)(3)(v), 483.480, W217, W460-W489 | | |
| Original Effective: 10/2003 | Revision: 06/2023 | Next Review Due: 06/2026 |

I. DEFINITIONS

The following terms are defined for this policy as:

- A. **BSP:** Behavior Support Plan
- B. **DIETPROG:** Dietary Programs
- C. **NEO:** New Employee Orientation
- D. **USDC:** Utah State Developmental Center

II. POLICY

- A. The dietary department provides a nutritional plan of care that meets the needs of each individual in the most effective and cost efficient way possible. Individuals receive this care as planned in a timely and pleasant manner following all health department food safety regulations.
- B. The dietary department consists of a registered dietitian in accordance with Title XIX regulations, registered with the American Dietetics Association and will follow the standards and guidelines of the organization.
 - 1. A food service manager operates under the direction of the dietitian and keeps a current ServeSafe certification.
 - 2. Food service managers are responsible, along with the dietitian, of ensuring proper food safety protocols are followed, menus are prepared, available, and comply with all Title XIX regulations.
 - 3. The food service manager is a full-time position and monitors the inventory of available food supplies such as tube feed supplies, supplements, and groceries.

- C. The registered dietitian is authorized and responsible to develop, educate, and implement dietary plans in collaboration with other departments, managers, and medical staff.
 - 1. The registered dietitian serves under the Utah State Developmental Center (USDC) medical director.
- D. Functions of the Dietary Department
 - 1. Plans and oversees the serving of meals that meet the nutritional needs of the individuals who reside at USDC.
 - 2. Provides instruction to staff and individuals on therapeutic and regular diets according to the medical practitioner's signed dietary orders.
 - a) Training on education is performed when appropriate to the staff and to an individual based on the individual's understanding.
 - 3. Monitors high standards of cleanliness of each kitchen and observes that staff preparing meals comply with health department regulations which are required by Title XIX and other state agencies.
 - 4. Works closely with other services such as nursing, safety, infection control, training, and administration to maintain a high level of individual care and satisfaction.
 - 5. Assists in ensuring kitchens operate within an established budget through evaluating food cost associated with developed menus.
 - 6. Provides information and training for staff during new employee orientation (NEO) and special training meetings, as needed.
 - 7. Assesses and monitors food production, levels of service, individual satisfaction, and the safety and sanitation of food preparation in order to improve the quality of performance and guarantee the desired outcomes for individuals.
 - 8. Ensures edible reinforcers used to control behavior are in accordance with dietary orders and do not worsen medical conditions.
 - a) The dietary department and medical practitioner are consulted when behavior support plans (BSP) are written to involve the use of edible reinforcers.
- E. Performance Improvement
 - 1. Evaluation of dietary service is continuous and improvements are made appropriately.
 - a) Mealtime observations are done regularly by the food service manager and dietitian. During these observations, deviations from established orders and food safety protocol are documented and appropriately addressed.
 - 2. Dietary programs (DIETPROG) are maintained for each apartment by the dietary department and speech language pathologist. They contain each individual's diet texture and liquid thickness needed to safely eat and drink,

special feeding instructions, dietary orders, food allergies, and supplements needed.

- a) DIETPROGs are kept current and an updated copy is given to each apartment monthly by the dietary department.
3. Menus are planned for variety, diverse eating habits, special needs, and current national dietary guidelines in mind. The dietitian approves any individual who needs to be an exception to menu following and notes it on the individual's annual evaluation and DIETPROG.
4. All staff are required to have a current food handler permit if preparing food for consumption by individuals.
 - a) Unit trainers track the food handler permit status of all staff and ensure compliance with this requirement.

III. PROCEDURE

- A. Upon admission, and annually thereafter, the registered dietitian shall complete a nutrition evaluation for all individuals who reside at USDC.
 1. Nutrition evaluations are to be completed within 14 days of admission.
 2. Nutrition evaluations assign a level of nutritional risk to individuals.
 - a) Level 1: Individuals are re-evaluated monthly
 - (1) Individuals with recent significant weight changes.
 - (2) Individuals with abnormal nutritional labs.
 - (3) Individuals deemed a significant risk for diet related problems.
 - b) Level 2: Individuals are re-evaluated quarterly
 - (1) Individuals not within their established ideal body weight ranges.
 - (2) Individuals who need a follow up to ensure that changes to diet orders are having the desired effect.
 - (3) Individuals with significant edible reinforcers in their BSP.
 - c) Level 3: Individuals are re-evaluated yearly
 - (1) All other individuals.
- B. The following information is required to complete the nutrition evaluation:
 1. Medical problems and diagnoses
 2. Laboratory data
 3. Diet prescription
 4. Height, weight, and weight history
 5. Age
 6. Relevant medical or social history
 7. Food allergies or intolerance, if any
 8. Diet history
 9. Medical orders

10. Special feeding problems, if any
- C. The information for the nutrition evaluation is obtained from the physician admission or annual nursing assessment, physician history and physical, laboratory data, and interview with the individual, staff, and/or family.
- D. During the re-evaluation, if a change to a diet order is warranted, a nutritional recommendation is entered into e-chart and with a plan of intervention.
 1. A plan may include:
 - a) Assessment of daily energy requirement and intake
 - b) Need of supplement or specialized nutrition support
 - c) Nutrition education needed
 - d) Identification of malnutrition
 - e) Any other appropriate recommendation
 - f) Time frame of meeting nutritional goals and when progress is documented
- E. Each individual's nutritional status is monitored and ongoing education and other medical nutritional therapy is documented in e-chart.
 1. Ongoing nutritional intervention guidelines to follow:
 - a) Individuals are reassessed by the dietitian at least annually, unless otherwise indicated in the nutritional assessment.
 - b) Individuals' weight is monitored monthly.
 - c) Specialized nutritional intervention is completed as necessary or with medical practitioner order.
 - (1) EX: calorie counts or nutrient intake analysis
 - d) Individuals or staff are educated about potential drug-food interactions as appropriate and ordered by a medical practitioner.

IV. EXCEPTIONS

- A. The superintendent may make exceptions to this policy as allowed.

Timothy Mathews
USDC Superintendent