

Checklist #17

Functional Area: Food and Nutritional Care Services

Yes = In Compliance
 No = Further Action

Objective: Ensure facilities adhere to established guidelines pertaining to food safety and sanitation, menu and diet planning, food supply, food preparation and service, in order to provide each resident with the food and nutrition they need. {IDAPA 16.03.22.450-460}

Specific Criteria

Yes

No

Policy and Procedure: IDAPA 16.03.22.158

1. Have you developed policies and procedures for providing the right nutritional care for each resident? {IDAPA 16.03.22.158}
2. Have you included what procedures to follow if the resident refuses food or to follow the prescribed diet? {IDAPA 16.03.22.158}

Requirements: IDAPA 16.03.22.450

1. Does the facility follow the requirements of the Idaho Food Code (IDAPA 16.02.19) "Food Safety and Sanitation Standards for Food Establishments"? {IDAPA 16.03.22.450}

Requirements: IDAPA 16.03.22.451

1. Are menus and diets planned, approved, signed and dated by a Registered Dietitian?
 - a. Is the menu adjusted for age, sex and activity of the residents?
 - b. Do the menus provide enough variety and amount of food for each meal?
 - c. Do the food selections on the menus take into consideration the community, season, and resident preferences?
 - d. Are the menus planned in advance and are they available to the residents?
 - e. Are substitutions to the menu written on the menu? {IDAPA 16.03.22.451.01}
2. Does the facility provide snacks between meals and at bedtime? {IDAPA 16.03.22.451.02}
3. Are the therapeutic diets planned and approved by a Registered Dietitian?
 - a. Do therapeutic diets meet nutritional standards?
 - b. Are the therapeutic diets as close to a regular diet as possible?
 - c. Is there an order for the therapeutic diet in the record from the resident's doctor or authorized provider? {IDAPA 16.03.22.451.03}
4. If your facility is 16 beds or less, are your menus planned in writing for at least 1 week? {IDAPA 16.03.22.451.04}
5. If your facility is 17 beds or more:
 - a. Do your menus consist of a cycle of 2 seasons?
 - b. Are they 4-5 weeks in length?
 - c. Do they follow standardized recipes?
 - d. Do you have an approved diet manual in your kitchen? {IDAPA 16.03.22.451.05}

Specific Criteria	Yes	No
Requirements: IDAPA 16.03.22.455 1. Does the facility maintain a 7 day supply of nonperishable foods and a 2 day supply of perishable foods? Is the food supply consistent with the types and amounts of foods planned on the menu? <div style="text-align: right;">{IDAPA 16.03.22.455}</div>		
Requirements: IDAPA 16.03.22.460 1. Are the foods prepared so that the nutritional value, flavor and appearance are conserved? <div style="text-align: right;">{IDAPA 16.03.22.460.01}</div>		
2. Frequency of Meals: a. Do you serve 3 meals a day? b. Are there fewer than 14 hours between the evening meal and the breakfast meal? c. Are residents not in the facility for the noon meal offered a substantial evening meal? d. Do you offer evening snacks? <div style="text-align: right;">{IDAPA 16.03.22.460.02}</div>		
6. Food Preparation Area: a. Free of live animals or fowl? b. Space other than living quarters for staff? <div style="text-align: right;">{IDAPA 16.03.22.460.03}</div>		
7. Do you dispose of single use items, such as plastic spoons, paper plates, and plastic cups after the first use? <div style="text-align: right;">{IDAPA 16.03.22.460.04}</div>		
Record Keeping or Documentation: IDAPA 16.03.22.740 1. Do you maintain copies of all menus, including therapeutic diets? <div style="text-align: right;">{IDAPA 16.03.22.740.01}</div>		
2. Do you keep your menus of what you served to residents for 3 months? <div style="text-align: right;">{IDAPA 16.03.22.740.02}</div>		

The check lists can be used as a quality improvement tool and are offered as a helpful guide. They do not take the place of the rule requirements. It is highly recommended that the check lists be used in conjunction with the rules themselves.