Nutrition & Food Service Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. **CLINICAL MANAGEMENT/DIET ORDER MANAGEMENT**			See pages 215-229 in the N&FS[1] Manager/ADPAC Guide V5.5 (Revised September 2007)
A. DIETS (#111) – Enter all diets to be use by facility `Enter/Edit Diets OPTION`			Will create orderable items for CPRS. If file is imported you need to delete then update or add an ALTERNATE NAME in order for an orderable item to be created.
B. TUBEFEEDING (#118.2) – Enter all Tubefeeding products to be used by facility. `Enter/Edit Tubefeeding Products`			Will create orderable items for CPRS If files are imported you need to add or edit the synonym
C. ISOLATION/PRECAUTION TYPES (#119.4) – Enter all precaution types to be used by facility			
2. **CLINICAL MANAGEMENT/NUTRITION MANAGEMENT**			See pages 197-214 in N&FS ADPAC Guide v5.5
A. NUTRITION CLASSIFICATIONS (#115.3) – Enter all Nutrition Classifications/diagnoses to be used by facility.			
B. DIETETIC NUTRITION PLANS (#115.5) – Enter all Nutrition Plans to be used by facility on Nutrition Screening & Assessments.			
C. ENCOUNTER TYPES (#115.6) – Enter all			N&FS interfaces with Event

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[1] Nutritional and Food Service

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Encounter Types to be used by facility. Each type must fit into one of the following categories: Screening Assessment Patient Education Community Nutrition & Food Service Intervention Food Service Operations Administrative Duties			Capture GUI (DSS point of contact); suggest coordinating w/EC site contact to capture N&FS workload via DSS.
D. CLINICAL SITE PARAMETERS (#119.9) Assessment Default Units Optional Screening Line Print Profile after Screening? # of Days to Obtain Lab Data Select Lab Test – this can't be done until after the Laboratory ADPAC enters all of the lab tests to be use by facility into file #60; specimen types (serum, urine, plasma) are important. Select Drug Classifications – this might need to be coordinated w/site Pharmacy ADPAC			See pages 210-214 in N&FS ADPAC Guide v5.5
3. **CLINICAL MANAGEMENT/SUPPLEMENTAL FEEDING MANAGEMENT –** Enter all Supplemental Feedings to be used by facility; once the individual items are entered into file #118, then the Supplemental Feeding Menus can be created/entered into file #118.1.			See pages 257-267 in N&FS ADPAC Guide v5.5
4. **CLINICAL MANAGEMENT/STANDING ORDERS (#118.3) –** Enter all Standing Orders to be used by facility			See pages 22-27 in N&FS ADPAC Guide v5.5
5. **CLINICAL MANAGEMENT/FOOD PREFERENCES** (#115.2) **–** Enter all Food Preference to be used by facility			See pages 9-21 in N&FS ADPAC Guide v5.5

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A. DISLIKE Food Preferences interact with patient TRAY TICKET functionality by deleting EXCLUDED RECIPES from printing on a patient's tray ticket B. ALLERGY-TYPE FOOD PREFERENCES will interface with the ADVERSE REACTION TRACKING package; options are available to map FOOD PREFERENCES to FOOD-TYPE GMR ALLERGIES entries from file #120.82.			
6. DIETETICS ADMINISTRATION/PRODUCTION MANAGEMENT			See pages 85-107 in N&FS ADPAC Guide v5.5
A. ENTER PRODUCTION DIETS (#116.2) – Enter all Production Diets to be used by facility.			
B. ENTER PRODUCTION DIET PERCENTAGES – Used for forecasting meal production figures by Service Point			
C. **OTHER MEALS** – Used for other meals (for outpatients, residents, guests, volunteers, etc.) that would not be included in the inpatient forecast or census.			
7. DIETETIC FACILITIES			See pages 269-298 in N&FS ADPAC Guide v5.5
A. ENTER COMMUNICATION OFFICES (#119.73) – Enter all the Communication offices that will be processing diet order data at the facility			
B. ENTER PRODUCTION FACILITIES (#119.71) – Enter all the locations where food is produced at the facility			
C. ENTER SERVICE POINTS (#119.72) – Enter all the locations where food is served at the facility			

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D. ENTER SUPPLEMENTAL FEEDING SITES (#119.74) – Enter all the locations where Supplemental Feedings are assembled/delivered.			
E. ENTER NUTRITION LOCATIONS (#119.72) – Enter all inpatient and outpatient locations where patients are located and where meals are served. Inpatient ward locations are mapped to ASSOCIATED MAS WARDs; Outpatient locations are mapped to ASSOCIATED HOSPITAL LOCATIONS. 1) CLINICIAN(s) – Enter staff who cover this location 2) TRAY or CAFETERIA service point designation 3) DINING ROOM service 4) COMMUNICATION OFFICE associated with this location 5) SUPPLEMENTAL FEEDING SITE associated with this location 6) BULK NOURISHMENTS to be sent to location 7) # DAYS TO REVIEW patient specific data 8) ALERT designations for this location			See pages 290-297 in N&FS ADPAC Guide v5.5
F. SITE PARAMETERS (#119.9) – Enter additional parameters for: 1) LABEL PRINTERS/SIZE OF LABELS 2) MULTIDIVISIONAL SITE 3) OUTPATIENT MEALS DIETS 1-15– Designate those diets from file #111 that can be served to outpatients. 4) OUTPATIENT MEALS AUTHORIZERS 1-15 Designate users who can authorize SPECIAL			

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MEALS 5) OUTPATIENT MEALS TYPES/CHARGES 6) GUEST MEAL CLASS & COSTS – Designate which type of guest meals are served at the facility (EMPLOYEE, PAID, OOD, VOLUNTEER, GRATUITOUS) 7) TRAY TICKETS ON? 8) HEADING AT BOTTOM OF TICKET?			
8. OUTPATIENT MEALS MANAGEMENT			See pages 299-306 in N&FS ADPAC Guide v5.5
A. OUTPATIENT MEALS DIETS 1-15			
B. AUTHORIZER 1-15			
9. FOOD PRODUCTION MANAGEMENT/INGREDIENT MANAGEMENT			
A. INGREDIENT MANAGEMENT (#113) – Add any additional ingredients needed by the facility.			See pages 30-37 in N&FS ADPAC Guide v5.5 If file imported need delete the Item Master pointers field #31. File 441 is not imported
B. STORAGE LOCATIONS (#113.1) – Enter all N&FS storage locations.			If file is imported need to rename the storage locations to your locations
C. UNITS (#119.1) – Enter any additional units needed by the facility.			
D. VENDORS (#113.2) – Enter all N&FS vendors; this does not interface w/IFCAP vendor information.			
E. CURRENT INDGREDIENT QOH			
10. FOOD PRODUCTION MANAGEMENT/RECIPE MANAGEMENT			See pages 123-152 in N&FS ADPAC Guide v5.5
A. RECIPE CATEGORIES (#114.1) – Enter all recipe			

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categories used (e.g. appetizer, soup, entrée, vegetable, etc.)			
B. EQUIPMENT (#114.4) – Enter all the N&FS equipment used by facility (e.g. ovens, mixers, etc.)			
C. PREPARATION AREAS (#114.2) – Enter all the N&FS preparation areas (e.g. kitchen, salad, desserts, etc.)			
D. RECIPES (#114) – Enter any additional recipes needed at facility (file comes populated with about 500 VA Standardized Recipes).			
E. SERVING UTENSILS (#114.3) – Enter all serving utensils used by N&FS staff (e.g. ladles, spoons, etc.)			
11. **FOOD PRODUCTION/MENU CYCLE MANAGEMENT**			See pages 59-84 in N&FS ADPAC Guide v5.5
A. MEALS (#116.1) – After recipes are entered, build meals using all the recipes for that particular day/meal			
B. SERVICE POINTS – designate service point locations that will serve each recipe item in the meal			
C. POPULARITY % - for each SP, designate how popular you estimate the recipe item to be			
D. PRODUCTION DIETS – designate the 2-letter codes that reflect the production diets that can b served each recipe item in the meal			
E. HOLIDAY MEALS (#116.3) – Enter all Holiday meals or special occasion meals that will be served at facility.			
F. MENU CYCLE (#116) – After all meals are entered and recipes designated by production diet, the menu cycle(s) can then be built. 1) NAME – designate a descriptive menu cycle name			

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2) # DAYS IN CYCLE – enter the number of days in the menu cycle 3) EFFECTIVE DATE – enter the effective date for this menu cycle 4) DAY – enter the day # for each day in the menu cycle 5) MEALS – within each DAY, designate meals for BREAKFAST MEAL, NOON MEAL, EVENING MEAL			
12. TRAY TICKET/DIET CARD MANAGEMENT			See pages 108-110 in N&FS ADPAC Guide v5.5
A. DIET PATTERNS (#111.1) – Enter diet patterns to be used by facility 1) DIETS 1-5 – Select up to 5 diets (from #111) to make the diet pattern 2) PRODUCTION DIET – Select the production diet (from #116.2) associated with the diet pattern 3) MEAL MODIFICATIONS – Select recipe categories (#114.1) and the category quantity for the pattern 4) STANDING ORDERS – Select standing orders (from #118.3) that are part of the pattern 5) SUPPLEMENTAL FEEDING MENU – Select the associated SF menu (from #118.1) associated with the pattern 6) DIET RESTRICTIONS – Select DISLIKE food preferences (from #115.2) and the meal for each restriction			
13. MENU OPTIONS AND SECURITY KEYS			
A. MENU ASSIGNMENTS – the main menu for the			

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N&FS application is FHMGR and any submenu on this menu can be used to assign to appropriate staff based on their job functions.			
14. SECURITY KEYS – There are 2 keys in the N&FS package A. FHMGR – this key should be given to only a limited number of N&FS staff who will have full control of the set up & editing of N&FS files & parameters B. FHAUTH – this key is assigned to individuals who are authorized to approve Special Meals (outpatient meals).			
15. RELATIONSHIPS WITH OTHER APPLICATIONS			
A. PIMS – Patient movements (admission, discharge, transfers) B. ALLERGY TRACKING SYSTEM – Direct interface with the Allergy Tracking System related to FOOD allergies and FOOD PREFERENCES C. CPRS – Diet/TF/NPO ordering (CHECK W/CAC regarding FH* related ordering menus and quick orders) D. LABORATORY – Designate appropriate N&FS related lab tests to monitor patient nutritional status E. PHARMACY – Designate VA DRUG CLASSES that are appropriate for NUTRITION SCREENING/ASSESSMENT functions. F. TIU – Completed INPATIENT Nutrition Assessments create TIU notes available on the CPRS/NOTES tab (use to be only available on the REPORTS tab); users are prompted to select a TIU "NUTRITION" named title to associate with the			

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nutrition assessment.			