

DIETETIC SERVICE STAFF DEVELOPMENT PROGRAM

TOPIC OUTLINE AND ATTENDANCE RECORD

Facility: _____ Date: _____

Topic: ***Orientation to HM Composite
CHOICE Menu System and HACCP Principles*** Time: ____ To ____

Behavioral Objectives: Understand and be able to follow CHOICE menu system. Become familiar with HACCP principles.

Target Audience: All Dietary personnel

Resources(s): *Dietetic Service Policies & Procedures Manual* and CHOICE Seasonal Cycle Menus

Evaluation Method(s): Group Review Questions

Presentation Method(s):

Signature and Title of Instructor

Name	Position	Name	Position
1. _____		7. _____	
2. _____		8. _____	
3. _____		9. _____	
4. _____		10. _____	
5. _____		11. _____	
6. _____		12. _____	

ORIENTATION TO HM COMPOSITE

DIETETIC SERVICE CHOICE MENU SYSTEM

SUMMARY OF MATERIAL PRESENTED

A. *What is HM COMPOSITE?*

Healthcare Management Composite (HM Composite) is a California based Corporation providing registered dietitian services to long term care facilities. The company produces several different menu systems to assist the staff in providing meals for their residents. Currently 25,000 residents are served meals from one of the HM Composite's systems.

The foundations of the HM COMPOSITE system are Seasonal Cycle Menus, Dietetic Service Policies and Procedures and Staff Development Programs. Menus and policies and procedures are coordinated and interrelated to assist dietary personnel provide quality nutritional care of the residents.

B. *What is a Seasonal Cycle Menu? Why are they written?*

A cycle menu is a menu that is repeated over and over again. It may be three, four, five or six weeks in length. Seasonal menus feature foods most abundant during that season of the year.

The HM COMPOSITE CHOICE menu system provides seasonal (quarterly) cycle menus which are of three weeks' duration. The seasons are defined as follows: **Winter Season** – January, February, March; **Spring Season** – April, May, June; **Summer Season** – July, August, September; and **Fall Season** – October, November, December. Each season contains three weeks of cycle menus, thus providing twelve unique weeks of menus for the entire year.

The reasons for providing Seasonal Cycle Menus are:

1. To offer residents a large variety of foods throughout the entire year.
2. To feature seasonal foods at their best quality and at their lowest cost.
3. To provide different and interesting recipes for dietary personnel to prepare.
4. To comply with Federal and State regulations requiring that menus be revised seasonally.

C. *Special serving instructions in the Daily Cook's Menus*

Several times a week special meal presentations are listed on the Daily Cook's Menus. An example is:

Hearty Beef Main Dish Soup, serve main dish soup on the dinner plate.

This note is provided to guide the staff on attractive meal presentation. Frequently it is suggested that cold sandwiches are cut in half diagonally, with a salad placed between the two halves. Side dishes, such as a monkey dish or fluted plastic dish, may be recommended to serve juicy vegetables.

D. *Alternate entrees and vegetables*

The CHOICE menu system contains frequent second choice entrees, vegetables and even breads. If a resident does not like the menu item to be served, the second choice item may be served. This allows for a prepared alternate menu selection that has been extended through the diets.

E. *Weekly Seasonal Menus of the CHOICE System*

Each week's seasonal cycle menu is printed on one page of colored paper titled "Weekly Seasonal Menu." It features all the regular food to be offered during that seven day period. This one page weekly general menu shows at a glance the majority of foods needed for the week. Frequently there is a choice of entrees and/or optional menu items. The Dietary Supervisor selects items to be served by **adding a star next to the desired item**; refer to Section 5, #6, for more information. Facilities must post the present and following week's menus in a public area for residents and families to review. Two signs are provided for posting next to the menus; • ***This Week's Menu*** and • ***Next Week's Menu***.

F. *Breakfast, Dinner, Supper*

Most Nursing Facilities serve the "heavy meal" at noon. The meal that usually contains whole meat, potato (rice, pasta, corn, etc.), hot vegetable, bread, sometimes salad, plus dessert is thought of as the "heavy meal." This meal is called **Dinner**, regardless if it is served at noon or 5:00 P.M. The "light meal" frequently a casserole or soup and sandwich is called **Supper** if it is served at 5:00 P.M. or **Lunch** if it is served at noon. If desired the meals may be served as Breakfast, Lunch and Dinner instead of the more common Breakfast, Dinner, Supper arrangement.

G. Daily Cook's Menu

Each meal's complete menu, titled "Daily Cook's Menu" is printed on a separate colored paper, color coded to the weekly general menu.

There are a total of fifteen vertical columns on the Daily Cook's Menu.

The first vertical column identifies the **recipe numbers**. All recipe references contain nine numbers. The first number is always "0." The second number will be 1, 2, 3, 4, 5, 6, 7, or 8 and indicates general groups of recipes. All entrees start with 01, vegetables 02, salads 03, breads 04, desserts 05, soups 06, special diets and miscellaneous 07, and pureed foods 08. In front of the recipe book is a page titled "Recipe Index Divisions." This page further explains recipe organization.

The second column refers to the Regular diet and the *Low Salt diet. The asterisk in front of a food item indicates the modification from the regular item (refer to Section 5 #9) that should be served on the Low Salt diet. The next three columns indicate portion sizes. The next vertical column specifies the Mechanical Soft diet. The next three columns specify the Pureed diet (refer to Section 5 #10). There are two levels of portion sizes for the pureed diet; regular contains approximately 2100 calories and large 2400 calories. The next six columns specify the Calorie and Diabetic diets: No Concentrated Sweets (N.C.S.) regular portion; 1800, 1500, 1200 and 1000 calories (refer to Section 5 # 9).

At the bottom of the Daily Cook's Menu there are special instructions for several diets: 2000 and 2200 calorie diets, No Added Salt (NAS) diet, 2 gram Sodium diet; Liberal Bland diet; and instructions for Extra Large portions.

H. Daily Special Diets

Each day's complete menu is also printed on a second page of special diets, titled "Daily Special Diets." These additional diets are designed to be used by facilities that admit residents with more acute dietary needs. These diets are very restrictive and time-consuming for the staff to prepare. Consequently, it may be the goal of each facility to limit diet orders to only those found on the Daily Cook's Menu.

There are eleven vertical columns on the Daily Special Diet page. The first two columns are repeats of the Daily Cook's Menu: recipe and regular/low salt diet. The third column contains the regular portion size only. The next column specifies the Renal diet; 60 grams of protein and 2 grams each of sodium and potassium. This diet, plus modifications for 50 and 40 grams of protein (refer to notes number 2 and 3 at the bottom of this page) are explained in Section 5 #9. The next column contains the Low Cholesterol/Low Fat diet. These diets are also explained in Section 5 #9. The last diet is the Vegetarian menu. All red meat, fish and poultry have been omitted. Eggs, cheese, legumes, and tofu replace meat protein. Note number 8, on the bottom of the page, indicates that this diet may be liberalized. The

two last columns contain an area for the facility to write in an additional diet as needed.

I. Portion Sizes; How do you determine a 2/3, 1/2, 1/3, or 1/4 cup serving?

All dietary personnel should be familiar with portion control equipment – scales, dippers/scoops, ladles or spoodles.

Dippers/scoops are numbered to indicate the number of dips obtained from one quart of food. The **smaller** the number (the number is found inside the dipper) the **larger** the quantity. For example, there are 4 cups in a quart, or 8 one-half cups in a quart, or 16 one-fourth cups in a quart. So a #8 scoop will dip 1/2 cup; a #16 scoop will dip 1/4 cup, level measurement. The #6 and #12 scoops/dippers measure 2/3 C (#6) and 1/3 C (#12). These two amounts are very frequently specified on the menu. For the Pureed diet #20 (3 Tbs) and #10 (6 Tbs) scoops are frequently specified. Color coded scoops/dippers assist the staff to easily use the correct utensil in portioning food according to the menu.

Ladles are identified by liquid measurements. A 4 oz. ladle measures 1/2 cup or 4 oz. of soup or hot cereal. The 6 oz. ladle measures 6 oz. of soup or 3/4 cup of semi liquid items such as hot cereal. For smaller amounts of food, sauces, gravy or syrup, a 2 oz., 1/4 cup, and 1 oz., 2 Tbs., ladle are needed.

Scales are used to weigh meat. Solid meats, sliced roast beef, pork or turkey, may be accurately weighed on an ounce scale (a scale that only weighs up to one pound, 16 ozs.). The menu indicates most meats in ounces for a portion size, usually 2 ounces. Items such as pork chop and chicken thigh may be portioned as eaches. Recipes indicated on the menu, when followed, will provide the correct ounces of meat per portion. Some items, such as meat loaf, will weigh one half ounce or more to provide 2 oz. of meat. Following recipes as written will yield accurate amounts of protein. It is suggested to test weigh meat at the start of tray line to assure accuracy.

In addition to scoops and ladles, shaker cans, squeeze bottles and pastry bags are recommended. These utensils may be used to quickly garnish desserts, salads and even pureed food. A squeeze bottle allows unique garnishes, such as sour cream squeezed out in an "S" design over black bean soup. Garnishes add interest to meals and result in increased resident meal consumption.

J. Recipes and HACCP

A tested quantified recipe is indicated for every prepared food, including special diets. Recipes are most commonly provided in one set, printed back to back, in numerical order for each menu cycle. Recipe sets are three hole drilled and are to

be placed in a notebook for easy use. Recipes are *disposable* in that each new set contains all recipes needed for the new cycle. The *old recipes* may be discarded on the first day of the new menu cycle. This approach eliminates collating new recipes into old recipes. Also, recipes are constantly being updated at the corporate office. Frequently, new products are included, HACCP instructions added and garnishing or serving suggestions made. Each client benefits from the latest research and revisions to the approximately 400 recipes that comprise each six week menu cycle.

Recipes are provided based on 50 or 100 portions. Three additional quantities are clustered around 50 or 100. Clients may request either version to meet their needs.

Recipes for 50 contain quantities also for 10, 35 and 65; 100 contain quantities also for 10, 85 and 125.

Hazard Analysis Critical Control Points, HACCP, information is included in many recipes. Especially recipes containing meat, fish, cheese, eggs, etc., contain HACCP recommendations. HACCP is the new way to define and approach food handling and sanitation. It is referred to in the Federal Guidelines in the recommendations for facilities to follow the 1993 Food Codes. Detailed HACCP information is contained in the Dietetic Services Policies and Procedures Manual.

K. *Nutritional Therapy diet manual*

Diet manuals list and describe modified diets. The purpose of a diet manual is to provide information for physicians, nursing and dietary staff regarding diet served in the facility. Consequently, the facility diet manual must coordinate with the extended modified diets. ***Nutritional Therapy***, revised in 1997, is the diet manual produced by HM COMPOSITE, explains and enhances diets extended on the two pages of diets. The Dietary department plus each nurse's station should have a copy of this diet manual, signed by the facility consultant dietitian.

L. *Daily Ordering Guides*

The **CHOICE** menu system includes Daily Ordering Guides, 50 or 100 portions, for the **regular diet**. The amount to purchase of each menu item is listed for the day **to be used**. Commonly used staples, such as milk, flour, spices, etc. are **not** included.

The first three columns indicate: Column 1, Meal, either Breakfast, Dinner or Supper plus **Ingredient Name, Recipe Name and Recipe Number**; Column 2, **Pack Size**; Column 3, **Unit Needed**. The next three columns are: Standard Amount Needed (**STAND AMT/50**); Choice Amount Needed (**CHOICE AMT/50**); Optional Amount Needed (**OPTION AMT/50**). The last column is titled "**Amount to Order**." this column is filled in by the facility after the Ordering Guide is copied for subsequent uses.

Food for the day, for all three meals, is listed by food group. There are nine categories:

CHOICE

1. **Produce**; fresh fruits and vegetables. Note: yellow onions, due to their very high use, are not daily listed.
2. **Dairy**; ice cream, yogurt, sour cream, etc. Milk is **not** included.
3. **Walk In Refrigerator**; eggs, cheese, lunch meat are in this group.
4. **Center of the Plate**; ground beef, whole meats, bacon, fish, turkey breast for example. Facilities may purchase these items fresh or frozen as they prefer.
5. **Frozen Other**; frozen concentrated orange juice, frozen vegetables, fruits, egg rolls, etc.
6. **Groceries - Staples**; canned fruits and vegetables, fruit bases, dried beans, raisins. Note: unsweetened canned fruits are not included as they are **not** on the regular diet.
7. **Tomatoes, Canned**; all varieties of tomatoes are separately listed under this heading.
8. **Groceries - Other**; canned tuna, bakers bran, rice, oats, pasta, soup base, cake mix are examples.
9. **Bread, Fresh**; sliced white, wheat, sourdough, etc., prebaked dinner rolls, hamburger/hot dog buns.

The CHOICE menu system lists the **amount for either 50 or 100** in one of three columns. Each item needing to be ordered for the Regular Diet will be listed under one of three headings:

STAND	CHOICE	OPTION
AMT/	AMT/	AMT/
50	50	50

If the ordering guides are for 100 portions, the "50" will be replaced with "100." When a product must be ordered, it is listed under the first column ("STAND"). When there are two items listed on the menu, for example, "Meat loaf" or "Baked Fish," ingredients for **both** entrees are listed in the second column ("CHOICE"). When an item is **Optional**, ingredients are listed in the third column ("OPTION").

The Dietary Supervisor decides which optional items and which choice items are to be served. After these decisions are made, the appropriate product may be ordered. It is suggested copies of the **Daily Ordering Guide** be made so that items to be ordered can be highlighted or marked.

ORIENTATION IN-SERVICE FOR

CHOICE MENU SYSTEM

REVIEW QUESTIONS

The following questions should be asked of the Dietary staff as a form of review. Answers to all questions are found in the preceding written orientation material.

1. What is a Seasonal Cycle Menu?

2. How many weeks of cycle menus are provided by the HM COMPOSITE CHOICE Menu System for **each** season?

3. Why are the names of the cycle menus written for the seasons of the year?

4. The **heavy meal** is always called _____ . The **light meal** is called _____ if it is served at 5:00 P.M. and _____ if it is served at noon.

5. What modified diets are extended on the Daily Cook's Menu?

6. How does the Low Salt diet differ from the Regular diet?

7. Where are your *Dietetic Service Policies and Procedures Manual* and *Diet Manual* located in **your** facility?

8. Recipes must be followed to ensure nutritional adequacy and are provided at the start of each new _____.
9. Recipes are provided for either _____ or _____ portions.
10. Hazard Analysis Critical Control Points is abbreviated _____.
11. HACCP information is included in many recipes, especially in those with _____.

HOW WELL DO YOU KNOW THE CHOICE DAILY COOK'S MENU – THERAPEUTIC AND TEXTURE MODIFIED DIETS?

1. Where do you find the Low Salt Diet?
2. What is the approximate amount of fat and cholesterol in the L Ch/L Fat diet?
3. At breakfast, how many slices of toast and how much cereal does the Regular diet, regular portion receive? _____, Large portion receive?
4. At breakfast, how many eggs do you serve the Regular diet large portion ____, 1200 cal diet _____, 1500 cal diet _____.
5. What do these abbreviations stand for? N.C.S. _____, FF ____, Unsw _____, H.S. _____.
6. What scoop/dipper do you use to dip 1/2C _____, 1/3C _____, 1/4C ____, 2/3C _____, 3 Tbs _____, 6 Tbs _____.
7. How much soup do you serve the Regular diet, regular portions _____, Large portions _____?
8. For the Renal diet _____ is specified to be served at breakfast to go on the cereal. Milk as a beverage is _____ served at any meal.
9. What kind of toast do you serve the Pureed diet for breakfast?
10. How do you serve soup for the Pureed diet?

11. If a tossed salad was on the menu for the Regular diet, what would the Mechanical Soft diet receive? _____ Pureed diet receive?
12. What condiment is **not** allowed for the Bland diet?
13. What hot beverage **is** allowed for the Bland diet?
14. How would you serve plain frosted white cake to the pureed diet?

15. How many ounces of meat are served for dinner _____, supper/lunch _____, breakfast _____?
16. How much milk is on the menu for the Regular diet?
Breakfast _____, Dinner _____, Supper _____.
17. Is there a planned menu for H.S.?
18. What is the H.S. snack for the N.C.S., 1500 Cal and 1200 Cal diets?

HOW WELL DO YOU KNOW THE BASIC DAILY COOK'S MENU?

ANSWER SHEET

1. Under the "Regular Diet" column
2. 65 - 75 grams fat and 275 grams cholesterol
3. Regular - one and 3/4C; Large - two and 1C.
4. Regular diet, large portions - 2; 1200 cal. - 1; 1500 cal. - 1
5. N.C.S. - No Concentrated Sweets; FF - Fat Free; Unsw. - Unsweetened; H.S. - Hour of Sleep
6. 1/2C - #8, 1/3C - #12, 1/4C - #16, 2/3C - #6, 3 Tbs - #20, 6 Tbs - #10
7. Regular portions - 4 oz., Large portions - 6 oz.
8. Mocha Mix; never
9. Toast with hot milk slurry
10. Pureed
11. Mechanical soft - minced lettuce with dressing; Pureed - pureed salad or vegetable juice
12. Black pepper
13. Sanka or other decaffeinated coffee or herb tea
14. In milk or juice slurry
15. Dinner 3 oz., Supper/Lunch 2 oz., Breakfast 1 oz. (usually the egg)
16. Breakfast - 8 oz., Dinner - 4 oz., Supper - 4 oz.
17. Yes, refer to footnote #9
18. Yes, footnote number 10

GLOSSARY OF COOKING TERMS RELATED TO TEXTURE MODIFIED DIETS

Anytime food is reduced in size and/or texture dryness may develop. A source of moisture is frequently needed. Broth or light gravy for most meats, pineapple juice for ham or pastrami or thinned down tarter sauce for fish are recommended moist liquids.

Chop	— To cut food into fairly fine pieces, approximately the size of raisins.
Cut up	— To cut into bite size pieces. Usually items like meat loaf, baked fish or moist chicken are cut up.
Dice	— To cut into small squares or pieces approximately one half inch square. This is frequently needed for red meats, especially beef and lamb. Items such as stew meat, usually one inch square pieces of meat, are <i>diced</i> to meet the requirements of the mechanical soft diet.
Grind	— To put food through a grinder or an attachment on the food processor that is equivalent to grind.
Mince	— To finely cut food into pieces approximately the size of long grain rice. This texture may be needed for very solid meat such as flank steak.
Puree	— To food process or blend food until smooth. Unless ordered differently, pureed food should have form and stand up on a dinner plate like mashed potatoes.
Shred	— To grate or shred usually raw vegetables such as cabbage, carrots or lettuce. This may be done on the meat slicer especially for shredded lettuce.