

FOOD COST QUALITY ASSURANCE

	Sometime		Not Appl.		COMMENTS OR CONCERNS
	Yes	No	Yes	No	
Accounting Practices					
1. <i>Written verified distribution of facility food cost budget (for example: \$4.50 with \$4.10 meals, \$0.20 nourishments, \$0.08 free meals for Dietary, \$0.07 Activities and \$0.05 Nursing, no tube feeding)</i>					
2. Weekly monitoring of expenses and compare to P.R.D. (per resident day) budget					
3. Monthly monitor of expenses and compare to P.R.D. budget					
4. Tracking of large portions, double portions, non-menu food items (i.e. food preferences – salads, ice cream, cottage cheese & fruit plate, etc.)					
5. Tracking of items used for staff coffee, free meals for staff working doubles, guest trays, etc.					
6. All functions relating to activities, marketing, and meetings have a formal written request and are tracked on the budget					
7. Clear policy and procedures are established and followed concerning supplements and nourishments					
8. Current payment schedule to vendor to guarantee best prices					
Purchasing Practices					
9. Monthly inventories are complete and extended					
10. Specific ordering guides are followed designating exact item to purchase, adjusted weekly to current census and diet mix					
11. Selection of prime vendor to supply 75% or more of the menu items					
12. Complete market order given to only approved vendors					
13. Careful check-in of each grocery order with substitute ordered immediately					
14. Specific meat selection, pack size, and rotation format followed to achieve budget goal					
15. Standard selection, pack size and rotation of all non-meat items within established budget (i.e. bulk package v. small or individual package)					
16. Product purchased in season					
17. Facility setting par levels, not vendors					
18. Accounting for special food item such as gluten free or vegetarian items					

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Production Management					
19. Pre-costed menu, regular portion and regular diet within established budget					
20. Adequate dietary labor and kitchen equipment, including full sized calculator or computer, provided to prepare cost controlled menus and calculate cost reports					
21. Strong administrative backing to ensure approved menu system is followed by Dietary staff and nourishment and activity allocations are followed by the Nursing and Activities departments					
22. Quantification of all regular, therapeutic and pureed recipes according to current census and diet mix.					
23. Organization of quantified recipes into one or more easy to use recipe book					
24. Review of recipes for current meals in daily cook's meeting					
25. Strict following of quantified recipes including recommended serving size, no use of convenience items when recipe is provided					
26. Menu designated portion sizes are used to meet needs of residents					
27. Daily monitoring of meat including re-wrapping smaller amounts to be labeled, dated and used in the future as needed					
28. Correct cooking method followed to provide best product yield					
29. Monitor for over production after each meal					
Supplements					
30. Formulary set by company or facility					
31. Provided only to residents with physician orders					
32. Residents re-evaluated by RD for need/acceptance					
Snacks					
33. HS snacks provided in bulk					
34. Snack tracking list provided on snack cart					
35. Residents re-evaluated by RD for need/acceptance					