Nutrition and Food Service Manager/ADPAC Guide (Including Outpatient Meals) Version 5.5

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for Patch 2 and 3 (FH*5.5*2 and FH*5.5*3)

Department of Veterans Affairs
VistA Health System Design and Development

Revision History

Date	Patch	Patch	Description	Author
December 2005	FH*5.5*3	288 290 291	The PRODUCTION FACILITY: REMOTE KITCHEN// prompt was added to enter/edit a Production Facility. To print a specific Communication Office report, a link must be established between a specific Production Facility and a Communication Office..	Florence Ingram Marge Norris
January 2006	FH*5.5*2	7	Ten more Outpatient Meals Diets have been added to the FH SITE PARAMETERS (#119.9) file, for a total of 15. Also, the fields OUTPATIENT MEALS DIET2 through OUTPATIENT MEALS DIET15 are deleted if the OUTPATIENT MEALS DIET1 field is deleted and no data entry is allowed for the 2-15 DIET fields if there is no data in the OUTPATIENT MEALS DIET1 field. This fixes a discrepancy in functionality between the VISTA/server side and the GUI.	Marge Norris
January 2006		313	Added Implementation for Outpatient Meals section to the ADPAC Guide.	

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Notice of Service Name Change

Pursuant to Department of Veterans Affairs VHA Directive 10-05-031, Nutrition and Food Service (N&FS) will be the official nomenclature used as the new service name for Dietetic Service in VHA Central Office and at Department of Veterans Affairs healthcare facilities.

Therefore, all supporting documentation and customer education materials will use the Nutrition and Food Service nomenclature in place of the former Dietetic Service in all contexts. The change aligns this program more closely with the nomenclature recognized by national accrediting bodies, professional organizations, and other healthcare agencies. Additionally, the change is appropriate for the program that functions most directly in support of the nutrition and food services.

Purpose

The Nutrition and Food Service Outpatient Meals Manager/ADPAC Manual is designed as a reference guide for all Administrative and Clinical Nutrition Managers and/or the Nutrition and Food Service Application Coordinators who build, implement, and maintain Nutrition VistA files. This manual provides information necessary for the establishment and implementation of all Nutrition program files, including the Outpatient Meals enhancement. The Outpatient Meals software enhancement integrates the automation of the Outpatient Meals ordering process and many Clinical Nutrition and Food Management functions.

Audience

The intended users of this manual are Nutrition and Food Service Clinical and Administrative Chiefs, and the Nutrition and Food Service Application Coordinators.

Scope

The Nutrition and Food Service (NFS) Manager/ADPAC Manual is a guide designed to support the VistA Nutrition and Food Service, Version 5.5 program. This version includes the Outpatient Meals enhancement, which automates outpatient functions, adds new functionality and Clinical Quality Care monitoring activities to the existing NFS application. This manual provides complete documentation for previous and new functionality used by the Nutrition and Food Service Manager/ADPAC.

The NFS software integrates the automation of many Clinical Nutrition and Food Service and Food Management functions. The Clinical Nutrition and Food Service activities of Nutrition and Food Service Screening, Nutrition and Food Service Assessment, Diet Order Entry, Tube Feeding and Supplemental Feeding Orders, Patient Food Preferences, Specific Diet Pattern Calculations, Nutrient Analysis of meals, Consult Reporting, Encounter Tracking, and Quality Care Monitoring are all available in this program. Complete automation of food production activities, service and distribution, inventory and cost management, recipe expansion, menu and recipe nutrient analysis, meal and diet pattern development and implementation, diet card and tray ticket printing, quality service tracking, and annual management reports are also available. The new functionality contained in this software includes the following capabilities:

- Provides electronic order entry of meals to authorized outpatients when they are kept over mealtimes.
- Enables electronic order entry of meals for other authorized users such as residents, without compensation employees and volunteers.
- Facilitates and tracks the number of meals for each Enhanced Sharing Agreement (selling of meal services), such as a childcare center, or a Meals-on Wheels program.
- Provide tracking, reporting and projection features currently for Inpatients Nutrition and Food Service Package will also include Outpatient.
- Ability to request, authorize, print, cancel, and view status of Outpatient Special Meals.
- Ability to request and print Guest Meals.
- Ability to request Recurring Meals for a regularly scheduled outpatient including a patient profile, meal status, early/late trays, and tube feeding.
- Creation of new reports and modification of some existing Nutrition options to include Outpatient data.

Functionality and activity processing for this software is divided into two major areas:

- Manager/ADPAC options used to build files, set parameters, review data, and generate reports.
- General User options used for normal day-to-day automated Nutrition functions.

The Nutrition Manager/ADPAC is responsible for the coordination of all aspects of the VistA Nutrition and Food Service program. Therefore, all file building options are included in this manual. All or parts or all of the menus/modules can be assigned to selected users.

The Nutrition and Food Service options covered in the Manager/ADPAC manual are shown and discussed later in the document.

Nutrition Facilities

This module allows the user to add new, and edit, existing Nutrition Locations.

In the past, all Nutrition information was classified according to inpatient Medical Administration Service (MAS) defined ward locations and Delivery Points. These two categories functioned very well for some reports for many facilities but did not reflect the needs of all production areas and diet offices in all facilities. It also did not account for the changing needs of many facilities to track outpatient meal ordering data.

The new enhancement allows for the automation of the manual processes for ordering individual special meals, recurring meals for VA patients, non-VA facility patients and guest meals for individuals seen for outpatient services. Each of the new menus has various options specialized for the type of meal being requested and approved through an authorization process that notifies the requestor via an alert.

The data can be sorted by multiple production facilities, service points, communication offices, supplemental feeding sites, and customized Nutrition locations. Reports can be generated specific to the production facility and service needs of each facility. Clinical location assignments and quality care monitors can be defined for each Nutrition Location. This allows for monitoring that is specific to a patient population type. Once data is entered, clinicians can generate daily patient-specific Tickler file reminders for timely and appropriate initial and follow-up clinical care.

Food Preference Management

This program allows the user to build a site specific listing of honored patient food preferences. Recipes are associated with each dislike food preference, allowing for the automation of food preferences in the Menu Management program. Once this list is established, food preferences can be tabulated for use in meal production calculations and/or appropriately substituted within the printed diet card and tray ticket programs.

Standing Order Management

The options in this program allow the user to create a listing that honors patients' requests or dietary requirements for specific food items or utensils. Once created, users can select standing orders for any patient, for any meal or quantity. Labels for each item and patient can be generated as well as a consolidated listing for production purposes of items needed for each service point and meal.

Ingredient Management

This program allows the user to enter data that controls all aspects of ingredient usage within the Nutrition and Food Service program. Each ingredient is associated with its vendor, storage

location, purchasing data (cost and unit), issuing and recipe unit conversions, nutrient references and weight conversions. Lists can be generated containing all data fields as well as a listing of all recipes containing a particular ingredient. An ingredient inventory module exists to allow for tracking, recording, and calculating physical inventory on hand on a monthly basis.

Recipe Management

This program allows the user to create site specific recipes. Recipe data include portion size, preparation area and time, equipment and serving utensils required, recipe category, ingredients and directions for preparation. Recipes can be embedded within other recipes for easy preparation. Lists containing all recipe information can be generated as well as a per portion recipe cost. Nutrients for each ingredient can be edited in each recipe to more accurately reflect the food item produced. All recipes can be quickly analyzed for nutrients once this information is established.

Menu Cycle Management

The options in this program provide the ability to create multiple meals and menu cycles. Meals can be used in different patterns by creating different menu cycles or by creating special holiday dates within a cycle. A holiday meal overrides a specified date in a normal cycle for that date only. The cycle returns to normal after that date. Meals are created using established recipes, recipe categories, service points, and production diets. Quantities produced for a meal can be manipulated by adjusting the production diet code string or service point table. Other adjustments to the meal data provide food preference automation for the tray ticket program. Lists of meals or menu cycles as well as daily/weekly menus and menu blocks can be printed. Once nutrients are entered in the Recipe and Ingredient files, automated meal or daily/weekly menu analysis is possible.

Production Management

The files that support this program control quantities produced in the Food Management program as defined by the Diet Order program. Diet orders, food preferences and information contained in the ingredients file help generate a forecasting tool that allows the manager to anticipate, by percentage of total census, the type and quantity of various production diets, which will be needed by any selected service point. These percentages along with the specific additional meals required for outpatients, volunteers, students, and residents help to better define the production needs of the facility.

Information in the Diet Patterns file that supports this section allows the user to enter the standard meal patterns for all diets and combination diets used at a facility. Each pattern has an associated production diet and groupings of recipe categories defined by meal. Each pattern may also have associated standing orders specific to any or all meals and an associated supplemental feeding menu. All associated standing orders and the associated supplemental feeding menu automatically go into effect whenever a patient diet order matches the designated diet pattern. The diet card generated from these patterns lists all patient identification as shown on the diet

order label, any patient allergies, all recipe categories defined for each meal and standing orders or food preferences associated with this patient. The tray ticket generated displays the same patient identification and allergy data but lists specific food items (recipes) to be served to the patient based on the meal, diet pattern, and food preferences. Substitutions for food dislikes are automatic if alternate choices for a meal are entered. This section generates lists of all data entered into the production files.

Annual Report Management

This module allows the user to enter the information required in the Annual Report that is not automatically retrieved from other Nutrition programs. Data is aggregated quarterly and annually, printing all information entered. This report is useful in tracking quarterly meals, costs, workload statistics, clinical activities, and patient satisfaction.

Patient Data Log

This is a single option that prints a patient-specific record of all diet order entry information from a specified date for an admission or an outpatient visit. It lists date, time, activity and entry person. Data can be used to track diet order entry activity and facilitate accountability for entry.

Clinical Management

This module focuses on site specific parameters that are used in the Nutrition and Food Service assessment and screening programs and the Nutrition encounters program. Parameters are set specific to each facility's patient population type. The Encounters program automatically captures Nutrition status and assessment events and other designated encounter data in a statistical report that can be used in quality management and clinical decision making.

Diet Order Management

The data in this program controls Diet Order Entry activity. All diets, tube feedings and isolation precautions particular to a facility are added through this menu. Data is entered with a variety of synonyms and/or alternate names or designations in order to facilitate user data entry.

Energy Nutrient Management

The data referenced in this program are USDA, latest release #10, selected food items from Bowes and Church, 16th Edition and additional data from research on the fiber content of some foods. The program allows the user to enter or edit the food items and nutrients included. User menus can be listed and recipes not part of the Recipe Management program can be analyzed and stored for future reference.

Consult Management

This program allows the user to edit data in the Nutrition Consults file, set the clinical staff member's Location assignments, and reassign active consults from one staff member to another.

Supplemental Feeding Management

This module allows the user to enter available supplemental feeding food items and pre-set supplemental feeding (SF) menus. The SF menus are used to standardize feedings for specific diet orders or diet patterns. Once associated with a diet pattern, the SF menu automatically goes into effect at the time of diet order entry. If the diet order changes, the SF menu automatically changes to the new menu or is deleted. Bulk Location feedings can also be assigned through this program.

System Management

These options allow the user to check file pointers and routine integrity, purge Nutrition data, recode information, and modify site parameters.

File Management

This menu allows the user to print entries in Nutrition and Food Service files as well as file dictionaries.

Functionality Changes/Enhancements

Site Parameters File (#119.9)

New fields have been added to the site parameters to customize Outpatient Meals functionality. The new fields are described in the following subsection.

Authorized Personnel

This field is a multiple and will hold as many individuals a facility wants to specify whom are designated to receive "Authorization Alerts" from unauthorized users who have requested a Special Meal and need authorization.

Guest Meal Classification

Sites can customize the parameters to include which type of guest meals they serve at their facility. For each class type presented, a user can set the field to YES or NO.

- Employee
- Paid
- OOD
- Volunteer
- Gratuitous

Charge

A dollar amount can be associated with each meal time for each Guest Meal Classification.

- Breakfast Charge
- Noon Charge
- Evening Charge

Diet Selection (s)

[1]A site can designate up to 15 outpatient diets that can be selectable for ordering outpatient meals. These should be the 15 most common outpatient meals served at the site, selected from the Diets file (#111). The OUTPATIENTS MEALS DIET1 field will be the default outpatient meal diet. The fields OUTPATIENT MEALS DIET2 through OUTPATIENT MEALS DIET15 are deleted if the OUTPATIENT MEALS DIET1 field is deleted and no data entry is allowed for the 2-15 DIET fields if there is no data in the OUTPATIENT MEALS DIET1 field. This corrects a discrepancy in functionality between the VistA/server side and the GUI. Outpatient Meals Diets may be edited from the FH SITE PARAMETERS file (#119.9).

- Outpatient Meals Diet1
- Outpatient Meals Diet2
- Outpatient Meals Diet3
- Outpatient Meals Diet4
- Outpatient Meals Diet5
- Through Outpatient Meals Diet15

These 15 diets will be the only diets selectable for VA outpatient nutrition locations; for Non-VA nutrition locations, a user can select from any diet in the Diets File.

[1] Patch FH*5.5*2 January 2006 - Added ten Outpatient Meals Diets to select from the Diets File #111.

Nutrition Location File (#119.6)

The Nutrition Location file is an existing file that has been modified to include new fields for the maximum number of days for ordering outpatient meals ahead of time, the number of days to review the Outpatient Meals Print Meal Plan Expiration List, non-VA facility designation, and inpatient or outpatient location designation. The existing fields contained in the file will remain unchanged. Entries in this file should be inactivated, if no longer in use, not deleted.

Max # of Days a Meal Plan can be Scheduled

This field is optional. If used, it will be set to the maximum number of days ahead a recurring meal plan can be ordered; that is, if this field is set to 365, then when ordering a recurring meal, it cannot be ordered past one year from the ordering date. If the field is left NULL, then a default of 999 days is assumed. This field will be checked upon entering the FROM/TO dates in the Order/Edit Outpatient Meals option.

Number of Days for Review before Meal Plan Expires

This field will be used for the Print Meal Plan Expiration option in the Recurring Meals Menu to list all patients whose meal plan will be expiring within the predetermined number of days by each hospital facility.

Non VA Facility

The field will be set to ‘YES’ or ‘NO’ and is utilized if a facility is servicing Non VA Facilities for meals. If the field is set to "Yes" the Order/Edit Outpatient Meals option will use this flag to allow selection of up to 5 diets from the Diets file (#111). If the field is set to "NO," then the Order/Edit Outpatient Meals option will only allow the selection of one diet from the 5 allowable OUTPATIENT MEALS DIETS defined in the site parameters.

Inpatient/Outpatient

This field will be a set of codes (I – Inpatient; O – Outpatient) that will serve as a flag to identify if a location is an inpatient or an outpatient location.

Nutrition Person File (#115)

The Nutrition Person File is an existing file that will be modified to include several new fields that will assist in defining information to accommodate the outpatient meal menus, options and reports. The existing fields contained in the file will remain unchanged except the Name field will be modified.
The Nutrition Person file (#115) also contains the following new sub-files:

- RECURRING MEALS
- SPECIAL MEALS
- GUEST MEALS

The following existing fields are stored within the new sub-fields:

- NUMBER
- DIET 1 – DIET 5
- MEAL
- BAGGED MEAL
- ADDITIONAL ORDERS
- TUBEFEEDING ORDERS

Name

This existing field (.01) will be modified and the existing data converted. The field will be modified to be a free text field. This field will store either "P" followed by a pointer value to File (#2) or "N" followed by a pointer value to File (#200). For example, this field might store P27 for IEN #27 in File (#2). Or this field might store N1866 for IEN #1866 in File (#200). Existing pointers will be converted to the new format.

Patient

This field will contain a pointer to the PATIENT file (#2) if the Nutrition Person is a patient.

New Person

This field will contain a pointer to the NEW PERSON file (#200) if the Nutrition Person is not a patient.

Outpatient Location

This field will be a pointer to the modified NUTRITION LOCATION file (# 119.6) for purposes of determining the person’s location.

Special Meal Tickets

Special Meal Status

This field will store the status of the special meal request. The allowable statuses are Authorize, Deny, Cancel, and Pending.

Special OE/RR

This field will contain the number of the special meal.

Date/Time Special Meal Ordered

This field will store the date/time the special meal was requested.

Special Meal Location

This field will store the location for the special meal requested. This is a pointer to the NUTRITION LOCATION file (#119.6).

Special Meal Diet

This field will store the diet for the special meal requested. This is a pointer to the DIETS file (#111).

Special Meal Requestor

This field will store the person who requested the special meal. This is a pointer to the NEW PERSON file (#200).

Special Meal Authorizer

This field will store the person who authorized the special meal. This is a pointer to the NEW PERSON File (#200)

Guest Meals

Guest Meal Date/Time

This field will store the date/time that the guest meal was requested.

Guest Meal Classification

This field will store the classification for the guest meal requested. There are five different classifications for guest meals: Employee, Gratuitous, OOD, Paid, and Volunteer.

Guest Meal

This field will store the specific meal (breakfast, noon, or evening) for the guest meal requested.

New Menus and Options

The new menus and options will be accessible from the Master Menu in Dietetic Management Menu. The new menus will automate and replace the manual processes for ordering individual special meals, recurring meals for VA patients, non VA facility patients and guest meals for individuals being seen for outpatient services. Each of the new menus will have various options specialized for the type of meal being requested and approved through an authorization process that notifies the requestor via an alert.

Main Menu – [FHMGR]

This Main Menu will be accessed from the Dietetics Management Menu [FHMGR] to access the three outpatient meals menus: Special Meals, Recurring Meals, and Guest Meals.

AD Dietetic Administration	[FHMGRA]	CM Clinical Management	[FHMGRC]
DF Dietetic Facilities	[FHPRG]	OM Outpatient Meals	[FHMGROM]
SM System Management	[FHSYSM]	XF File Manager	[FHFILM]

SM Special Meals Menu [FHOMSMGR]

This menu allows access to all special meals options within the outpatient meals menu.

RM Recurring Meals Menu [FHOMRMGR]

This menu allows access to all recurring meals options within the outpatient meals menu.

GM Guest Meals Menu [FHOMGMGR]

This menu allows access to all guest meals options within the outpatient meals menu.

Request a Meal

This option will prompt a patient's name based on a search in the PATIENT file (#2). If requestor holds the necessary Security Key then the device prompt will appear and a ticket will be printed with the defined default diet from the SITE PARAMETER file (#119.9). If the requestor does not want the default diet then they will select a diet from a pull down list of diets specified in the SITE PARAMETER file (#119.9). If requestor does NOT hold the Security Key, the request will be sent to a pre-defined list of people for approval. Once approved, an alert will notify the requestor that a ticket can be printed. When a special meal request is made, the system will check the meal window time for that selected meal, and if necessary, prompt for a late tray.

For example, if a breakfast meal is selected and it is within the breakfast meal window times it will ask if you'd like to order a late tray for that date. If it is past the breakfast window times it will display a message stating that the meal window time has passed.

Nutrition Reports

New outpatient reports have been created. Existing reports will be modified to include outpatient meals information and be modified to select single, multiple, or all for each communication office. If the report is a census, it will be modified to automatically calculate and populate tabulated fields. The reports will be listed in the Dietetics Lists/Reports Option [FHCDLST].

Dietetic Administration Menu [FHMGRA]

The existing reports will be modified to included outpatient meals and location based on the type information requested on the report.

Guest Meals Report

This report will summarize by Date, Location, Classification, and Number of Meals served by Meal by Classification and cost for each.

Recurring Meal Plan Expiration List

This report will be generated by the clinic clerks for a list of patients for a specific location. Use the PT synonym to print a list of all patients whose meal plan will be expiring within a specified number of days as defined in the Nutrition Location file (#119.6).

Production Reports

Census has been modified to include outpatient data in the totals.

Supplemental Feeding labels and consolidated listing can now be printed by Supplemental Feeding site or selected Nutrition location, including outpatient locations.

Production Management - Diet Card/Tray Tickets

This module has been modified to allow the display of Diet Cards/Tray Tickets for outpatients.

Patient Data Log

This option now allows for printing of information from a specified date for an admission or for a specified outpatient date range. This is especially helpful for long term care patients who may have many months of data and the user is only interested in information from the last few days. All fields display data since the date specified or the last occurrence. Also, if an NPO is canceled, the user who canceled the NPO and the date canceled are saved and displayed in the data log.

Diet Activity Report

This module has been modified to include outpatient data.

Menu Assignment / Security

Security Key

A FHAUTH key has been created for the Outpatient Meals portion. The Manager/ADPAC is the only person who should hold the Nutrition and Food Service security key. The FHMGR key allows for Nutrition package files deletions but does not automatically protect the program from errors. The key holder must know the file inter-relationships in order to avoid system errors.

Menu Option Assignment

Menu assignments can follow the suggestions as shown below or the user can modify menus to suit the users' needs. A primary menu may be selected and enhanced by adding a secondary menu to it or the user can modify a primary menu by removing or adding options as needed. Customizing may be done through the Site Manager.

Listed in this section are menus tailored to different Nutrition functions. We also suggest establishing user groups for each Nutrition function and listing the main menus/options found within the menu. For in-depth information, read about the option in either the User Manual or Manager/ADPAC Guide. External names of the options (the names the user see on the screen when the user signs onto VistA are shown first. Internal names are shown within brackets "[ ]". A series of three periods following the option means that this is a menu with more selections within it. Throughout both the User Manual and the Manager/ADPAC Guide we use the external and internal names together and three periods to designate any option that is a menu.

Dietetics Management [FHMGR]

This menu provides access to **all** options within the Nutrition and Food Service System, both administrative and clinical plus access to all maintenance and system management options. Suggested users of this menu are package ADPACs and/or managers.

Dietetic Administration	[FHMGRA]	Clinical Management	[FHMGRC]
Dietetic Facilities	[FHPRG]	Outpatient Meals	[FHMGROM]
System Management	[FHSYSM]	File Manager	[FHFILM]

Dietetics Administration [FHMGRA]

This menu provides access to **all** administrative management functions. Suggested users of this menu are Administrative Section Chiefs and Administrative Dietitians.

Administrative Menu	[FHADMR]	Food Preference Management	[FHSELX]
Production Reports	[FHADM]	Standing Order Management	[FHSPX]
File Manager	[FHFILM]	Ingredient Management	[FHINGM]
Menu Cycle Management	[FHPRCM]	Production Management	[FHPROM]
Recipe Management	[FHRECM]	Annual Report Management	[FHADRR]

Production Reports [FHADM]

This menu allows access to all lists and reports used for production. Suggested users of this menu are first line supervisors, diet office personnel, and the ingredient control person.

Print Bulk Feedings/Cost Report	[FHNO10]	Print Daily Diet Menus	[FHPRC11]
Forecasting...	[FHPRFM]	Run SF Labels/Consolid Ingredient List	[FHNO2]
Meal Production Reports	[FHPRO5]	Projected Usage	[FHPRR1]
Print Adjusted Recipe	[FHREC2]	Print Standing Orders Labels	[FHSP8]
Tabulate Standing Orders	[FHSP5]	Consolidate Standing Orders	[FHSP7]
Tabulate Patient Meal Preferences	[FHSEL5]	Location Supplemental Feeding Lists	[FHNO3]
Print Weekly Menu	[FHPRC7]	Print Weekly Menu Blocks	[FHPRC12]

Budget Asst. Menu [FHBUD]

This menu allows access to the administrative report function and functions requiring the cost input. Suggested users of this menu are Budget Clerks.

Administrative Menu	[FHADMR]	Edit Ingredient Cost	[FHADMR8]
Projected Usage	[FHPRR1]	Print Weekly Menu	[FHPRC7]
Ingredient Management	[FHINGM]		

Clinical Dietetics [FHDIET]

This menu contains all of the various options that clinical Nutrition and Food Service staff require. Suggested users of this menu are Clinical Dietitians.

Nutrition Consults	[FHORCM]	Diet Orders	[FHORDM]
Nutrition Lists/Reports	[FHCDLST]	Energy/Nutrient Analysis	[FHNUM]
Food Preferences	[FHSELM]	List Encounters	[FHASE7]
Nutrition Patient Management	[FHASCM]	List Patient Events	[FHORX2]

Patient Movements	[FHPATM]	Supplemental Feedings	[FHNOM]
Standing Orders	[FHSPM]	Tickler File	[FHCTF]

Clinical Management [FHMGRC]

This menu provides access to all options pertaining to clinical Dietetics. Suggested users of this menu are Clinical Supervisors.

Clinical Dietetics	[FHDIET]
Patient Data Log	[FHDMP]
Clinical Management Menu	[FHASCX]
Diet Order Management	[FHORDX]
Energy/Nutrient Management	[FHNUX]
File Manager	[FHFILM]
Consult Management	[FHORCX]
Supplemental Feeding Management	[FHNOX]

Food Production [FHPRO]

This menu provides access to all frequently used production options and reports. It is intended for Nutrition users who need to access all recipe and menu functions plus run routine reports and lists. Suggested users are Food Production and Service Chiefs, Supervisory Cook Foremen or other supervisory Nutrition users in need of this information.

Production Reports	[FHADM]
Menu Cycle Management	[FHPRCM]
Recipe Management	[FHRECM]

Clinical Dietetics [FHTECH]

This menu is the same as the Clinical Dietetics [FHDIET] menu only the options may be arranged in a different order. Suggested users of this menu would be the Nutrition Technicians.

Dietetic User [FHUSR]

This menu provides access for non-Nutrition personnel to the Nutrition assessment option, the energy/nutrient abbreviated analysis, the Nutrition patient profile, and the ability to review diet orders.

Abbreviated Analysis	[FHNU5]
Display Assessment	[FHASMR]
Review Diet Orders	[FHORD2]
Patient Profile	[FHORD9]

Diet Orders[FHORDM]

This menu allows access to all Nutrition order options normally given to Location personnel and includes the ability to order diets, consults, early/late trays, NPOs, tube feedings, and enter additional orders. Supplemental feedings and standing orders are not included as normal Location ordering functions. Suggested users of this menu are Location Clerks.

Enter Additional Order	[FHORO1]
Order Consult	[FHORC1]
Order Diet	[FHORD1]
Order Early/Late Tray	[FHOREL2]
NPO/Hold Tray	[FHORD3]
Order Tubefeeding	[FHORTF3]
Enter/Edit Patient Reaction Data	[GMRA PATIENT A/AR EDIT]
Review Diet Orders	[FHORD2]
Enter/Cancel Isolation/Precautions	[FHORD4]
Patient Profile	[FHORD9]
Cancel Early/Late Tray	[FHOREL3]
Cancel NPO/Withhold Order	[FHORD12]
Cancel Tubefeeding Order	[FHORTF4]

AD Dietetic Administration [FHMGRA]

AM	Administrative Menu (See User Manual)
FP	Food Preference Management
PR	Production Reports (See User Manual)
SO	Standing Order Management
XF	File Manager (See File Manager section in this manual)
XI	Ingredient Management
XM	Menu Cycle Management
XP	Production Management
XR	Recipe Management
XX	Annual Report Management

FP: Food Preference Management [FHSELX]

EP	Enter/Edit Food Preferences
LP	List Food Preferences

Overview

The Food Preference Program allows preferences to be ordered for specific patients. The program can be used at several different levels.

The simplest level is to order a preference for a patient so that it is stored in the computer. Ordering the preference in the computer alerts the diet office on the Diet Activity Report/Labels (DA), so that it can be written on the Diet Card.

The next level is to use information from the program to adjust the tally when forecasting production needs. In this version, the program does not automatically adjust the Meal Production Report (Meal Production Reports (MR) option). However, it does tally preferences by meal, using the Tabulate Patient Meal Preferences (TP) option within the Production Reports (PR) menu. This list can be printed menu specific or non-menu specific so manual adjustments can be made to the Meal Production Report.

The most complex level is using food preferences on the Diet Card and Tray Ticket programs. If the user choose to use the computer generated Diet Card, under the Print Diet Cards (PD) option of the Tray Tickets (TT) user menu, food preferences automatically print on the Diet Card. If the user elect to use the Print Tray Tickets (PT) option in the same menu, food preferences automatically delete the “Dislike” recipes and substitute the acceptable alternate recipes. (See Tray Tickets (TT) in the User Manual.)
Food preferences are stored in the computer even after the patient is discharged. When the patient is re-admitted, the following actions occur:

- All of the patient's past food preferences can be viewed using the option Patient Profile (PP) under the Diet Orders (DO) menu, Print Nutrition Profile (PP) under the Nutrition Patient Management (NM) menu, Display Patient Preferences (DP) under the Food Preferences (FP) menu, or Patient Data Log (DM).
- “Dislike” food preferences only print on the Diet Activity Report/Labels with the patient's first diet order.
- If the automated Print Diet Cards (PD) option is used, all the patient's preferences in the file print on the Diet Card.
- If the automated Print Tray Tickets (PT) option is used, all the patient's preferences in the file are used to determine what food items print on a ticket for each meal.

Data for the Food Preference Program is stored in the FOOD PREFERENCES file (#115.2). As the user can see from the diagram below, it uses data in the RECIPE file (#__). Be sure the RECIPE file (#__) is complete before using the Enter/Edit Food Preferences (EP) option.

```
FILE (#)                  POINTER           (#) FILE
   POINTER FIELD             TYPE           POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------

                                          ---------------------
  NUTRITION PERSON (#115.09)             |                     |
    FOOD PREFERENCES ..... (N )->        |  115.2 FOOD PREFERENCES
                                          |   RECIPE          |-> RECIPE
                                          | m EXCLUD:EXCLUD*  |-> RECIPE
                                          ---------------------
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: FP Food Preference Management ... [FHSELX]

Option: EP Enter/Edit Food Preferences [FHSEL1]

The manager uses this option to enter data in the FOOD PREFERENCES file (#115.2) to accommodate all patients' food likes and dislikes that the facility will honor. An item does not need to be entered if the facility never serves that particular food. All entries are classified as "Like" or "Dislike" food preferences and should be associated with corresponding recipes for accurate tallies and/or Tray Ticket substitutions.

A preference is a "Like" if the patient wants a food item daily for a specific meal or all meals. All "Like" food items that a facility wants to honor should be created. A single corresponding recipe should be assigned to each "Like". If the user are using automated Diet Cards or Tray Tickets, the user need to identify the default Bread and Beverage "Like" that is routinely served at the facility.

A preference is a "Dislike" when it is a food item that the patient does not want on the tray. When using this option, all foods that would be included for that "Dislike" are linked with the preference by listing those recipes. For example, "No Fish" would include baked fish, fish almondine, tuna salad, diet tuna salad, etc. Whenever the computer finds that one of these items would be served to a patient who has a "No Fish" preference, it is listed on the Tabulate Patient Meal Preferences (TP) report.

Food Preferences are used by the field Food Preferences when entering data for a patient. In turn, the Food Preferences "Recipe:" and "Excluded Recipe:" fields use data from the RECIPE file (#114).

Food Preferences Name: This field should be 3 - 30 characters in length, not numeric, and not starting with punctuation. The name should be descriptive of the food preference. Dislikes should be prefaced with "NO" in the name field for clearer understanding at the user level. Examples:

- No Orange Juice
- No Fish
- Choc Milk
- Tea

Like or Dislike: This is a **required** field and should reflect if the preference is a "Like" or "Dislike".

If the user enter "Dislike", the user also see a prompt "Select EXCLUDED RECIPES:". Multiple recipes can be entered at this prompt that contain the food item for the dislike selected.

Excluded Recipe: This field also points to the RECIPE file (#114) and only appears if “Dislike” is entered. Multiple recipes may be entered here, which contain the disliked food item. To illustrate, if the dislike is “No Potatoes”, the user should enter all recipes that contain any kind of potatoes as excluded recipes. “No Mashed Potatoes” should exclude only recipes containing Mashed Potatoes, such as LS Mashed Potatoes, Duchess Potatoes, LS Duchess Potatoes, Snowflake Potatoes, etc.

Recipe: This field points to the RECIPE file (#114) and only appears if “Like” is entered at the previous field. One recipe may be selected from the file to appear on the Diet Card or Tray Ticket to provide the preference.

Bread/Beverage Default: This prompt only appears if “Like” is selected. A “Yes” entry here indicates this is the normally served item.

A “No” entry indicates it is not a normally served “Like”, but one that can be entered specifically for a patient.

Meals: This prompt appears only if “Yes” is entered under the Bread/Beverage Default field. This allows the food item to be the default preference for only certain meals or all meals. Meal letter identifiers (B, N, E) can be entered in multiples, such as “BN”, “BE”, “BNE”, or “A” for all meals.

Inactive Field: This field indicates whether the Food Preference is currently inactive. For various reasons, a facility may not be able to accommodate certain Food Preferences on a permanent or temporary basis. Selecting “Yes” inactivates a Food Preference without deleting it from the file. If an inactive Food Preference is entered for a patient, “** INACTIVE **” appears in the name of the selected item, indicating that this Food Preference will not be honored at this time. The manager can re-activate a food preference by entering “No” at this prompt.

Prompt/**User Entry**	Discussion
Select FOOD PREFERENCES NAME: **BREAD, WHOLE-WHEAT**	Enter name of 3-30 characters, not numeric or starting with punctuation.
Are the user adding 'BREAD, WHOLE-WHEAT' as a new FOOD PREFERENCES (the 59TH)? **Y** (Yes)	
FOOD PREFERENCES NAME: BREAD, WHOLE-WHEAT// **<RET>**	
NAME: BREAD, WHOLE-WHEAT// **<RET>**	
LIKE OR DISLIKE: **L** LIKE	This is a required field. Enter “L” for Like or “D” for Dislike. If Like is entered, the user see the following:

```
RECIPE: BREAD
     1   BREADED PORK STEAK
     2   BREAD, LS  LS BREAD
     3   BREAD, RYE  RYE BREAD
     4   BREAD, WHITE  WHITE BREAD
     5   BREAD, WHOLE WHEAT  WHOLE WHEAT
BREAD

CHOOSE 1-5: 5  WHOLE WHEAT BREAD
```

Enter the one recipe that matches the preference. This prompt only appears if Like is selected.

```
BREAD/BEVERAGE DEFAULT?: Y  YES
```

Answer Yes or No. If the user answer Yes, the user see the following:

```
MEALS: A
```

Enter B, N, E, or A for All.

```
INACTIVE?: <RET>

Select FOOD PREFERENCES NAME: <RET>
```

Answer Yes or No. Striking the <RET> key when there is no default of Yes or No is the same as entering No.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: FP Food Preference Management ... [FHSELX]

Option: LP List Food Preferences [FHSEL2]

This is an 80 column report that lists all data in the FOOD PREFERENCES file (#115.2) and entered under the option Enter/Edit Food Preferences (EP).

```
Prompt/User Entry   Discussion

DEVICE:                                    Enter a printer name. An example of the
                                           report follows.

PATIENT PREFERENCES                                MAR  8,2005  14:14    PAGE 1
NAME                          TYPE  INA  DEF  MEAL
                                                     RECIPE
                                                     EXCLUDED RECIPES
-------------------------------------------------------------------------------

NO APPLE JUICE                DIS

                                                     APPLE JUICE

NO APPLESAUCE                 DIS

                                                     APPLESAUCE
                                                     CINNAMON APPLESAUCE
                                                     DB APPLESAUCE
NO APRICOTS                   DIS

                                                     PUREED APRICOTS
                                                     APRICOT PRUNE SALAD
                                                     APRICOT SALAD
                                                     APRICOT NECTAR

NO ASPARAGUS                  DIS

                                                     ASPARAGUS, CANNED
                                                     LS ASPARAGUS

NO BACON                      DIS

                                                     BACON

NO BAKED FISH                 DIS

                                                     BAKED FISH FILLETS
                                                     BAKED FISH PARISIENNE
                                                     LS BAKED FISH FILLETS

NO BAKED POTATO               DIS

                                                     BAKED POTATO
                                                     LS BAKED POTATO

NO CHICKEN                    DIS
```

```
                                                        FRIED CHICKEN
                                                        OVEN FRIED CHICKEN
                                                        CHICKEN TETRAZINI
                                                        GROUND PULLED CHICKEN
                                                        CHICKEN ALA KING
                                                        CHICKEN ALA MARYLAND
                                                        CHICKEN DRUMSTICK

        PATIENT PREFERENCES                       MAR  8,2005  14:14    PAGE 2
NAME                            TYPE  INA  DEF  MEAL
                                                        RECIPE
                                                        EXCLUDED RECIPES
-------------------------------------------------------------------------------

                                                        CHICKEN PATTY ON BUN
                                                        CHICKEN POT PIE
                                                        LS FRIED CHICKEN
                                                        LS OVEN FRIED CHICKEN
                                                        LS CHICKEN ALA KING
                                                        LS CHICKEN DRUMSTICK
                                                        LS CHICKEN TETRAZINI
                                                        COUNTRY CREAMED CHICKEN
                                                        CHICKEN CACCIATORE

BREAD,RYE                       LIK
                                                        RYE BREAD - 1 SLICE

BREAD,WG                        LIK
                                                        NATURAL WW BREAD - 2 SL

BREAD,WHITE                     LIK        YES  BNE
                                                        WHITE BREAD

BROTH                           LIK
                                                        BROTH, VARIETY

CANNED FRUIT,DB                 LIK
                                                        DB APPLESAUCE

CANNED FRUIT,REG                LIK
                                                        APPLESAUCE

CEREAL,VARIETY                  LIK        YES  BNE
                                                        CEREAL, VARIETY

COCOA                           LIK

                                                        COCOA, INDIVIDUAL

COFFEE                          LIK        YES  BNE
                                                        COFFEE/DRY CRM SUB
```

SO Standing Order Management [FHSPX]

LS	List Standing Order File [FHSP2]
SE	Enter/Edit Standing Order File [FHSP1]

Overview

This section describes the steps necessary to build the data in the STANDING ORDERS file (#118.3) that supports the Standing Orders Program. A Standing Order is a special request for an item that is not normally produced or available at a given meal. It is similar to a Food Preference, but Food Preferences generally refer to patient likes and dislikes and requests for items that are routinely available. Standing Orders can be entered for a patient by the clinician or automatically generated as part of the diet pattern created under the Enter/Edit Patient Diet Pattern (DP) option.

Standing Orders may be tabulated for each Service Point per meal, using the Tabulate Standing Orders (SO) option under the Production Reports (PR) or the Nutrition Lists/Reports menu. This list can be used by the production staff for preparation and distribution. The option to print a label for each standing order is provided to identify which patient should receive the Standing Order item. The option to print labels is Print Standing Order Labels (SL) of the Production Reports (PR) and the Nutrition Lists/Reports (DR) menus.

The STANDING ORDERS file (#118.3) does not use data from other files, but its data is used when setting up the Diet Patterns file:

```
FILE (#)                  POINTER           (#) FILE
   POINTER FIELD             TYPE           POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------

                                          ---------------------
  DIET PATTERNS (#111.11)                 |                    |
    ASSOCIATED STANDING OR* (N )->        |  118.3 STANDING ORDERS
    ASSOCIATED STANDING OR* (N )->        |                    |
    ASSOCIATED STANDING OR* (N )->        |                    |
  NUTRITION PERSON (#115.08)             |                    |
    ADMIS:STANDIN:ORDER* . (N C )->      |                    |
                                          ---------------------
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: SO Standing Order Management ... [FHSPX]

Option: LS List Standing Order File [FHSP2]

This 80 column report lists all items in the STANDING ORDERS file (#118.3) and created using the option Enter/Edit Standing Order File (SE).

```
Prompt/User Entry   Discussion

DEVICE: (Printer name)                    Enter a printer name. An example of the
                                          report follows.
```

```
STANDING ORDERS                                 MAR  8,2005  11:23    PAGE 1
NAME                            INACTIVE?  LABEL?
--------------------------------------------------------------------------------

C-4 OZ NDC
C-APPLESAUCE, DIABETIC                     YES
C-APPLESAUCE, REG                          YES
C-COTTAGE CHEESE                           YES
C-CRANBERRY JUICE
C-DB CANNED FRUIT                          NO
C-FRESH APPLE ONLY                         NO
C-FRESH FRUIT                              NO
C-FRESH ORANGE ONLY                        NO
C-FRUIT ICE
C-GELATIN, DB                              NO
C-GELATIN, REG                             NO
C-GRAPE JUICE
C-HALF AND HALF - 4OZ                      YES
C-ICE CREAM
C-ICE CREAM, VANILLA ONLY                  NO
C-JUICE OF DAY
C-LEMONADE
C-LETTUCE SALAD                            YES
C-PUDDING, REGULAR
C-PUREED FRUIT
C-REG CND FRUIT                            NO
H-BAKED FISH  M-W-F ONLY                   NO
H-BEEF PATTY                               YES
H-BROTH, LS
H-BROTH, REGULAR                           NO
H-CHEESE, REG. 1 OZ                        YES
H-CREAM SOUP
H-EGG, HARD BOILED                         YES
H-EGG, SCRAMBLED
H-GRAVY
H-GRAVY, LS
H-LS CREAM SOUP                            NO
H-LS HOT CEREAL-NO OATMEAL
H-LS SOUP-NO CREAM
H-MASHED POTATOES
H-NO BEEF-NO CHEESE
H-NO GRND BEEF-GIVE CHEESE                 YES
H-NO GRND BEEF-GIVE COTT CHEZ              YES
H-NO GRND BEEF-GIVE LS CHEZ                YES
```

```
H-NO RST BEEF-GIVE CHEESE                  YES
H-NO RST BEEF-GIVE COTT CHEZ               YES
H-NO RST BEEF-GIVE LS CHEESE               YES
H-OATMEAL, REGULAR
H-PEANUT BUTTER - 2 TBSP                   NO
H-PLAIN GRND MEAT                          NO
H-PLAIN MEAT
H-POTATO                                   NO
H-SAND COLD MEAT W/CONDIMENTS              YES
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: SO Standing Order Management ... [FHSPX]

Option: SE Enter/Edit Standing Order File [FHSP1]

Use this option to enter and edit data in the STANDING ORDERS file (#118.3) that is the foundation of the Standing Orders program. It contains the names of food items or preferences and produces the selection list when a Standing Order is entered for a patient, using the option Enter/Edit Standing Orders (SE) within the Standing Orders menu in the Clinical Nutrition and Food Service Program. This data is also used when a Standing Order is created as part of a diet pattern under the Enter/Edit Diet Patterns option within the Tray Tickets/Diet Cards Management menu.

Standing Orders Name: Item names must be 3-30 characters in length. There is no limit to the number of food items that may be entered in the file.

To accommodate items not served daily, the Standing Order name can include the time or days, such as “Cold Sandwich (MWF only)”. This appears each day for the meal designated.

The user can view Standing Orders on the Location Diet List (WL), Patient Profile (PP), and Nutrition and Food Service Profile (NP). A Standing Order appears by name only if it is part of the diet pattern. If it is a Standing Order individualized for a patient, that is not part of the diet pattern, it appears with (I) following the name. This is to indicate that the clinician entered a Standing Order for the patient. This nomenclature is similar to that used for Supplemental Feedings.

Examples:

- Applesauce, DB
- Broth, LS
- Cold Meat Sandwich (M W F)
- Cottage Cheese
- Cottage Cheese
- Egg, Hard boiled
- Grilled Cheese sandwich
- No Fish
- No Liver

In order to handle non-routine requests needed for patient care, a “Specials” entry may be created as part of this file. This may be used for the occasional order that is allowed for a particular patient but not as a routinely approved Standing Order. The item would have to be written in on the Tabulated Standing Orders List manually.

Label: This field identifies whether a computer generated label for the item should be printed. The appropriate response is “YES” (Y) or “NO” (N). The label includes all patient identification and location, as well as the Standing Order item name and meal.

Inactive: This field indicates whether the Standing Order is currently inactive. For various reasons, a facility may not be able to accommodate certain Standing Orders on a permanent or temporary basis. Selecting “YES” inactivates a Standing Order without deleting it from the file. A “NO” reactivates the Standing Order. If anyone holding the key FHMGR enters an inactive Standing Order for a patient, “** INACTIVE **” appears in the name of the selected item, indicating that this Standing Order will not be honored. This warning would not appear for the user without this level of access. The user would simply not be able to select an inactive Standing Order.

Prompt/**User Entry**	Discussion
Select STANDING ORDERS NAME: **PLAIN MEAT** Are the user adding ‘PLAIN MEAT’ as a new STANDING ORDERS (the 64th) **Y** (Yes) STANDING ORDERS NAME: PLAIN MEAT// **<RET>** NAME: PLAIN MEAT// **<RET>**	Must be 3-30 characters.
LABEL?: **Y** YES	Enter YES if the user would like to generate a computer label, or NO, if not.
INACTIVE?: **<RET>**	Answer YES or NO. Striking the <RET> key when there is no default of Yes or No is the same as entering No.

Helpful Hints

Standing Orders automatically generated as part of the diet pattern are deleted if the diet order changes. Automatic Standing Orders do not have any brackets after the name.

Changing a diet does not affect the Standing Order that was individualized for the patient. It is displayed as Standing Order(I).

An existing entry on the list of Standing Orders cannot be deleted. Use the Inactive field.

To accommodate items not served daily, the Standing Order name can include the time or days, such as “Cold Sandwich (MWF only)”. This appears each day for the meal designated. Therefore, the production employees need to ignore this on the “other” days or diet office personnel should line through this before taking it to the production areas.

Try to enter the item the same way it will be ordered. For example, it is probably best to list “Soup, Reg” and “Soup, LS” instead of “Reg Soup” and “LS Soup”.

The order in which the standing orders appear on lists can be planned, e.g., cold foods can be preceded with “Cold” or “C” so that they are grouped together. Entries with numbers appear first, followed by letters in alphabetical order.

There is some overlap in the functionality of the Standing Orders Program and the Food Preference Program. Consider the functions of each program before building the files.

Standing Orders print on the automated Tray Ticket and/or Diet Card.

XI Ingredient Management [FHINGM]

IE Enter/Edit Ingredients	[FHING3]
IN List Ingredients - Nutrient Data	[FHING52]
IP List Ingredients - Purchasing Data	[FHING51]
IR List Ingredients - Recipe Data	[FHING5]
LE Enter/Edit Storage Locations	[FHING4]
LL List Storage Locations	[FHING8]
QE Enter/Edit Current Ingredient QOH	[FHING12]
QW Display Ingredient Inventory List	[FHING13]
RL List Recipes Containing an Ingredient	[FHING11]
UE Enter/Edit Units	[FHING1]
UL List Units	[FHING6]
VE Enter/Edit Vendor File	[FHING2]
VL List Vendors	[FHING7]

Overview

The Ingredient Management Program is the foundation of Food Management. The program consists of an extensive INGREDIENT file (#113) and three smaller data files: UNITS file (#119.1). STORAGE LOCATION file (#113.1) and VENDOR file (#113.2). Approximately 1000 ingredients, common to most VA medical centers, come with the program in the INGREDIENT file (#113). Also, some basic data comes in the UNITS file (#119.1). Both of these files can have additional information entered and can be edited. The STORAGE LOCATION file (#113.1) and VENDOR file (#113.2) come without data.

It is highly recommended that the data in all Ingredient Management files be carefully reviewed and data entered or edited before proceeding on to other options. Every ingredient in a recipe and every single food item required to prepare and serve a meal, e.g., creamer, sugar substitute, bread and milk, **must** be contained in the INGREDIENT file (#113).

The Inventory Management Program and Energy Nutrient data links for Nutritional analysis are new to the INGREDIENT file (#113) in this version. The Inventory Management Program generates worksheets by food groups or storage locations for ease of data collection when doing physical inventories. Current costs and quantities on hand can be updated easily as the program loops through the INGREDIENT file (#113). Finally, an Inventory Cost Report is generated with subtotals by food groups.

The new nutrient-ingredient link was added to facilitate recipe and meal analysis. All recipes and meals can now be quickly analyzed with a minimal effort. Each ingredient must be linked to a nutrient from the FOOD NUTRIENTS file (#112); this then becomes the default nutrient in the recipe analysis program. This nutrient can be edited for any recipe as needed.

A field for IFCAP Master Items Number (MINS) was added to the INGREDIENT file (#113) for better item identification and to facilitate future links with IFCAP.

Below is a diagram of the relationships between the INGREDIENT file (#113) and other Nutrition and Food Service files. The RECIPE file (#114) to the left uses data from the File (#113) and the File (#113) uses data in those files listed on the right (Vendor, Units, Storage Location, Food Nutrients, and Item Master).

```
FILE (#)                  POINTER          (#) FILE
   POINTER FIELD             TYPE          POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------

                                         ---------------------
  RECIPE (#114.01)                       |                   |
    INGREDIENT ........... (N )->      |  113 INGREDIENT   |
                                         |   VENDOR          |-> VENDOR
                                         |   NUTRITION UNIT * |-> UNITS
                                         |   STORAGE LOCATI* |-> STORAGE LOCATION
                                         |   NUTRIENT DATA * |-> FOOD NUTRIENTS
                                         |   MASTER ITEM #   |-> ITEM MASTER
                                         ---------------------
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: IE Enter/Edit Ingredients [FHING3]

Use this option to create new ingredients or edit existing ingredients in File (#113) to correspond to the facility needs. Ingredients can be added or deleted from this file at anytime.

Warning: Ingredients can be deleted if they are inappropriate for the facility, however, check to be sure the ingredient to be deleted is not being used by a recipe prior to deleting. Use the option List Recipes Containing an Ingredient (RL) for every ingredient the user want to delete. If it is not in any recipe, delete the ingredient immediately. If it is an ingredient in a recipe(s), it must be deleted from the recipe(s) before the user delete the ingredient. Failure to delete an ingredient from a recipe before deletion from the INGREDIENT file (#113) will result in program errors.

Before any changes are made to File (#113), review all data pertinent to each ingredient and identify any changes or additions needed to make this file appropriate to the facility. Because there are 21 data fields associated with each ingredient, this file must be printed in three separate lists:

- List Ingredients - Nutrient Data (IN),
- List Ingredients - Purchasing Data (IP), and
- List Ingredients - Recipe Data (IR).

Combined, these lists provide all the data relevant to each ingredient. Review all data fields carefully. Nine of the fields are required for the Food Production Program. Others are utilized for optional reports and analysis, such as inventory and nutrient analysis. Other fields in the file are in preparation for future program routines, such as thaw days, and linking to IFCAP.

The INGREDIENT file (#113) points to/uses data from four other files: Units, Vendor, Storage Location and Food Nutrients. The Units and Vendor names can be entered under Enter/Edit Units (UE) and Enter/Edit Vendor File (VE) options or entered in the fields “VENDOR:” and “Nutrition Unit of Issue:” using the option Enter/Edit Ingredients. Basic data was sent with the UNITS file (#119.1) that can be added to and edited. Print a List Units (UL) as a reference tool when editing the INGREDIENT file (#113). Data for the STORAGE LOCATION file (#113.1) must be created under Enter/Edit Storage Locations (LE) prior to building the INGREDIENT file (#113). Data was sent with the FOOD NUTRIENTS file (#112) and is updated with each new Nutrition VistA version. (See the Energy/Nutrient Management Section.)

The validity and completeness of the INGREDIENT file (#113) is essential in generating accurate adjusted recipes, storeroom requisitions, and meal production reports. Any change in an ingredient name, type, or unit of purchase or issue will drastically affect other ingredient data, such as recipe unit, nutrient reference, etc. Therefore, if the user changes any data for an ingredient, be sure to check all other fields for accuracy.

Ingredient Name: The name must be 3-50 characters in length. Ingredient names should be written in the same terminology as stated in recipes. This enables the person entering recipes to find ingredients more easily. The name field of an ingredient that is already in the INGREDIENT file (#113) can be edited.

Master Item #: This 4-digit number is the IFCAP Master Item Number (MIN) for this ingredient at the facility. This number prints on the inventory worksheet and report for item identification. Ingredient MINs are unique to each facility. This field accepts a short item name, NSN, NDC or Vendor stock number as a cross reference to IFCAP to facilitate data entry. If a name or other number is entered, the MIN is displayed and only the MIN is stored with the ingredient in the file.

Supply Description: The supply description is a **required** entry and must be 3-21 characters in length. Descriptive names on national stock numbered ingredients in the file were derived from approved Federal Item Identifications and should not be changed. The supply description should include details about the item in an appropriate format. Descriptions of new items added to the file should include product information such as, can size (No. 303), frozen (frz), etc. This field is not used at this time but will be used in the future for food ordering and inventory.

Vendor: The vendor is not a required entry. Vendor entries must be 3-30 characters in length. A vendor is the source that supplies an ingredient. Each ingredient can have only one vendor. If more than one vendor supplies an item, such as with bid items, then a "Bid" vendor can be created. New vendors can be added to the VENDOR file (#113.2) through this field or through Enter/Edit Vendor (VE). Many reports can be sorted by vendor if this field is completed for all ingredients.

Stock Number: The stock number is not a required entry. It may be 1-16 characters in length. Federal Stock Numbers were entered on DLA and Depot Federal supply items in the file. A stock number, if available, should be entered on any added ingredients. This field is currently not used, but will be used in a future version for food ordering and inventory. This field also accepts alphabetical characters that may be used to enter a specific brand name as an added identifier for an ingredient.

Unit of Purchase (U/P): The Unit of Purchase (U/P) is a **required** entry that must be two characters in length. The U/P is the unit an ingredient is purchased in from the vendor. This unit is the same as the "Unit of Purchase" on each item in the Nutrition Cost Report. It can also be thought of as the unit the stock employee receives. **Remember: Any changes to purchase units may affect issue and recipe units.**

Examples :

- BG – bag
- CN – can
- JR - jar
- BT – bottle
- CO – container
- QT - quart

Date Cost Last Updated: This field contains the date that the cost of the ingredient was last updated. If the cost for this ingredient is being updated through the option Enter/Edit Ingredient, the user must enter a new date at this field. If cost is updated through Inventory, Enter/Edit Current Ingredient QOH, this date is automatically updated.

Price/Unit of Purchase: The Price/Unit of Purchase is not a required entry. However, if entered, it is used in computing Total Ingredient Cost as listed on the Projected Usage (PU) production report, Recipe (portion) Cost as displayed under List Recipes (RL), and Inventory On Hand cost as listed on the Inventory Worksheet/Report (PW). Remember to edit the "Date Cost Last Updated:" field if cost is edited here.

Ordering Multiple (of U/P): The ordering multiple represents the number of purchase units by which an item must be ordered. This is not a required entry but may be used in the future when linked to IFCAP.

Example: If purchasing chocolate syrup in #10 cans from a local vendor, the user would normally have to purchase a case of six #10 cans. In this instance, if the purchase unit is CN, the ordering multiple entered should be 6 (six). If the purchase unit is CS, the ordering multiple should be 1 (one).

Nutrition Unit of Issue: The Nutrition Unit of Issue is a **required** entry that must be 2-12 characters in length. The unit of issue designates the unit in which an ingredient is requisitioned from the Nutrition Storeroom or the way the Ingredient Control Unit employee removes items from the shelf. Approximately 180 entries are provided with the UNITS file (#119.1). New issue units can be created through this field or through the Enter/Edit Units (UE) option.

Examples are:

- CS – 1000
- 2# CAN
- 12-oz PKG
- 1# BOX
- 20 oz BTL
- 16-oz CAN

The Nutrition Unit of Issue may be the same unit as the Unit of Purchase but is usually described in more detail.

No. of Issue Units in a U/P: This field is a **required** entry that designates how many Nutrition Units of Issue are in a Unit of Purchase (U/P).

Examples:

- If the Nutrition Unit of Issue is a 50 oz can of soup and the Unit of Purchase is a CN, then the number of Issue Units in a U/P is 1.
- If the Nutrition Unit of Issue is PKG (package) for sugar substitute and the Unit of Purchase is a CS (that contains 1000 pkgs), then the number of Issue Units in a U/P is 1000.
- If the Nutrition Unit of Issue is LB for sugar and the Unit of Purchase is a BG (that contains 25# of sugar), then the number of Issue Units in a U/P is 25.
- If the Nutrition Unit of Issue is LB for frozen beef stew and the Unit of Purchase is LB, then the number of Issue Units in a U/P is 1.

It is recommended that if a food item is received in different package weights each time it is ordered, e.g., Frozen Beef Stew, then it is best to enter the Nutrition Unit of Issue in LBs and the Unit of Purchase in LBs so that the database does not continuously need changing.

This field is also used to generate purchase order amounts on Projected Usage (PU).

Recipe Unit: This is a **required** field. This is the unit used to specify the type of measures that may be applied to an ingredient in a recipe. There are three types of measures: GAL (volume), LB (weight) or Each. Each ingredient in the INGREDIENT file (#113) has one corresponding Recipe Unit. The Recipe Unit restricts that ingredient to the one type of measure for all recipes. If a recipe requires the same ingredient measured in a different way, then a new ingredient with a different Recipe Unit must be created.

Example:
The Recipe Unit for bulk soy sauce is GAL (gallon). This establishes volume as the type of measure. All recipes containing soy sauce must be written in one of the various volumetric units, e.g., gallons, quarts, pints, cups, ounces. Recipes requiring soy sauce in any other measure would require a separate soy sauce ingredient with a different Recipe Unit, e.g., EACH for individually packaged soy sauce.

```
TYPE OF MEASURE:    VOLUME WEIGHT EACH
       Recipe Unit   GAL    LB     EACH
```

Recipe units for ingredients that were sent with the Nutrition and Food Service package should not be changed without considering the impact on the RECIPE file (#114).

Whenever a Recipe Unit is entered or changed, an audible “beep” is heard by the user and a warning prompt displayed.

# of Rec Units/Issue Unit: This a **required** entry that represents the number of recipe units (LB, GAL, EACH) per Nutrition Issue Unit. It is a number between .001 and 9999.

Examples:

- If the recipe unit for oatmeal is LB (pound) and the Nutrition Storeroom Clerk issues (pulls) a 2 LB carton of oatmeal from the shelf, the # of Recipe Units/Issue Unit is 2.
- If the Recipe Unit for Ketchup is EACH and the Nutrition Storeroom Clerk issues a CS of 2000, then the # of Recipe Units/Issue Unit is 2000.
- If the Recipe Unit for milk is GAL (gallon) and the Nutrition Storeroom Clerk issues in QT containers, then the # of Recipe Units/Issue Unit is .25.
- If the Nutrition issue unit is changed, then the # of Recipe Units/Issue Unit must also be adjusted.

This field is very important because it describes the relationship between ingredient quantities in recipes and total quantities to be pulled from storerooms. **Note: Quantity errors on storeroom reports may be due to errors in this field.**

Weight of Recipe Unit in Lbs.: The data in this field is required to perform nutrient analysis of recipes. It is not a required field but is desirable if the user want to automate recipe and meal analysis. A weight of 0-999 allowing 2 decimals can be entered. The actual weight, in pounds, for each ingredient should be entered.

Examples:

- If the recipe unit is pound, then 1 is entered for weight.
- If recipe unit is Gallon, then 8 should be entered for eight pounds per gallon. This is the standard for water, if the ingredient is heavier or lighter than water, a different weight is entered.
- If the recipe unit is Each, such as 1-each 4 oz juice, or 1-each 1 oz syrup, or 1-each 1/2 oz catsup, enter the weight as follows, .25 for juice, .062 for syrup or .031 for catsup. When Each units are expressed as volume, again consider whether the item is heavier or lighter than water, and weigh if necessary.

Nutrient Data Reference: The Nutrient Data Reference field uses data in the FOOD NUTRIENTS file (#112). Enter the Food Nutrient item that most closely approximates this cooked ingredient. This entry is used as a default nutrient when performing a nutrient analysis of a recipe containing this ingredient. If this ingredient is always to be served as a raw ingredient, enter a raw food nutrient item rather than a cooked one. The nutrient program automatically makes adjustments for edible portion. The default nutrient may be edited as necessary.

Storage Location: The storage location is not a required entry. This field represents the location where ingredients are stored. It must be a location already created in the STORAGE LOCATION file (#113.1). If the field is completed for all ingredients, many reports can be sorted by Storage Location, such as the inventory worksheet. New storage areas can only be created through the Enter/Edit Storage Locations (LE) option.

Thaw Days: This field is not a required entry and is currently not functional. It will be used in the future to provide a list of items to be thawed prior to production days. It represents the

number of days required to thaw an ingredient. The Thaw Days field must be a number between 0 and 3 with no decimals.

Food Group: The Food Group is a **required** entry. It designates the Nutrition Food Group number and must be a whole number between 1 and 6 with no decimals. It is used to sort ingredients in reports, such as the Inventory Report.

Inventory: This field is not a required entry but must be completed to use the Nutrition Inventory options. Enter YES if this ingredient is to be inventoried and the user want it to appear on the Inventory Worksheet. If answered YES, the On - Hand Issue units field appears. A NO entry or entering a return indicates that this item will not be inventoried and the prompt sequence ends. Seasonal items, or one time use items purchased and used within the same month, may be items the user do not want inventoried.

Date QOH Last Updated: This field contains the date the quantity on hand was last updated. If quantity is to be updated through this option, the user must enter a new date. If quantity is updated using the Enter/Edit Current Ingredient QOH (QE) option, this date is automatically updated.

On Hand (In U/P): This field contains the number of units of purchase that are currently in inventory for this ingredient. The entry may be 0-99999, allowing two decimals.

Do the user want to re-cost recipes?: This prompt appears each time an ingredient or group of ingredients is added or edited. This is a reminder to keep the RECIPE file (#114) updated with the most current ingredient costs. If YES is entered, the program automatically re-costs all recipes. “Done ...” is displayed when re-costing is complete.

If cost or unit fields are not changed, enter NO to skip re-costing recipes.

```
Prompt/User Entry   Discussion

Select INGREDIENT NAME: BEEF
     1   BEEF LIVER
     2   BEEF PUREE, W/ BEEF BROTH, ...
     3   BEEF STEW, CND, R-T-S
     4   BEEF, BONELESS, FROZEN, ...
     5   BEEF, CORNED, FRZ
TYPE '^' TO STOP, OR
CHOOSE 1-5: <RET>
     6   BEEF, CUBED STEAKS, FRZN
     7   BEEF, GROUND, FROZEN
     8   BEEF, PATTIES, FRZ
     9   BEEF, STEWING, FRZN RAW, DICED
     10  BEEF, TOP RND, FRESH
CHOOSE 1-10: 6
NAME: BEEF, CUBED STEAKS, FRZN  Replace
<RET>
```

Enter a name, 3-50 characters. Or select an item to edit as shown here.

MASTER ITEM #: **1342** Are the user adding '1342' as a new ITEM MASTER (the 4TH)? **Y** (Yes) ITEM MASTER SHORT DESCRIPTION: **?** ANSWER MUST BE 3-60 UPPER CASE CHARACTERS OR NUMERICS IN LENGTH, CANNOT BEGIN WITH THE LETTERS 'NEW' ITEM MASTER SHORT DESCRIPTION: **BEEF-** CUBE/STEAK/FZN-4OZ/EA/LBS	Enter IFCAP master item #.
SUPPLY DESCRIPTION: BEEF CUBESTEAKSPEC Replace **<RET>**	This is a required field. Enter a name or short description in 3-30 characters.
VENDOR: **?** Answer with VENDOR NAME Do the user want the entire 39-Entry VENDOR List? **Y** (Yes) Choose from: AMERICAN BAKERIES AMERICAN HOSPITAL SUPPLY .... FLAVO-O-RICH MARIO'S DISTRIBUTORS MILIANI '^' TO STOP: **^** The user may enter a new VENDOR, if the user wish NAME MUST BE 3-30 CHARACTERS, NOT NUMERIC OR STARTING WITH PUNCTUATION VENDOR: NFSMEAL,One DISTRIBUTORS	Enter a name from the Vendor file (#113.2) or a new one, 3-30 characters in length.
STOCK NUMBER: **<RET>**	Enter a brand number or name, Vendor stock number, or NSN number 1-16 characters in length.
UNIT OF PURCHASE (U/P): LB// **<RET>**	This is a required field. Enter a 2 character abbreviation for the unit of purchase.
DATE COST LAST UPDATED: MAR 23,2005// <**RET>** (MAR 23, 2005)	When putting in a new ingredient, today's date appears here. When editing cost through this option, enter a new date.
PRICE/UNIT OF PURCHASE: **2.39**	Enter a cost 0-9999, to 3 decimals, for a purchase unit of this ingredient.
ORDERING MULTIPLE (OF U/P): **1**	Enter vendor required ordering multiple, 0-9999, no decimals.
NUTRITION UNIT OF ISSUE: LB// **<RET>**	This is a required field. Enter a unit name or add a new unit, 2-12 characters in length.
NO. OF ISSUE UNITS IN A U/P: 1// **<RET>**	This is a required field. Enter a number between 0 and 9999, of issue units in a unit of purchase for this ingredient.

RECIPE UNIT: LB// **<RET>**	This is a required field. Enter LB, GAL, or EACH. If the unit is changed the following warning appears: BEWARE! A change in the Recipe Unit has considerable impact on the RECIPE data!
# OF REC UNITS/ISSUE UNIT: 1// **<RET>**	This is a required field. Enter a number 0 - 9999 of recipe units per Nutrition issue unit.
WEIGHT OF RECIPE UNIT IN LBS.: 1// **<RET>**	This is only required for nutrient analysis. Enter a number that represents the weight of the recipe unit in pounds 0-999, 3 decimals.
NUTRIENT DATA REFERENCE: BEEF, COMPOSITE OF TRIMMED CUTS, ALL GRADES, COOKED// **<RET>**	Enter a cooked food item name that is associated with this ingredient.
STORAGE LOCATION: **FREEZER 1**	Enter a storage location name.
THAW DAYS: **<RET>**	Enter a number 0 - 3, no decimals, which represents the length of time required to thaw this ingredient. This field is non-functional at this time.
FOOD GROUP: 1// **<RET>**	This is a required field. Enter a number 1 - 6.
INVENTORY?: **Y** YES	Enter Y or N. Yes prints this ingredient on the Inventory Worksheet.
DATE QOH LAST UPDATED: MAR 23,2005// **<RET>** (MAR 23, 2005)	Enter date if quantity is being entered through this option.
ON HAND (IN U/P): **10**	Enter quantity, 0 - 9999 to 2 decimals of issue units in inventory.
Select INGREDIENT NAME: **<RET>**	Enter additional ingredients.
Do the user want to re-cost recipes? (Y/N): **Y**	This is a required field. Enter Yes to update the RECIPE file (#114). This will take a few minutes. Enter No to skip re-costing recipes.

```
Beginning re-costing of all recipes ..........................................
.........

Done ...
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: IN List Ingredients - Nutrient Data [FHING52]

This 132 column report lists the Nutrient data from the INGREDIENT file (#113). Data from the following fields are included: Ingredient Name, Nutrient Data Reference, and its associated Recipe Unit and Weight of Recipe Unit in Lbs. This list can be sorted by A (Alphabetically), F (Food Group), or V (Vendor).

In the following example, the list is sorted Alphabetically:

```
Prompt/User Entry

Select OPTION NAME:    FHING52     List Ingredients - Nutrient Data
List Ingredients - Nutrient Data

Sort: (A=Alphabetically F=Food Group V=Vendor) F// A

The list requires a 132 column printer.


Select LIST Printer: HOME// TELNET
```

```
NAME                                                NUTRIENT DATA REFERENCE
REC UNIT   WT IN LBS.
-----------------------------------------------------------------------------------------
---------------------

ALLSPICE                                            ALLSPICE, GROUND
LB      1.000
AMIN-AID, ORANGE                                    AMIN AID
EACH    0.325
AMIN-AID, STRAWBERRY                                AMIN AID
EACH    0.325
ANTIOXIDANT COMPOUND
LB
APPLE RINGS, SPICED, UNPEELED, SYRUP PAK
EACH
APPLES, BKD SPICED, CND, WHOLE CORED W/SYRUP
EACH
APPLES, CND, SLICED, PEELED                         APPLES, CND, SWEETENED
LB      1.000
APPLES, DEHYD, SLICED                               APPLES, DRIED, UNCKD
LB      1.000
APPLES, FRESH                                       APPLES, RAW
EACH    0.304
APPLESAUCE, CND, DIET                               APPLESAUCE, CND, UNSW, WO/VIT C
LB      1.000
APPLESAUCE, CND, SWEETENED                          APPLESAUCE, CND, SWEETENED,
WO/SALT   LB      1.000
APRICOT HALVES, CND, SYRUP  PAK                     APRICOTS, CND, HEAVY SIRUP,
W/SKIN    LB      1.000
APRICOT HALVES, CND, WATER PAK                      APRICOTS, CND, WATER PACK, W/SKIN
LB      1.000
APRICOT PUREE, DIETETIC                             APRICOTS, PUREED
LB      1.000
APRICOTS, WHOLE, CND, SYRUP PAK                     APRICOTS, CND, HEAVY SIRUP,
W/SKIN    LB      1.000
ASPARAGUS PUREE, GREEN, DIET                        ASPARAGUS, PUREED
LB      1.000
ASPARAGUS SPEARS, CND, GREEN, DIET                  ASPARAGUS, CND, DIET PK, LO NA
LB      1.000
ASPARAGUS SPEARS, FROZEN GREEN                      ASPARAGUS, FRZ, CKD WO/SALT
LB      1.000
ASPARAGUS, CUT SPEARS, CND, GREEN                   ASPARAGUS, CND, REG PACK
LB      1.000
BACON BITS, COOKED
LB
BACON, PREFRIED                                     BACON, BROILED, FRIED, OR ROASTED
LB      1.000
BACON, RAW, FRZ                                     BACON, RAW
LB      1.000
BACON, SLICED, CND, OVEN BROILED                    BACON, BROILED, FRIED, OR ROASTED
EACH    0.062
BAKING MIX, DIET, LO PRO, LO NA (PAYGEL)
LB
BAKING POWDER, DIET, LO NA                          BAKING POWDER, LO NA COMMERCIAL
LB      1.000
BAKING POWDER, REG                                  BAKING POWDER, NA AL SO4
LB      1.000
BAKING SODA, REG                                    BAKING SODA
LB      1.000
```

```
BAMBOO SHOOTS, CND                                      BAMBOO SHOOTS, CND
LB      1.000
BANANA PULP, MASHED                                     BANANAS, RAW
LB      1.000
BANANA PUREE
LB
BANANAS, FRESH                                          BANANAS, RAW
EACH    0.251
BARBECUE SAUCE, HICKORY SMOKE FLAVOR                    SAUCE, BARBECUE SAUCE
GAL     8.530
BARBECUE SAUCE, REGULAR FLAVOR                          SAUCE, BARBECUE SAUCE
GAL     8.819
BARLEY, PEARL, WHITE                                    BARLEY, PEARLED, COOKED
LB      1.000
BASIL, DRIED                                            BASIL, GROUND
LB      1.000
BAY LEAVES, WHOLE                                       BAY LEAF, CRUMBLED
EACH
BEAN SALAD (3 BEAN), CND
LB
BEAN SALAD (4 BEAN), CND
LB
BEAN SPROUTS, CND                                       BEAN SPROUTS, MUNG, CND
LB      1.000
BEANS, BLACK-EYED, DRY                                  BEANS, BLACK, BOILED, WO/SALT
LB      1.000
BEANS, BUTTER, FZN                                      BEANS, LIMA, LARGE, BOILED,
WO/SALT   LB      1.000
BEANS, CND, W/PORK IN MOLASSES, BROWN SUGAR             BEANS, WHITE, CND, W/PORK&SWEET
SAUCE LB      1.000
BEANS, CND, W/PORK IN TOM SAUCE                         BEANS, WHITE, CND, W/PORK&TOM
SAUCE   LB      1.000
BEANS, CUT GREEN, CND                                   BEANS, GREEN, CND, REG PK
LB      1.000
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: IP List Ingredients - Purchasing Data [FHING51]

This 132 column report lists the data from the INGREDIENT file (#113) associated with purchasing the item: Stock Number, Price/Unit of Purchase, Vendor, Unit of Purchase, etc. This list can be sorted by A (Alphabetically), F (Food Group), or V (Vendor).

In the following example, the list is sorted by Food Group:

```
Prompt/User Entry

Sort: (A=Alphabetically F=Food Group V=Vendor) F// <RET>

The list requires a 132 column printer.

Select LIST Printer: HOME// <RET>
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: IR List Ingredients - Recipe Data [FHING5]

This 132 column report lists all the data related to recipes in the INGREDIENT file (#113). The following fields are included: Ingredient Name, Supply Description, Stock Number, Storage Location (LOC'N), Thaw Days, Unit of Purchase (U/P), No. of Issue Unit in U/P (Iss/UP), Nutrition Unit of Issue (Issue), # of Recipe Units/Issue Unit (REC/ISS) and Recipe Unit (REC). This list can be sorted by A (Alphabetically), F (Food Group), or V (Vendor).

In the following example, the list is sorted by Food Group:

```
Prompt/User Entry

Sort: (A=Alphabetically F=Food Group V=Vendor) F// <RET>

The list requires a 132 column printer.

Select LIST Printer: HOME// (Printer name)

3-Feb-05  9:14am                        I N G R E D I E N T   N U T R I E N T   D A T
A                       Page 1


                                                     Food Group: MEAT PRODUCTS

NAME                                                 NUTRIENT DATA REFERENCE
REC UNIT   WT IN LBS.
-----------------------------------------------------------------------------------------------
---------------------------------

BEEF LIVER                                           BEEF, LIVER, FRIED
LB          1.000
BEEF PUREE, W/ BEEF BROTH, DIET, LO NA               BEEF, PUREED
LB          1.000
BEEF STEW, CND, R-T-S                                BEEF AND VEGETABLE STEW, CND
LB          1.000
BEEF, BONELESS, FROZEN, TOP ROUND                    BEEF, ROUND, TOP ROUND, GOOD, TRIMMED, B
LB          1.000
BEEF, CORNED, FRZ                                    BEEF, CORNED, BONELESS, CKD
LB          1.000
BEEF, CUBED STEAKS, FRZN                             BEEF, COMPOSITE OF TRIMMED CUTS, ALL GRA
LB          1.000
BEEF, GROUND, FROZEN                                 BEEF, GROUND, REGULAR, BAKED, WELL DONE
LB          1.000
BEEF, PATTIES, FRZ                                   BEEF, GROUND, PATTIES, FROZEN, BROILED,
EACH        0.187
BEEF, STEWING, FRZN RAW, DICED                       BEEF, COMPOSITE OF TRIMMED CUTS, ALL GRA
LB          1.000
BEEF, TOP RND, FRESH                                 BEEF, ROUND, TOP ROUND, GOOD, TRIMMED, B
LB          1.000
BOLOGNA                                              SAUSAGE, BOLOGNA, BEEF & PORK
LB          1.000
CABBAGE AND BEEF ROLLS W/TOM SCE, FZN, HEAT AND SE
LB
CHICKEN ALA KING, CND, HEAT AND SERVE
LB          1.000
```

```
CHICKEN ALA KING, FROZEN
LB
CHICKEN BREAST, FROZEN, READY-TO-COOK                CHICKEN, BREAST, MEAT&SKIN, ROASTED
LB          1.000
CHICKEN LEG, FROZEN, READY-TO-COOK                   CHICKEN, LEG, MEAT&SKIN, ROASTED
LB          1.000
CHICKEN PUREE, W/CHICKEN BROTH, DIET LO NA           CHICKEN, PUREED
LB          1.000
CHICKEN THIGHS, FZN                                  CHICKEN, THIGH, MEAT&SKIN, ROASTED
LB          1.000
CHICKEN, CND, BONED, DICED                           CHICKEN, CND, MEAT ONLY, BONED, W/BROTH
LB          1.000
CHICKEN, CND, BONED, DICED, DIET
LB
CHICKEN, DRUMS, FZN
LB
CHICKEN, FROZEN, BROILER OR FRYER, READY TO COOK     CHICKEN, MEAT&SKIN, ROASTED
LB          1.000
CHICKEN, FROZEN, QUARTERED, READY-TO-COOK            CHICKEN, MEAT&SKIN, ROASTED
LB          1.000
CHICKEN, PULLED, UNSALTED                            CHICKEN, MEAT ONLY, ROASTED
LB          1.000
CHICKEN/VEGETABLES, CND, CHOW MEIN                   CHOW MEIN, CHICKEN, WO/NOODLES, CND
LB          1.000
CHILI CON CARNE, CND, W/BEANS                        CHICKEN POTPIE, FRZ, COMMERCIAL, UNHEATE
LB          1.000
CHILI CON CARNE, CND, W/O BEANS                      CHILI CON CARNE, CND, WO/BEANS
LB          1.000
CHIPPED BEEF W/WHITE SAUCE, CND, R-T-S               BEEF, CHIPPED BEEF, DRIED, CREAMED
LB          1.000
CLAM CHOWDER, COND, MANHATTAN STYLE                  SOUP, CLAM CHOWDER, MANHATTAN, W/TOMATO
GAL         8.854
CLAM CHOWDER, COND, NEW ENGLAND STYLE                SOUP, CLAM CHOWDER, NEW ENGLAND, W/MILK,
GAL         8.854
CLAMS, CND, MINCED                                   CLAMS, CND, DRAINED SOLIDS
LB          1.000
COD RAW BREADED                                      FISH STICKS, FRZ, CKD
LB          1.000
CORNED BEEF, CND                                     BEEF, CORNED, BONELESS, CND
LB          1.000
EGG MIX, FROZEN, WHOLE EGGS                          EGGS, WHOLE, LARGE, RAW, FRESH, AND FRZ
LB          1.000
EGG MIX, POWDER FORM                                 EGGS, WHOLE, DRIED
LB          1.000
EGG SUBSTITUTE                                       EGG SUBSTITUTE, FRZ
GAL         8.466
EGGS, SHELL, FRESH                                   EGGS, WHOLE, MED, RAW, FRESH, AND FRZ
EACH        0.097
FARINA-DM
LB
FRANKFURTERS, FRESH                                  FRANKFURTERS, CKD
LB          1.000
HAM PUREE, SALTED
LB
HAM SMKD, BONELESS                                   HAM, BONELESS, REGULAR, ROASTED
LB          1.000
HAM, COOKED, FRZ                                     HAM, BONELESS, REGULAR, ROASTED
LB          1.000
HASH, CORNED BEEF, CND, COOKED                       BEEF, CORNED BEEF HASH, CND, W/POTATO
LB          1.000
KNOCKWURST                                           SAUSAGE, KNOCKWURST
LB          1.000
LAMB LEG ROAST, BONELESS, FRESH                      LAMB, LEG, CHOICE, TRIMMED, ROASTED
LB          1.000
LAMB PUREE, DIET, LOW NA
LB
LASAGNA WITH MEAT SAUCE, FROZEN, COOKED
LB          1.000
LIVER PUREE, DIET, LOW SODIUM                        LIVER, PUREED
LB          1.000
```

```
LIVER, BEEF, FRESH FROZEN                                BEEF, LIVER, FRIED
LB          1.000
MACARONI AND CHEESE, FROZEN                              MACARONI AND CHEESE, BAKED FR HOME RECIP
LB          1.000
MACARONI WITH CHEESE SAUCE, CND                          MACARONI AND CHEESE, CND
LB          1.000
OYSTERS, CND                                             OYSTERS, CND
LB          1.000
PORK CHOPS, BONELESS                                     PORK, CENTER LOIN, TOT ED, ROASTED
LB          1.000
PORK PUREE, DIET, LO NA
LB
PORK PUREE, W/SALT ADDED
LB
PORK SLICES                                              PORK, COMPOSITE CUTS, ROASTED
EACH        0.265
PORK, BOSTON BUTT, BONELESS                              PORK, BLADE, BOSTON, TRIMMED, ROASTED
LB          1.000
PORK, CUTLETS, FROZEN, PREFAB, BREADED, RAW
LB
PORK, GROUND FROZEN                                      PORK, COMPOSITE CUTS, ROASTED
LB          1.000
PORK, HAM, FROZEN, UNCURED                               PORK, COMPOSITE CUTS, ROASTED
LB          1.000
PORK, LOIN ROAST                                         PORK, CENTER LOIN, TRIMMED, ROASTED
LB          1.000
RAVIOLI WITH CHEESE SAUCE, CND
LB
RAVIOLI WITH MEAT SAUCE, CND
LB
SALAMI                                                   SAUSAGE, SALAMI, BEEF & PORK, CKD
LB          1.000
SALMON, CANNED                                           SALMON, PINK, CND, SOL+LIQ, W/SALT
LB          1.000
SALMON, CND, DIET, WATER-PAK LO SODIUM                   SALMON, PINK, CND, SOL+LIQ, WO/SALT
LB          1.000
SARDINES, CND                                            SARDINES, CND, IN OIL, DRAINED SOLIDS
LB          1.000
SAUSAGE PATTIES, RAW FZN                                 SAUSAGE, PORK, LINKS OR BULK, CKD
LB          1.000
SAUSAGE, ITALIAN                                         SAUSAGE, ITALIAN, CKD
LB          1.000
SAUSAGE, SMOKED                                          SAUSAGE, SMOKED LINK SAUSAGE, PORK & BEE
LB          1.000
STUFFED GREEN PEPPERS IN SAUCE, CND, HEAT AND SERV       STUFFED PEPPERS W/ TOM SAUCE
LB          1.000
TAMALES, BEEF, CND, W/CHILI GRAVY
LB
TUNA, CND, DIET                                          TUNA, LIGHT MEAT, CANNED IN WATER, WO/SA
LB          1.000
TUNA, CND, LIGHT, CHUNK STYLE                            TUNA, LIGHT MEAT, CANNED IN OIL
LB          1.000
TURKEY BREAST, UNSALTED                                  TURKEY BREAST, PREBASTED, MEAT&SKIN, ROA
LB          1.000
TURKEY PUREE, DIET                                       TURKEY, PUREED
LB          1.000
TURKEY PUREE, W/SALT                                     TURKEY, PUREED
LB          1.000
TURKEY, BONELESS, FROZEN, RAW, UNSEASONED                TURKEY ROAST, BONELESS, FRZ, SEASONED, L
LB          1.000
TURKEY, CND, BONED, DICED                                TURKEY, CND, MEAT ONLY, W/BROTH
LB          1.000
VEAL PUREE, DIET                                         VEAL, PUREED
LB          1.000
VEGETABLE PROTEIN MEAT SUBSTITUTE
LB
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: LE Enter/Edit Storage Locations [FHING4]

The STORAGE LOCATION file (#113.1) contains a list of locations within Nutrition and Food Service where perishable and non-perishable food items are stored, e.g., refrigerators, freezers, storerooms, etc. Locations should include areas where inventories are taken. The Storage Location field discussed under Enter/Edit Ingredients (IE) uses the data in the STORAGE LOCATION file (#113.1). Each facility must create their list of Storage Locations. Entries are 3-15 characters in length. Data in this file is not required; however, if each ingredient is assigned a storage location, then specific reports can be sorted by storage area. This is very useful when completing Inventory Worksheets.

```
Prompt/User Entry   Discussion
Select STORAGE LOCATION NAME: ?
 Answer with STORAGE LOCATION NAME,
 or CODE
Choose from:
   DAIRY PRODUCTS
   DRY GOODS
   FREEZER 1
   FRUITS & VEGS
   REFRIGERATOR 1
   THAW BOX

     The user may enter a new STORAGE
     LOCATION, if the user wish
     ANSWER MUST BE 3-15 CHARACTERS
     IN LENGTH
Select STORAGE LOCATION NAME: RF#1 MEAT
FRZR

   Are the user adding 'RF#1 MEAT FRZR'
   as a new STORAGE LOCATION (the
   7TH)? Y  (Yes)
   STORAGE LOCATION NAME: RF#1 MEAT
FRZR// <RET>
NAME: RF#1 MEAT FRZR// <RET>

CODE: RF#1
```

Enter a unique name, 3-15 characters. The list the user see when questioning the prompt is a list of locations from the STORAGE LOCATION file (#113.1).

This is a required field. Enter the abbreviated name for this location.

```
PRINT ORDER: 9
```

This is a required field. Enter a number 1-49, no decimals. This number determines the print order of reports when sorted by storage location.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: LL List Storage Locations [FHING8]

This 80 column report lists all storage location names, codes and print orders created using the option Enter/Edit Storage Locations (LE).

```
DEVICE: (Printer name)

STORAGE LOCATIONS                                FEB  3,2005  10:40    PAGE 1
                              PRINT
NAME                CODE      ORDER
--------------------------------------------------------------------------------

DRY STORAGE         DRY         1
FREEZER             FR          2
PRODUCE BX A125     PROD        5
THAW BOX A-127      THAW        5
DAIRY BOX A126      DAIRY       6
KITCHEN             KIT         7
MEAT FRZR           MEAT       10
VEG FRZR            VF         11
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: QE Enter/Edit Current Ingredient QOH [FHING12]

The options Enter/Edit Current Ingredient QOH (QE) and Display Ingredient Inventory List (QW) are used to build the data for the Inventory program for Nutrition Food Production.

The first step in using the Inventory program is to review the data in the INGREDIENT file(#113) using the option List Ingredients - Purchasing Data (IP) and identify all ingredients that are to be inventoried. Then use the Enter/Edit Ingredients (IE) option to enter a YES or NO at the “Inventory?” prompt. Ingredients only appear on the worksheet or report if YES is entered in the Inventory field.

The user are now ready to generate the Inventory Worksheet (QW Display Ingredient Inventory List) to be used when taking the physical inventory. This sheet can be generated by storage location to facilitate data collection. The data can then be entered through this option, Enter/Edit Current Ingredient QOH (QE). While entering quantity, the user are also prompted to update cost for each ingredient if the user elected to do both functions at one time.

Once all data is entered, the costed inventory can be generated by Food Group through the Display Ingredient Inventory List (QW) option by selecting the report prompt.

Recommended Inventory Procedure:

1. Print the Inventory Worksheet by Storage Location.
2. Record the price changes during month in red.
3. Use the worksheets for the physical inventory at end of the month.
4. Select sort by Storage Location when entering current inventory on hand. Ingredients are listed in same sequence as the worksheet so data entry is quick.
5. Edit the cost while entering quantity as needed.
6. Print the Inventory report, sorted by Food Groups to obtain costed inventory.

The Enter/Edit Current Ingredient QOH option provides an easy mechanism for entering inventory quantities for all ingredients. Each ingredient is displayed separately with the date the last quantity was entered. Ingredients appear alphabetically, sorted by storage location or food group. The user can elect to enter data for one food group or storage location at a time or loop through all groups and/or locations. Cost can be updated while entering quantity if a YES is entered at the first prompt for this option. Then the cost per unit of purchase is displayed as well as the Inventory Quantity on Hand field. Any data entered in this option automatically updates the corresponding fields in the INGREDIENT file (#113).

NOTE: Data is stored in the Inventory Program only until the next update. Thus, anytime the user enter or edit data the user need to print an Inventory Report for the files. Subsequent changes delete all previous data.

Example entry #1:

Prompt/**User Entry**	Discussion
Want to enter Cost along with QOH (Y/N)? **Y**ES	Enter YES to update price while entering quantities. If the user answer NO, the user will not be prompted for cost/price information.
Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? **Y**ES	This is a required field. Answer YES if the user wish to enter quantity by individual ingredient. Answer NO if the user wish to enter quantity by looping through all ingredients sorted by food group or storage area.
Select INGREDIENT NAME: **BEEF** 1 BEEF LIVER 2 BEEF PUREE, W/ BEEF BRO ... 3 BEEF STEW, CND, R-T-S 4 BEEF, BONELESS, FROZEN, ... 5 BEEF, CORNED, FRZ TYPE '^' TO STOP, OR CHOOSE 1-5: **4** QOH LAST UPDATED ON 22-Mar-05	Enter an ingredient name. The ingredient name and the date that the quantity was last entered are displayed.
PRICE/UNIT OF PURCHASE: **8.34**	Enter the price per purchase unit with up to 3 decimals. As a default, the last price entered is displayed. NOTE: This prompt only appears if Y was selected at the first prompt.
ON HAND (IN U/P): **4**	Enter the quantity on hand, with up to 2 decimals. As a default, the last QOH is displayed. Enter another ingredient name or enter <RET> to continue.
Select INGREDIENT NAME: **<RET>** Do the user want to re-cost recipes? (Y/N):**Y** Beginning re-costing of all recipes ..... Done ...	

Example entry #2:

```
Want to enter Cost along with QOH (Y/N)? NO

Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? NO

Select by F=FOOD GROUPS or S=STORAGE: F// <RET>

Select Food Group (or ALL): 2
```

```
Ingredient: CHEESE AND CRACKERS, IND
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 11// <RET>

Ingredient: CHEESE, AMER/SWISS
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 15// <RET>

Ingredient: CHEESE, AMERICAN
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 200// <RET>

Ingredient: CHEESE, CHEDDAR AGED, HARD, BRICK
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 03// <RET>

Ingredient: CHEESE, COTTAGE
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 5// <RET>

Ingredient: CHEESE,CHEDAR, MODIFIED FAT & NA
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 50// <RET>

Ingredient: CHEESECAKE
            QOH LAST UPDATED ON  9-Dec-04

ON HAND (IN U/P): 0// <RET>

Ingredient: CREAM, HALF & HALF, QUART
            QOH LAST UPDATED ON  2-Feb-05

ON HAND (IN U/P): 2// <RET>

Ingredient: DESSERT CUP, BOSTON CREAM
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 6// <RET>

Ingredient: ICE CREAM, CHOCOLATE, IND
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 140// <RET>

Ingredient: ICE CREAM, STRAWBERRY, IND
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 180// <RET>

Ingredient: ICE CREAM, SUNDAE, CHOCOLATE, IND
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 24// <RET>

Ingredient: ICE CREAM, SUNDAE, STRAWBERRY, IND
            QOH LAST UPDATED ON 21-Mar-05
```

```
ON HAND (IN U/P): 0// <RET>

Ingredient: ICE CREAM, VANILLA, IND
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 322// <RET>

Ingredient: MILK, 2%, LOWFAT, BULK
            QOH LAST UPDATED ON  2-Feb-05

ON HAND (IN U/P): 1// <RET>

Ingredient: MILK, 2%, LOWFAT, IND
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 2500// <RET>

Ingredient: MILK, BUTTERMILK, IND
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 35// <RET>

Ingredient: MILK, CHOCOLATE, IND
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 100// <RET>

Ingredient: MILK, DRY, NONFAT, 50LB
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 1// <RET>

Ingredient: MILK, EVAPORATED, UNSW
            QOH LAST UPDATED ON 21-Mar-05

ON HAND (IN U/P): 1.17// <RET>
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: QW Display Ingredient Inventory List [FHING13]

This option is used to create an 80 column worksheet for taking physical inventories and a costed Inventory Report. The user can sort the ingredients by Food Group or Storage Area. For taking physical inventory, sorting by storage area is most useful. The worksheet consists of the IFCAP Master Item Number (MIN), name of ingredient, unit of purchase, item cost, date last updated, QOH last month, and a blank line for input of current inventory quantity on hand. All data on the worksheet comes from information stored in the INGREDIENT file (#113).

The Inventory Report displays ingredients alphabetically, sorted and subtotaled by Food Group. The report creates columns accordingly: MIN, name of ingredient, unit of purchase, item cost, current quantity on hand and total cost. The user can print this report for one food group or ALL. Total cost for all food groups only prints if ALL is used. The data from this report can be used to complete the Cost of Meals Served Report (SP) and AMIS 224. This report should always be printed after ingredients are updated because quantities are not stored. Whenever any data is changed, previous data is deleted.

Prompt/**User Entry**	Discussion
Select W=Worksheet or R=Report: **W**	Enter W or R for listing desired.
Enter Mth/Yr: 2/05// **<RET>**	Enter month and year for Worksheet.
Select by F=FOOD GROUPS or S=STORAGE: F// **<RET>**	Enter F to list data by food group, or S to list by storage area.
Select Food Group (or ALL): **ALL**	This is a required field. Enter the Food Group number or ALL. Each group prints on separate sheet.
DEVICE: HOME// (Printer name)	Enter printer name.

```
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                      I N V E N T O R Y   W O R K S H E E T

                                  February 05

                            FOOD GROUP: MEAT PRODUCTS


                                                          DATE
                                                ITEM      LAST       QOH      QOH
ITEM#                NAME               U/P     COST     UPDATE   LAST MTH CURRENT


      BEEF TIPS, FROZ                    CS    28.000  19-Mar-99     0.00  _____
```

```
2111 BEEF, CUBED STEAKS, FROZ         CS    29.030  19-Mar-99     0.00  _____

2351 BEEF, GROUND, FROZ               CS    22.303  19-Mar-99    05.00  _____

2350 BEEF, PATTIES, FROZ              CS    11.630  19-Mar-99    35.00  _____

2110 BEEF, ROAST                      CS    78.520  19-Mar-99   131.00  _____

2224 CHICKEN, FROZEN, FRYER, IQF      CS    30.700  19-Mar-99     1.50  _____

6587 EGG MIX, WHOLE EGGS*             CS    27.003  19-Mar-99     1.75  _____


                                                        TOTAL:    3153.05
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: RL List Recipes Containing an Ingredient [FHING11]

This 80 column report is useful for identifying all recipes in the RECIPE file (#114) that contain a specific ingredient. The option first asks the user to select the ingredient name and then lists all recipes containing that ingredient, the number of portions, the amount, the meals, and the menu cycle.

Example:
Some rice recipes were entered using “instant rice”. The facility decides to use only “long grain rice”. This option helps identify all recipes that have the ingredient “instant rice” which then can be replaced with a “long grain rice” ingredient.

NOTE: Always print this list prior to deleting any ingredient. An ingredient must be deleted from all recipes it is in. Use the option Enter/Edit Recipes (RE) within the menu Recipe Management before deleting an ingredient from the INGREDIENT file (#113). To delete an ingredient, use the option Enter/Edit Ingredients (IE).

```
Select INGREDIENT NAME:    PORK CHOPS, BONELESS

Select LIST Printer: HOME//  <RET> HYPER SPACE    RIGHT MARGIN: 80// <RET>

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                                PORK CHOPS, BONELESS

Recipe                          # Portions     Amount
-------------------------------------------------------------------------------
BAKED/GRILLED PORK CHOPS - 1      100        31 LB, 8 OZ
   Meal:  WK1 SU LU RST BEEF
      Cycle: TEST BLK, Day 10, Noon
      Cycle: TEST BLK, Day 13, Noon
      Cycle: TEST BLK, Day 17, Noon
      Cycle: TEST BLK, Day 26, Evening
      Cycle: TEST INA, Day 3, Noon
      Cycle: CYCLE TEST, Day 1, Noon
      Cycle: TTRAY, Day 6, Evening
      Cycle: CYCLE 1, Day 1, Noon
      Cycle: CYCLE 2, Day 1, Noon
BAKED/GRILLED PORK CHOP - 2       100        36 LB
   Meal:  WK1 SU LU RST BEEF
      Cycle: TEST INA, Day 3, Noon
      Cycle: CYCLE TEST, Day 1, Noon
      Cycle: TTRAY, Day 6, Evening
      Cycle: CYCLE 1, Day 1, Noon
      Cycle: CYCLE 2, Day 1, Noon
   Meal:  WK1 SU SP CUBAN SAND
      Cycle: MY CYCLE, Day 22, Evening
      Cycle: MY CYCLE, Day 24, Evening
      Cycle: CYCLE TEST, Day 1, Evening
```

```
      Cycle: CYCLE TEST, Day 5, Evening
      Cycle: TTRAY, Day 3, Evening
      Cycle: CYCLE 1, Day 1, Evening
      Cycle: CYCLE 2, Day 1, Evening
      Cycle: XMAS, Day 3, Evening
      Cycle: CYCLE 3, Day 2, Evening
LO SOD/LO PRO PORK CHOPS/SYRUP      9        2 LB
   Meal:  WK1 SU LU RST BEEF
      Cycle: TEST INA, Day 3, Noon
      Cycle: CYCLE TEST, Day 1, Noon
      Cycle: TTRAY, Day 6, Evening
      Cycle: CYCLE 1, Day 1, Noon
      Cycle: CYCLE 2, Day 1, Noon
   Meal:  WK1 SU SP CUBAN SAND
      Cycle: MY CYCLE, Day 22, Evening
      Cycle: CYCLE TEST, Day 5, Evening
      Cycle: TTRAY, Day 3, Evening
      Cycle: CYCLE 1, Day 1, Evening
      Cycle: CYCLE 2, Day 1, Evening
      Cycle: XMAS, Day 3, Evening
      Cycle: CYCLE 3, Day 2, Evening
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: UE Enter/Edit Units [FHING1]

The UNITS file (#119.1) contains all of the different ways food items can be pulled by an Ingredient Control employee from a storeroom location. Approximately 180 unit entries were sent with the file. Use the List Units (UL) option to obtain a printout of the contents of the file. Any unit unique to the facility can be added to the already existing Units data. The Nutrition Unit of Issue field, discussed under Enter/Edit Ingredients (IE), uses the data in the Units file. Unit name should indicate the measurement, count, and container type used by Nutrition and Food Service when issuing for production or service.

Examples:

- #10 CN
- 6# BX
- GAL-JR
- CASE - 200
- CASE - 24

Prompt/**User Entry**	Discussion

Select UNITS NAME: **#10 CN**
  Are the user adding '#10 CN' as a new
UNITS (the 97th)? **Y**
 	
  UNITS NAME: #10 CN// **<RET>**
NAME: #10 CN// **<RET>**
 	
Select UNITS NAME:
	Enter units name, 2-12 characters.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: UL List Units [FHING6]

This is an 80 column report that lists all units in the INGREDIENT file (#113). A number of units were sent with the package; however, some units may have been added using the option Enter/Edit Units (UE) or via the field Nutrition Unit of Issue using the option Enter/Edit Ingredients (IE).

Enter a printer name or strike the <RET> key to print it to the screen.

```
DEVICE: <RET> HOME    RIGHT MARGIN: 80// <RET>

UNITS                                          FEB  5,2005  10:29    PAGE 1
NAME
-----------------------------------------------------------------------------

#10 CN
#2 CN
#2-1/2 CN
#3 CN
#300 CN
#303 CN
#5 CN
1 CK
1# BX
1# CK
1# CN
1# CO
1# CT
1# JR
1# LF
1# PG
1-2-GL JR
1-OZ PG
1.25#-BG
1.5 # CN
1.5# LF
1.5#-BG
1.75# CK
1.9-OZ PG
1/2-GL BT
1/2-GL CO
1/2-GL JR
10# BG
10# BX
10# CO
10# CS
10-OZ BG
10-OZ BT
10-OZ CN
10-OZ JR
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: VE Enter/Edit Vendor File [FHING2]

The VENDOR file (#113.2) contains a list of vendors' names, addresses, telephone numbers and contact people for the service. Each facility must create their vendor listing in the file. Remember to include government sources and contracts as vendors. For food items on bid that can be acquired from more than one vendor, a “Frozen Meat Bid Contract” or “Frozen Vegetable Bid Contract” vendor can be entered. The Vendor field, discussed under Enter/Edit Ingredient (IE), uses the listing in the VENDOR file (#113.2). Data in this file is not required; however, if each ingredient is assigned a vendor then specific reports can be sorted by vendor. This is very useful when printing Projected Usage (PU) for ordering.

Prompt/**User Entry**	Discussion
Select VENDOR NAME: **MARIO’S DISTRIBUTORS**	Entries in this field must be 3-30 characters in length, not numeric or starting with punctuation.
NAME: MARIO’S DISTRIBUTORS Replace **<RET>**	
1ST ADDRESS LINE: **27 NAVY CIRCLES**	1-30 characters.
2ND ADDRESS LINE: **<RET>**	1-30 characters.
3RD ADDRESS LINE: **<RET>**	1-30 characters.
CITY, STATE, ZIP: **NEW YORK, NY 34503**	1-30 characters.
CONTACT: **<RET>**	Enter the name of contact person, 1-30 characters.
TELEPHONE: **414-111-0000**	1-20 characters.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XI Ingredient Management ... [FHINGM]

Option: VL List Vendors [FHING7]

This 80 column report lists all data in the VENDOR file (#113.2) created under the options Enter/Edit Vendor File (VE) or Enter/Edit Ingredients (IE).

Enter a printer name or strike the <RET> key to print it to the screen.

```
Select LIST Printer: HOME// <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

 5-Feb-05 10:10am            V E N D O R   L I S T                      Page 1

NAME                                     ADDRESS
--------------------------------------------------------------------------------
AMERICAN BAKERIES                         N. 56 ST
     NFSMEAL,One                         TAMPA, FL 33618
     000-0000

AMERICAN HOSPITAL SUPPLY                  W. 34 ST
     NFSMEAL,One                          TAMPA, FL  33161
     000-0000

ARCHWAY                                   E. 13 AVE
     NFSMEAL,One                        BRANDON, FL  33567
     000-0000

B & R                                     N. BIRD ST
     NFSMEAL,One                            ST PETE , FL 45623
     000-0000

BREAD CONTRACT

CFS CONTINENTAL                           W. BURGER DR
     SALLY HOUSEN                        NEW PORT RICHIE, FL 22345
     000-0000

DANISH BAKERY                             DOWN ST
     NFSMEAL,One                           CLEARWATER, FL 43389
     000-0000

DEPOT

DIETARY SPECIALITIES                      SUNSET
     NFSMEAL,One                       SARASOTA, FL 45200
     000-0000
```

XM Menu Cycle Management [FHPRCM]

CD Menu Cycle Effective Dates	[FHPRC2]
CE Enter/Edit Menu Cycle	[FHPRC1]
CL List Menu Cycle	[FHPRC8]
CQ Menu Cycle Query	[FHPRC3]
CR Input Recipe Menu	[FHPRC14]
DM Display Meal Analysis	[FHPRC13]
DP Print Daily Diet Menus	[FHPRC11]
HE Enter/Edit Holiday Meals	[FHPRC5]
ME Enter/Edit Meals	[FHPRC4]
ML List Meal	[FHPRC6]
MP Edit Meal Production Diets	[FHPRC9]
WP Print Weekly Menu	[FHPRC7]
WR Print Weekly Menu Blocks	[FHPRC12]

Overview

The Menu Cycle Management (XM) program is the final link in the creation of the Food Management Program. The user uses three options in this section to create/build the data in the MENU CYCLE file (#116), MEAL file (#116.1), and HOLIDAY MEALS file (#116.3). The three options are Enter/Edit Meals (ME), Enter/Edit Menu Cycle (CE), and Enter/Edit Holiday Meals (HE). Data is not shipped with these files, which means the user must create meals, menu cycles, and holiday meals.

The next page shows the relationships between files in the Menu Cycle Management program (shown in the boxes) and the other Nutrition and Food Service files. When a field points to a file, it uses the data in that file for selections. In the diagram below, the files listed to the left use data in the Menu Cycle Management Program files. Files listed to the right supply the data for fields in the Menu Cycle Management options. If the files to the right are incomplete, then the user need to populate them (create the needed data for them) before beginning this section.

```
FILE (#)                  POINTER          (#) FILE
   POINTER FIELD             TYPE          POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------
                                        ---------------------
                                        |  116 MENU CYCLE   |
                                        |   DAY:BREAKF*     |-> MEAL
                                        |   DAY:NOON MEAL   |-> MEAL
                                        |   DAY:EVENIN*     |-> MEAL
                                        ---------------------
                                        ---------------------
  USER MENU (#112.62)                   |                   |
    DAY N:MEAL NU:MEAL* .. (N )->      |  116.1 MEAL       |
  MENU CYCLE (#116.01)                  |                   |
    DAY:BREAKFAST MEAL ... (N )->      | m RECIPE:RECIPE   |-> RECIPE
    DAY:NOON MEAL ........ (N )->      |   RECIPE:CATEGORY |-> RECIPE CATEGORY
    DAY:EVENING MEAL ..... (N )->      | m RECI:POPU:SERV* |-> SERVICE POINT
```

```
 HOLIDAY MEALS (#116.3)                  |                    |
   BREAKFAST MEAL ....... (N )->       | m RECI:RECI:RECI* |-> RECIPE CATEGORY
   NOON MEAL ........... (N )->        |                    |
   EVENING MEAL ......... (N )->       |                    |
                                        ---------------------
                                        ---------------------
                                        |  116.3 HOLIDAY MEALS
                                        |   BREAKFAST MEAL  |-> MEAL
                                        |   NOON MEAL       |-> MEAL
                                        |   EVENING MEAL    |-> MEAL
                                        ---------------------
```

Daily menus for each day of a menu cycle are created by entering all recipes needed for a meal and assigning production diet codes and popularity percentages to each recipe.

Menu cycles are created by designating starting date, number of days in cycle, and specific meal to be served for each day in the cycle.

Holiday and/or special meals are created as regular meals, but are given a specific date and meal to be served. The holiday meal feature automatically substitutes a holiday meal at the proper time and all the production reports reflect it. The normal menu cycle resumes after the holiday.

Once the Meal and Menu Cycle files are built, the Food Management Program is fully operational and the reports required to run the food production units can be generated. The Daily Diet and Weekly Menus can also be printed according to date and production diet. Energy Nutrient Analysis of a meal, a day, or a week is formulated by the Input Recipe Menu (CR) option. Analysis by production diet may now be done. Quantities can be edited and recipes added or deleted to provide a complete automated analysis for a meal, a day, or a week.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: CD Menu Cycle Effective Dates [FHPRC2]

This option is for viewing only and does not allow for editing or printing. When selected, the option displays all effective dates and menu cycle names. Be sure to check these dates prior to beginning any cycle. When the user select the option, the user see something similar to the following:

```
Effective Date           Menu Cycle

   1-May-02              SUMMER 02
   3-May-02              SUMMER 02
   6-Sep-02              FALL 02
  24-Jul-05              ONE
  14-Mar-99              SUMMER 02
   5-Apr-99              SUMMER 02
   6-Nov-00              FALL 2000
   7-Nov-00              FALL 2000
   2-Feb-01              WINTER 2001
```

NOTE: Remember to check Effective Dates periodically. In the absence of another effective date for any of the cycles, the Fall Cycle will continue through Winter, Summer and Fall 2004, 2005, etc.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: CE Enter/Edit Menu Cycle [FHPRC1]

This option edits the data in the MENU CYCLE file (#116). The file contains the names of menu cycles, the effective date each cycle begins, the number of days in each cycle and the pre-established meals for breakfast, noon, and evening. Meals for each day of a menu must be in the MEAL file (#116.1) (Enter/Edit Meals (ME) option) before a menu, cycle can be created.

Menu Cycle Name: The name must be 3 - 30 characters long and not starting with punctuation. The menu name may be descriptive to identify when the cycle is used. Each facility should determine menu cycle names to correspond with its own menu cycle system.

Examples:

- Winter Cycle 05
- Spring/Summer Cycle II
- Cycle I

No. Days in Cycle: This is a required field and refers to the number of days that make up a menu cycle. It must be a whole number between 1 and 365. Therefore, a menu cycle cannot be less than 1 day or more than 365 days in length.

Example: A four week menu cycle would have 28 entered in this field.

Effective Date: This date refers to the date that a menu cycle begins and is required. The menu cycle continues to repeat itself until a new menu cycle with a new effective date occurs.

Day: This refers to the Day number in a menu cycle. The first day of a menu cycle should be numbered 1, the second day should be numbered 2 and so on. The last day number in a menu cycle should match the number of days in the menu cycle (see above, No. of Days in Cycle field).

Meal fields: Breakfast Meal, Noon Meal, and Evening Meal fields are three required fields. These fields use data in the MEAL file (#116.1). Meal names already entered in the Enter/Edit Meals (ME) option must be used here. Enter the meal name that corresponds to the meal the user want to serve.

Example: BREAKFAST MEAL: CYI-WKI-SU-FRD EGG

```
Prompt/User Entry   Discussion
```

```
Select MENU CYCLE NAME: WINTER CYCLE 05
   Are the user adding 'WINTER CYCLE 05'
as a new MENU CYCLE (the 19TH)? Y  (Yes)

MENU CYCLE NAME: WINTER CYCLE 05// <RET>
NAME: WINTER CYCLE 05// <RET>
```

Entries in this field must be 3-30 characters, not starting with punctuation.

Example: Winter Cycle 05.

NO. DAYS IN CYCLE: **31**

This is a required field. It must be whole number between 1 and 365. Example: 31.

Select EFFECTIVE DATE: **JAN 1 05** JAN 01, 2005

Are the user adding 'JAN 01, 2005' as a new EFFECTIVE DATE (the 1st for this MENU CYCLE)? **Y** (YES)

```
      3.     Enter date cycle is to
begin.
Example: 4-16-05 or 4/16/05.
```

Select EFFECTIVE DATE: **<RET>**

The user may enter another effective date for this menu cycle if desired or strike the <RET> key to move on.

Select DAY: **1**

Enter a whole number between 1 and the number of days in the cycle.

```
Are the user adding '1' as a new DAY (the
1ST for this MENU CYCLE)? Y  (Yes)

BREAKFAST MEAL: CYI
     1   CYI-TRAY-BRK
     2   CYI-TRAY-EVEN
     3   CYI-TRAY-NOON
     4   CYI-WK1-MON-BBQSHRIMP
     5   CYI-WK1-TUE-LAMBCHOP
TYPE '^' TO STOP, OR
CHOOSE 1-5: 1
```

This is a required field. Enter a Meal Name as pre-established in the option Enter/Edit Meals (ME). Example: CYI-WKI-SU-FRD EGG.

NOON MEAL: **CYI-TRAY-NOON**

This field is required. Example: CYI-WKI-SU-RST-BF.

EVENING MEAL: **CYI-TRAY-EVEN**

This field is required. Example: CYI-WKI-SU-LASAGNA.

Select DAY: **<RET>**

The same prompt sequence is used for each day of the menu cycle.
Strike <RET> at this prompt when the user are finished.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: CL List Menu Cycle [FHPRC8]

This is an 80 column report that lists all data entered under the option Enter/Edit Menu Cycle (CE) except the effective date that can be viewed under Menu Cycle Effective Dates (CD). This list is a quick reference for verifying meals data for each day of the menu cycle. Meal names are shortened to 23 characters to allow the list to print in 80 column format. The user may send this report to a printer by entering a printer name or bring it to the screen by striking the <RET> key as shown.

```
Select MENU CYCLE NAME: CYCLE I - 05

Select LIST Printer: HOME// <RET>  HOME    RIGHT MARGIN: 80// <RET>


 3-Feb-05 11:00am            M E N U   C Y C L E                       Page 1

                                   CYCLE 1

Day  Breakfast               Noon                     Evening
-------------------------------------------------------------------------------

  1  WK1 BR SUN OMELET OJ     WK1 BR SUN OMELET OJ     WK1 BR SUN OMELET OJ
  2  WK1 BR MON PANCK GJ      WK1 BR MON PANCK GJ      WK1 BR MON PANCK GJ
  3  WK1 BR TUE EGG AJ        WK1 BR TUE EGG AJ        WK1 BR TUE EGG AJ
  4  WK1 BR WED EGG OJ        WK1 BR WED EGG OJ        WK1 BR WED EGG OJ
  5  WK1 BR THU FR OJ         WK1 BR THU FR OJ         WK1 BR THU FR OJ
  6  WK1 BR FRI PAN AJ        WK1 BR FRI PAN AJ        WK1 BR FRI PAN AJ
  7  WK1 BR SAT EGG HARD      WK1 BR SAT EGG HARD      WK1 BR SAT EGG HARD
  8  WK2 BR SUN WOMELT GJ     WK2 BR SUN WOMELT GJ     WK2 BR SUN WOMELT GJ
  9  WK2 BR MON BIS AJ        WK2 BR MON BIS AJ        WK2 BR MON BIS AJ
 10  WK2 BR TUE FR OJ         WK2 BR TUE FR OJ         WK2 BR TUE FR OJ
 11  WK2 BR WED EGG AJ        WK2 BR WED EGG AJ        WK2 BR WED EGG AJ
 12  WK2 BR THR PK OJ         WK2 BR THR PK OJ         WK2 BR THR PK OJ
 13  WK2 BR FRI FR OJ         WK2 BR FRI FR OJ         WK2 BR FRI FR OJ
 14  WK2 BR SAT EGG AJ        WK2 BR SAT EGG AJ        WK2 BR SAT EGG AJ
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: CQ Menu Cycle Query [FHPRC3]

This option is used for viewing only and cannot be edited or printed. It allows the user to quickly identify what cycle, day, and meals were created for any given date and can be used to verify correct data entry. Once a date is entered, the following is displayed: Menu Cycle Name, Cycle Day, and Meal Names for Breakfast, Noon, and Evening.

Prompt/**User Entry**	Discussion
Select Date:	Enter the date to be reviewed. The user see the following:

```
Menu Cycle: Winter Cycle - 05
Cycle Day:   1

Breakfast Menu:CYI-WKI-SU-FRD EGG
Noon Menu:          CYI-WKI-SU-RST BF
Evening Menu:CYI-WKI-SU-LASAGNA
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: CR Input Recipe Menu [FHPRC14]

Use this option to create and/or edit a menu for the USER MENU file (#112.6) that is used for meal analysis. A Recipe Menu covers seven days. Within each day, there can be six meals entered with a list of recipes along with their portions for each meal.

User Menu Name: Enter a name for a menu up to 30 characters in length.

Day #: This is a required field. Enter a day number (1 - 7) for the recipe menu.

Meal #: This is a required field. Enter a meal number (1 - 6) for which food items are entered.

Meal: The selections for this field come from the MEAL file (#116.1) that was populated using the option Enter/Edit Meals. This meal name is a collection of all recipes that are served at a given breakfast, noon, or evening meal.

Production Diet: This is a required field. It uses data in the PRODUCTION DIET file (#116.2) and refers to desired Production Diet to be printed.

Recipe: This field uses data in the RECIPE file (#114). All recipes for a meal should be in this field. If a recipe has not been pre-established in File (#114), it will not be found and must be entered under Enter/Edit Recipes (RE) before being entered into the meal.

Prompt/**User Entry**	Discussion
Select USER MENU NAME: **MYMENU 05** Are the user adding 'MYMENU 05' as a new USER MENU? **Y** (Yes) USER MENU NAME: MYMENU 05// **<RET>**	Enter a new User Menu Name of up to 30 characters, or enter an existing User Menu Name. Entering two ?? will give the user a list of existing User Menu Names.
Select Day #: **1** Are the user adding '1' as a new DAY NUMBER (the 1ST for this USER MENU)? **Y** (Yes)	Enter the Day #.
Select Meal #: **1** Are the user adding '1' as a new MEAL NUMBER (the 1ST for this DAY NUMBER)? **Y** (Yes)	Enter the Meal #.

```
Select Meal: CYI
     1   CYI-TRAY-BRK
     2   CYI-TRAY-EVEN
     3   CYI-TRAY-NOON
     4   CYI-WK1-MON-BBQSHRIMP
     5   CYI-WK1-TUE-LAMBCHOP
TYPE '^' TO STOP, OR
CHOOSE 1-5: <RET>
     6   CYI-WKI-MON-FRD EGG
     7   CYI-WKI-SUN-RST PORK
     8   CYI-WKI-SUN-SCR EGG/DANISH
     9   CYI-WKI-TUE-MEAT LOAF
     10  CYI-WKI-TUE-PANCAKES
TYPE '^' TO STOP, OR
CHOOSE 1-10: 6
Select Production Diet: ?
 Answer with PRODUCTION DIET NAME, or
CODE
 Do the user want the entire PRODUCTION
DIET List? Y  (Yes)
Choose from:
   87-130/CHOL REST
   87-130/CHOL/DIAB
   87-130/CHOL/HF
   87-130/DIAB
   87-130/HF
   87-130/MECH-DYS
   87-130/MOD BLAND
   CHOL/DIAB
   CHOLESTEROL RESTRICTED
   CLEAR LIQUID
   ...
   '^' TO STOP: ^
     The user may enter a new PRODUCTION
DIET, if the user wish
NAME MUST BE 3-30 CHARACTERS, NOT NUMERIC
OR STARTING WITH PUNCTUATION
Select Production Diet: REGULAR

Select Recipe: ??

BEEF RICE SOUP
BLAND CREAM OF PEA SOUP
BRANFLAKES 40%, IND
...
WHITE BREAD
WHOLE WHEAT BREAD

Select Recipe: WHOLE
     1   WHOLE GRAIN CORN, FROZEN
     2   WHOLE WHEAT BREAD
     3   WHOLE WHEAT MEAL
CHOOSE 1-3: 2
```

Enter a Production Diet Name or Code.

Enter the requested Recipe name. The user can obtain a list of recipes by questioning the field with a ??.

```
        Serving Portion: 1// 2

Select Recipe: WHITE BREAD
Serving Portion: 1// 0

Select Recipe: <RET>
```

Enter the number of portions.

After a portion is entered, the user are prompted for more recipes until all for this meal are defined. Then the user are asked for the next meal number, etc., until all meals for that Day # are defined. Then the user are asked for the next Day # and so on. When the user finish each level, strike the <RET> key to move up to the next or to exit.

```
Select Meal #: <RET>

Select Day #: <RET>


Day 1

Meal 1  RG  CYI-WKI-MON-FRD EGG
Meal 2  RG  WK1 MON SP SW STK
Meal 3  RG  WK1 SU SP CUBAN SAND

              MEAL #  PROD DIET  MEAL NAME

Okay to Save the Menu? YES// <RET>
```

When the user strike the <RET> key at the “Select Day #” prompt, the program lists all of the entries. As in this example:

If the menu is what the user want, enter YES to save it. If not, enter NO to edit the menu.

The user see the following if Yes is selected:

```
...Storing Recipes and Food Nutrient
...Done
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: DM Display Meal Analysis [FHPRC13]

This option produces a nutrient analysis for a selected meal from the MEAL file(#116).1 using the nutrient analysis of the recipes.

User Menu Name: Enter the name of the menu whose meals the user want to analyze. User Menus were built using the option Input Recipe Menu (CR). The user have the chance to edit the menu at the "Do the user wish to EDIT this menu?" prompt.

RDA Category: Meals can be analyzed for a specific RDA category of patient. Enter a category here or bypass the prompt.

Patient: If the user want the analysis for a specific patient, enter the patient's name here. A patient entry is not required.

Detailed Analysis: The user may select a detailed Nutritional analysis or a summary analysis.

Prompt/**User Entry**	Discussion
Select USER MENU MANE: **MYMENU 05**	Enter a User Menu Name.
Do the user wish to EDIT this menu? **NO**	Respond YES or NO.
Select RDA Category: **<RET>**	A specific RDA category may be entered here.
Select Patient (Name or SSN): **<RET>**	The user may also analyze the meals for a specific patient. 4. Enter a patient.
Do the user wish a detailed analysis? Y// **<RET>**	Respond YES or NO.

The Analysis requires a 132 column printer.

Print on DEVICE: HOME//(Printer name)	

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: DP Print Daily Diet Menus [FHPRC11]

Data for Print Daily Diet Menus come from the following files:

- MENU CYCLE file (#116)
- PRODUCTION DIET file (#116.2)
- PRODUCTION FACILITY file (#119.71)
- RECIPE file (#114)
- RECIPE CATEGORY file (#114.1)

Before running this report, make sure the files are complete. If they are not, use their corresponding options to enter and or edit the data:

- Enter/Edit Menu Cycle (CE)
- Enter/Edit Production Diets (PE)
- Enter/Edit Production Facilities (FE)
- Enter/Edit Recipes (RE)
- Enter/Edit Recipe Categories (CE)

The Daily Diet Menu consists of the regular diet, recipes, portion size, and five modified diet menus for the day printed on one page. Additional modified diets are printed on successive pages. This menu requires 132 column paper and a printer capable of producing 16 c.p.i. (compressed) print. If the user attempt to use a printer that does not meet these needs, an error message occurs or the menu overlaps, or cuts off data.

This report may be printed by production facility if the site has more than one area of production. If the user have more than one production facility, the first prompt in this option asks the user to specify the desired production facility. If there is only one production area, the first prompt asks the user to select a date to print.

There are two formats for this menu. One format prints full recipe names in every production diet column. The second format prints full recipe names in the regular diet column and prints corresponding numbers wherever the regular recipes are acceptable on a modified diet. Where the regular recipes are not acceptable on a diet, the second format prints the full name of the diet recipe. The choice of format is made under the Enter/Edit Production Facilities (FE) option at the “FULL NAMES ON DAILY MENU?” prompt and stored in the PRODUCTION FACILITY file (#119.71). The response may be “YES” or “NO”.

Recipe names or numbers print according to the Recipe Category print order designated in the RECIPE CATEGORY file (114.1). Within the recipe category, recipes appear alphabetically.

The content of the Daily Diet Menu is also a matter of choice. The user may determine the Production Diets that appear across the top of the menu and the order in which they appear. Do this using the option Enter/Edit Production Diets (PE) by entering “YES” or “NO” at the “PRINT ON DAILY MENU?” prompt, and by entering a number at the “PRINT ORDER” prompt.

Example:
A facility has 18 Production Diets. Sixteen (including regular) of these production diets have a “YES” in the “PRINT ON DAILY MENU?” field in the PRODUCTION DIETS file (#116.2). Once all meals are entered and a day is selected to be printed, 3 pages of a Daily Diet Menu, with the 16 Production Diets selected to be printed, are generated.

Production Facility: This field refers to the production facility that prepares the desired menu to be printed. This prompt only appears if there is more than one Production Facility entered in the PRODUCTION FACILITIES file (#119.71) in the Nutrition Facilities (DF) program.

Date: This is a required field and refers to the date for which the daily menu is to be printed.

Prompt/**User Entry**	Discussion
Select PRODUCTION FACILITY: **MAIN KITCHEN**	Enter desired Production Facility. This prompt appears only if there is more than one Production Facility.
Select DATE: 2/1/05	This prompt appears first if there is only one Production Facility.

This menu requires a 132 column compressed printer.

Select LIST Printer: HOME//(Printer name)	
	Because this is a very wide report, we are unable to provide an example in this manual.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: HE Enter/Edit Holiday Meals [FHPRC5]

The Holiday Meals file #116.3 contains a list of meals to be used for a holiday, special occasion or one time meal change. This file allows the user to create a holiday (or special) meal and temporarily substitute it into the everyday menu cycle without having to delete and reenter large amounts of data.

A holiday meal with its recipes must first be pre-established using the Enter/Edit Meals (ME) option. Once entered, the holiday meal is then given the date of the holiday. The program automatically inserts the holiday meal into the menu cycle on that date. After the holiday the everyday menu cycle automatically returns to normal. This option is also useful when meal changes are required due to shortages or excesses of ingredients, deletion of high cost meat/entrees, or equipment breakdowns.

Holiday Meal Date: This entry refers to the date of the holiday or special event.

Holiday Meal Name: This is a required field and should be from 1-30 characters, not starting with punctuation. For ease of identification, the Holiday Meal Name should be descriptive of when the holiday or special event meal is served.

Examples:

- Halloween 03
- Veterans Day-04-E

Meal: Breakfast Meal, Noon Meal, and Evening Meal fields are the choices of when the holiday meal can be served. Meal fields are not required entries; however, if a Holiday Meal is not entered at any of the Meal prompts, no menu substitution occurs.

Prompt/**User Entry**	Discussion
Select HOLIDAY MEALS DATE: **1-1-05** JAN 01, 2005 DATE: JAN 01,2005// **<RET>**	Enter the date of the holiday or meal change.
HOLIDAY NAME: **NEW YEARS 05**	This is a required field. Must be 1-30 characters, not starting with punctuation. EXAMPLE: MEMORIAL DAY-04.
BREAKFAST MEAL: **<RET>**	Enter Meal Name. Must be an entry from the Meal File. If no entry is made the usual meal for that day is served.
NOON MEAL: **NEW YEARS 05-NOON**	Enter Meal Name. Must be an entry from the Meal file. Example: MEMORIAL DAY-04-NOON.

EVENING MEAL: <**RET>**	Enter Meal Name. Must be an entry from the Meal file. Example: MEMORIAL DAY-04-EVENING.

NOTE: Meal Fields (B, N, E,) are not required entries. If no meals are entered, the normal meals for the menu cycle appear as usual. A meal name must be entered for a substitution to occur.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: ME Enter/Edit Meals [FHPRC4]

The Meal file #116.1 contains separate listings of all recipes for each meal of a menu cycle. The option Enter/Edit Meals enables the user to create a meal by giving it a specific identification (Meal Name) and by entering all recipes contained in that meal. The meal is stored and retrieved by using the Meal Name. A meal should be thought of as a block of recipes that can be reviewed, changed or moved from one day to another at any time.

Each recipe within a meal is assigned a string of production diet codes. Production diets and codes must be pre-established using the Enter/Edit Production Diets (PE) option before creating meals in the Meals file. These production diet codes represent the diets that receive these recipes. This coding of recipes results in appropriate daily/weekly diet menus and production reports. Once a meal is entered, it is stored indefinitely unless deliberately deleted from the file.

Meal Name: The Meal Name may be 3-30 characters. The name selected should reflect the meal to make future reference easier. The user may consider using cycle, week, day, meal and first choice food item, e.g., CYI WK1 SU LU SWISS STK (Cycle I Week 1 Sunday Lunch Swiss Steak) to identify the meal.

If the same meal is used more than once in a cycle(s), then the user may not want the meal name to include specifics. For example, the Swiss Steak meal may be in Week 1 of Cycle 1 as well as Week 3 of Cycle 2, so the name of the meal may be SWISS STEAK and can be entered twice in the cycle without reference to the week or cycle.

Recipe: This field uses recipes from the Recipe file. All recipes for a meal should be in this field. If a recipe is not in the Recipe file, it will not be found and must be entered using the option Enter/Edit Recipes (RE) before being entered for the meal.

All recipes entered in this field are listed on all meal production reports and menus. As all ingredients are listed on production reports, this may be desirable for issuing items from stock and for projected usage. However, it may be undesirable for printing daily and weekly menus because all recipes are listed and menus can become long and cumbersome. (If Tray Tickets are being used, all recipes must be entered and coded for each meal for accurate meal lists per patient.)

Evaluate the facility's needs and practices to decide if all food items (recipes) served in a meal should be listed on all documents for that meal.

Examples of why **not** to enter all recipes in a meal:

- Items delivered only once daily, e.g., bulk coffee or bulk milk to a cafeteria.
- Items issued to a trayline on a par stock basis, e.g., crackers, supplements.
- Items that are needed but are not on the menu, e.g., "plain" meat or other food preference items.
- Tray Tickets are not going to be used.

Frequently used items like bread, beverages, condiments can be combined in an "Add-On" meal (see below) to minimize data entry.

Service Point: This field uses the service points from the Service Point file. It allows the user to assign each recipe a popularity percentage specific to a service point. A service point may be either tray or cafeteria service, but not both. This concept is used to accommodate different patient preferences at different service points. The percentages are estimates and may need to be adjusted as populations vary. If no service points are designated, then the popularity percentage entered with the production diet codes are assumed for all service points (see below).

Popularity %: This allows the user to enter an estimated percentage between 0 and 120% for a recipe at a specified service point. This is the estimated percentage of servings needed of that recipe for this service point that may select this recipe. It is applied to all production diet codes in the string without designated percentages.

Example:
A hospital has 3 different service points: tray service, cafeteria service, and a nursing home with tray service. Approximately 30% of the hospital patients on selective menu tray service select chocolate cake for dessert, 60% of the patients in the cafeteria select chocolate cake, and 03% of the nursing home patients select chocolate cake.

The popularity percentages for chocolate cake are:

- Hospital Tray Service 30%
- Hospital Cafeteria Service 60%
- Nursing Home Tray Service 03%

This popularity percentage field can also be useful in non-select menu settings to provide different recipe items to the same production diets and different service points.

Example:

```
       Tossed Salad  Gelatin Salad

Hospital Tray Service:      No entry = 100%    0%
Hospital Cafeteria Service: No entry = 100%    0%
Nursing Home Tray Service:               0%    No entry = 100%
```

In this example, the Nursing Home Tray Service is getting gelatin salad. The other service points are getting tossed salad.

Production Diets: The Production Diets field is a required entry. For every recipe that is entered when building a meal, an associated production diet code (or string of codes) must be assigned. This string of production diet codes is the key that lets the program know what production diets receive a particular recipe. When entering the code string, each production diet code must be separated by a single space. This field is limited to 200 characters. Production Diet names with greater than 200 characters are not stored.

Example:
On the menu for a lunch meal, Diet Swiss Steak is given to these production diets:

- Low Sodium (LS)
- Cardiac (CD)
- Calorie (CA)
- Calorie Sodium (CS)

The string of production diet codes that are entered for the Diet Swiss Steak recipe are as follows: LS CD CA CS (each separated by a single space).

Percentages for each production diet can be entered for each meal service type (T or C). This allows facilities to have different percentages of a production diet for different meal service types. **Remember: Each Service Point can now have only one meal service type. Thus, the percentages entered with a "T" only apply to Tray Service Points and "C" percentages only apply to Cafeteria Service Points.** The format for entering these percentages is the production diet code followed by a semicolon followed by meal service type and the percent (a number from 0-999) with no spaces.

Each production diet code and percents must be separated from any other production diet code by a space. Production diets listed without specified percentages are assumed to be 100% of the census for both meal service types.

Example:

- Diet Swiss Steak LS CD CA;T50 CS;T50;C10
- Production Diets: LS (Low Sodium) and CD (Cardiac). All (100%) LS and CD production diets will be served Diet Swiss Steak no matter if the food is served from a Trayline or Cafeteria Service Point.
- Production Diet: CA (Calorie). Fifty percent of the CA production diets served from the trayline will receive the Diet Swiss Steak. All (100%) of the CA production diets served from the Cafeteria will receive the Diet Swiss Steak.
- Production Diet: CS (Calorie Sodium). Fifty percent of the CS production diets served from the Trayline and 10% of the CS production diets served from the Cafeteria will receive the Diet Swiss Steak.

If a production diet code is entered with no percentages, the program reverts to the service point percentages. If there are no service point percentages, the program assumes 100% for that production diet. This is true for each production diet in the code string.

NOTE: To speed up data entry for a recipe where the majority of production diets apply, enter "ALL+". All the production diets singly spaced without any T or C percentages will be added for this recipe. The code string can then be edited using Edit Meal Production Diets or this option to delete the few codes that do not apply, or to add T or C percentages as needed. To edit under this field, the user must use the VA FileMan convention of "Replace... With". Non sequential editing using only a minus sign (-) can be done under the Edit Meal Production Diets (MP) option.

Recipe Category: This field uses recipe categories from the Recipe Category file and refers to the different ways that recipes may be classified, e.g., appetizer, soup, entree, etc. Refer to the Enter/Edit Recipe Categories option in the Recipe Management (XR) program for further explanation. A recipe may be a potato in one meal and a salad recipe in another meal. Recipe categories play an important role in item substitution for food preferences on the Tray Ticket program. See Print Tray Ticket for further explanation.

Add-On Meal: This field allows the user to add on an entire pre-established list of recipes to this meal. It is a quick way to create new meals that may have only two or three recipes that differ from an already created meal. This allows changes to an existing meal without losing it from the file. Once renamed, the meal can be edited for the few differing recipes. If a recipe has already been entered for the meal, the screen displays the recipe name and indicates it already exists for the meal. The original entry remains intact; the Add-On entry does not change the first recipe.

Prompt/**User Entry**	Discussion
Select MEAL NAME: **CYI-05-MON-SP** Are the user adding 'CYI-05-MON-SP' as a new MEAL (the 32ND)? **Y** (Yes) MEAL NAME: CYI-05-MON-SP// **<RET>**	Must be 3 - 30 characters, not starting with punctuation.
NAME: CYI-05-MON-SP// **<RET>**	
Select RECIPE: **BEEF** 1 BEEF BARLEY SOUP 2 BEEF CUBES AU JUS 3 BEEF NOODLE SOUP 4 BEEF PATTIE, FROZEN, IND 5 BEEF RICE SOUP TYPE '^' TO STOP, OR CHOOSE 1-5: **5** Are the user adding 'BEEF RICE SOUP' as a new RECIPE (the 1ST for this MEAL)? **Y** (Yes)	This must be one of the names from the Recipe file. This is a multiple field.
Select SERVICE POINT: **<RET>**	Answer with Service Point name. The user can enter more than one for each Recipe. If the user bypass this prompt, it assumes all service points and the prompt "Popularity %" does not appear.

```
    PRODUCTION DIETS: ALL+
```

Enter ALL+ for all production diets or enter production diet codes separated by a single space. Include popularity percentage if desired for T and/or C. Example: RG;T80;C50 LD CD;C70. Percents may be entered to a maximum of one decimal point.

Note: This field is limited to 200 characters. Data entered in excess of 200 characters will be deleted.

To edit Production Diets when using ALL+, reenter the same recipe name at the next "Select RECIPE" prompt.

```
    CATEGORY: SOUP// <RET>
     1   SOUP
     2   SOUP II
  CHOOSE 1-2: 1


Select RECIPE CATEGORY: SOUP
     1   SOUP
     2   SOUP II
  CHOOSE 1-2: 1
PRODUCTION DIETS: HP RG DB ME FL
CL PU HP D1 D2//
Select RECIPE CATEGORY: APPETIZER
PRODUCTION DIETS: CA
Select RECIPE CATEGORY: <RET>
Select RECIPE: BEEF RICE SOUP
         ...OK? Yes// N  (No)
     1   BEEF BARLEY SOUP
     2   BEEF CUBES AU JUS
     3   BEEF NOODLE SOUP
     4   BEEF PATTIE, FROZEN, IND
     5   BEEF STROGANOFF
TYPE '^' TO STOP, OR
CHOOSE 1-5: 5
   Are the user adding 'BEEF STROGANOFF'
as a new RECIPE (the 2ND for this MEAL)?
Y
  (Yes)
  Select SERVICE POINT: <RET>
  PRODUCTION DIETS: RG CL FL HP ME
  CATEGORY: ENTREE I// <RET>
     1   ENTREE I
     2   ENTREE II
     3   ENTREE III
CHOOSE 1-3: 2
Select RECIPE CATEGORY: ENTREE I
     1   ENTREE I
     2   ENTREE II
     3   ENTREE III
CHOOSE 1-3: 2
PRODUCTION DIETS: RG CL FL HP//
Select RECIPE CATEGORY: <RET>
```

Enter a Recipe Category from the Recipe Category file. The user are then prompted to enter another Recipe as in our example. Press <RET> when the user are finished.

Enter the different recipe categories that may characterize this recipe.
First entry should be the CATEGORY from the previous entry and once it is entered, the PRODUCTION DIETS will
be added with it.

```
Select RECIPE: PUR
     1   PUREE MONGOL SOUP
     2   PUREED APRICOTS
     3   PUREED ASPARAGUS
     4   PUREED BEEF
     5   PUREED BEETS
TYPE '^' TO STOP, OR
CHOOSE 1-5: 4
   Are the user adding 'PUREED BEEF' as a
new RECIPE (the 3RD for this MEAL)? Y
  (Yes)
  Select SERVICE POINT: HOSPITAL TL
    SERVICE POINT: HOSPITAL TL// <RET>
    POPULARITY %: 15// <RET>
  Select SERVICE POINT: <RET>
  PRODUCTION DIETS: PU
  CATEGORY: ENTREE I// <RET>
     1   ENTREE I
     2   ENTREE II
     3   ENTREE III
CHOOSE 1-3: 2
Select RECIPE CATEGORY: ENTREE I
     1   ENTREE I
     2   ENTREE II
     3   ENTREE III
CHOOSE 1-3: 2
PRODUCTION DIETS: PU//
Select RECIPE CATEGORY: <RET>
Select RECIPE: <RET>

Select ADD-ON Meal:
```

The “Popularity %” field comes up because we entered a specific Service Point.

The user may enter an Add-On Meal. If we choose to do that, the entire meal (all recipes) would be added to the meal created in this example.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: ML List Meal [FHPRC6]

This 80 column report lists all recipes and their categories and associated production diet codes for any selected meal.

Enter a meal name and a printer.

```
Select MEAL NAME: 94 MLK FE

Select Listing Device: HOME//  <RET>  HOME    RIGHT MARGIN: 80// <RET>

                                   Meal: 94 MLK FE

Recipe                       Cat. Production Diets

CHICKEN BROTH - 6 OZ          SO1  CL

SPLIT PEA SOUP, CND           SO1  ME;T50

STR CREAM OF GREEN PEA SOUP   SO1  PU FL

COLD LUNCH MEAT SANDWICH      EE1  SR;T10

GRILLED CHEESE SANDWICH       EE1  SR;T10

LS MEATLOAF                   EE1  DD DI

MEATLOAF                      EE1  RG HP;T150 HF MS NF CH NC HD DB;T135
                                   ND;T135 CD;T135 ED;T135 FD;T135 N3;T135
                                   N2;T135 N4;T135 LP EC ME NM

PIZZA                         EE1  SR;T10

PUREED MEATLOAF               EE1  PU

SPEC MEATLOAF                 EE1  AR MB GB

BROWN GRAVY                   SGG  RG HP HF MS NF CH NC HD DB ND CD ED FD N3
                                   N2 N4 LP AR EC ME NM MB GB PU SE DE

LS BROWN GRAVY                SGG  DD DI

BAKED POTATO                  PS1  HF NF HD FD;T110

DUCHESS POTATOES              PS1  RG HP MS DB;T110 ND;T110 ED;T110 N3 AR EC
                                   ME NM MB GB PU DP SR SE SD DE

LS DUCHESS POTATOES           PS1  DD DI

MACARONI, PLAIN               PS1  DD;T50 DI;T50

MASHED POTATOES               PS1  CH NC CD N2 N4 LP
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: MP Edit Meal Production Diets [FHPRC9]

This option offers the user a quick and easy method of altering production diet codes and popularity percentages in pre-established meals. Production diet codes can be added or deleted and/or popularity percentages modified for any recipe in a meal without having to retype the entire production diet code string. This option may be especially useful if a facility decides to add or delete a production diet after the Meal file is populated. Codes no longer have to be adjacent to each other to be deleted.

Meal Name: Only meals created under Enter/Edit Meals (ME) of the Meal file may be entered in this field.

Recipe: Only recipes entered for the selected meal through the Enter/Edit Meals (ME) option may be entered in this field.

Action: Three actions can be taken on the production diet code string without re-typing the entire string. However, each action must be entered separately. Actions are as follows:

1. To Add: Enter a plus "+" sign in front of the production diet code.
   Example: +MS Multiple production diet codes can be added at one time as long as a space is placed between codes: Example: +MS HF DB.

2. To Delete: Enter a minus "-" sign in front of the production diet code.
   Example: -RG. Multiple Production Diet Codes can be deleted at one time. They should be separated by a space, but do not need to be in sequential order.
   Example: - HF DB RG

3. To Modify Popularity Percentages: Enter the production diet code and the new percentage desired.
   Example: HP;C50 Only one production diet can be modified at a time.

Whenever any one of these actions is used, the program checks to be sure that the action can be taken and displays an OK. If an entered action cannot be performed, the program beeps and displays the reason the action cannot be taken.

Example:

```
Action: -RG
"Beep!"   RG Not a valid Production Diet code!
```

NOTE: The program may not accept a long string of additions. Always check the displayed production diet code string to be sure all additions were made.

Prompt/**User Entry**	Discussion

`Select MEAL NAME: **WK**`
`  1  WK1 FRI LU CH SP`
`  2  WK1 MON SP SW STK`
`  3  WK1 SU LU RST BEEF`
`  4  WK1 SU SP CUBAN SAND`
`  5  WK1-CYI-1`
`TYPE '^' TO STOP, OR`
`CHOOSE 1-5: **2**`
	Enter a Meal Name from the Meal file.
	
	Example: CYI WKI-SU-RST BF.

`Select RECIPE: **BREADED PORK STEAK**`	Enter Recipe Name from designated meal.
`Select RECIPE CATEGORY: **ENTREE**`	Enter Recipe Category Name from designated recipe.

`Enter + to add (example: +RG;C50)`
`  Enter -Production Diet to delete`
`  (example: -RG)`
`  Enter new code to modify`
`  (example: LS;C30)`
 	
Production Diets: CL
	Example: Roast Beef, with production diets RG MS;T50 DB;C10 HP
	
	The user see the following:

Action: **+RG FL ME HP** ok Production Diets: HP RG ME FL CL	Enter one action. If the action can be taken, an “OK” appears on screen followed by the altered Production Diet Code string. EXAMPLE: -HP Production Diets: RG MS;T50 DB;C10.
Action: **<RET>**	Enter second action if needed. The sequence repeats.

```
Select RECIPE: APPLE JELLY DIET, IND
Select RECIPE CATEGORY: DESSERT

     Enter + to add (example: +RG;C50)
     Enter -Production Diet to delete (example: -RG)
     Enter new code to modify (example: LS;C30)

Production Diets:  RG
Action: +ME CL FL HP LS PU
       LS Not a valid Production Diet code!
Production Diets:  HP RG ME FL CL PU
Action: +ND  ok
Production Diets:  HP RG ND ME FL CL PU
Action: <RET>
Select RECIPE: <RET>
Select MEAL NAME:
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: WP Print Weekly Menu [FHPRC7]

This report prints a Weekly Menu for any specified production diet or all production diets. When ALL is selected, the production diets print according to the print order specified in the Production Diet file (Enter/Edit Production Diets (PE) option). One production diet is printed per page; however, if a production diet such as the Regular Diet contains numerous recipe names, the menu continues on a second page. This report requires 132 column paper and a printing device that is capable of producing (16 c.p.i.) compressed print.

Recipe names print according to recipe category print order as specified in the Recipe Category file #114.1. Within recipe categories, the recipes print in alphabetical order.

This report is useful for verifying the accuracy of the menus and for menu revisions. Since each production diet can be printed separately, this weekly menu readily identifies frequency of items on modified diets. In facilities that display menus in long term care areas or in dining rooms, the weekly menu can be posted to inform patients of the current meals. This report is not a usable document unless an entire week of menus was entered into the Menu Cycle file using the option Enter/Edit Menu Cycle (CE).

Production Diet: This field uses data from the Production Diets file and refers to the desired Production Diet to be printed. All production diets may be selected as well.

Sunday Date: This is a required field. Sunday is the first day that prints on the weekly menus. The date of the Sunday of the desired week should be entered at this prompt. The entire menu for the week that begins with that date prints.

Prompt/**User Entry**	Discussion
Select PRODUCTION DIET (or ALL): **REGULAR**	Enter a production diet name or code or ALL. Example: REGULAR.
Select SUNDAY Date: **3/5/05**	This is a required field. Enter Sunday's date for the week requested. Example: 5-15-04. The resulting menu will be for the week of May 15-21, 1994.
The menu requires a 132 column compressed printer. Select LIST Printer: HOME// (Printer name)	Because of its size, we are unable to provide an example.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XM Menu Cycle Management ... [FHINGM]

Option: WR Print Weekly Menu Blocks [FHPRC12]

This option prints a cycle of weekly menus for any Recipe Category of any specified Production Diet or all Production Diets. It prints all recipe names in the order specified by the meal print order for the Recipe Category.

This report requires 132 column paper and a printing device that is capable of producing compressed (16 c.p.i.) print.

Prompt/**User Entry**	Discussion
Select RECIPE CATEGORY: **ENTREE**	
Select PRODUCTION DIET (or ALL): **REGULAR**	This is a required field. Enter one Production Diet or All.
Select SUNDAY Date: **3/5/05**	This is a required field. Enter a Sunday date, usually the one that begins the cycle.

The menu requires a 132 column compressed printer.

Select LIST Printer: HOME// (Printer name)	Because of its size, we are unable to provide an example.

This option prints a cycle of weekly menu blocks by recipe category and production diets in weekly sequence. This list is very useful in identifying the number of times a particular recipe is used in a menu cycle. Usually, a four week cycle menu of one recipe category for one production diet prints on one sheet. All production diets may be printed at one time. The list prints the cycle menu for the designated recipe category for each production diet in the print order established in the Production Diets file. Recipes within each category print in alphabetical order.

Helpful Hints

1. Create a meal worksheet for entering meals. Include the following:
   - MEAL NAME
   - RECIPE NAMES
   - PRODUCTION DIET CODES
   - SERVICE POINTS

List all recipes for the designated meal. Indicate in each production diet column whether or not the recipe should be served to that production diet. Shorthand symbols are suggested on the worksheet.

2. When entering production diet codes, it is helpful to enter them in the same sequence all the time. This allows for quick review for accuracy and completeness of the code string, and makes data entry easier. After entry, all codes are reordered to the print order of the production diets for easy reference.
3. All meals must be entered before complete Menu Cycles can be created and menus can be printed.
4. Print the Daily Diet Menu (DP) once all meals are completely entered. This menu can help the user to quickly identify wrong or missing entries. A hard copy master file of menus can be established for easy reference if production problems occur.
5. If the Daily Diet Menu does not work, check to be sure that:

    - The printer can print in compressed mode.
    - The file pointer fields (those fields that use data in other files) were answered correctly: i.e., print order.
    - The Production Facilities (FE) option "FULL NAMES ON DAILY MENU?:" is properly set.

6. Print List Meal (ML) if production problems are noted. This allows the user to quickly check production codes and popularity percentages for each recipe.
7. Use the Holiday Meals (HE) option to create meals for one-time changes. This does not alter the original menu cycle permanently and avoids the work of editing a cycle for one change and remembering to go back and return to the original meals.
8. Since menu cycle effective dates can be entered far into the future it is best to review Menu Cycle Effective Dates (CD) prior to an anticipated menu cycle change to verify implementation date.
9. Add-On Meals - Standard meals can be created with items routinely served at certain meals. This grouping of food items can then be readily added to other meals with minimal data entry.
   Example: Standard Breakfast Meal

This meal would include recipes such as toast, margarine, jelly, milk, coffee, condiments, etc. Each recipe would have a production diet code string and popularity percentages. This meal could then be added at the Add-On Meal prompt for all breakfast meals created. This Add-On feature eliminates the need to enter each of these food items separately for every breakfast meal created.

10. The Add-On Meal concept can be used to create new meals easily. An established meal can be renamed by entering the new name, bypassing the recipe prompt, and entering an existing meal at the Add-On prompt. This new meal can then be edited for minor recipe changes. This method greatly reduces data entry time.

XP Production Management [FHPROM]

DP List Production Diet Percentages	[FHPRF4]
OE Enter/Edit Other Meals	[FHPRF5]
OL List Other Meals	[FHPRF6]
PE Enter/Edit Production Diets	[FHPRO3]
PL List Production Diets	[FHPRO4]
PP Enter/Edit Production Diet Percentages	[FHPRF1]
SL List Production/Service/Communication Facilities	[FHPRO10]
TM Tray Tickets/Diet Cards Management ...	[FHMTKMM]
CE Enter/Edit Recipe Categories	[FHREC4]
CL List Recipe Categories	[FHREC5]
DP Enter/Edit Diet Patterns	[FHMTKS]
LP List Diet Patterns	[FHMTKT]
ME Enter/Edit Meals	[FHPRC4]
ML List Meal	[FHPRC6]
PD Print Diet Cards	[FHDCRP]
PT Print Tray Tickets	[FHMTKP]
WL List Nutrition Locations	[FHPRO6]

Overview

The Production Management Program consists of four file building options with list capabilities that are used as integral parts of the Food Management Program.

- Enter/Edit Production Diets - Production Diet file #116.2
- Enter/Edit Recipe Categories - Recipe Category file #114.1
- Enter/Edit Diet Patterns - Diet Patterns file #111.1
- Enter/Edit Meals - Meal file #116.1

Production Diets are diets (as ordered) grouped by the way food is produced and served. Significant changes were made to the Production Diet file #116.2, so the option Enter/Edit Production Diets reflects those changes. Because of this, some modification of existing data and/or the addition of data is required in order for this file to function properly in the Food Management Program.

Two new tables must also be built: Production Diet Percentages and Other Meals that enhance the reports generated by the Food Management Program. These tables are briefly described as follows:

Production Diet Percentages: Percentage of the total census for each production diet for each delivery point each day.

Other Meals: Average number of meals served to anyone other than inpatients by production diet, delivery point and day of week.

The following page displays the relationship between the four major files of the Production Management program and other Nutrition and Food Service files. Note, in particular, the files pointed to. They need to contain data before the user edit the four files in Production Management.

```
FILE (#)                    POINTER          (#) FILE
   POINTER FIELD               TYPE          POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------
                                          ---------------------
                                          |  111.1 DIET PATTERNS
                                          |   DIET1           |-> DIETS
                                          |   DIET2           |-> DIETS
                                          |   DIET3           |-> DIETS
                                          |   DIET4           |-> DIETS
                                          |   DIET5           |-> DIETS
                                          |   PRODUCTION DIET |-> PRODUCTION DI*
                                          |   ASSOCIATED SF * |-> SUPPLEMENTAL
                                          | m ASSOCI:ASSOCI*  |-> STANDING ORDE*
                                          | m BREAKF:BREAKF*  |-> RECIPE CATEGO*
                                          | m NOON M:NOON M*  |-> RECIPE CATEGO*
                                          | m EVENIN:EVENIN*  |-> RECIPE CATEGO*
                                          | m ASSOCI:ASSOCI*  |-> STANDING ORDE*
                                          | m ASSOCI:ASSOCI*  |-> STANDING ORDE*
                                          ---------------------
                                          ---------------------
  DIET PATTERNS (#111.115)                |                   |
    BREAKFAST MODIFICATIONS (N C )->      |  114.1 RECIPE CATEGORY
    NOON MODIFICATIONS ... (N C )->     |                   |
    EVENING MODIFICATIONS   (N C )->      |                   |
  RECIPE (#114)                           |                   |
    DEFAULT CATEGORY ..... (N )->       |                   |
  MEAL (#116.11)                          |                   |
    RECIPE:CATEGORY ...... (N )->       |                   |
                                          ---------------------
                                          ---------------------
  USER MENU (#112.62)                     |                   |
    DAY N:MEAL NU:MEAL* .. (N )->       |  116.1 MEAL       |
  MENU CYCLE (#116.01)                    |                   |
    DAY:BREAKFAST MEAL ... (N )->       | m RECIPE:RECIPE   |-> RECIPE
    DAY:NOON MEAL ........ (N )->       |   RECIPE:CATEGORY |-> RECIPE CATEGO*
    DAY:EVENING MEAL ..... (N )->       | m RECI:POPU:SERV* |-> SERVICE POINT
  HOLIDAY MEALS (#116.3)                  |                   |
    BREAKFAST MEAL ....... (N )->       | m RECI:RECI:RECI* |-> RECIPE CATEGORY
    NOON MEAL ............ (N )->       |                   |
    EVENING MEAL ......... (N )->       |                   |
                                          ---------------------
                                          ---------------------
  DIETS (#111)                            |                   |
    PRODUCTION DIET ...... (N )->       |  116.2 PRODUCTION DIET
  DIET PATTERNS (#111.1)                  |                   |
    PRODUCTION DIET ...... (N )->       | m SINGUL:SINGUL*  |-> PRODUCTION DI*
  USER MENU (#112.62)                     |                   |
    DAY N:MEAL NU:PRODUCT*  (N L)->       |                   |
  NUTRITION PERSON (#115.02)            |                   |
    ADMIS:DIET:PRODUCT* .. (N )->       |                   |
  PRODUCTION DIET (#116.211)              |                   |
    SINGULAR PRODUCTION DI* (N C )->      |                   |
```

```
SERVICE POINT (#119.721)              |                   |
  ADDITIONA:ADD. MEALS *  (N C )->    |                   |
  PRODUCTIO:FORECAST % *  (N C )->    |                   |
                                      ---------------------
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Option: DP List Production Diet Percentages [FHPRF4]

This 80 column report produces a table for each delivery/service point that shows each production diet and its percentage by day of the week. It may also show a percentage for “Not Eating”. For each production diet, a percentage between 0 and 110 is permitted. There is no minimum or maximum total for all production diets. If the total percentage is less than 100%, the difference is shown as “Not Eating”. If the total is greater than 100%, there is no percentage for “Not Eating”.

Enter a Service Point or All and printer name. If the user want to print the report to the screen, accept the printer defaults.

Here's an example:

```
Select SERVICE POINT (or ALL): T200

Select LIST Printer: HOME// <RET> HOME   RIGHT MARGIN: 80// <RET>

             P R O D U C T I O N   D I E T   P E R C E N T A G E S

                                     T200

                                 9-Mar-05  2:41pm

   Diet                      Sun     Mon     Tue     Wed     Thu     Fri     Sat

REGULAR                     22.5    22.5    20.0    20.0    20.0    22.5    22.5
HPHC                         3.0     3.0     3.0     3.0     3.0     3.0     3.0
HIGH FIBER                   0.5     0.5     0.5     0.5     0.5     0.5     0.5
MODERATE SODIUM (87 -13      3.0     3.0     3.0     3.0     3.0     3.0     3.0
CHOLESTEROL RESTRICTED       1.0     1.0     1.0     1.0     1.0     1.0     1.0
87/CHOL                      8.0     8.0     8.0     8.0     8.0     8.0     8.0
CARDIAC (87NA,LOCHOL,HI      4.0     4.0     4.0     4.0     4.0     4.0     4.0
DIABETIC/LO CAL              9.0     9.0     9.0     9.0     9.0     9.0     9.0
87/DIAB                      3.0     3.0     3.0     3.0     3.0     3.0     3.0
CHOL/DIAB                    0.5     0.5     0.5     0.5     0.5     0.5     0.5
DIAB/MECH                    1.0     1.0     1.0     1.0     1.0     1.0     1.0
DIAB/HF                      0.5     0.5     0.5     0.5     0.5     0.5     0.5
87/CHOL/DIAB                 4.0     4.0     4.0     4.0     4.0     4.0     4.0
DIAL/DIAB                    1.5     1.5     1.5     1.5     1.5     1.5     1.5
LOW PROTEIN                  1.0     1.0     1.0     1.0     1.0     1.0     1.0
DIALYSIS/LOW NA (43-22)      3.0     3.0     3.0     3.0     3.0     3.0     3.0
ASPIRATION RISK REDUCTI      0.5     0.5     0.5     0.5     0.5     0.5     0.5
MECHANICAL/DYSPHAGIA         4.0     4.0     4.0     4.0     4.0     4.0     4.0
87/MECH-DYS                  1.5     1.5     1.5     1.5     1.5     1.5     1.5
MODIFIED BLAND               1.0     1.0     1.0     1.0     1.0     1.0     1.0
GROUND MODIFIED BLAND        0.5     0.5     0.5     0.5     0.5     0.5     0.5
PUREED                       4.0     4.0     4.0     4.0     4.0     4.0     4.0
FULL LIQUID                  2.0     2.0     2.0     2.0     2.0     2.0     2.0
CLEAR LIQUID                 3.0     3.0     4.0     4.0     4.0     3.0     3.0
```

STANDING ORDER	5.0	5.0	5.0	5.0	5.0	5.0	5.0
SELECT-REGULAR	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Not Eating	3.0	3.0	4.5	4.5	4.5	3.0	3.0
Total Sum	100.0	100.0	100.0	100.0	100.0	100.0	100.0

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Option: OE Enter/Edit Other Meals [FHPRF5]

This routine allows the user to create an information table (Other Meals) that is associated with the Service Point file. Its enter/edit process is similar to that of file building. This Other Meals Table is created by each facility to account for meals served to people other than inpatients, e.g., gratuitous, volunteer, O.D., paid meals. This option allows for an average number of meals to be assigned to a service point by day, meal, and production diet type. These numbers are automatically added into the designated production diet total on the Forecasted Diet Census (FC) and/or Actual Diet Census (DC) of the Forecasting menu when the Meal Production Reports (MR) under Production Reports menu are generated.

In this way, the other meals are accounted for in the production process and appropriate types and quantities of meal items can be planned for each service point. Entering additional meals in this routine eliminates the need for the cooks to “pad” meals while producing the recipes.

NOTE: The meals entered here reflect constant numbers - not percentages of Service Point census. Therefore, periodic audits of other meals served may indicate a need to adjust these numbers.

Prompt/**User Entry**	Discussion
Select SERVICE POINT NAME: **DR200**	Enter one Service Point. Each Service Point may have other meals designated. Example: NHCU.
Select ADD. MEALS PRODUCTION DIET: **DIABETIC/LO CAL**	Enter one Production Diet. All Other Meals must be assigned to production diets. Each production diet must be entered. Example: Regular.
ARE THE USER ADDING ‘DIABETIC/LO CAL’ AS A NEW ADDITIONAL MEALS (THE 1ST FOR THIS SERVICE POINT)? **Y** (YES)	
ADD. SUNDAY BREAKFAST: **0**	Enter a whole number between 0 and 1000. The same prompt sequence is used for each day of the week and each meal.

```
  ADD. SUNDAY NOON: 0
  ADD. SUNDAY EVENING: 0
  ADD. MONDAY BREAKFAST: 10
  ADD. MONDAY NOON: 10
  ADD. MONDAY EVENING: 0
  ADD. TUESDAY BREAKFAST: 10
  ADD. TUESDAY NOON: 10
  ADD. TUESDAY EVENING: 0
  ADD. WEDNESDAY BREAKFAST: 10
  ADD. WEDNESDAY NOON: 10
  ADD. WEDNESDAY EVENING: 0
  ADD. THURSDAY BREAKFAST: 20
  ADD. THURSDAY NOON: 10
```

```
  ADD. THURSDAY EVENING: 0
  ADD. FRIDAY BREAKFAST: 10
  ADD. FRIDAY NOON: 10
  ADD. FRIDAY EVENING: 0
  ADD. SATURDAY BREAKFAST: 0
  ADD. SATURDAY NOON: 0
  ADD. SATURDAY EVENING: 0

Select ADD. MEALS PRODUCTION DIET:
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Option: OL List Other Meals [FHPRF6]

This 80 column report lists all the data entered under Enter/Edit Other Meals (OE).

Enter a printer name or <RET> to bring the report to the screen.

```
Select LIST Printer: HOME// (Printer Name)

                              O T H E R   M E A L S

                                 9-Mar-05  2:42pm

                                      DR200

Diet                             Meal    Sun  Mon  Tue  Wed  Thu  Fri  Sat

REGULAR                          Brk      35   43   39   44   47   32   25
                                 Noon     33   50   50   50   60   50   35
                                 Even     20   31   36   35   35   31   22

DIABETIC/LO CAL                  Brk           10   10   10   20   10
                                 Noon          10   10   10   10   10
                                 Even
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Option: PE Enter/Edit Production Diets [FHPRO3]

The Production Diet file #116.2 was created in Diet Order Entry as a requirement for the building of data in the Diets file #111. One of its original purposes was to provide a very general estimate for food production based on the diets ordered through Diet Order Entry. To improve the capability of the Food Production program the Production Diet file was enhanced. Because of this, more specific data for production diets must be defined.

The changes made to this file require rethinking and grouping of the diets ordered into specific production diets that best represent both the hot and the cold foods to be produced. This option, Enter/Edit Production Diets, now allows for combination production diets, i.e., Calorie Sodium, Cholesterol Sodium, Mechanical Diabetic Sodium. Diet census now tallies diets that have more than one diet modification directly from Diet Order Entry. This tally of production diets is used to link diet census to menus and recipes so that food is produced and distributed in appropriate quantities. Combination production diets are referred to in the program as “Combo” diets.

Production Diet Name: The Production Diets Name field should represent the types of foods prepared at the facility. Although clinically there are numerous diet combinations, the actual number of production diets or types of food prepared are more limited.

Production diets can now represent from one to five diet modifications. When entering a “Combo” production diet, the singular production diets must already be in the file. A facility should consider establishing a “Combo” production diet when a diet with more than one modification receives different hot and cold foods than the singular diet modifications that make up the combination diet. A good guide for determining combination production diets is any tally sheet presently used for manual production counts.

Examples:

```
Diet   Hot Food Served     Cold Food Served

Sodium Roast Beef   Cheese Cake
Calorie       Ham Diet     Peaches
  *Calorie Sodium   Roast Beef   Diet Peaches
Mechanical   Ground Ham   Cheese Cake
  **Mechanical Sodium      Ground Roast Beef   Cheese Cake
  **Mechanical Calorie Sodium    Ground Roast Beef   Diet Peaches
```

*The “Calorie Sodium” combination diet does not receive the same hot and cold foods as the singular diet modifications “Calorie” and “Sodium”; therefore, a combination production diet of “Calorie Sodium” should be established.

**These two combination diets also do not receive the same hot and cold foods as their respective singular diets; therefore, these two combination diets need to be established as production diets.

If these combination production diets are not established prior to the run of production reports, inaccurate quantities of each of the foods to be served would be listed resulting in over or under production.

When trying to determine which production diets should be established, review therapeutic/modified menus and census data. The number of production diets is not limited; however, each of these diets will require input for every recipe in the Meal file. A large number of production diets increases the data entry time significantly. Also, if some diets occur infrequently in very small numbers or vary in only one or two easily adjustable food items (i.e., milk, bread, condiments), it may not be worth the trouble of establishing a separate production diet.

Code: This is a two character code that must be unique and must be either two upper case letters or a letter followed by a number. A code cannot be assigned to more than one Production Diet. Determine a logical naming method so that the code is recognizable, i.e., LS for Low Sodium, C4 for Calorie 4 gm Sodium.

Cafeteria %: Each production diet may have a Cafeteria Percentage assigned to indicate the usual number of patients on that production diet who eat in the cafeteria. This percentage is used only in the forecasting process to determine, on any selected day, the number of portions of the production diet that is to be served in the cafeteria. Any percentage up to 100% may be entered. If the facility does not have cafeteria service or if the user are not planning to forecast servings for the cafeteria, this field may be ignored.

Print Order: The number assigned in this field to each production diet controls the order in which production diets are listed on the diet census, forecast census and daily diet menu. This option enables the facility to determine how the reports appear. Only a singular print order can be assigned. Therefore, production diets print in the same order on all reports. It is suggested, when assigning numbers, that some be skipped to allow for future additions or adjustments to the print order.

Print On Daily Menu?: A “Y” (yes) or “N” (no) response is required for each production diet. A positive response results in the Production Diet being listed on the Daily Diet Menu printout. Note, when planning this response, only six production diets including the regular print on each page; however, unlimited pages are allowed.

Is This A Combo Diet?: A “Y” (yes) or “N” (no) response is required for each production diet. If the production diet has only one diet modification, i.e., “Sodium” or “Calorie”, an “N” is entered. If the production diet has more than one diet modification, i.e., “Calorie Sodium” or “Mechanical Sodium Calorie,” a “Y” is entered.

Select Singular Production Diets: This field only appears if "Y" is entered in the Combo Diet field. This is an instance where a field points to/uses data in its own file. When this field appears, the user need to select a **singular**, not a combo, production diet. All production diets with more than one diet modification must consist of the singular production diets that make up the combination diet. These singular production diets must already have been established in the Production Diets file. Therefore, all singular production diets should be established first before creating combination production diets. A production diet can have a maximum of five singular production diets.

Example:

```
Production Diet Name         Singular Production Diets
Mech Sodium Calorie          Mechanical Sodium Calorie
```

Tally Order: The tally order represents a priority numbering system and establishes the sequence in which diets are tallied for the diet census. This was previously a function of Diet Precedence, but it is now specific to the Production Diets file. Diet Precedence still functions as a numbering system that prevents the ordering of contradictory diets and determines the label print order.

In Tally Order, each production diet is assigned a tally order number that represents its order of importance. The lowest number has the greatest priority and is tallied first. Each Location ordered diet is tallied once for the production diet that has the lowest tally order number, regardless of the number of diet modifications.

Example: Assume a facility assigns the following tally orders to these production diets.

```
Production Diets                  Tally Number
Mech Calorie Sodium                    5
Mech Sodium                           l0
Mechanical                            40
```

The program tallies all Location ordered diets that have the combined "Mechanical Calorie Sodium" modifications before it tallies diets that have "Mechanical Sodium" modifications. Also the "Mechanical Sodium" combination is counted before a singular "Mechanical" diet.

When assigning tally numbers to production diets, it is recommended that the user assign lower tally numbers to production diets with the greatest number of diet modifications. This prevents production diets that have similar diet modifications from being tallied incorrectly. For example: If the tally order for the above example was changed to "Mech Calorie Sodium" "l0" and "Mech Sodium" "5" all the Mech Calorie Sodium diets would be counted only as "Mech Sodium". The Calorie modification would be ignored.

How the Program Searches and Tallies

A diet is ordered through Diet Order Entry. Production diet codes are assigned for each modification, thereby creating a "string" of codes. That code string is stored with that diet order. When an Actual Diet Census (DC) is requested, the program starts with the production diet with the lowest tally order number. The program then searches all diet orders looking to see if the

order contains that string, finds an order that does, and counts it. That particular order is not counted again. The process starts all over with the next lowest tally order number.

The process is the same whether the production diet is a single or a combo. In the case of the combo production diet, the program searches for the combination of codes that represents all the different modifications.

The following is an example from a Production Diets file that demonstrates the steps from diet order to diet census.

Sample Production Diets Entries

```
Tally                        (Singular)   (Singular
 Order Code  Diet   Combo  Tallied Prod Diets  Diet Codes)

5      SC     Mech Sodium Calorie        Y      Mechanical   ME
                           Sodium SO
                           Calorie      CA

10     MS     Mech Sodium  Y      Mechanical   ME
                           Sodium SO

12     MC     Mech Calorie Y      Mechanical   ME
                           Calorie      CA

14     CS     Calorie Sodium      Y      Calorie      CA
                           Sodium SO

40     ME     Mechanical   N
50     SO     Sodium N
55     CA     Calorie      N
70     HP     High Protein N
```

Diets are ordered. The program assigns production diet codes for each order.

```
1800 ADA, 2g Na, Mech, Hi Pro = (CA SO ME HP)
2g Na, 1500 ADA = (SO CA)
2g Na, Mech = (SO ME)
```

The program starts with the production diet with the lowest tally number. Five (5) is the lowest number in our example file. NOTE: The two-letter code for the combo diet is not used. The program uses the list of singular diet codes.

```
5 Mech Sodium Calorie = (ME  SO  CA)
```

It searches for codes that are contained in the list of codes for the diet order. The 1800 ADA, 2g Na, Mech, Hi Pro diet order is counted as a Mech Sodium Calorie. It is not counted again. NOTE: The HP modification is ignored.

The program moves to the next lowest tally number.

```
10 Mech Sodium (ME  SO)
```

5It searches for codes contained in the order, and counts it. It bypasses the 1800 ADA, 2g Na Mech, Hi Pro because it was already counted. It finds a match in the 2g Na, Mech and counts it as a Mech Sodium.

It moves to the next tally number.

```
12 Mech Calorie (ME  CA)
```

There are no orders.

It moves to the next tally number.

```
14 Calorie Sodium (CA  SO)
```

It finds 2g Na; 1500 ADA and counts it as a Calorie Sodium.

The program presents the tally totals in the Actual Diet Census (DC) by production diet according to printing order (not shown in the sample file).

```
PRODUCTION DIETS

Mech Sodium  1
Calorie Sodium      1
Mech Sodium Calorie 1

MODIFICATIONS

Hi Pro 1
```

The Actual Diet Census still includes a separate tally of minor modifications as determined by diet precedence.

This separate minor modification tally has no effect on the above search and tally process. It is simply presented as additional useful information. See also Diet Precedence under Enter/Edit Diets, Diet Order Management.

When Combination Diets Pre-Exist in the Diet File

For facilities that entered combination diets into the Diets file, corresponding production diets with two letter codes and appropriate tally orders should be created. However, DO NOT answer YES to the “Combo” prompt. The program treats these diets as if they were singular production diets and tally them according to tally order. The search and tally procedure is less complex but the result should be the same: an accurate diet census that reflects modified diets.

One thing to consider is that the diet order program was designed to allow location users to order diets in any manner. In the following example, two combination modified diets are put together to form a patient diet.

```
                            PRODUCTION
LOCATION ORDERS                   DIET CODE    TALLY ORDER
```

```
1500 CAL ADA 2g Na         DS           6
Mechanical Bland           MB           3
```

This diet is tallied as a Mechanical Bland and the diabetic/sodium part is ignored. To avoid this, a "Combo" production diet called "Mechanical Bland Diabetic Sodium" should be created consisting of the two "single" diets 1500 CAL ADA 2g Na (code DS) and Mechanical Bland (Code MB). This "Combo" diet could have a code MS, tally order 1, and a "code string" DS MB. The program then uses the more complex search process as described previously, and tallies this as an MS production diet (Mechanical Bland Diabetic Sodium) due to its tally order (1).

Recode Production Diets

For facilities that are using Diet Order Entry, there are two steps that should be taken every time changes are made to the Production Diets file. These steps are:

- Review the Production Diets field of the Diets file.
- Recode diets for all inpatients.

New production diets added to the file may make the information in the Production Diet field of the Diets file obsolete. The Actual Diet Census (DC) will be incorrect. The information in this field should be reviewed and updated any time changes are made to the Production Diets file.

Because the production diet for a diet order is designated at the time the diet is ordered and counted when the census is requested, changes to the data in the Production Diets file will not be reflected in Actual Diet Census (DC) unless all the production diets for inpatients are recoded. Do this by using option Recode Diets for all Inpatients (RD) found under System Management (SM).

Prompt/**User Entry**	Discussion
Select PRODUCTION DIET NAME: **CLEAR LIQUID** Are the user adding ‘CLEAR LIQUID’ as a new PRODUCTION DIET (the 12th)? **Y** (YES) NAME: CLEAR LIQUID// **<RET>**	Enter a name 3-30 characters in length..
CODE: **CL**	This is a simple two character code for the diet and is used extensively in the production summary.
# DAYS TO REVIEW: **3**	Enter the number of days after that a patient on this production diet should be reviewed.
PRINT ORDER: **76**	Enter a number between 1 and 99, no decimal digits. This is the order in which this production diet appears in lists, from low print orders to high.

PRINT ON DAILY MENU?: **Y** YES	Enter Yes or No. If the user enter Yes at this prompt, the diet will be listed on the Daily Menu sheets.
IS THIS A COMBO DIET?: **N** NO	Enter Yes or No. When the user answer Yes to this prompt, it means that this diet is a combination of other production diets (e.g., both low sodium and calorie restricted). Since all production diets in a combo must match the default production diets of a clinical order, such combo production diets should have a tally order less than any of the individual production diets contained in the combo.
TALLY ORDER: **1**	Enter a number between 1 and 99. In recoding diets, this is the order in which the clinical default production diets are matched against this production diet. Recoding occurs as soon as a match occurs. Therefore, this field can be conceptualized as representing the relative importance of the production diet.
INACTIVE?: **<RET>**	Enter Yes or No. If the user answer Yes at this prompt, the diet is removed from selection lists. Here is an example of a "Combo" production diet entry:

```
Select PRODUCTION DIET NAME: 87/DB/CHOL
Are the user adding '87/DB/CHOL' as a new PRODUCTION DIET (the 12th)? Y (YES)
NAME: 87/DB/CHOL// <RET>
CODE: N2
# DAYS TO REVIEW:
PRINT ORDER: 48
PRINT ON DAILY MENU?: Y YES
IS THIS A COMBO DIET?: Y YES
Select SINGULAR PRODUCTION DIETS: DIABETIC/LO CAL
 Are the user adding 'DIABETIC/LO CAL' as a new SINGULAR PRODUCTION DIETS (the 1st for
this PRODUCTION DIET)? Y YES
Select SINGULAR PRODUCTION DIETS: MODERATE SODIUM (87 -130)
  Are the user adding 'MODERATE SODIUM (87 -130)' as a new SINGULAR PRODUCTION DIETS
(the 1st for this PRODUCTION DIET)? Y YES
Select SINGULAR PRODUCTION DIETS: CHOLESTEROL RESTRICTED
Are the user adding 'CHOLESTEROL RESTRICTED' as a new SINGULAR PRODUCTION DIETS (the
1st for this PRODUCTION DIET)? Y YES
TALLY ORDER: 15
INACTIVE?: <RET>

Select PRODUCTION DIET NAME:
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management [FHPROM]

Option: PL List Production Diets [FHPRO4]

This 132 column report prints the data in the Production Diet file that was entered under Enter/Edit Production Diets (PE).

Enter a printer name.

```
DEVICE: (Printer Name)
PRODUCTION DIETS                                                                    MAR
9,2005  14:46    PAGE 1
TALLY                                                        PRINT  DAILY
ORDER  CODE  DIET                                INACT   REV   ORDER   MENU  COMBO
TALLIED PROD. DIETS
-------------------------------------------------------------------------------------
----------------------
   1    CL   CLEAR LIQUID                                3     76    YES     NO
   3    FL   FULL LIQUID                                       74    YES     NO
   5    PU   PUREED                                            72    YES     NO
   6    AR   ASPIRATION RISK REDUCTION                   5     59    YES     NO
   7    SD   SELECT-DIABETIC                                   86    YES     NO
   9    N4   87/CHOL/DIAB/MECH                                 50    YES    YES
MODERATE SODIUM (87 -130)

CHOLESTEROL RESTRICTED

DIABETIC/LO CAL

MECHANICAL/DYSPHAGIA
  10    N6   87/CHOL/DIAB/HF                                   52    YES    YES
MODERATE SODIUM (87 -130)

DIABETIC/LO CAL

CHOLESTEROL RESTRICTED
                                                                                   HIGH
FIBER
  11    SE   SELECT-ECC                                        84    YES     NO
  12    CM   87/CHOL/MECH                                      26    YES    YES
MODERATE SODIUM (87 -130)

CHOLESTEROL RESTRICTED

MECHANICAL/DYSPHASIA
  13    N1   87/CHOL/HF                                        28     NO    YES
MODERATE SODIUM (87 -130)

CHOLESTEROL RESTRICTED
                                                                                   HIGH
FIBER
  15    N2   87/CHOL/DIAB                                      48    YES    YES
MODERATE SODIUM (87 -130)

CHOLESTEROL RESTRICTED
```

```
DIABETIC/LO CAL
  17    N3   87/DIAB/MECH                                        44    YES    YES
MODERATE SODIUM (87 -130)

DIABETIC/LO CAL

MECHANICAL/DYSPHAGIA
  19    N5   87/DIAB/HF                                          46     NO    YES
MODERATE SODIUM (87 -130)

DIABETIC/LO CAL
                                                                                      HIGH
FIBER
  20    ND   87/DIAB                                             32    YES    YES
MODERATE SODIUM (87 -130)

DIABETIC/LO CAL
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Option: PP Enter/Edit Production Diet Percentages [FHPRF1]

Production Diet Percentage Table

The Production Diet Percentage fields contain a percentage of the total census for each production diet for each day and delivery/service point. Production diet percentages are an integral part of the Forecasting (FM) menu of Production Reports (PR). These percentages are applied to the Medical Administration Service (MAS) census figures for each service point and are used to project the number of servings needed for each menu item.

Before completing these fields, all production diets must be established and the inpatient database should be recoded.

A data collection period of two to three weeks needs to be conducted to gather the diet percentages. The following procedure could be used to collect data.

1. Print Actual Diet Census (DC) daily for two or three weeks for all service points.
2. The percent column on the Actual Diet Census indicates the percentage of the total census at a specific service point for that production diet for that day. Using the two or three weeks of data, average the percent of each production diet, each day of the week for each service point.
3. The resulting number can be used as the average percentage of that production diet for that day and service point. Enter this number under this option, Enter/Edit Production Diet Percentages (PP).

Example: `Service Point: Hospital - Actual Diet Census`

```
Production Diet            Percent       Day           Week

Regular                    2l.3                Thursday     Week l
Regular                    20.8                Thursday     Week 2
Regular                    2l.6                Thursday     Week 3
                       Avg.21.2
```

The average percentage for the Regular production diet for Thursday in the hospital service point is 21.2%.

Although the Actual Diet Census always indicates the percent of each diet for each service point, this information is not automatically transferred to this field. Each facility may want to review these percentages on a quarterly basis and update as needed.

Service Point Name: Service points must be pre-established under the Enter/Edit Service Points (SE) option. Each service point must have separately established production diet percentages.

Production Diet: Production diets must be pre-established under the Enter/Edit Production Diets (PE) option. Each production diet must be listed separately for each delivery point.

Census Percentage: The number entered into this field represents the percentage of the total census representing this production diet for this delivery point. Greater than 100% (to 110%) can be entered if a facility chooses to increase (pad) the census of a production diet at a specific delivery point. This is one mechanism for accommodating double portions. Each day must be entered separately. It is recommended that the percentage for each day be derived from an average of three or more of those days.

Prompt/**User Entry**	Discussion
Select SERVICE POINT NAME: **T200**	Enter one Service Point. Example: Hospital.
Select FORECAST % PRODUCTION DIET: **SELECT-REGULAR** ARE THE USER ADDING 'CLEAR LIQUID' AS A NEW PRODUCTION DIET PERCENTAGE (THE 1ST FOR THIS SERVICE POINT)? **Y** (YES)	Select the production diet for which daily forecast percentages are to be entered.
Sunday Census Percentage: **10** MONDAY CENSUS PERCENTAGE: **10** TUESDAY CENSUS PERCENTAGE: **10** WEDNESDAY CENSUS PERCENTAGE: **10** THURSDAY CENSUS PERCENTAGE: **10** FRIDAY CENSUS PERCENTAGE: **10** SATURDAY CENSUS PERCENTAGE: **10**	Enter a number between 0-110 for each day of the week. This is the forecasted percentage of total census for each day.
Select FORECAST % PRODUCTION DIET:	This prompt reappears after the Saturday Census prompt. It allows for additional production diets to be entered for the same service point.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management [FHPROM]

Option: SL List Production/Service/Communication Facilities [FHPRO10]

This option is used to produce a series of reports for each of the Production Facilities, Service Points, Communication Offices, and Supplemental Feeding Sites. The reports show all parameters associated with each facility.

```
Select LIST Printer: HOME// (Printer Name)
 9-Mar-05           P R O D U C T I O N   F A C I L I T Y            Page 1

                                 MAIN KITCHEN
-------------------------------------------------------------------------------

Full Names on Daily Menu:               YES
Print Meal Distribution:                YES
Separate Production Summary Pages:      YES
Separate Recipe Preparation Pages:      YES
Separate Storeroom Pages:               YES

Associated Tray Lines:

     B217 TL

Associated Cafeterias:

     DR200

Associated Supplemental Fdg. Sites:

     NUPPER
     SUPPLEMENTAL FEEDINGS

 9-Mar-05                  S E R V I C E   P O I N T                  Page 2

                                   B217 TL
-------------------------------------------------------------------------------

Type of Service:         Tray Line
Short Name:              B217
Production Facility:     MAIN KITCHEN

Associated Nutrition Locations:

     221                                     ECC 2-B
     ECC 1-B                                 ECC 2-C
     ECC 1-C

Production Diet %:          Sun     Mon     Tue     Wed     Thu     Fri     Sat

   REGULAR                   3.5     3.5     3.5     3.5     3.5     3.5     3.5
   MECHANICAL/DYSPHAG        8.0     8.0     8.0     8.0     8.0     8.0     8.0
   PUREED                   10.5    10.5    10.5    10.5    10.5    10.5    10.5
   FULL LIQUID               1.0     1.0     1.0     1.0     1.0     1.0     1.0
   CLEAR LIQUID              0.5     0.5     0.5     0.5     0.5     0.5     0.5
```

GROUND MODIFIED BL	3.0	3.0	3.0	3.0	3.0	3.0	3.0
MODIFIED BLAND	0.5	0.5	0.5	0.5	0.5	0.5	0.5
HIGH FIBER	0.5	0.5	0.5	0.5	0.5	0.5	0.5
DIALYSIS/LOW NA (4	1.0	1.0	1.0	1.0	1.0	1.0	1.0
MODERATE SODIUM (8	2.5	2.5	2.5	2.5	2.5	2.5	2.5
HPHC	1.0	1.0	1.0	1.0	1.0	1.0	1.0
DIABETIC/LO CAL	5.0	5.0	5.0	5.0	5.0	5.0	5.0
GERIATRIC/ECC	15.0	15.0	15.0	15.0	15.0	15.0	15.0
LOW PROTEIN	1.0	1.0	1.0	1.0	1.0	1.0	1.0
87/CHOL/DIAB	1.0	1.0	1.0	1.0	1.0	1.0	1.0
87/MECH-DYS	1.0	1.0	1.0	1.0	1.0	1.0	1.0
87/CHOL	1.0	1.0	1.0	1.0	1.0	1.0	1.0
87/DIAB	2.5	2.5	2.5	2.5	2.5	2.5	2.5
DIAL/DIAB	0.5	0.5	0.5	0.5	0.5	0.5	0.5
STANDING ORDER	10.0	10.0	10.0	10.0	10.0	10.0	10.0
87/CHOL/DIAB/MECH	0.4	0.4	0.4	0.4	0.4	0.4	0.4
DIAB/MECH	1.5	1.5	1.5	1.5	1.5	1.5	1.5
DIAB/HF	0.5	0.5	0.5	0.5	0.5	0.5	0.5
ASPIRATION RISK RE	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SELECT-ECC	15.0	15.0	15.0	15.0	15.0	15.0	15.0
SELECT-REGULAR	10.0	10.0	10.0	10.0	10.0	10.0	10.0
SELECT-DIABETIC	8.0	8.0	8.0	8.0	8.0	8.0	8.0
ECC-DIABETIC	4.5	4.5	4.5	4.5	4.5	4.5	4.5
Not Eating							
Total Sum	109.4	109.4	109.4	109.4	109.4	109.4	109.4

Type of Service: Cafeteria
Short Name: DR200
Production Facility: MAIN KITCHEN

Associated Nutrition Locations:

4E 8E
4W BRS

Production Diet %:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
REGULAR	45.0	45.0	45.0	45.0	45.0	45.0	45.0
MECHANICAL/DYSPHAG	3.0	3.0	3.0	3.0	3.0	3.0	3.0
GROUND MODIFIED BL	3.0	3.0	3.0	3.0	3.0	3.0	3.0
MODIFIED BLAND	3.0	3.0	3.0	3.0	3.0	3.0	3.0
HIGH FIBER	3.0	3.0	3.0	3.0	3.0	3.0	3.0
MODERATE SODIUM (8	3.0	3.0	3.0	3.0	3.0	3.0	3.0
HPHC	1.0	1.0	1.0	1.0	1.0	1.0	1.0
DIABETIC/LO CAL	15.0	15.0	15.0	15.0	15.0	15.0	15.0
CHOLESTEROL RESTRI	6.0	6.0	6.0	6.0	6.0	6.0	6.0
LOW PROTEIN	3.0	3.0	3.0	3.0	3.0	3.0	3.0
87/CHOL	3.0	3.0	3.0	3.0	3.0	3.0	3.0
87/HF	3.0	3.0	3.0	3.0	3.0	3.0	3.0
87/DIAB	10.0	10.0	10.0	10.0	10.0	10.0	10.0
CHOL/DIAB	12.0	12.0	12.0	12.0	12.0	12.0	12.0
Not Eating							
Total Sum	113.0	113.0	113.0	113.0	113.0	113.0	113.0

Additional Meals:	Meal	Sun	Mon	Tue	Wed	Thu	Fri	Sat
REGULAR	Brk	35	43	39	44	47	32	25

```
                                Noon     33   50   50   50   60   50   35
                                Even     20   31   36   35   35   31   22

   DIABETIC/LO CAL              Brk           10   10   10   20   10
                                Noon          10   10   10   10   10
                                Even

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                             COMMUNICATION OFFICE
-------------------------------------------------------------------------------

Provide Bagged Meals:    NO

                                            Breakfast     Noon     Evening

     Meal Time:                                8:00A     12:00P     6:00P

     Early Time 1:
     Early Time 2:
     Early Time 3:

     Late Time 1:
     Late Time 2:
     Late Time 3:

     Late Alarm Begin:
     Late Alarm End:

Associated Nutrition Locations:

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                                     C1-TCC
-------------------------------------------------------------------------------

Provide Bagged Meals:    NO

                                            Breakfast     Noon     Evening

     Meal Time:                                6:20A     11:20A     4:20P

     Early Time 1:                             6:20A     11:20A     4:20P
     Early Time 2:
     Early Time 3:

     Late Time 1:                              7:30A     12:30P     5:30P
     Late Time 2:                              8:15A      1:15P     6:15P
     Late Time 3:                             10:00A      2:30P     7:00P

     Late Alarm Begin:                         6:20A     11:20A     4:20P
     Late Alarm End:                           9:58A      2:28P     6:58P

Associated Nutrition Locations:

     12E                                     5W
     12W                                     6E
     2A                                      6W
     2B                                      7E
     2D                                      7W
     3E                                      8E
     3W                                      9EI
     4E                                      9E
```

```
     4W                                      BRS
     5E

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                            SUPPLEMENTAL FEEDINGS
-------------------------------------------------------------------------------

Short Name:              S FDGS
Separate Labels:         YES
Items on Location Lists:     YES
Production Facility:     MAIN KITCHEN

Associated Nutrition Locations:


 9-Mar-05      S U P P L E M E N T A L   F E E D I N G   S I T E       Page 7

                                   NUPPER
-------------------------------------------------------------------------------

Short Name:              NUP
Separate Labels:         NO
Items on Location Lists:     YES
Production Facility:     MAIN KITCHEN

Associated Nutrition Locations:

     10ET                                    12W
     10E                                     13EI
     10WC                                    13E
     10W                                     13W
     11E                                     15E
     11W                                     15WR
     12E                                     15W
```

Tray Tickets/Diet Cards Management

In prior Nutrition versions, only a label containing the diet order which could be affixed to a diet card was used and the tray line personnel had to determine which specific food items were to be placed on the tray for a given diet order. By introducing diet pattern driven tray tickets, a list of individual food items that are to be placed on the tray can be printed. Diet Cards, on the other hand, are a simpler form of tray assembly ticket that list recipe categories to be served for a given diet. The user can run them concurrently if the site does not have complicated diet modifications; otherwise, the user can use one or the other.

Here are the major differences between tray tickets and diet cards:

Tray Tickets:

1. Replaces the bread and beverage that are on the meal file with the patient's bread and beverage.
2. Incorporates the dislike food preferences by listing an alternate recipe in the meal file.
3. Prints the recipe along with the category item that needs to be omitted for recipes that have diabetic exchanges.
4. Prints all the standing orders for that meal.

Diet Cards:

1. Prints if there is no menu or meal established.
2. Prints two or three per page.
3. Two prints:
   Diet patterns consisting of recipe categories for all three meals.
   Standing orders for all three meals.
   All dislike food preferences for all three meals.
4. Three (format like tray tickets) prints:
   Bread and beverage replaced by patient's bread and beverage.
   Standing orders for a meal
   Dislike food preferences meal specific. If site has no menu or meal established, all dislikes print.

Tray tickets and diet cards can be printed on regular letter style paper 8-1/2x11 inch. They must be printed on a laser printer in landscape mode. The parameter settings for Kyocera and Hewlett Packard LaserJet III are in the installation guide. They can be printed on other printers, **but**, the user needs to set up the landscape setting or have IRM do it.

Tray Tickets and Diet Cards are diet pattern driven. A diet pattern consists of recipe categories and automatic nourishment, associated standing orders, and an associated supplemental feeding menu. Diet restrictions can be specified along with the diet pattern. The diet restrictions are stored as dislikes in the Food Preference file.

A diet pattern can have no more than 15 recipe categories per meal. Although both diet card and tray ticket can print at least 17 items per page, they will print to a second page if a patient has more items.

Nutrition personnel need to understand that the use of tray tickets and diet cards places additional printing burdens on the service. Both require a detailed implementation process relating to food preferences, standing orders, recipe categories, and meals, etc. The implementation for each feature are detailed in this section.

Here are a few points to keep in mind when implementing the program:

NOTE: Keep in mind that recipe categories are essential in processing the tray tickets. **Do not duplicate them or delete them.** Be consistent with the recipe category that the user are using. This applies to the bread and beverage default also. The associated recipe's category should match the pattern's category. Meal, Recipe, and Diet Pattern files point to the Recipe Category file.

Food Preference Management: Food Preference changes if tray tickets are implemented. Only bread and beverage likes and all dislikes are handled under food preference. All other likes to be served regardless of restrictions must be entered as standing orders. Diet restrictions are stored as dislikes in the food preference file. Once the diet patterns are created, the user can add the restrictions to each inpatient's food preference entries if the diet applies. The user can do this by answering YES to the question "Update All Diet Restrictions?". The program only adds the entry if none exist. It will be deleted if the diet order is changed and the restriction no longer applies. If the users modify the preference through the Food Preference menu, the restriction stays with the patient after the diet order is changed.

Steps to Follow:

1. Review the contents of the Food Preference file using the option List Food Preferences (LP).
2. Determine food preference needs.
3. Enter all recipes that should be excluded for dislikes in the Food Preferences file using the option Enter/Edit Food Preference (EP). Consider diet restrictions such as NO CHEESE for Tyramine Rest diets.
4. Add to Food Preference file as needed.

Do the following to have the patient's bread and beverage replace the bread and beverage in the meal:

1. Two fields, BREAD/BEVERAGE DEFAULT? and MEALS, were added in the Food Preferences file. Create a food preference for each bread and beverage the user serve that is to be replaced by the inpatient's bread and beverage. Specify that the food preferences are bread and beverage default and which meal (B, N, E, or A) they belong in.

   Example: If whole wheat bread, white bread, white toast, decaf coffee are being served in the meal for breakfast, add a food preference for each of them.

2. Create a food preference for the inpatient and assign it.

Example: Inpatient prefers rye bread and tea for breakfast instead of the usual whole wheat bread and decaf coffee. Add rye bread and tea and assign them to the patient.

Standing Order Management: Standing orders are separated into two types, individual and diet associated. Individual standing orders are orders ordered through the Standing Order menu. These orders are not cancelled when the diet order is changed. All individual standing orders all denoted by an "(I)" on the Location Diet Order List, Diet Activity, etc.

The associated standing orders are tied to the diet pattern and will be added to any newly admitted patient when the diet is ordered. This also applies to the current inpatients that have diet order changes. When a diet order changes, the old associated standing orders are cancelled and the new diet order becomes effective.

Only current inpatients that already have the existing diet order before the pattern is created will not have the standing orders added to the file. The user need to **reorder** the diet order for the inpatient, if the user want the standing orders to become effective. Otherwise, the user may consider modifying the patient's standing orders so that the patient will not have duplicates or more standing orders than s/he needs when there is a diet order change. The reason behind this is that right after installation, existing inpatients already have existing standing orders. We cannot update existing inpatient standing order files after a pattern is created because it might cause duplicates that need to be cancelled. Therefore, before automatically adding more standing orders to an inpatient, **review** the difference between individual standing orders and diet associated standing orders. Determine if there is any need to modify the inpatient's standing orders.

When an inpatient has diet order changes, there will be fewer orders to modify. On the tray ticket, both types of standing orders are all considered just standing orders. Once an associated standing order is added to an inpatient's file and it has been modified through the option Enter/Edit Standing Orders (SE), it becomes an individual standing order and will remain with the inpatient.

Steps to Follow:

1. Review the Standing Order file using the option List Standing Order File (LS).
2. Review diet card/manual system for needs.
3. Determine the need for individualized standing orders versus the automated diet associated standing orders. The automated associated standing orders will go away when diet order is changed.
4. Assign needed (if necessary) individual standing order to inpatients.

Recipe Management:
After the installation, list the recipe categories, review the user manual diet card system pattern, and determine if the user need to add any more recipe categories. Consider all the alternates the user might need for each category. Use the option, Enter/Edit Recipe Categories (CE) to populate the file and fill in the category code. The code consists of one to two characters and a number. If the user have recipes that have exchanges, create a separate category for them.

Example: An entree, Chili Con Carne, has one bread, margarine, and vegetable exchanges. If the user do not have these three categories, the user will need to add them to the Recipe Category file. The total entries the user should have are as follows:

```
Name                        Code                Print Order
ENTREE I                    E1                        5
ENTREE II  (an alternate)   E2                        5
BREAD                       BR1                       2
MARGARINE                   MG1                       8
VEGETABLE                   VG1                       3
ENTREE I DB-X       E1X                         5
ENTREE II DB-X              E2X                       5
```

Keep the codes consistent. If the user use V1 for VEGETABLE I, use V2 for VEGETABLE II. The print order should be the same for both. It is essential to keep the codes consistent. The last two categories are created to be used in the Meal file to specify which production diet will have the exchanges printed with them.

The recipes should be modified next. A new multiple was created in the Recipe file called the DIABETIC EXCHANGE that points to the Recipe Category file. Use the option Enter/Edit Recipes (RE) and add to it the categories the user created (bread, margarine, and vegetable) in the recipe category file and the quantities. The name the user use to create the exchanges in the Recipe Category file will be the one that will print on the tray ticket.

The user can view the Diabetic Exchanges that are entered through the option Print Adjusted Recipes (RP).

Steps to Follow:

1. Review the manual diet card system pattern.
2. Review the diabetic exchange list.
3. Use the option List Recipe Categories (CL).
4. Populate the Recipe Category file as needed and establish the code and print order using the option Enter/Edit Recipe Categories (CE). Take into account exchanges and alternates the user are going to need.
5. A new multiple field was added to the Recipe file called DIABETIC EXCHANGE that is associated with the Recipe Category file. Use the option Enter/Edit Recipes (RE) to populate the diabetic exchanges that the user want to appear on the tray ticket.

Supplemental Feeding:
There are no implementation steps here. The associated Supplemental Feeding Menu is similar to associated standing orders. The new admission receives the associated supplemental feeding menu if it exists in the pattern. Inpatients with existing supplemental feedings will not receive it. The user need to cancel the existing order and **reorder** the diet.

All supplemental feeding orders ordered through the menu Supplemental Feeding are considered an individual order and will remain with the patient until cancelled through the option Change Patient Supplemental Feeding (SF). On the tray ticket, an existing supplemental feeding menu is denoted by “SF(M)” and an individual one is denoted by “SF(I)”. The places where the user can

check whether a supplemental feeding is diet pattern associated is through the options Supplemental Feeding Inquiry (IN) and History of Supplemental Feeding (SH).

Menu Cycle Management:
The only file the user need to modify in Menu Cycle Management is the Meal file. A new multiple was created in the Meal file called RECIPE CATEGORY. This multiple allows the user to characterize a recipe with a list of different recipe categories and it contains the production diets to which the category applies. After installation, the field is populated with the DEFAULT CATEGORY field of the recipe in the Recipe file and the existing production diets in the Meal file. If needed, the user can modify each recipe category and the production diets. This is where the user will add the alternate and diabetic recipe categories, ENTREE II, ENTREE I AND II DB-X, the user created and the user can associate the production diet codes with them.

Steps to Follow:

1. Use the option Enter/Edit Meals (ME) to modify existing meals or create new meals.
2. Add additional Recipe Categories (if needed). Include alternate, different characterization, and Diabetic categories.
3. Associate production diets to each.
4. Use the option List Meal (ML) to review for accuracy.
5. Review and modify.

Production Management (Tray Ticket/Diet Card Management)

If the user accomplished the above, now is the time to create the diet patterns. The user need to create a pattern for every combination the user have. There is a prompt asking whether the user want to import recipe categories from another pattern under the option Enter/Edit Diet Patterns (DP). If the user have an existing pattern in the file, the user can import that to the pattern the user are creating to save the user time. All the user need to do is to modify to the diet's need. **Note**: When the user import, it imports the recipe categories, standing orders, supplemental feeding menu, and diet restrictions. Therefore, check everything and edit as needed.

Steps to Follow:

1. Review the manual system pattern.
2. Determine the pattern format and terminology. (Keep the recipe categories consistent with the recipe categories of the recipes in the meal. No need to put in alternates and the diabetic exchanges.)
3. Create single patterns (use Diet List to assist the user) using the option Enter/Edit Diet Patterns (DP).
4. Determine associated standing orders, supplemental feeding, and diet restrictions.
5. Review.
6. Establish known combo diets and create a pattern for each diet combination.
7. Review and modify.
8. Print a test run for a small, stable Location for one meal.
9. Review and modify.

Diet Card Implementation

Diet Cards are diet pattern driven with automatic nourishment just like tray tickets. But Diet Cards can be run for a site that does not have a menu or meal set up. Implementation is not as complex as that for tray tickets.

Food Preference Management

Refer to the Food Preference Management overview in the tray ticket implementation.

Steps to Follow:

1. Review the contents of the Food Preferences file using the option List Food Preferences (LP).
2. Determine food preference needs.
3. Enter all recipes that should be excluded for dislikes in the Food Preferences file using the option Enter/Edit Food Preference (EP).
4. Add to the Food Preferences file as needed (for 3 per page only).

Do the following to have the patient's bread and beverage replace the bread and beverage in the meal:

1. Two fields, BREAD/BEVERAGE DEFAULT? and MEALS, were added in the Food Preferences file. Create a food preference for each bread and beverage the user serve that is to be replaced by the inpatient's bread and beverage. Specify that the food preferences are bread and beverage default and which meal (B, N, E, or A) they belong in.

   Example:If whole wheat bread, white bread, white toast, decaf coffee are being served in the meal for breakfast, add a food preference for each of them.

2. Create a food preference for the inpatient and assign it.

   Example:Inpatient prefers rye bread and tea for breakfast instead of the usual whole wheat bread and decaf coffee. Add rye bread and tea and assign them to the patient.

Standing Order Management

Refer to the Standing Order Management section under tray ticket implementation.

Recipe Management

Refer to Recipe Management under Tray Ticket Implementation for information on recipe categories. There is no need to do the Diabetic exchanges.

Steps to Follow:

1. Review the manual diet card system pattern.
2. List Recipe Categories.
3. Populate the Recipe Category file as needed and establish the code and print order using the option Enter/Edit Recipe Categories (CE). Take into account the alternates the user are going to need.

Supplemental Feeding

Refer to Supplemental Feeding under tray ticket implementation.

Menu Cycle Management

Refer to Menu Cycle Management under tray ticket implementation. The Diabetic exchanges only applies to tray tickets.

Production Management (Tray Ticket/Diet Card Management):

Refer to Production Management under tray ticket implementation.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Submenu: TM Tray Tickets/Diet Cards Management ... [FHMTKMM]

Option: CE Enter/Edit Recipe Categories [FHREC4]

Use this option to add or edit recipe categories in the Recipe Category file #114.1.
See Enter/Edit Recipe Categories under Recipe Management of this manual for more complete information.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Submenu: TM Tray Tickets/Diet Cards Management ... [FHMTKMM]

Option: CL List Recipe Categories [FHREC5]

This option lists all of the recipe categories in the Recipe Category file #114.1 and their associated data elements.

Enter a printer name.

```
DEVICE: (Printer Name)

RECIPE CATEGORIES                              MAR 16,2005  11:21    PAGE 1
NAME               CODE
                             PRINT
                             ORDER         INACTIVE?
----------------------------------------------------------------------

JUICE I            J1          2
JUICE II           J2          2
JUICE III          J3          2
APPETIZER          A1          3
BEEF               BF1         3
FRUIT I            FR1         3
FRUIT II           FR2         3
FRUIT III          FR3         3
PORK               PK1         3
SOUP               SP1         6
CEREAL             C1          9
CEREAL II          C2          9
CEREAL III         C3          9
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Submenu: TM Tray Tickets/Diet Cards Management ... [FHMTKMM]

Option: DP Enter/Edit Diet Patterns [FHMTKS]

Use this option to develop diet patterns for each of the diets in the file. These patterns consist of Recipe Categories with quantities that are used during the printing of both diet cards and tray tickets. Following are two examples.

Diet Pattern for Single Diet

```
Prompt/User Entry

Select DIETS NAME: Clear Liquid                 This is a pointer to the Diets file.

Select DIETS NAME: <RET>

The user have selected the following
Diet:

         Clear Liquid

Is this Correct? Y// <RET>

Do the user want to import Recipe                To reduce data entry, any existing diet
Categories from another Diet Pattern? N          pattern can be imported into the current
// <RET>                                         pattern and edited.
```

```
PRODUCTION DIET: Clear Liquid// <RET>
```

This is a pointer to the Production Diets file (116.2). The existing production diet will show as the default but can be changed to any other production diet for this pattern only.

```
Select BREAKFAST MODIFICATIONS: JUICE
Quantity:  2

Select BREAKFAST MODIFICATIONS:  SOUP
Quantity:  1

      The complete list might look
      like this:
            2 JUICE
            1 SOUP
            1 CONDIMENT II
            1 BEVERAGE
```

This is a multiple field. Enter all recipe Categories and the quantity the user wished to be served at each meal. The quantity can be whole or decimal numbers. Interpretation of the quantity may be a training issue.

```
Select ASSOCIATED STANDING ORDERS (B):
CITROTEIN
Quantity:  1
```

Standing orders, identified here, will automatically be added to the patient record and printed on the diet card or tray ticket. This may save clinician time.

```
Select NOON MODIFICATIONS: <RET>
(N): <RET>
Select ASSOCIATED STANDING ORDERS
(E): <RET>

ASSOCIATED SF MENU:  Clear Liquid
```

This field points to the Supplemental Feeding Menu file (118.1). The SF menu entered here will automatically be implemented for the patient when this diet is ordered.

Diet Patterns for Combination Diets

Diet patterns for combination diets can be created by selecting a combo diet name or by entering multiple diets at the sequential prompts "Select DIETS NAME:".

```
Select DIETS NAME:  Full Liquid
Select DIETS NAME:  1200 Cal

Select DIETS NAME: <RET>

The user have selected the following Diet:

     FULL LIQUID
     1200 CAL

Is this Correct? Y// <RET>

Do the user want to import Recipe
Categories ? N// Y



Select DIET PATTERNS NAME:  Full Liquid

PRODUCTION DIET:  Full Liquid// <Ret>

Select BREAKFAST MODIFICATION:  MILK//?
```

```
 Answer with BREAKFAST MODIFICATIONS
Choose from:
      1 CONDIMENT II
      1 JUICE
      1 CEREAL
      1 BREAKFAST ITEM
      1 MARGARINE
      1 MILK

     The user may enter a new BREAKFAST
MODIFICATIONS, if the user wish

 Answer with RECIPE CATEGORY NAME, or CODE
 Do the user want the entire 62-Entry
RECIPE CATEGORY List? N
```

At this point the user can select and delete the BREAKFAST ITEM and MARGARINE to make the Full Liquid pattern conform to the 1200 cal requirement. The user can change the CONDIMENT to the sugar-free kit if necessary, depending on the composition of the Recipe Categories. Use standard file editing procedures to do this.

Repeat the steps for NOON and EVENING, add any Standing Orders necessary and identify an appropriate SF Menu if necessary.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Submenu: TM Tray Tickets/Diet Cards Management ... [FHMTKMM]

Option: LP List Diet Patterns [FHMTKT]

This option lists one selected Diet Pattern or all the Diet Patterns entered through Enter/Edit Diet Patterns. It is a useful tool for reviewing the work.

```
Print ALL Diet Patterns? Y// <RET>

Select LIST Printer: HOME// <RET>

16-Mar-05  1:42pm      D I E T   P A T T E R N   L I S T                Page 1
-------------------------------------------------------------------------------

        BREAKFAST                     NOON                     EVENING


Production Diet: CLEAR LIQUID
Diet Order: CLEAR LIQ
Associated Supp. Fdgs. Menu: CLEAR LIQUID


1   CONDIMENT II            1 CONDIMENT II              1 CONDIMENT II
2   JUICE                  1 JUICE                    1 JUICE
1   SOUP                   1 SOUP                     1 SOUP
1   BEVERAGE               1 BEVERAGE                 1 BEVERAGE
1   CITROTEIN              1 CITROTEIN                1 CITROTEIN
```

Notice that the Standing Order for citrotein is included as part of the Diet Pattern. If the user use any standing order designators, such as C or H, they also show.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Submenu: TM Tray Tickets/Diet Cards Management ... [FHMTKMM]

Option: ME Enter/Edit Meals [FHPRC4]

Use this option to create or edit meals including the associated recipes and production diets. This option is discussed in detail under Menu Cycle Management.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Submenu: TM Tray Tickets/Diet Cards Management ... [FHMTKMM]

Option: ML List Meal [FHPRC6]

This option allows the user to select a meal from the Meal file #116.1 and prints its associated recipes and production diets.

```
Select MEAL NAME: BREAKFAST

Select Listing Device: HOME// <RET>  TERMINAL


                                     Meal: BREAKFAST

Recipe                       Cat. Production Diets

ORANGE JUICE, 6OZ IND          A1  CC RG CH CL
   HOSPITAL T  Tray 100%

BACON                         BI1  FL CL
   HOSPITAL T  Tray 05%

EGG, FRESH                    EG1  RG
   HOSPITAL T  Tray 98%

DECAF                         BV1  CC RG CH
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Submenu: TM Tray Tickets/Diet Cards Management ... [FHMTKMM]

Option: PD Print Diet Cards [FHDCRP]

This option allows the user to print Diet Cards that consist of patients' diet patterns. The Diet Cards can be printed two patients per page or three per page for a selected patient, Location, Communication Office, or for all. The Diet Card requires a 132 column printer.

```
Prompt/User Entry

Print by PATIENT OR COMMUNICATION OFFICE or LOCATION or ALL? COMM// W

Select NUTRITION LOCATION: NEW 3 NORTH

Sort Patients: (A=Alphabetically  R=Room-Bed) R// a

Select Date: TODAY// <RET> (MAR 09, 2005)

Print Three Per Page? N// <RET>

Print Only Ones With Order Changes related to the Diet Card? N// <RET>

Select LIST Printer: HOME// (Printer Name)
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Submenu: TM Tray Tickets/Diet Cards Management ... [FHMTKMM]

Option: PT Print Tray Tickets [FHMTKP]

This option allows the user to print tray tickets for each meal, three patients per page, for a selected patient, Location, Communication Office, or for all three meals.

```
Prompt/User Entry

Print by PATIENT or COMMUNICATION OFFICE or LOCATION or ALL? COMM// w

Select NUTRITION LOCATION: NEW 3 NORTH

Sort Patients: (A=Alphabetically  R=Room-Bed) R// a

Select Date: TODAY//3/9/  (MAR 09, 1996)

Select MEAL (B,N,E,or ALL): a

Consolidated List? Y// <RET>

Print Only Ones With Order Changes related to the Tray Ticket? N // <RET>

Select LIST Printer: HOME// (Printer name)


                  T A B U L A T E D   R E C I P E   L I S T           Page 1

                                Noon  9-Mar-05

NEW 3 NORTH

R E C I P E S                   HOSP T      Total

DECAF                              6          6

TEA                                1          1

WHOLE WHEAT BREAD                  9          9

WHITE BREAD                        1          1

BEEF RICE SOUP                     6          6

BLAND CREAM OF PEA SOUP            2          2

CANNED BEEF BARLEY SOUP            2          2

LS SWISS STEAK                     1          1
```

PLANTATION SHORTCAKE	4	4
SALISBURY STEAK	3	3
STUFFED GREEN PEPPER #1	1	1
SLICED BEETS, CND	1	1
BUTTERSCOTCH PUDDING	7.7	7.7
CHOCOLATE ICE CREAM	7.7	7.7
CHOCOLATE PUDDING, IND	7.7	7.7
PUREED APRICOTS	7.7	7.7
TOTAL RECIPES	67.8	67.8

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XP Production Management ... [FHPROM]

Option: WL List Nutrition Locations [FHPRO6]

This 80 column report lists all Nutrition Locations in sequential print order by Delivery/Service Point. In addition, it shows any bulk nourishments ordered under Supplemental Feeding Management, the dietitians or technicians assigned, the default admission diet, pertinent clinical review information, and pertinent facility geography.

```
Select LOCATION (or ALL): 2A

Select LIST Printer: HOME// <RET>  HOME    RIGHT MARGIN: 80// <RET>

 9-Mar-05          D I E T E T I C   W A R D   P R O F I L E           Page 1

                                        2A
--------------------------------------------------------------------------------

Print Order:          3
Assigned Clinician:   MARIBELL,KATHERINE
Tray Assembly:        T200   (100%)
Cafeteria:
Dining Room:
Supplemental Fdgs.:   NLOWER
Diet Communication:   C1-TCC

Admission Diet:

Review Frequencies:

     NPO's:          3 days                  Admit Status:   3 days
     Tubefeedings:   7 days                  Supp. Fdgs.:   14 days

     Status I:      30 days                  Status III:     7 days
     Status II:     30 days                  Status IV:      7 days

Bulk Nourishment Orders:

       1 JUICE,CRANBERRY,46CN                  1 JUICE,ORANGE
       1 JUICE,ORANGE,46CN

Room-Beds Assigned:

     220A-1           224A-2           230A-3         235A-2
     220A-2           224A-3           230A-4         235A-3
     220A-3           224A-4           232A-1         235A-4
     220A-4           229A-1           232A-2         237A-1
     222A-1           229A-2           232A-3         237A-2
     222A-2           229A-3           232A-4         237A-3
     222A-3           229A-4           233A-1         237A-4
     222A-4           230A-1           234A-1
     224A-1           230A-2           235A-1

Default MAS Locations:

     2A
```

```
Print Cafeteria on Tray Tickets: NO
```

Helpful Hints

Before creating production diets, review existing production tallies at the facility and determine which diets and/or combination diets are most important for food production purposes. By doing this, the user may be able to limit the number of production diets the user need and thus lessen the time required to build the Meal file.

The “NPO” and “No Order” percentages on the Diet Census are automatically calculated by the program. If these categories were ignored, the production diet percentages would be falsely elevated and could result in excess food production. The “NPO” and “No Order” percentages may not match the “Not Eating” category on the Production Diet Percentages Table. This may result from rounding or padding percentages. Remember, the “Not Eating” category is figured by the computer as the difference of the production diet percentages (for that day and service point) total sum subtracted from 100%.

When determining the figures to be entered in the Other Meals Table, the user may want to refer to the data compiled for the Additional Meals (AR) report.

If combination diets exist in the Diets file and the new capability for combo production diets still does not produce an accurate census, it may be necessary to completely revise the Diets file eliminating the combinations.

XR Recipe Management [FHRECM]

CE Enter/Edit Recipe Categories	[FHREC4]
CL List Recipe Categories	[FHREC5]
EE Enter/Edit Equipment	[FHREC8]
EL List Equipment	[FHREC9]
NA Analyze All Recipes	[FHREC11]
ND Display Recipe Analysis	[FHREC12]
NL Display Analyzed Recipes List	[FHREC13]
PE Enter/Edit Preparation Areas	[FHING9]
PL List Preparation Areas	[FHING10]
RC Re-cost Recipes	[FHREC10]
RE Enter/Edit Recipes	[FHREC1]
RL List Recipes	[FHREC3]
RP Print Adjusted Recipe	[FHREC2]
RU List Recipe Usage in Meals/Cycles	[FHPRC10]
SE Enter/Edit Serving Utensils	[FHREC6]
SL List Serving Utensils	[FHREC7]

Overview

The Recipe Management Program is used to build recipes from ingredients that are then used to create menus and build menu cycles. Every food item on a menu is considered a recipe and must have a corresponding recipe entered into the program. This includes all single ingredient recipes such as milk, sugar packages, bread, frozen convenience foods, etc. A master Recipe file containing approximately 500 commonly used VA Standardized Recipes is provided. This file should be carefully reviewed and revised.

The Recipe Management Program also consists of four other data files: Recipe Categories, Equipment, Preparation Areas and Serving Utensils. Each recipe entered is assigned a recipe category, a preparation area, types of equipment for preparation and a utensil for serving.

Here is a diagram of the file relationships. Note the files pointed to (used by) the files of the Recipe Management Program. They are listed on the right.

```
FILE (#)                  POINTER           (#) FILE
   POINTER FIELD             TYPE           POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------
                                        ---------------------
  USER MENU (#112.64)                   |                    |
    DAY N:MEAL NU:RECIPE*   (N )->      |  114 RECIPE        |
  RECIPE (#114.03)                      |                    |
    EMBEDDED RECIPE ...... (N )->      |   SERVING UTENSIL |-> SERVING UTEN*
  FOOD PREFERENCES (#115.2)             |                    |
    RECIPE ............... (N )->      |   DEFAULT CATEGO* |-> RECIPE CATEG*
```

```
  EXCLUDED RECIPES ..... (N )->      |   PREPARATION AR* |-> PREPARATION *
MEAL (#116.11)                        |                    |
  RECIPE ............... (N )->      |   ASSOCIATED NUT* |-> FOOD NUTRIEN*
SUPPLEMENTAL FEEDING (#118)           |                    |
  CORRESPONDING RECIPE . (N )->      | m INGRED:INGRED*  |-> INGREDIENT
TUBEFEEDING (#118.2)                  |                    |
  CORRESPONDING RECIPE . (N )->      |   INGRED:ASSOCI*  |-> FOOD NUTRIEN*
                                      | m DIABET:DIABET*  |-> RECIPE CATEGORY
                                      | m EMBEDD:EMBEDD*  |-> RECIPE
                                      | m EQUIPM:EQUIPM*  |-> EQUIPMENT
                                      ---------------------
                                      ---------------------
DIET PATTERNS (#111.115)              |                    |
  BREAKFAST MODIFICATIONS (N C )->    |  114.1 RECIPE CATEGORY
  NOON MODIFICATIONS ... (N C )->    |                   |
  EVENING MODIFICATIONS   (N C )->    |                    |
RECIPE (#114)                         |                    |
  DEFAULT CATEGORY ..... (N )->      |                   |
MEAL (#116.11)                        |                    |
  RECIPE:CATEGORY ...... (N )->      |                   |
                                      ---------------------
                                      ---------------------
RECIPE (#114)                         |                    |
  PREPARATION AREA ..... (N )->      |  114.2 PREPARATION AREA
                                      ---------------------
                                      ---------------------
RECIPE (#114)                         |                    |
  SERVING UTENSIL ...... (N )->      |  114.3 SERVING UTENSIL
                                      ---------------------
                                      ---------------------
RECIPE (#114.05)                      |                    |
  EQUIPMENT ............ (N L)->     |  114.4 EQUIPMENT  |
                                      ---------------------
```

A master file for each of the above Recipe Management files (shown in the boxes), except the Preparation Area file, is provided with the ability to enter and edit the data. Each facility must create their own Preparation Area file. It is highly recommended that all Recipe Management files be carefully reviewed and developed before proceeding on to the other routines.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: CE Enter/Edit Recipe Categories [FHREC4]

Use this option to enter and edit data in the Recipe Category file #114.1. The file categorizes recipes, e.g., appetizer, soup, beverage, entree, starch, etc. Each recipe category is given a code. A master file is provided with the package and can be printed using the List Recipe Categories (CL) option. Additional recipe categories can be entered.

The Recipe Category field in the Recipe file uses the data in the Recipe Category file and is a mandatory entry. A Recipe Category prompt also displays under the Enter/Edit Meals (ME) option. This recipe category prompt determines the way recipes print on diet cards and tray tickets. The recipe category allows for substitute food items to display on tray tickets. For example, if Entree 1 is Roast Pork and the patient has a No Pork food preference, the program automatically substitutes next appropriate entree. Information on production reports can be sorted by recipe categories making it easier for production personnel to follow.

Recipe Category Name: The entry in this field should be 3-15 characters in length. It refers to the category the recipe is assigned to.

Code: This is a **required** field, and must be 1- 2 characters and a number or 1-2 characters, a number and an “X”. Code with an “X” means that the recipe with this category has diabetic exchanges. This code is the abbreviated version of the recipe category, and appears on reports.

Meal Print Order: This is a **required** field. This field establishes the print sequence in which recipes appear on the weekly and daily menus.

Example:

If the meal print order for the recipe category “Entree” is 4, and the meal print order for the recipe category “Starch” is 6, then all recipes with a category of Entree will print before Starches on the weekly and daily menus.

Inactive: This entry indicates whether the recipe category is inactive. A “YES” at this prompt inactivates the recipe, removing it from selection lists.

Prompt/**User Entry**	Discussion
Select RECIPE CATEGORY NAME: **ENTREE I** ARE THE USER ADDING 'ENTREE I' AS A NEW RECIPE CATEGORY (THE 57TH)? **Y** (YES) RECIPE CATEGORY NAME: ENTREE I// **<RET>** NAME: ENTREE I// **<ret>**	Enter the name of a category of recipes (e.g., beverages, condiments, entree meats).

CODE: **E1**	Enter a code that has one to two alpha characters and one number or one number and an “X”, such as BF1 or BF1X. This code is used on tray assembly tickets.
MEAL PRINT ORDER: **15**	Enter a number between 1 and 99, that represents the relative print order, from low to high, of recipes in this category.
INACTIVE?: **<RET>**	Entering a Yes here removes this recipe category from selection lists. Enter a Yes or No.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: CL List Recipe Categories [FHREC5]

This option prints a list of all recipe category names, codes, and meal print orders created using the option Enter/Edit Recipe Categories (CE).

```
DEVICE: <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

RECIPE CATEGORIES                                MAR  8,2005  12:19    PAGE 1
NAME               CODE
                             PRINT
                             ORDER
----------------------------------------------------------------------

BEVERAGE           BV1         1
BREAD              BR1         2
JUICE I            J1          2
JUICE II           J2          2
JUICE III          J3          2
APPETIZER          A1          3
FRUIT I            FR1         3
FRUIT II           FR2         3
FRUIT III          FR3         3
SOUP               SP1         6
SOUP II            SP2         6
CEREAL             C1          9
CEREAL II          C2          9
CEREAL III         C3          9
NEW ONE            NO1         9
BREAKFAST ITEM     BI1        12
BRK ITEM III       BI3        12
BRK. ENTREE        BE1        12
BRK. ENTREE II     BE2        12
BRKFAST ITEM II    BI2        12
ENTREE             E1         15
ENTREE I           E1         15
ENTREE II          E2         15
ENTREE III         E3         15
SAUCE/GRAVY        SG1        18
STARCH             ST1        21
STARCH II          ST2        21
STARCH III         ST3        21
VEGETABLE          V1         24
VEGETABLE I        V1         24
VEGETABLE II       V2         24
VEGETABLE III      VG3        24
SALAD              SA1        27
SALAD II           SA2        27
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: EE Enter/Edit Equipment [FHREC8]

Use this option to enter and edit data in the Equipment file #114.4. It contains the names of large equipment used in food preparation, e.g., steam kettle, convection oven, mixer. A master Equipment file #114.4 was provided by the software and can be printed using option List Equipment (EL). Additional types of equipment can be added as needed.

The Equipment field of the Recipe file #114 uses the data in this file. It is not a required field but if completed, the equipment is displayed on the printed recipe. New equipment may also be entered into the Equipment file using the option Enter/Edit Recipes (RE).

```
Prompt/User Entry   Discussion
```

```
Select EQUIPMENT NAME: ??
CHOOSE FROM:
   BAIN MARIE
   BAKING SHEET
   BLENDER
   BROILER
   CHOPPER
   COFFEE URN
   COMPARTMENT STEAMER
   CONVECTION OVEN
   ....
This is the name of an equipment item
(large kettle, convection oven, etc.) and
is used by the recipe file to indicate
the usual preparation equipment needed.

Select EQUIPMENT NAME: MEAT GRINDER
  ARE THE USER ADDING 'MEAT GRINDER' AS A
NEW EQUIPMENT (THE 39TH)? Y  (YES)
 EQUIPMENT NAME: MEAT GRINDER// <RET>
NAME: MEAT GRINDER// <RET>
```

Always check to see if the piece of equipment is already in the file.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: EL List Equipment [FHREC9]

This option prints a list of all equipment in the Equipment file #114.4.

```
DEVICE: <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

EQUIPMENT                                       MAR  8,2005  12:20    PAGE 1
NAME
---------------------------------------------------------------------------

BAIN MARIE
BAKING SHEET
BLENDER
BROILER
CHOPPER
COFFEE URN
COMPARTMENT STEAMER
CONVECTION OVEN
DECK OVEN
FRYER
FULL PAN
GRILL
HALF PAN
MICROWAVE OVEN
MIXER, LARGE
MIXER, SMALL
MIXING BOWL
ONE-FOURTH PAN
ONE-THIRD PAN
OVEN
PRESSURE STEAMER
RANGE
ROASTING PAN
ROTARY OVEN
SLICER
STEAM KETTLE, LARGE
STEAM KETTLE, MEDIUM
STEAM KETTLE, SMALL
STOCK POT
TILTING BRAISING PAN
TOASTER
TRUNNION KETTLE
VERTICAL CUTTER
WARMER
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: NA Analyze All Recipes [FHREC11]

This option analyzes all existing recipes. If the recipe has no associated nutrients, then it is not analyzed. If a recipe has multiple ingredients but not all ingredients have associated nutrients, the recipe is analyzed but is not accurate.

The analysis takes place simply by selecting the option. See also, Recipe Analysis under Energy/Nutrient Management.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: ND Display Recipe Analysis [FHREC12]

This option displays the nutrient analysis of one recipe. The analysis is conducted by using the associated nutrient for each ingredient in the recipe. This option can be used to check whether ingredients in a recipe have associated nutrients and amounts in LBS.

Recipe Name: This should be a previously analyzed recipe from the Recipe file #114.

Select RDA Category: This is an optional entry that displays the %RDAs of the recipe if an RDA category is selected. It points to the preset RDA Category table.

```
Select RECIPE NAME: CHILI MAC

Select RDA Category: M25  MALES 25-50 YR.

Print on Device: HOME// <RET>  HOME    RIGHT MARGIN: 80// <RET>

                         --- Recipe Ingredient List ---

                                   CHILI MAC

Number of Portions: 100

Ingredient                        Amt In Lbs  Associated Nutrient

BEEF, GROUND, FRZN                   7.100    BEEF, GROUND, LEAN, BROILED, WELL
CAYENNE PEPPER, GROUND, 1# CN        0.010    PEPPER, RED OR CAYENNE
CHILI POWDER, GROUND, 1# CN          0.125    CHILI POWDER
GARLIC POWDER, GROUND, 1# CN         0.015    GARLIC POWDER
ONIONS, DICED, FRESH                 6.480    ONIONS, YEL, CKD WO/SALT
SALT, BULK                           0.188    SALT, TABLE
SOUP AND GRAVY BASE, BEEF            0.266    SOUP, BEEF BROTH, CUBED, DRY
TOMATO PASTE                         4.313    TOMATO PASTE, CND, WO/SALT ADDED,
TOMATO PUREE                         6.750    TOMATO PUREE, CND, REG PK
TOMATOES, CND, DICED                 6.750    TOMATOES, CND, REG PK, ALL STYLES
WATER, TAP                           6.000    WATER

Embedded Recipe: MACARONI, PLAIN

Ingredient                        Amt In LBS  Associated Nutrient

MACARONI, ELBOW FORM                16.625    MACARONI, ENR, FIRM STAGE, 8-10 M
WATER, TAP                             ***    WATER


                       --- Analysis of Recipe Portion ---

                                   CHILI MAC

                                  %    %                                    %
                                 RDA Kcal                                  RDA
```

Calories (13)	249	K			Vitamin A (12)	130	RE	13
Protein (13)	14.9	Gms	24	24	Ascorbic Acid (12)	25.7	Mg	43
Carbohydrate (13)	33.0	Gms		52	Vitamin E (0)			0
Fat (13)	6.7	Gms		24	Riboflavin (13)	0.2	Mg	13
Sodium (13)	841.7	Mg	168		Thiamin (13)	0.3	Mg	17
Potassium (13)	581.2	Mg	29		Niacin (13)	4.7	Mg	25
Calcium (13)	38.4	Mg	5		Vitamin B6 (9)	0.3	Mg	16
Phosphorus (13)	148.1	Mg	19		Vitamin B12 (12)	0.9	Mcg	44
Iron (13)	3.1	Mg	31		Vitamin K (2)	0.0	Mcg	0
Zinc (12)	2.8	Mg	18		Folate (9)	23.8	Mcg	12
Magnesium (12)	47.5	Mg	14		Pantothenic Ac (9)	0.6	Mg	11
Manganese (12)	0.5	Mg	14		Cholesterol (13)	32.6	Mg	
Copper (12)	0.3	Mg	14		Linoleic Acid (11)	0.5	Gms	
Selenium (2)	16.3	Mcg	23		Linolenic Acid (10)	0.0	Gms	
					Monounsat. Fat (10)	2.6	Gms	
					Polyunsat. Fat (10)	0.6	Gms	
Water (13)	103.0	Ml			Saturated Fat (11)	2.4	Gms	
Ash (13)	3.4	Gms			Tryptophan (9)	0.16	Gms	
Alcohol (0)					Threonine (9)	0.54	Gms	
Caffeine (0)					Isoleucine (9)	0.59	Gms	
Total Diet Fiber (12)	3.4	Gms			Leucine (9)	1.02	Gms	
Total Tocopherol (0)					Lysine (9)	0.89	Gms	
Capric Acid (4)	0.01	Gms			Methionine (9)	0.30	Gms	
Lauric Acid (5)	0.01	Gms			Cystine (9)	0.22	Gms	
Myristic Acid (10)	0.16	Gms			Phenylalanine (9)	0.57	Gms	
Palmitic Acid (10)	1.40	Gms			Tyrosine (9)	0.43	Gms	
Palmitoleic Acid (8)	0.22	Gms			Valine (9)	0.64	Gms	
Stearic Acid (10)	0.70	Gms			Arginine (9)	0.79	Gms	
Oleic Acid (11)	2.30	Gms			Histidine (9)	0.41	Gms	
Arachidonic Acid (3)	0.02	Gms			Alanine (9)	0.71	Gms	
					Aspartic Acid (9)	1.20	Gms	
					Glutamic Acid (9)	3.34	Gms	
					Glycine (9)	0.66	Gms	
					Proline (9)	0.84	Gms	
					Serine (9)	0.57	Gms	

Grams/Portion: 248

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: NL Display Analyzed Recipes List [FHREC13]

This option provides a list of all recipes that have been analyzed. The ** preceding a recipe name indicates the recipe has not been analyzed.

```
Select LIST Printer: HOME// <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

10-Mar-05  7:53am   A N A L Y Z E D   R E C I P E   L I S T           Page 1

                 RECIPE NAME
----------------------------------------------------------------------

   ** ALL BRAN SHREDDED, IND
   ** ANGEL FOOD CAKE
      APPLE JELLY DIET, IND
   ** APPLE JELLY, IND
      APPLE JUICE, 4OZ IND
   ** APPLE JUICE, 6OZ IND
      APPLE JUICE, BULK
      APPLE PIE
      APPLESAUCE
   ** APRICOT DIET JELLY, IND
      APRICOT HALVES
      APRICOT NECTAR, BULK
      APRICOT/ORANGE JUICE, BULK
      ASPARAGUS SPEARS, FROZEN
      ASPARAGUS, CUTS OR SPEARS, CND
   ** ASSORTED DIET JELLY, IND
      BACON
      BACON SEASONED SPINACH
   ** BAKED APPLES
   ** BAKED POTATO
      BAKED POTATO SUPREME
      BAKED SWEET POTATOES
      BAKED WINTER SQUASH
      BAKED/GRILLED PORK CHOP - 2
      BAKED/GRILLED PORK CHOPS - 1
      BAKING POWDER BISCUITS
   ** BANANA IND
      BANANA PUDDING
      BARBECUED CHICKEN
      BARBECUED SLICED BEEF ON BUN
      BEEF BARLEY SOUP
      BEEF CUBES AU JUS
      BEEF NOODLE SOUP
   ** BEEF PATTIE, FROZEN, IND
      BEEF RICE SOUP
      BEEF STROGANOFF

'**' preceding a recipe name indicates recipe not analyzed.
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: PE Enter/Edit Preparation Areas [FHING9]

Use this option to enter and edit data in the Preparation Area file #114.2. It contains the names of all areas in the kitchen where food preparation takes place, e.g., cooks area, salad area, desserts area, etc. Facilities need to create their own Preparation Areas using this option and assign a Preparation Area to each recipe. Recipes listed on production sheets can then be sorted and printed according to preparation area and given to the appropriate production personnel. The Preparation Area field discussed under Enter/Edit Recipes (RE) uses the preparation areas from this file. This is not a mandatory field, but is highly recommended.

Prompt/**User Entry**	Discussion
Select PREPARATION AREA NAME: **??** CHOOSE FROM: KITCHEN SALAD AREA This is the name of an area where recipes are prepared (e.g., salad area, bakery, etc.).	Enter two ?? to see preparation areas already defined. The entry should be 3- 15 characters in length.
Select PREPARATION AREA NAME: **DESSERTS AREA** ARE THE USER ADDING 'DESSERTS AREA' AS A NEW PREPARATION AREA (THE 8TH)? **Y** (YES) PREPARATION AREA NAME: DESSERTS AREA// **<RET>** NAME: DESSERTS AREA// **<RET>**	
CODE: **DESS**	Enter a code that is 2-5 characters in length. This code is displayed on reports.
PRINT ORDER: **30**	Enter a numeric value indicating the print order (from low to high) of various preparation areas when the list is sorted by preparation area.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: PL List Preparation Areas [FHING10]

This option gives the user a listing of all preparation area names, codes and print orders in the Preparation Area file #114.2.

```
DEVICE: <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

PREPARATION AREAS                                MAR  9,2005  14:05    PAGE 1
                              PRINT
NAME                CODE      ORDER
-----------------------------------------------------------------------------

SALAD               SALAD       1
COLD FOODS          COLD        5
COOKS               COOKS      22
DESSERT             DESS       30
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: RC Re-cost Recipes [FHREC10]

Recipe costs are calculated from ingredient costs. After ingredient costs are updated, use this routine to recalculate all recipe costs.

Ingredient costs can be updated by answering YES to the prompt “Do the user want to re-cost recipes? (Y/N)” in each of the following options:

```
Edit Ingredient Cost (IC) located within the Budget Asst. Menu [FHBUD]
Enter/Edit Ingredients (IE) within the Ingredient Management menu.
Enter/Edit Current Ingredient QOH (QE)
```

A “YES” entry initiates the updating. The running time of this routine depends on the number of cost changes, and the size of the Recipe and Ingredient files. This is how it looks when re-costing is done:

```
Do the user want to re-cost recipes? (Y/N): Y

Beginning re-costing of all recipes ..........................................
.........

Done ...
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: RE Enter/Edit Recipes [FHREC1]

Use this option to enter and edit data in the Recipe file #114. It contains every item found on a menu. Approximately 500 VA Standardized Recipes are already in the file and can be printed using the List Recipes (RL) option. Recipes unique to a facility can be added to the file. Recipes already in the file may be modified to suit local practice.

It is recommended that an initial review of recipes in the Recipe file be conducted to identify any changes needed on those already entered. VA Recipe numbers were entered under the Synonym field for easy identification when reviewed. This field can be changed to a synonym more familiar to the facility if desired.

Remember, every food item on a menu must have a corresponding recipe in the computer. Recipes are required to complete the Meal and Menu Cycle files.

Recipe Name: The name can be 3-30 characters in length. Recipe Names should be entered in the same way as printed on a menu. The Synonym Name can be used for an alternate description. Example:

```
Recipe Name:        Split Pea Soup
Synonym Name:       Pea Soup
```

Synonym: The Synonym is not a required entry. It can be 3-25 characters in length. See above for example.

Number of Portions: The Number of Portions is a **required** entry that indicates the number of portions per recipe. It should be a whole number between 1 and 1000. It is recommended that the user enter the number of portions according to the amount usually produced. This does not have to be 100 portions.

Portion Size: The Portion Size is a **required** field that must be a number followed by OZ, FLOZ, or EACH. Examples:

- `4 OZ`
- `6 FLOZ`
- `1 EACH`

Portion sizes multiplied by the number of recipe portions required for a meal are used to generate meal distribution weights, volumes, or quantities (each) for each recipe. If the Meal Distribution report is to be used, portion sizes must be accurate for type of distribution. This field is especially important for individual proportioned items, e.g., Milk, Diet Supplements, Bread Slices, Individual 4 oz Juice, etc. This concept is discussed further under Meal Production Reports (MR).

Example:

- A facility uses individual 8 oz containers of Milk. Production Reports indicate 100 servings are needed.
- If Milk recipe portion size is 1 - EACH, the Meal Distribution Report lists 100 EACH.
- If Milk recipe portion size is 8 - FLOZ, the Meal Distribution Report lists 6.2 gal.

Preparation Time: The Preparation Time is not required and is free text up to 10 characters in length. Preparation time does not adjust for the number of portions being prepared.

Equipment: Equipment is not a required entry. Multiple equipment names can be entered. This field points to the Equipment file and designates all types of equipment used in preparation of a recipe. The user may select a piece of equipment for this field that is already in the Equipment file or the user may enter a new one at this prompt. Entering a new one in this field automatically adds that piece of equipment to the Equipment file.

Serving Utensil: The Serving Utensil is not a required entry. This field points to the Serving Utensil file that designates all types of utensils required for serving a recipe. If the utensil the user need is not in the list of selections, add it to the list using the option Enter/Edit Serving Utensils (SE).

Default Category: The Default Category is a **required** entry. This field points to the Recipe Category file that designates categories to which recipes can be assigned. New recipe categories can only be created through Enter/Edit Recipe Categories (CE). Only one category can be entered for each recipe. The recipe category determines the order in which recipes are listed on the Print Diet Menus (DP), Print Weekly Menu (WP), Print Diet Cards (PD) and Print Tray Tickets (PT). If there is no recipe category assigned to a recipe in the Meals file (Enter/Edit Meals (ME) option), then the recipe category defaults back to the category entered in this field.

Pre-Prep State: The Pre-Prep State is not a required entry. It designates the preparation state of a recipe. A master listing, which cannot be edited, comes with the program and can be viewed by entering a question mark (?) after this field.

```
M      Mix
D      Dehydrated
F      Frozen
C      Canned
X      Concentrated
S      Scratch
I      Ind/R-T-S
P      Partially Prep
R      R-T-S (Ready-To-Serve)
```

The Pre-Prep State prints on the recipe list and can be helpful when reviewing the recipes in the Recipe file. If a facility uses both convenience and conventional food items such as Beef Stew, the Pre-Prep State can identify which items should be added to the Recipe file.

Preparation Area: The Preparation Area is not a required entry. New preparation areas can only be created through the Enter/Edit Preparation Area (PE) option. Preparation areas are used

to sort recipes that are listed on the Meal Production Reports (MR). Each recipe may only have one preparation area. As some recipes may be needed in two prep areas, the area assigned to a recipe should reflect the best way reports are used. Example:

When preparing Bean Salad, first the beans are cooked in the Cooks Prep area and then the salad is mixed and portioned in the Salad Prep area. In this example, the Bean Salad recipe can be assigned to the Cooks Prep area and then must be shared with the Salad Prep area as it only appears on the Cooks Prep list.

 # Days Pre-Prep: The Number of Days Pre-Prep is not a required entry. If the recipe contains an ingredient or partially-prepared item that requires advance preparation, this field should contain the number of advance days needed for preparation.

Example:

- Potatoes may be cooked and diced the day before making potato salad: therefore, the # Days
- Pre-Prep would be 1.

Although data in this field is not currently functional, it will be used in future programs to identify items needing advance preparation. To prevent extensive file review and back-entry of data in the future, it is recommended that this field be completed during initial data entry.

Print Recipe: This field specifies which recipes automatically print with Meal Production Reports (MR). The Meal Production Reports (MR) routine is designed to automatically print all recipes needed for production of a meal. But, there may be occasions when it is desirable to print some recipes and not others or to print none at all.

These different printing runs are controlled through different mechanisms. The selection of individual recipes to print is controlled by this field. A “YES” in this field causes the recipe to print automatically with the reports. A “NO” in this field permanently suspends printing of this recipe as an automatic part of production reports. The “NO” does not affect printing of adjusted recipes. Automatic printing of recipes can be temporarily suspended, if desired, at the time the Meal Production Reports are requested by answering “NO” at the prompt “Do the user want printed recipes?”.

Example:
These recipes have the following Print field entries:

```
Beef Stew           Yes
Mashed Potatoes     No
Milk, Ind.          No
Beet Salad          Yes
```

At the prompt “Do the user want printed recipes?”, a “YES” causes printing of recipes for Beef Stew and Beet Salad; a “NO” suspends printing of all recipes. All four items will always list on the Production Summary with preparation quantities, but there will not be hard-copy recipes for all of them.

Ingredient: The Ingredient field is not required and points to/uses the ingredients from the Ingredient file. All ingredients and quantities in a recipe must be entered in the same recipe unit as listed in the master Ingredient file. The appropriate recipe unit is displayed after entering the ingredient name. In order to obtain a nutritional analysis of a recipe, each ingredient must also be associated with a Nutrient and the Nutrient Amount in LBS. The Associated Nutrient field uses nutrients from the Food Nutrients file #112.

Example:

```
Select Ingredient:  Flour

       Units should be WEIGHT (automatically displayed)
       Quantity:  18 oz
       Associated Nutrient:  Flour, Wheat, All Purpose, Enr
       Nutrient Amount in LBS:  1.13
```

Using the above example when entering quantities, the program automatically converts the quantity of 18 oz to 1 lb 2 oz. When entering the ingredient, the program automatically enters the Associated Nutrient and the Nutrient Amount in LBS if the Nutrient Data Reference and Weight of Recipe Unit in LBS fields have previously been entered in the master Ingredient file. If the ingredient quantity is changed, the Nutrient Amount in LBS must be manually recalculated and entered.

There is no limit to the number of ingredients that can be entered for each recipe. It is suggested that ingredients be entered in the order of desired appearance in the recipe. Although neither the Ingredient field nor the Embedded Recipe field (below) is required, at least one or the other must be present for reports to print properly.

Embedded Recipe: The Embedded Recipe is not required. Recipes for this field are selected from the Recipe file. An embedded recipe is a recipe within a recipe.

Example: `Cream Sauce within Delmonico Potatoes.`

When an embedded recipe is entered, the portion size for the recipe is displayed and then a prompt appears asking for the number of portions required. Embedded recipes usually follow the original recipe when printing only if “YES” was answered to the Print Recipe field when the user created the recipe under the Enter/Edit Recipe (RE). The exception to this is when the embedded recipe is not only part of another recipe but is also on the menu.

Example:

Chicken Broth is used as an embedded recipe in Chicken Gravy but is also used as a recipe to be given to Clear Liquid diets. In this example, the Chicken Broth recipe may not print following the Chicken Gravy recipe, but the program prints a Chicken Broth recipe with the sum of the quantities needed for the entire meal. The Chicken Gravy recipe states the number of portions of Chicken Broth required with an asterisk next to the Chicken Broth indicating that it is an embedded recipe.

There is no limit to the number of embedded recipes that can be entered.

Directions: Directions are not required. This is a free text field. All recipe directions are entered under this field. Directions should not include quantitative information since it is free text and is not adjusted when recipe quantities are increased and/or decreased.

Diabetic Exchange: This multiple contains the Diabetic exchanges associated with this recipe.

Prompt/**User Entry**	Discussion
Select RECIPE NAME: **RICE, BROWN** ARE THE USER ADDING 'RICE, BROWN' AS A NEW RECIPE (THE 510TH)? **Y** (YES) RECIPE NAME: RICE, BROWN// **<RET>** NAME: RICE, BROWN// **<RET>**	Enter a recipe name 3-30 characters in length.
SYNONYM: **RICE, BR**	A synonym can be 3-25 characters in length.
NUMBER OF PORTIONS: **100**	Enter a number between 1 and 1000, no decimals.
PORTION SIZE: **2 OZ**	The portion must be a number followed by OZ, FLOZ or EACH.
PREPARATION TIME: **1**	Preparation time can be 1-10 characters in length.
Select EQUIPMENT: **??** This field contains a pointer to the Equipment file (114.4) and indicates an item of equipment used in the production of this recipe. CHOOSE FROM: BAIN MARIE BAKING SHEET BLENDER ... This is the name of an equipment item (large kettle, convection oven, etc.) and is used by the recipe file to indicate the usual preparation equipment needed. Select EQUIPMENT: **STEAM KE** 1 STEAM KETTLE, LARGE 2 STEAM KETTLE, MEDIUM 3 STEAM KETTLE, SMALL CHOOSE 1-3: **1** ARE THE USER ADDING 'STEAM KETTLE, LARGE' AS A NEW EQUIPMENT (THE 1ST FOR THIS RECIPE)? **Y** (YES) Select EQUIPMENT: **<RET>**	Select a piece of equipment from the Equipment file or add a new one here. It must be 3-21 characters in length.

SERVING UTENSIL: **??** This field indicates the primary serving utensil which will be required by tray line personnel or cafeteria line personnel. CHOOSE FROM: #10 SCOOP #12 SCOOP ... SERVING UTENSIL: **2-OZ LADLE**	Select one of the names from Serving Utensil file.
DEFAULT CATEGORY: **RICE**	Select one of the names from the Recipe Category file.
PRE-PREP STATE: **?** CHOOSE FROM: M MIX D DEHYDRATED F FROZEN C CANNED X CONCENTRATED S SCRATCH I IND/R-T-S P PARTIALLY PREP R R-T-S PRE-PREP STATE: **SCRATCH**	Select a pre-prep state.
PREPARATION AREA: **COOK'S AREA**	Enter one of the names from Preparation Area file.
# DAYS PRE-PREP: **<RET>**	This is a whole number between 0 and 3.
PRINT RECIPE: NO// **<RET>**	Choose Y or N.
Select INGREDIENT: **RICE** 1 RICE 2 RICE, INSTANT 3 RICE, LONG GRAIN AND WILD CHOOSE 1-3: **1**	Enter a name from the Ingredient file. There is no limit to the number of ingredients entered.
Units should be WEIGHTS QUANTITY: **4 LBS**	Enter quantity as number followed by unit.
ASSOCIATED NUTRIENT: RICE, WHITE, LONG-GRAIN, REGULAR, COOKED, UNENR WO/ SALT// **<RET>**	This prompt automatically displays the associated nutrient if previously entered into the Ingredient file. If not, the user must enter a name from the Food Nutrients file.
NUTRIENT AMOUNT IN LBS.: 12.8// **<RET>**	This prompt automatically displays the amount if previously entered into the Ingredient file. If not, enter amount in LBS.
Select INGREDIENT: **<RET>**	Enter another ingredient or hit <RET> to continue.
Select EMBEDDED RECIPE: **<RET>**	Enter one of the recipes from the Recipe file. The user can enter more than one embedded recipe. If the user enter an embedded recipe, the portion size of the embedded recipe is displayed.

```
DIRECTIONS:
  1>Add rice to water and bring to boil.
  2>Cook for 45-50 minutes until water
  3>absorbed.
  4> <RET>
EDIT Option: <RET>

Select DIABETIC EXCHANGE: <RET>
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: RL List Recipes [FHREC3]

This option prints a list of all recipes in the Recipe file #114. It includes data from the following fields: Recipe Name, Synonym, Category, Pre-Prep State, E-Prep (Early Prep), Print and Cost. The cost per portion is calculated from the entries made in the Ingredient Cost field under Enter/Edit Ingredients (IE) or Edit Ingredient Cost (IC) option within the Budget Asst. Menu. This list is sorted by recipe category and alphabetized.

The list requires a 132 column printer.

```
Select LIST Printer: HOME// (Printer Name)

10-Mar-05  8:21am                                    R E C I P E   L I S T
Page 1

NAME                           SYNONYM                    CATEGORY        PRE-PREP
STATE   E-PREP   PRINT    COST
-------------------------------------------------------------------------------------
---------------------------

APPLE CIDER                    HOT APPLE CIDER            APPETIZER       R-T-S
NO
HOT SPICED CIDER               HOT CIDER                  APPETIZER       SCRATCH
NO
LS TOMATO JUICE                LS TOM JCE                 APPETIZER       R-T-S
NO     0.088
SHRIMP COCKTAIL                SHRIMP CKTL                APPETIZER       FROZEN
0.443
BLAND DIET KIT                 CONDIMENT PKG BLAND PINK   BLAND DIET KIT  IND/R-T-S
NO     0.010
BUN (HAMBURGER)                HAMBURGER BUN              BREAD           R-T-S
NO     0.057
BUN (HOT DOG)                  HOT DOG BUN                BREAD           R-T-S
NO     0.060
CAKE DONUT                     DONUT,CAKE                 BREAD           R-T-S
NO     0.158
CINNAMON ROLL                  ROLL, CINNAMON             BREAD           R-T-S
NO     0.473
CORNBREAD SQUARE               CORN BREAD                 BREAD           MIX
NO     0.072
DEMI DANISH                    DANISH, DEMI ASST          BREAD           R-T-S
NO     0.214
DINNER ROLL                    ROLL, DINNER, SOFT         BREAD           R-T-S
NO     0.043
HARD ROLL                      ROLL, HARD                 BREAD           R-T-S
NO     0.059
ITALIAN BREAD                  ITAL BREAD                 BREAD           R-T-S
NO     0.085
KAISER ROLL                    ROLL,KAISER                BREAD           R-T-S
NO     0.057
LO PRO TOAST - 1 SLICE         TOAST, LP - 1 SL           BREAD           PARTIALLY
PREP             NO     0.061
```

```
LO PRO TOAST - 2 SLICES        TOAST, LP - 2 SL           BREAD           PARTIALLY
PREP             NO     0.121
LP BREAD - 2 SLICES            BREAD, LOW PRO             BREAD           FROZEN
NO     0.121
LS BREAD                       BREAD, LS                  BREAD           IND/R-T-S
NO     0.019
LS BREAD - 1 SL                BREAD, LS - 1 SL           BREAD           R-T-S
NO     0.019
LS BREAD - 2 SL                BREAD, LS - 2 SL           BREAD           R-T-S
NO     0.039
LS TOAST                       TOAST, LS                  BREAD
NO     0.019
LS TOAST - 1 SLICE             TOAST, LS WHITE            BREAD           PARTIALLY
PREP             NO     0.019
LS TOAST - 2 SLICES            TOAST, LS WHT - 2 SL       BREAD           PARTIALLY
PREP             NO     0.039
NATURAL WW BREAD - 1 SL - IND  WG BREAD, IND              BREAD           IND/R-T-S
NO     0.075
NATURAL WW BREAD - 1 SL - LOAF BREAD, NAT WW 1 SL LOAF    BREAD           R-T-S
NO     0.038
NATURAL WW BREAD - 2 SL - IND  BREAD, NAT WW 2 SL IND     BREAD           IND/R-T-S
NO     0.150
NATURAL WW TOAST - 1 SL        TOAST, NAT WW - 1 SL       BREAD           PARTIALLY
PREP             NO     0.038
NATURAL WW TOAST - 2 SL        TOAST, NAT WW - 2 SL       BREAD           PARTIALLY
PREP             NO     0.076
ORANGE BLOSSOM MUFFIN          ORANGE MUFFIN              BREAD           R-T-S
NO     0.393
POTATO ROLL                    POT ROLL                   BREAD           R-T-S
NO     0.107
RAISIN TOAST - 1 SLICE                                    BREAD
NO     0.003
RAISIN TOAST - 2 SLICES        TOAST, RAISIN - 2 SL       BREAD           PARTIALLY
PREP             NO     0.068
RYE BREAD                      BREAD, RYE                 BREAD           IND/R-T-S
NO     0.022
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: RP Print Adjusted Recipe [FHREC2]

Use this option to obtain an adjusted recipe for the exact number of portions requested. It is useful for printing a recipe that is not automatically printed or for reprinting one that needs further adjustment.

All quantities of ingredients in a recipe are automatically adjusted for the desired yield. The units of measure for Volume, Weight and Each are as follows:

```
VOLUME:  GAL, QT, PT, CUP, FLOZ, TBSP, TSP
WEIGHT:  LB, OZ, TBSP, TSP
EACH:    EACH
```

Standard conversion measures are used to adjust ingredients in recipes e.g., 1 GAL = 4 QTS. The program also uses a conversion of 2 TBSP = 1 OZ in both volume and weight adjustments. Fractional quantities are adjusted downLocation to the next two smaller measures. The smallest measure that prints is 1/8 TSP. This 1/8 TSP prints even if the recipe quantity is less than 1/8 TSP.

Recipe Name: This field refers to a recipe from the Recipe file.

Number of Portions: This is a **required** field. This represents the number of portions to which the user wants to adjust the recipe.

Prompt/**User Entry**	Discussion
Select RECIPE NAME: **BAKED POTATO SUPREME**	Enter a recipe from the Recipe file.
Number of Portions: **50**	Enter a number from 1 to 5000.
Select Printer: HOME// **<RET>**	Enter a device.

```
                         A D J U S T E D   R E C I P E              16-Mar-05

                              BAKED POTATO SUPREME

Portion Size: 3.75-OZ                  No. Portions: 50
Prep. Time:   30                       Srv. Utensil:
Equipment:    FULL PAN                 Category:     STARCH

-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -


POTATOES, PREPEELED, WHOLE                                    12 LB, 8 OZ

MARGARINE, SALTED, BULK                                       12 OZ
```

```
SALT                                                        1 OZ

BREADCRUMBS                                                 12 OZ

-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -

1) DRAIN POTATOES AND DRY.
2) MELT MARGARINE; ADD SALT AND MIX TO DISTRIBUTE.
3) DIP WHOLE POTATOES TO COAT.
4) ROLL POTATOES IN CRUMBS; SHAKE OFF EXCESS.
5) POUR REMAINING MARGARINE OVER POTATOES.
6) BAKE UNTIL DONE.

-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -

Diabetic  Exchange:  1 BREAD, 1 MARGARINE


-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: RU List Recipe Usage in Meals/Cycles [FHPRC10]

This option gives the user the ability to identify all meals/cycles in which a specific recipe is located. The Meal Name, Cycle, Day of Cycle and Meal (B, N, or E) is listed for the designated recipe. The data generated can be used to determine the frequency of a recipe in a cycle as well as its specified location.

This information is also useful if a recipe needs to be deleted from the Recipe file #114. This option helps the user identify which meals need to be altered before a recipe is deleted. If a recipe is deleted from the Recipe file (Enter/Edit Recipes option) and not from the Meal file (Enter/Edit Meals option) in which it has been entered, a system error will occur when Production Reports are run, because the program searches for a recipe that no longer exists. This is the principle source of unidentified errors. Using this option, all meals are listed for the designated recipe and therefore can be accurately adjusted.

```
Select RECIPE NAME: RASPBERRY GELATIN

Select LIST Printer: HOME// (Printer Name)

10-Mar-05  8:07am           R E C I P E   U S A G E                    Page 1

                               RASPBERRY GELATIN

Meal                           Cycle
-----------------------------------------------------------------------------

CYII-WKI-SUN-TURKEY            CYCLE II - 88, Day 1, Noon

CYIII-WKI-TUE-PORK CHP/MUSHGRY CYCLE III - 88, Day 3, Evening

CYI-89-WKII-THR-BF CHOP SUEY   CYCLE I - 89, Day 12, Noon

CYII-89-WKI-TUE-PORKCHOP       CYCLE II - 89, Day 3, Evening

CYI-03-WKII-THR-BF CHOP SUEY   CYCLE I - 03, Day 12, Noon
03 DAY B4 HALLOWEEN
MERRY XMAS SUPPER 1903
1991 XMAS EVE
SAINT PATRICK'S DAY 02
CI-03-1-TE-SPAG/MTBALLS        CYCLE I - 93, Day 3, Evening

CI-03-1-RE-FR FISH             CYCLE I - 93, Day 5, Evening

CI-03-1-FN-HOT TURK SAND       CYCLE I - 93, Day 6, Noon

CI-03-3-SE-STUFFEDPEPPER       CYCLE I - 93, Day 15, Evening

CI-03-2-ME-SAUERBRATEN         CYCLE I - 93, Day 9, Evening

CI-03-2-WB-SCR EGGS            CYCLE I - 93, Day 11, Breakfast
```

```
CI-03-2-FN-PIZZA BURGER        CYCLE I - 93, Day 13, Noon

CI-03-3-RN-SPAGHETTI           CYCLE I - 93, Day 19, Noon

CI-03-4-MN-TURK SAND           CYCLE I - 93, Day 23, Noon

CII-03-4-WB-SCR E              CYCLE I - 93, Day 25, Breakfast
                               CYCLE II - 93, Day 25, Breakfast

CI-03-4-RE-FRIED CHIX          CYCLE I - 93, Day 26, Evening

CII-03-4-AB-WAFFLES/SYRUP      CYCLE I - 93, Day 28, Breakfast
                               CYCLE II - 93, Day 28, Breakfast

LABOR DAY SUPPER '93
VETERAN'S DAY '93
CII-03-1-SE-STFD GRN PEPPER    CYCLE II - 93, Day 1, Evening

CII-03-1-TB-PANCAKE/SAUS       CYCLE II - 93, Day 3, Breakfast
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: SE Enter/Edit Serving Utensils [FHREC6]

Use this option to enter and edit data in the Serving Utensil file #114.3, which is a listing of the types of utensils used in food service. Additional utensils may be added. The Serving Utensil field of the Recipe file points to the Serving Utensil file. It is not mandatory but if completed, the serving utensil will be displayed on the printed recipe.

Examples:

- `6 OZ. LADLE, #8 SCOOP, SPOON, etc.`

The user can view the contents of this file using List Serving Utensils (SL).

Serving Utensil Name: This entry should be 1-10 characters in length and refers to the types of serving utensils that may be used in recipes.

```
Prompt/User Entry

Select SERVING UTENSIL NAME: PIE SERVER
  ARE THE USER ADDING 'PIE SERVER' AS A NEW SERVING UTENSIL (THE 22ND)? Y  (YES)
   SERVING UTENSIL NAME: PIE SERVER// <RET>
NAME: PIE SERVER// <RET>
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XR Recipe Management ... [FHRECM]

Option: SL List Serving Utensils [FHREC7]

This option produces a list of all serving utensils stored in the Serving Utensil file #114.3.

```
DEVICE: <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

SERVING UTENSILS                              MAR  8,2005  12:23    PAGE 1
NAME
---------------------------------------------------------------------------

#10 SCOOP
#12 SCOOP
#16 SCOOP
#20 SCOOP
#8 SCOOP
1-OZ LADLE
2-OZ LADLE
3-OZ LADLE
4-OZ LADLE
5-OZ LADLE
6-OZ LADLE
8-OZ LADLE
SLOT SPOON
SPATULA
SPOODLE
SRV. SPOON
TONGS
```

Helpful Hints

It is highly recommended that the user enter all recipes into the Recipe file prior to building the Meals file. This prevents having to go back and forth between files because a recipe has not yet been entered.

It is highly recommended that fields in the Recipe file that are not currently in use be entered when first building the file to prevent having to backtrack when the field becomes functional.

The Ingredient field of the Recipe file is not required so that a recipe may contain only embedded recipes. Example: Ground meatloaf could be created by using the meatloaf recipe as an embedded recipe with no other ingredients. The directions would then explain how to grind the meatloaf.

Recipes must have Ingredients or embedded recipes; it must not be empty. An empty recipe prints on the menu but there are no food items on any Meal production reports.

When deciding how to answer the Print Recipe field under Enter/Edit Recipes (RE), the user may want to consider answering NO to those recipes that continuously have to be readjusted once printed due to food preferences or standing orders.

When assigning a recipe to a Recipe Category under Enter/Edit Recipes (RE), the user may want to consider creating a variety of Recipe Categories just for condiments such as Entree Condiment, Salad Condiment, Bread Condiment, Breakfast Condiment, etc. This assures that all condiments are listed with their associated recipes or food items on the weekly and daily menus.

Example:

- Ketchup assigned to Entree Condiment Category so that Ketchup is listed with Hamburger.
- Maple Syrup assigned to Breakfast Condiment Category so that Syrup is listed with Pancakes.
- Jelly assigned to Bread Condiment Category so that Jelly is listed with Toast.

VA FileMan can be used to customize recipe reports if desired, e.g., print a list of recipes sorted by recipe category.

There is an unusual prompt sequence for both the Ingredient and Embedded Recipe fields of the Recipe file. It is important to understand how this prompt sequence functions in order to avoid unexpected errors in recipes. Once entries are made in these fields, any attempt to edit the entries will be interrupted by a prompt that shows the last entry made and requests confirmation.

Prompt/**User Entry**	Discussion
Select INGREDIENT:(Ingredient name)//	When editing a recipe, after the ingredient/embedded recipe prompts, the user will see a default ingredient. Striking the <RET> key causes the ingredient (or embedded recipe) to display, as in the next prompt. Entering NO elicits a list of ingredients with similar names. If there are several, the user may pick one and proceed conventionally. **Caution: If there is only one ingredient of that type in the file, VA FileMan assumes it to be the desired item and automatically adds it to the list of ingredients in the recipe.**
INGREDIENT: PREVIOUSLY ENTERED INGREDIENT//	This entry can be overwritten or deleted using VA FileMan conventions.

Duplicate Ingredient Entry: When entering ingredients in a recipe, the program does not allow duplicate entries of the same ingredient.

Examples:

```
A. Gelatin Recipe   B. Soup Recipe

1 GAL boiling water 1 QT water to reconstitute milk
1 GAL cold water    2 GALS water to reconstitute soup base
```

In both examples, differing amounts of water are needed for different functions within the same recipe. The Ingredient file contains only one listing, Water, and the program only allows for one entry of each ingredient.

The need for duplicating an ingredient entry can be accomplished by creating multiple listings in the Ingredient file of the same ingredient with slightly different names. Ex. Water - 1, Water - 2, Water - Cold, Water - Boiling

Using this technique, multiple listings of similar ingredients can be made in the recipe.

```
Example A:   Gelatin Recipe

             Water - Boiling     1 GAL
             Water - Cold 1 GAL
```

XX Annual Report Management [FHADRR]

EA Enter/Edit Facility Profile	[FHADR1]
EB Enter/Edit Hospital Outpatient Visits	[FHADR3]
EC Enter/Edit Type of Service	[FHADR2]
ED Enter/Edit Staffing FTEE	[FHADR4]
EE Enter the Snapshot date for Modified Diets	[FHADR5]
EF Enter/Edit Cost Per Diem	[FHADR6]
EG Enter/Edit Nutrition Satisfaction Survey	[FHADR7]
EH Enter/Edit Nutrition Service Equipment	[FHADR8]
EI Enter/Edit Nutritive Analysis Average	[FHADR9]
PR Print Annual Nutrition Report	[FHADRP]
PU Purge Old Annual Nutrition Data	[FHADRS]

Overview

This program automates the Nutrition Annual Report. The standardization of data allows for future ability to sort and retrieve data from comparable groups of facilities. The report compiles a combination of electronic data captured from VistA and manual data collection from readily available reports. This report contains aggregate data of the four quarters of the fiscal year, but can be generated quarterly. This program allows the user to enter, edit, and review the Facility Profile, Facility Workload Statistics, Nutrition Workload Statistics, Staffing, Nutrition Cost, Patient Satisfaction, and Service Equipment.

Sources of Data

The following data is automatically retrieved/calculated from VistA records:

Inpatient Days of Care and Total Served Meals from the VistA Nutrition Served Meal Report (RR).
Staffing FTEE using the VistA Nutrition Staffing Data Report (PR).
The percent modified diets using the VistA Diet Order Census at 5:55PM.
The Nutrition Status and Clinical Encounter Categories data from the VistA Nutrition Status Summary (NS) and Nutrition Encounter Statistics (SE) programs.

If the facility is not using the options that automatically calculate data, certain parts of the Annual Report will not be complete.

The following data must be manually entered from paper records:

1. Outpatient visits can be acquired from Medical Administration Service Statistical Unit AMIS reports.
2. The RPM classification and complexity level for the facility profile can be obtained from the RPM coordinator and from Personnel Service.
3. The Cost Per Diem data needs to be retrieved from Nutrition and Food Service 830 Report of Costs.
4. The Patient Satisfaction data needs to be obtained from the VA 10-5387 Nutrition Satisfaction Surveys.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: EA Enter/Edit Facility Profile [FHADR1]

Use this option to enter and edit Facility Profile data. The year is entered and then the facility data. After the initial entry, this information should only require changing if there is a change to the facility profile, specialized medical programs, primary delivery, or primary production systems. This profile is used to identify facilities with like scope, for comparison of Nutrition data.

Only those fields requiring significant definition are described here:

Facility Data: Management data required under these options includes Region Number, multi-division facility designation, RPM classification, and Facility complexity level. This information helps define the scope of the facility. The RPM number classifies facilities by size. The complexity level is determined by VACO criteria concerning size and complexity and upon which grade structure is based.

Nutrition training program data required in this profile identifies specific authorized training programs at the facility, such as VA sponsored or affiliated Nutrition Internships, affiliated or VA sponsored AP4 programs, CUPs, or Nutrition Technician programs.

Food Management data required here identifies the primary food delivery systems used at the facility and whether or not Cook-Chill food items are served.

Specialized Medical Programs: This data identifies the specialized medical programs authorized at the facility and the number of Clinical Nutrition FTEE assigned to each program. Nutrition Research Programs, if conducted at the facility, must be identified as to funded or un-funded status. Clinical Nutrition FTEE assigned to research must also be entered.

Prompt/**User Entry**	Discussion
Enter YR: **02**	Enter the Year. It cannot be a future year.
Enter Station Number: (Station #)	Enter the station number or a ? to find the correct one.
Enter/Edit Facility Data? **Y**ES	This is a required field. Enter Y or N.
REGION #: 2// **<RET>**	Enter the region number (1-7).
MULTI DIVISION FACILITY?: NO// **<RET>**	Enter Y or N.
RPM CLASSIFICATION: 1// **<RET>**	Enter a number from 1-6 as the RPM classification.
COMPLEXITY LEVEL: 1// **<RET>**	Enter a number from 1-4 as the Complexity level.

VA SPON NUTRITION INTERNSHIP: YES// **<RET>**	Enter Y or N.
AFFILIATED AP4?: NO// **<RET>**	Enter Y or N.
AFFILIATED NUTRITION INTERN?: NO// **<RET>**	Enter Y or N.
AFFILIATED CUP?: NO// **<RET>**	Enter Y or N.
VA SPONSORED AP4?: NO// **<RET>**	Enter Y or N.
AFFILIATED NUTRITION TECH?: NO//**<RET>**	Enter Y or N.
Select PRIMARY DELIVERY SYSTEM: Pellet// **<RET>**	Enter a ? for all the Primary Delivery systems. Enter the ones the user have.
DO THE USER USE COOK CHILL FOODS?: Y// **<RET>** YES	Enter Y or N.
SELECT 1 OR 2: **?** Choose from: 1 LESS AND EQUAL 25% OF MENU ITEMS 2 GREATER THAN 25% OF MENU ITEMS SELECT 1 OR 2: **<RET>**	Enter ? to reveal options 1 and 2. Enter 1 or 2 according to facility needs. or bypass the prompt.
Enter/Edit Specialized Medical Programs? **Y**ES	Enter Y or N.
Select SPECIALIZED MEDICAL PROGRAMS: Substance Abuse Program // **<RET>** SPECIALIZED MEDICAL PROGRAMS: Substance Abuse Program // **<RET>**	Enter a ? for all the Specialized Medical Programs, then enter the ones the user have.
ASSIGNED CLINICAL FTEE: .5// **<RET>**	Enter an assigned Clinical FTEE between 0-99.9 for this specialized medical program.
Select SPECIALIZED MEDICAL PROGRAMS: **<RET>**	
FUNDED NUTRITION RESEARCH?: Y// **<RET>**	Enter Y or N.
ASSIGNED CLINICAL FTEE: **<RET>**	Enter an assigned Clinical FTEE between 0-99.9.
UNFUNDED NUTRITION RESEARCH?: Y// **<RET>**	Enter Y or N.
Select AREAS OF RESEARCH: **??** Answer with AREAS OF RESEARCH Choose from: 1 CLINICAL 2 COMMUNITY 3 COST/BENEFIT 4 EDUCATION 5 MANAGEMENT Select AREAS OF RESEARCH: **1**	Enter a ? to list the Areas of Research, then enter the ones the user have.
ASSIGNED TOTAL CLINICAL FTEE: **.7**	Enter an assigned Clinical FTEE between 0-99.9.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: EB Enter/Edit Hospital Outpatient Visits [FHADR3]

Use this option to enter the total number of Hospital outpatients including any Satellite Clinic visits. Satellite Clinics are those operated away from the hospital. Hospital outpatient data can be obtained from the Medical Administration Service Statistical Unit AMIS reports.

NOTE: This is not just Nutrition Outpatient visits, but **all** hospital outpatient visits. This data is used to identify facilities of comparable scope.

Prompt/**User Entry**	Discussion
Enter Qtr/Yr: 2/05// **<RET>**	This prompt defaults to the previous quarter.
OUTPATIENTS VISIT HOSP: **56000**	Enter a number from 0-999999999.
NUMBER OF SATELLITES: **1**	Enter a number from 1-5.
Select SATELLITE LOC: MARLIN// **<RET>** SATELLITE LOC: MARLIN// **<RET>**	Enter a location of 3-20 characters.
TOTAL # OF SAT OUPAT VISITS: **2340**	Enter a number from 0-999999999 to indicate the total outpatients that visited the Satellite Clinics.
Select SATELLITE LOC: **<RET>**	

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: EC Enter/Edit Type of Service [FHADR2]

This option requires the user to identify the number of patient meals (average daily meals) currently served at bedside, in a cafeteria, and in a dining room area. The dining room area is defined as a congregate eating area where trays are delivered to patients. This information can be obtained from the VistA Served Meals Report (RR) option or the Location Diet Lists (WD) option. If the facility has only tray and cafeteria service, the information needed can be found on the Served Meals Report. If the facility has dining room service, the data can be tallied from the Location Diet Lists. Print the Location lists for all types of service and tally the number of bedside trays, dining room trays, and cafeteria trays.

Prompt/**User Entry**	Discussion
Enter YR: **02**	Enter the Year. It cannot be a future year.
BEDSIDE TRAY: **780**	Enter a number from 0-9999.
CAFETERIA: **35**	Enter a number from 0-9999.
DINING ROOM TRAY: **<RET>**	Enter a number from 0-9999.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: ED Enter/Edit Staffing FTEE [FHADR4]

Use this option to enter the Staffing FTEE data. It retrieves the FTEE data that is stored when the Staffing Worksheet is used and should be used to calculate the total FTEE for the quarter. The data retrieved is displayed as the defaults for the prompt sequence.

NOTE: If the user do not use the Staffing Worksheet, the user need to enter the FTEE manually. It is required that these options be used when entering data for each quarter to verify the defaults, otherwise the data is displayed on the report.

For the FTEE field definitions see the Enter/Edit Staffing Data under Administrative reports. The remaining four fields are defined below.

Staff Cert Diab: This field represents the number of Nutrition staff Certified Diabetes Educators at the facility. Only those officially certified should be listed, not Nutrition Diabetes Specialists.

Staff Cert in Nutr Supp: This field represents the number of Nutrition staff officially certified in Nutrition and Food Service Support at the facility.

Staff Reg Clin Diet Tech: This field represents the number of clinical Registered Nutrition Technicians on staff at the facility.

Staff W/Clin Privileges: This field represents the number of Nutrition Staff with Clinical Privileges (ie. writes diet orders, orders lab test, etc.) at the facility.

Prompt/**User Entry**	Discussion
Enter Qtr/Yr: **1 05**	Enter the quarter and year or take the default.
TOTAL DAILY FTEE: **146.9**	Enter a number 0-999, 3 decimals or take the default.
CLINICAL FTEE: **17.9**	Enter a number 0-999, 3 decimals or take the default.
ADMINISTRATIVE FTEE: **9.3**	Enter a number 0-999, 3 decimals or take the default.
SUPPORT STAFF FTEE: **5**	Enter a number 0-999, 3 decimals or take the default.
SUPERVISORY FTEE: **16.3**	Enter a number 0-999, 3 decimals or take the default.
UNS/INT HOURS: **35.2**	Enter a number between 0 and 999, 2 decimal digits
Change the number of Specialty Staffing? NO// **Y**ES	Answer Y or N.

STAFF CERT DIAB ED (CDE): **10**	Enter a number between 0 and 99, with no decimals.
STAFF CERT IN NUTR SUPP: **20**	Enter a number between 0 and 99, with no decimals.
STAFF REG CLIN DIE TECH: **30**	Enter a number between 0 and 99, with no decimals.
STAFF W/CLIN PRIVILEGES: **40**	Enter a number between 0 and 99, with no decimals.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: EE Enter the Snapshot date for Modified Diets [FHADR5]

This option is used to automatically calculate a weekly average of modified diets per quarter. A tasked (set to run at a specific time) routine captures the number of regular diets each day at 5:55 PM. The program then subtracts the regular diets from the total daily diets and the remainder is considered modified diets. The modified diet number includes NPOs, tube feedings and passes.

This option allows the user to select a Sunday Date that specifies what week to use for the calculation of the weekly modified diet average. This Sunday date can be a past date or a future date. If a future date is entered, the weekly modified diet average does not print on the Annual Report until a week after the future date. Sunday dates must be entered for each quarter and can be entered in advance. Note: Past dates work only up to the date when this version of the software was loaded into the live account, because prior to this time, no data was stored.

```
Prompt/User Entry   Discussion

        Enter Qtr/Yr: 1 94                          Enter the quarter and year or take the default.

        Select SUNDAY Date: 10/17/93 (OCT 17,       Enter a date that is SUNDAY.
1993)

        OCT 17,1993 - OCT 23,1993

              |   X   |   M   |   T   |   W   |   R   |   F   |   S   |
              |  Sun  |  Mon  |  Tues |  Wed  |  Thur |  Fri  |  Sat  |   Total
_____________________________________________________________________________________
# Mod. Diets|    505|    505|    612|    606|    503|    594|    583|    4175
Total Diets |    793|    809|    822|    832|    808|    705|    779|    5638

Change Numbers of Modified Diets and Total Diets for that week? Y// Y

           Sun  Mon  Tues  Wed  Thur  Fri  Sat
            X    M     T    W     R    F    S

Enter string of characters for desired days of week: e.g., MWF


Select the Day of Week the user wish to change the data on: X

Change # of Modified Diets for Sun from 505  to:   505

Change # of Total Diets for Sun from 793  to:   793

                          OCT 17,1993 - OCT 23,1993

              |   X   |   M   |   T   |   W   |   R   |   F   |   S   |
              |  Sun  |  Mon  |  Tues |  Wed  |  Thur |  Fri  |  Sat  |   Total
_____________________________________________________________________________________
# Mod. Diets|    505|    505|    612|    606|    503|    594|    583|    4175
Total Diets |    793|    809|    822|    832|    808|    705|    779|    5638
```

```
Change Numbers of Modified Diets and Total Diets for that week? Y// N
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: EF Enter/Edit Cost Per Diem [FHADR6]

The data entered into this option is used to calculate the quarterly cumulative and year-to-date Cost Per Diem. Use the 830 Report List of Costs and FTEE Report to obtain the Nutrition cumulative fiscal year totals and the personnel costs. The Other Personnel cost is automatically calculated by subtracting the sum of personnel service, subsistence and operating supplies accounts from the total dollars.

This option allows the user to enter or edit Cost Per Diem per patient. Use the 830 Report of Costs for the cumulative fiscal year totals and the personal costs.

Prompt/**User Entry**	Discussion
Enter Qtr/Yr: **3 93**	Enter the quarter and year or take the default.
Enter the Cumulative Total on the 830 Report of Costs: **1642302**	Enter the cumulative fiscal year totals.
TOTAL PERSONAL SERVICE: **1233013**	Enter total Personal Service cost.
PERSONAL SERVICE-TECH 1019: **47337**	Enter the Technician's cost of Personal Service.
PERSONAL SERVICE-DIETITIONS 1018: **289681**	Enter the Dietitian's cost of Personal Service.
PERSONAL SERVICE-WAGEBRD 1008: **850289**	Enter the Wageboard cost of Personal Service.
PERSONAL SERVICE-CLERICAL 1002: **28944**	Enter the Clerical cost of Personal Service.
SUBSISTENCE 2610: **338394**	Enter the Subsistence cost.
OPERATING SUPPLIES 2660: **70805**	Enter the Operating Supplies Cost.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: EG Enter/Edit Nutrition Satisfaction Survey [FHADR7]

This option allows the user to enter or edit results from a Nutrition survey on a quarterly or annual basis. For those facilities that have service initiated satisfaction data, (VA 10-5387), input the number of responses for each rating, i.e., Very Good, Good, Average, Fair, and Poor. Only one set of data per quarter is stored. Those facilities who conduct monthly Nutrition patient surveys need to manually consolidate and enter results on a quarterly basis. The total number of responses and the percentage for each rating is automatically calculated on the report.

Nutrition Survey: There are 9 Nutrition Survey categories which must have data entered in these fields. They are:

- Appetizing Food
- Taste
- Temperature
- Variety
- Cleanliness
- Courteous
- Time
- Diet Information
- Overall Rating of Nutrition Service

Each category is rated by the following factors:

- V = Very Good
- G = Good
- A = Average
- F = Fair
- P = Poor

Ratings are further categorized by patient population types, i.e., GM&S (General Medicine and Surgery units), NHCU (Nursing Home Care Units), PSYCH (Psychiatry units), DOM (Domicilliary care unit), SCI (Spinal Cord Injury Unit), and Other (represents any other sub-group of patients which a facility may want to designate for satisfaction survey purposes). Survey responses need to be manually tallied with the appropriate rating data entered for each category and type.

Survey ratings are entered by first selecting one of the 9 survey categories, and then selecting the appropriate patient population type. The user will be prompted to select these fields. Ratings are

entered as a string in the following format: Type the first letter of the rating followed by the number of responses for that rating, then type a space, and then type the first letter of the next rating followed by the number of responses for that rating, and so forth.

Example: `V20 G40 A3 P1`

This example indicates that for Very Good (V), there were 20 responses, for Good (G), there were 40 responses, for Average (A), there were 3 responses, and for Poor (P), there was 1 response.

Prompt/**User Entry**	Discussion
Enter Qtr/Yr: 3/02// **<RET>**	Enter the quarter and year or take the default.
Select one of the following: 1. APPETIZING 2. TASTE 3. TEMP 4. VARIETY 5. CLEANLINESS 6. COURTEOUS 7. TIME 8. DIET INFO 9. OVERALL Select SURVEY CATEGORY: **3** TEMP	Enter the number of the survey category the user wish to enter results for.
Select one of the following: 1. GM&S 2. NHCU 3. PSYCH 4. DOM 5. SCI 6. OTHER Select SERVICE: **1** GM&S	Enter the service for which the user wish to enter data.
Enter Rating String: **V25 G5 F5**	Enter the first letter of the rating followed by the number of responses for that rating. Then type a space and enter the first letter of the next rating, followed by the number of responses for that rating, etc.
Enter More Rating String for another service? YES// **NO**	Answer Y or N.

```
                    Select one of the following:

1.        APPETIZING
2.        TASTE
3.        TEMP
4.        VARIETY
5.        CLEANLINESS
6.        COURTEOUS
7.        TIME
8.        DIET INFO
9.        OVERALL

          Select SURVEY CATEGORY: 9 OVERALL
                    Select one of the following:

1.        GM&S
2.        NHCU
3.        PSYCH
4.        DOM
5.        SCI
6.        OTHER

          Select SERVICE: 1 GM&S

Enter Rating String: V46 G130 F23 P4

Enter More Rating String for another service? YES// NO

                    Select one of the following:

1.        APPETIZING
2.        TASTE
3.        TEMP
4.        VARIETY
5.        CLEANLINESS
6.        COURTEOUS
7.        TIME
8.        DIET INFO
9.        OVERALL

Select SURVEY CATEGORY: <RET>
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: EH Enter/Edit Nutrition Service Equipment [FHADR8]

This option was created to track specialized pieces of equipment in use throughout the system. It is used to determine the location where equipment is in use and to track the progress of technology. The user enter data on each piece of equipment that the facility has on the Service Equipment list. This option also requires data entry on the total CMR equipment cost for the department. If a facility has more than one CMR, then all CMRs must be consolidated for the total inventory cost.

Prompt/**User Entry**	Discussion
Enter YR: **05**	Enter the year. Future years may not be entered.
Select NUTRITION EQUIPMENT: Blast Chiller// **??** CHOOSE FROM: Advanced Delivery Blast Chiller Circular Trayline Cook Tank Ice Builder Pump Fill Station Vacuum Packer Pulper/Waste Disposal Dishmachine-Flight This field contains the pointer to The Nutrition Report Category file.	Enter a ? for all the Nutrition Service Equipment. Enter one that the user have.
CHOOSE FROM: Advanced Delivery Agitating Kettle Automatic Transport Blast Chiller Circular Trayline Comb. Conv Oven/Stmr Cook Tank Dishmachine-Circular Dishmachine-Flight Ice Builder Pulper/Waste Disposal Pump Fill Station Rethermalization Oven Vacuum Packer Select NUTRITION EQUIPMENT: Blast Chiller// **<RET>** NUTRITION EQUIPMENT: Blast Chiller// **<RET>**	
BRAND: ANARCTICA INC.// **<RET>**	Enter the brand of the Service Equipment with a name from 3 - 45 characters.

Select NUTRITION EQUIPMENT: **<RET>**	Enter another piece of equipment, or hit <RET> to continue.
`TOTAL CMR EQUIPMENT INV COST: 100000//` **<RET>**	Enter department's total equipment cost as stated on CMR(s) with a number from 0-999,999,999, with no decimal points.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: EI Enter/Edit Nutritive Analysis Average [FHADR9]

This option requires the user to enter data on the average nutritive analysis for a regular diet. Data can be calculated by using the Energy Nutrient Analysis (EA) options.

Prompt/**User Entry**	Discussion
Enter YR: **05** (2005)	Enter the year.
Enter Date Nutritive Analysis was taken: JAN 31,2005// **<RET>** (JAN 31, 2005)	This is a required entry. Enter the date the Nutritive Analysis was done.
CALORIES: 7980// **<RET>**	Type a number between 0 and 9999, decimal digits.
% CHO: 99// **<RET>**	Type a number between 0 and 99, 0 decimal digits.
% PRO: 5// **<RET>**	Type a number between 0 and 99, 0 decimal digits
% FAT: 2// **<RET>**	Type a number between 0 and 99, 0 decimal digits
MG CHOL: 650// **<RET>**	Type a number between 0 and 99999, 0 decimal digits.
MG NA: 3000// **<RET>**	Type a number between 0 and 99999, 0 decimal digits.

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: PR Print Annual Nutrition Report [FHADRP]

This option allows the user to print the final report after all the data is input for the year. Data for each section of the report is retrieved from the following sources:

Section I Facility Profile: The information printed in this section comes directly from the Enter/Edit Facility Profile (EA) option.

Section II Facility Workload Statistics: The inpatient data is retrieved from the Enter/Edit Served Meals Report (RE) option. The outpatient data comes from the Enter/Edit Hospital Outpatient Visits (EB) option.

Section III Nutrition Workload Statistics: The Served Meals information is obtained from the Enter/Edit Served Meals Report (RE) option, and the Type of Service from the Enter/Edit Type of Service (EC) option. The Nutrition Status Summary information is retrieved automatically from the Enter Patient Nutrition Status (ES) option. The Clinical Encounter Category Summary is automatically calculated from the Enter/Edit Encounters (EE) option. However, in order for the program to categorize all encounters that are entered on a daily basis, the Clinical Manager must be sure to enter a clinical category on each encounter within the Encounter Types file #115.6. This is done through the Enter/Edit Encounter Types (ET) option under the Clinical Management Menu. The Modified Diet Summary information is automatically calculated by entering a date under the Enter The Snapshot Dates For Modified Diets (EE) option. The program then calculates a weekly average of modified diets per quarter. The Nutritive Analysis is an average of a Regular diet for one week which was entered under the Enter/Edit Nutritive Analysis Average (EI) option.

Section IV Staffing: The FTEE and specialty staff information is retrieved from the Enter/Edit Staffing FTEE (ED) option. Measured FTEE is whatever is left over after subtracting each area from the total average FTEE for the quarter.

Section V Nutrition Cost: The Cost Per Meal and the Cost Per Diem information is retrieved from the Enter/Edit Served Meals Report (RE) option and the Enter/Edit Cost Per Diem (EF) option.

Section VI Patient Satisfaction: Information in this section is retrieved from the Enter/Edit Nutrition Survey (EG) option.

Section VII Equipment: Equipment and CMR information in this section is retrieved from the Enter/Edit Equipment (EE) option.

```
Prompt/User Entry   Discussion
```

Enter Station Number: (Station #)	Enter the station number or a ? to find the correct one.
Enter YR: **94**	Enter the last two digits of the year the user want to print, e.g., 94.
QUEUE TO PRINT ON DEVICE:	Enter a 132 column device name.

```
9-Mar-05  3:14pm                    D I E T E T I C   R E P O R T
Page 1

1 - 4 Qtr   FY 02

S E C T I O N  I   F A C I L I T Y   P R O F I L E



NAME:                      HINES, IL                                        STATION
NUMBER:   578
LOCATION:                  ILLINOIS                                         REGION:
2
RPM CLASSIFICATION:        1                                                COMPLEXITY
LEVEL: 1
MULTI DIVISION FACILITY:   NO

PRIMARY DELIVERY SYSTEM:

   Pellet

COOK CHILL FOODS:                                        NO


SPECIALIZED MEDICAL PROGRAMS:
                                                                            ASSIGNED
CLINICAL FTEE

  AIDS (Medicine)
0.5
  Cardiac Rehabilitation
0.5
  Nutrition Support Team                                                1.0
  Wellness for Employees
  HBHC  Program
0.5
  Renal Dialysis
1.0
  Spinal Cord Injury
1.0
  Substance Abuse Program
0.5

NUTRITION INTERNSHIP/PROGRAMS:

  VA SPONSORED NUTRITION INTERNSHIP                      YES
  AFFILIATED AP4                                         NO
  AFFILIATED NUTRITION INTERNSHIP                         NO
  AFFILIATED CUP                                         NO
  VA SPONSORED AP4                                       NO
  AFFILIATED NUTRITION TECHNICIAN                         NO

FUNDED NUTRITION RESEARCH                                NO
UNFUNDED NUTRITION RESEARCH                              NO
```

```
S E C T I O N  II   F A C I L I T Y   W O R K L O A D   S T A T I S T I C S



INPATIENT DAYS OF CARE                                1st Qtr     2nd Qtr     3rd Qtr
4th Qtr      YTD Total
  Hospital                                             55,864      56,752      54,103
55,699        222,505
  Nursing Home                                         20,728      21,040      20,779
21,262         83,809
  Domicillary                                               0           0           0
0              0
  Total Inpatient Days                                 76,502      77,702      74,969
76,961        306,314


OUTPATIENTS TREATED
  Hospital Clinic                                           0           0      30,000
0         30,000
  Total Outpatients Treated                                 0           0      30,000
0         30,000
```

```
9-Mar-05  3:14pm                    D I E T E T I C   R E P O R T
Page 2


1 - 4 Qtr   FY 02


S E C T I O N  III   D I E T E T I C   W O R K L O A D   S T A T I S T I C S



SERVED MEALS SUMMARY

                                                      1st Qtr     2nd Qtr     3rd Qtr
4th Qtr         Yearly

  Total Served Meals                                  239,291     243,046     234,838
239,899        057,074
  Average Daily Meals                                   2,601       2,671       2,581
2,608          2,615



TYPE OF SERVICE SUMMARY
                                                     Average Daily Meals Served
                                                         By Type of Service       % of
Workload
  Bedside Tray                                                          780
96
  Cafeteria                                                              35
4
  Dining Room Tray
0
  Total                                                                 815


NUTRITION STATUS SUMMARY
```

```
                                                        Avg         Avg         Avg
Avg           YTD
Status                                                 1st Qtr     2nd Qtr     3rd Qtr
4th Qtr       Tot Avg

I NORMAL                                                  256         309         332
343          1240
%                                                        30.5        35.5        39.1
40.3          36.4

II MILDLY COMPROMISED                                     154         185         268
243           850
%                                                        18.3        21.2        31.6
28.6          24.9

III MODERATELY COMPROMISED                                160         152          81
85           478
%                                                        19.0        17.5         9.5
10.0          14.0

IV SEVERELY COMPROMISED                                    74          56          26
24           180
%                                                         8.8         6.4         3.1
2.8           5.3

UNC UNCLASSIFIED                                          196         169         142
156           663
%                                                        23.3        19.4        16.7
18.3          19.4

TOTAL                                                     840         871         849
851          3411
```

```
     9-Mar-05  3:14pm           D I E T E T I C   R E P O R T
Page 5


1 - 4 Qtr   FY 02


S E C T I O N  VI   P A T I E N T   S A T I S F A C T I O N


NUTRITION SURVEY          1st Qtr           2nd Qtr           3rd Qtr           4th
Qtr           YTD Rtng
                        Num Rtng          Num Rtng          Num Rtng          Num
Rtng          ToT  Avg
Temperature

GM&S                                                         05 3.89          208
4.12          303 4.01
NHCU                                                        100 3.70          116
3.73          216 3.72
PSYCH                                                                         106
3.81          106 3.81
DOM                                                                            22
3.91           22 3.91
SCI                                                                            32
3.78           32 3.78
OTHER                                                                          22
4.55           22 4.55
```

```
Total                                                                  105                506
701

Variety

GM&S
NHCU
PSYCH
DOM
SCI
OTHER
Total

Cleanliness

GM&S
NHCU
PSYCH
DOM
SCI
OTHER
Total

Courteous

GM&S
NHCU
PSYCH
DOM
SCI
OTHER
Total
```

```
    9-Mar-05  3:14pm            D I E T E T I C   R E P O R T                  Page 6


1 - 4 Qtr   FY 02



S E C T I O N  VI   P A T I E N T   S A T I S F A C T I O N


NUTRITION SURVEY   1st Qtr             2nd Qtr             3rd Qtr             4th Qtr
YTD Rtng
                  Num Rtng            Num Rtng            Num Rtng            Num Rtng
ToT  Avg
Time

GM&S
NHCU
PSYCH
DOM
SCI
OTHER
Total

Diet Info

GM&S
NHCU
PSYCH
```

```
DOM
SCI
OTHER
Total

Overall

GM&S                                                    100 3.77            203 3.94
303 3.86
NHCU                                                     03 4.00            113 3.42
203 3.71
PSYCH                                                   105 3.38            105 3.82
210 3.60
DOM                                                                          32 3.50
32 3.50
OTHER                                                                        22 4.50
22 4.50
Total                                                   205                 498
793



S E C T I O N  VII   E Q U I P M E N T



EQUIPMENT                                BRAND

Circular Trayline                        AVTEC
Pump Fill Station                        WELBILT
```

Menu: AD Dietetic Administration [FHMGRA]

Submenu: XX Annual Report Management ... [FHADRR]

Option: PU Purge Old Annual Nutrition Data [FHADRS]

This option allows the user to purge entries that are older than three years. When this option is selected, the program calculates the year that is three years ago and shows the user the default. The user may select a different year.

NOTE: Please use this option with caution when selecting the year. This program **purges/removes** all the entries prior to the year selected. If unsure, take the default.

Prompt/**User Entry**	Discussion
Purge to the Year: 93// **<RET>** ...Done	Enter a year or <RET> to take the default.

CM Clinical Management [FHMGRC]

CD	Clinical Dietetics (See User Manual)
DM	Patient Data Log (See last chapter Package Operation)
XC	Clinical Management Menu
XD	Diet Order Management
XE	Energy/Nutrient Management
XF	File Manager (See File Manager section Package Operation)
XM	Consult Management
XS	Supplemental Feeding Management

XC Clinical Management Menu [FHASCX]

CR	Clinical Management Report
	MI Nutrition Monitor Inquiry
	MR Nutrition Monitor Report
	NA Nutrition Status Average
	NS Nutrition Status Summary
	NZ Nutrition Status Matrix
	SE Encounter Statistics
EC	Enter/Edit Nutrition Classifications
EP	Enter/Edit Nutrition Plans
ET	Enter/Edit Encounter Types
LC	List Nutrition Classifications
LP	List Nutrition Plans
LS	List Nutrition Statuses
LT	List Encounter Types
NM	Nutrition Patient Management .(See User Manual)
XD	Display Selected Drug Classifications
XL	Display Selected Lab Tests
XP	Enter/Edit Clinical Site Parameters

Overview

The Clinical Management Program was designed to allow each facility the greatest amount of flexibility in individualizing the Clinical Nutrition and Food Service functions. There are 4 files and 5 site parameters within this program which allows for individualization. There are established guidelines for the data in the Nutrition Status file #115.4 so the data was exported with the software and cannot be edited. The data in the Dietetic Nutrition Plan file #115.5, Nutrition Classification file #115.3, and the FH Site Parameters file #119.9 are to be entered and/or edited according to the facility's needs. These files must be populated with data in order for the Nutrition Screening, Nutrition Profile, and Nutrition Assessment programs to function properly.

The Encounter Types file #115.6 allows for a variety of patient encounters to be recorded, recalled and tabulated for statistical purposes. The Encounters program has two defined encounter types: Nutrition Assessment and Nutrition Status. These are pre-defined so that activity in either of these programs can be automatically tallied under Encounter Statistics. Each facility may define any number of encounter types which reflect the kind of clinical services they provide and the degree of documentation they desire. This Encounters program replaces the statistical management section previously included in Consult Management.

Before building the data in the files and completing the site parameters, closely review the sample forms and the user entry explanations for each program.

The following display shows the relationships between the files in this program and other Nutrition and Food Service files. Note the file Nutrition Classification, Nutrition Status, and Encounter Types are not dependent on data in other files.

```
  FILE (#)                  POINTER          (#) FILE
   POINTER FIELD             TYPE           POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------
                                          ---------------------
  NUTRITION PERSON (#115.011)            |                    |
    NUTRITION:NUTRITION P*  (N )->        |  115.3 NUTRITION CLASSIFICATION
                                          ---------------------
                                          ---------------------
  NUTRITION PERSON (#115.011)            |                    |
    NUTRITION:RISK CATEGO*  (N )->        |  115.4 NUTRITION STATUS
    NUTRITION STATUS:STATUS (N )->        |                    |
                                          ---------------------
                                          ---------------------
  NUTRITION ENCOUNTERS (#115.7)            |                    |
    ENCOUNTER TYPE ....... (N )->        |  115.6 ENCOUNTER TYPES
                                          ---------------------
```

The Nutrition Patient Management menu is also found in the Clinical Dietetics user menu. It has its own menu of sub-options, and is explained in the User Manual.

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Submenu: CR Clinical Management Report ... [FHASNRR]

Option: MI Nutrition Monitor Inquiry [FHMNINQ]

This option allows the user to select a patient, and an admission date for that patient. The report displays any applicable monitors, as well as the Date Entered and, if applicable, the Date Cleared.

```
Prompt/User Entry   Discussion

This patient has the following              Enter 1 or 2 for the admission date that
admissions:                                 the user want to select.

1    APR 04, 1996@16:40:28
2    DEC 05, 2000@09:00:38

Select Admission Date for this Patient:
2
DEVICE: HOME// (Printer name)               Select a printer or display device


SEP 05, 2001                                                    Page: 1

NFSPATIENT,One               000-00-0000   Admission Date: DEC 5, 2000@09:38
==============================================================================

   Monitor: BMI < 21
      Entered: MAY 15,2001@08:18:46

   Monitor: Albumin < 3.2
      Entered: DEC 5,2000@09:00

   Monitor: BMI < 21
      Entered: JUL 20,2001@10:17:46

   Monitor: On Hyperals
      Entered: JUL 18,2001              Cleared: JUL 25,2001

   Monitor: BMI < 21
      Entered: AUG 23,2001@09:19:59
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Submenu: CR Clinical Management Report[…FHASNRR]

Option: MR Nutrition and Food Service Monitor Report [FHMNREP]

This option allows the user to select an admissions date range for the report. The report displays a list of patients who had an admission in that date range, and whether or not they had any monitor(s). At the end of the report, it will also display the Total Number of Admissions, Total Number with Monitors and a Percentage of Admissions with Monitors.

```
Prompt/User Entry   Discussion

Enter beginning date: T-365  (SEP 05, 2000)        Enter date prior to today's date.

Enter ending date: T  (SEP 05, 2001)               Enter a date later than Starting Date
                                                   entered.
DEVICE: HOME// (Printer name)                      Select a printer or display device.

SEP 05, 2001                                                        Page: 1

Admission    Patient                    SSN   Monitor?   Discharge
==========================================================================
SEP 18,2000  NFSPATIENT,One              0000
SEP 18,2000  NFSPATIENT,One              0000              SEP 19,2000
SEP 19,2000  NFSPATIENT,One              0000              MAY 21,2001
DEC 4,2000   NFSPATIENT,One              0000              DEC 4,2000
DEC 4,2000   NFSPATIENT,One              0000              DEC 4,2000
DEC 4,2000   NFSPATIENT,One              0000     Yes
FEB 1,2001   NFSPATIENT,One              0000
MAR 22,2001  NFSPATIENT,One              0000
MAR 22,2001  NFSPATIENT,One              0000              MAR 22,2001
MAR 22,2001  NFSPATIENT,One              0000     Yes
MAR 22,2001  NFSPATIENT,One              0000
MAR 22,2001  NFSPATIENT,One              0000              MAR 22,2001
MAR 28,2001  NFSPATIENT,One              0000
APR 9,2001   NFSPATIENT,One              0000
APR 9,2001   NFSPATIENT,One              0000              JUL 10,2001
APR 9,2001   NFSPATIENT,One              0000
APR 9,2001   NFSPATIENT,One              0000
SEP 05, 2001                                                        Page: 2

Admission    Patient                    SSN   Monitor?   Discharge
==========================================================================
APR 9,2001   NFSPATIENT,One              0000
MAY 7,2001   NFSPATIENT,One              0000
MAY 15,2001  NFSPATIENT,One              0000              MAY 21,2001
MAY 18,2001  NFSPATIENT,One              0000              MAY 18,2001
MAY 18,2001  NFSPATIENT,One              0000     Yes
MAY 21,2001  NFSPATIENT,One              0000              MAY 21,2001
JUN 6,2001   NFSPATIENT,One              0000              JUN 6,2001
JUN 13,2001  NFSPATIENT,One              0000
JUL 24,2001  NFSPATIENT,One              0000
AUG 13,2001  NFSPATIENT,One              0000
```

```
TOTAL ADMISSIONS:     27
TOTAL WITH MONITORS:  3
Percentage of Admissions with Monitors: 11.11%
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Submenu: CR Clinical Management Report …[FHASNRR]

Option: NA Nutrition Status Average [FHASNR5]

This option allows the user to view calculated inpatients' Nutritional status average from a start date to the end date. The program calculates the average under each level and the percentage of the workload for each Location or each clinician. The grand total is the total of the total average for each level for the designated time period for all Locations or clinicians. The grand total percentage is the average percentage of workload for each level for all Locations or clinicians for the time period.

Print by Clinician or Location: The user may select the report data to be categorized by Location (W) or Clinician (C).

Starting Date: This is the date where the report begins to search for inpatient status levels.

Ending Date: This is the date where the report ends the search for inpatient status levels.

Prompt/**User Entry**	Discussion
Print by CLINICIAN or LOCATION? LOCATION// **<RET>**	Enter C (Clinician) or W (Location).
Starting Date: **T-7** (APR 02, 2005)	Enter date prior to today's date.
Ending Date: **T** (APR 09, 2005	Enter a date later than Starting Date entered.
QUEUE TO PRINT ON DEVICE: (Printer name)	Enter a printer to print the report on. This report must be queued, since it is a time consuming process.

```
10-Mar-05  8:58am

                    N U T R I T I O N   S T A T U S   A V E R A G E
Page 1

                                         1-Jan-05 to 31-Jan-05

LOCATION                                   I    %     II    %    III    %     IV    %
UNC    %  TOTAL
-------------------------------------------------------------------------------------
-------------

10E                                     1   25      1   25      1   25
1   25      4
10WC                                    1  100
1
10W                                                             1   50
1   50      2
```

```
11E                                                 1  100
1
13EI
13W                                       3   50      2   33      1   17
6
15E                                       1   50      1   50
2
15WR                                                  1   50      1   50
2
221                                      14   78      3   17      1    6
18
2A                                        4   33      6   50
2   17     12
2D                                        2   29      5   71
7
2N                                        5   83      1   17
6
3E                                        2   67
1   33      3
3N                                        1   50
1   50      2
3S                                        3  100
3
4E                                        1   33      1   33
1   33      3
4N                                        1  100
1
4S                                                    1  100
1
5E
1  100      1
6W                                                    1   50
1   50      2
7E                                        1   33                              1   33
1   33      3
7W                                        2  100
2
9EI
9E                                                    1  100
1
BRS                                                   1  100
1
ECC 1-B                                   2   67      1   33
3
ECC 1-C                                   5   56      1   11      3   33
9
ECC 2-B                                   4   80      1   20
5
ECC 2-C                                   5   45      4   36      2   18
11
-------------------------------------------------------------------------------------------
-------------
Grand Total                              58   52     33   29     10    9      1    1
10    9    112
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Submenu: CR Clinical Management Report ... [FHASNRR]

Option: NS Nutrition Status Summary [FHASNR]

This option displays or prints the current Nutrition Status Levels (I-IV) of inpatients by Location or Clinician. This report indicates at the time it prints how many patients on a Location were screened and had their Nutrition Status entered into the computer. The summary also includes a column for "Unclassified" patients. This report assists Clinical Managers in determining daily workload requirements based on patients' Nutrition status levels. Location is the automatic default for printing. Select C (Clinician) when the user desire a report of the number of patients and their status that each clinician has entered into the computer.

```
Prompt/User Entry   Discussion

Print by CLINICIAN or LOCATION?            Enter C (Clinician) or W (Location).
LOCATION// <RET>

DEVICE: HOME// (Printer name)

           N U T R I T I O N   S T A T U S   S U M M A R Y          Page 1

                               11-Apr-05  8:55am

       LOCATION                                  I     II    III     IV    UNC
       ------------------------------------------------------------------

       10E                                     5      6     3       4      6
       12E                                     4      2     3       6      5
       ......
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Submenu: CR Clinical Management Report ... [FHASNRR]

Option: NZ Nutrition Status Matrix [FHASNR2]

This option displays the Nutrition Status levels I to IV of inpatients. Data may be viewed as either Status Change Over a period of time where specific start and end dates may be entered, or Status Change from Admission. These reports show the change of the status from the time of admission or during specific dates.

Prompt/**User Entry**	Discussion
Select one of the following: 1. Status Change Over a period of time 2. Status Change from Admission	Enter 1 or 2 for which way the user would like to view Nutrition Status Changes. If the user choose 2, the user get the following prompts: Select LOCATION (or ALL): all Enter # of Days from Admission: 100 Response must be no greater than 99. Enter # of Days from Admission: 99 If the user choose 1, the prompts appear as shown in this example:
Select one to Display: **1** Status Change Over a period of time	
Select LOCATION (or All): **ALL**	Enter a Location name or ALL.
Starting Date: **T-7** (APR 02, 2005)	Enter date prior to today's date.
Ending Date: **T** (APR 09, 2005)	Enter a date later than Starting Date entered.
Print on Device:	Select a printer or display device.

```
11-Apr-05  8:53am                                                    Page 1

         N U T R I T I O N   S T A T U S   C H A N G E   M A T R I X

LOCATION                           2-Apr-05 to 9-Apr-05
3E

                       BEG STATUS                      END STATUS         STATUS
STATUS                    TOTAL            I     II    III     IV    UNC   SAME
-------------------------------------------------------------------------------

UNC                          31            1             1            29     29
 3243     NFSPATIENT,One                          *
 5432     NFSPATIENT,One                                     *
 9812     NFSPATIENT,One                                                  *
 6512     NFSPATIENT,One                                                   *
 0304     NFSPATIENT,One                                                   *
 8410     NFSPATIENT,One                                                  *
```

```
-------------------------------------------------------------------------------
Total                          31            1      0      1      0     29     29
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Submenu: CR Clinical Management Report ... [FHASNRR]

Option: SE Encounter Statistics [FHASE4]

This option replaces the statistical management section previously included in Consult Management. Its function is to provide a tool to enter and record specific encounters and aggregate data for statistical reports. It is designed to tally automatic encounters from computer entry such as Nutritional status and Nutritional assessments, as well as the site determined encounters entered by the user.

This report can be generated for any specified time period in three ways:

1. An Encounter Statistics Summary which includes:
   - Number of each Encounter type
   - Number of inpatients, collaterals, and workload units (minutes) involved in each Encounter type
   - Number of outpatients, collaterals, and workload units involved in each encounter type
   - Number of other persons and workload units involved in each encounter type
   - Total persons and units for each encounter type
   - Grand total of encounters, patients, and units

2. Breakdown by Dietitian which includes:
   - All encounter data as listed in Summary for each clinician

3. List Individual Patient Encounters which includes:
   - All encounter data as listed in Summary
   - Breakdown of data by clinician
   - List of each patient entered for each encounter by date
   - Event comments for each encounter
   - List totals for each encounter type

Prompt/**User Entry**	Discussion
Starting Date: **1/1/02**	Enter starting date of the reporting period.
Ending Date: **5/3/02**	Enter last date of reporting period.

```
Statistics for ALL Clinicians? Y//
<RET>
Break-down by Clinician? Y//<RET>

List Individual Patient Encounters?
N// <RET>
```

Accept the default Yes that will provide a breakdown of encounters for all clinicians by clinician.

This prompt appears only if the previous response was YES. NO is the default for this prompt. If YES is entered, the report lists each clinician name and the types of encounters with the individual patient identification under each.

```
Print on Device: HOME// (Printer name)

            D I E T E T I C   E N C O U N T E R   S T A T I S T I              Page 1

                                      1-Jan-02 to  3-May-02
                                      Number    Inpatients          Outpatients
Others           Total
                                               Pat   Col   Units   Pat   Col   Units
Persn   Units   Persn   Units

Screening
  STATUS/SCREENING                       13   10         265.4     3          79.6
13   345.0
  Subtotal                               13   10         265.4     3          79.6
0     0.0      13   345.0

Assessment
  NUTRITIONAL ASSESSMENT                 51   40     8  1835.3    11  504.7
59  2340.0
  Subtotal                               51   40     8  1835.3    11         504.7
59  2340.0

Pat. Education
  INSTRUCTION - DIABETIC                  4    4         125.0
4   125.0
  INSTRUCTION - DIABETIC (F)              1    2         100.0     1          50.0
3   150.0
  INSTRUCTION - NORMAL NUTR               1    1          35.0
1    35.0
  INSERVICE INSTRUCTION                   3  204        1225.0   102         612.5
102   612.5     408  2450.0
  CONTINUING EDUC PROG ATTENDED           1    8           7.5
8    60.0
  Subtotal                                9  219        1402.5   103         662.5
102   612.5     421  2670.0

T O T A L                                74  269     8  5493.2   116        1246.8
102   612.5     496  3205.0

       D I E T E T I C   E N C O U N T E R   S T A T I S T I C S            Page 2

                                      1-Jan-02 to  31-Jan-02
                                      Number    Inpatients          Outpatients
Others           Total
                                               Pat   Col   Units   Pat   Col   Units
Persn   Units   Persn   Units

CLINICIAN, NUTRITION

  Assessment
    NUTRITIONAL ASSESSMENT                 5    3          108.0     2  72.0
0.0       5   180.0
```

```
      18-Jan-02  4966  PATIENT, NUTRITION.
      19-Jan-02  2020  CASE, CLINICAL
      24-Jan-02  1300  CONSULT, NEW
      25-Jan-02  2345  TEST, PAT
      25-Jan-02  2098  ADMIT, ONE
    Subtotal                              5    3          108.0    2          72.0
0.0       5   180.0

  Pat. Educatio
    INSTRUCTION - DIABETIC (F)            1    2          100.0    1          50.0
0.0       3   150.0
      25-Jan-02  6623  PATIENT, FOLLOWUP
      25-Jan-02  3341  ADMIT, FOLL
      25-Jan-02  7803  FOLLOWUP, PAT
    Subtotal                              1    2          100.0    1          50.0
0.0       3   150.0

INTERN, NUTRITION M

  Assessment
    NUTRITIONAL ASSESSMENT                2    2           03.0       0.0
0.0       2    03.0
      26-Jan-02  3333  CASE, TEST
      26-Jan-02  5642  OUTPATIENT, NEW
    Subtotal                              2    2           03.0                0.0
0.0       2    03.0

DIETITIAN, LOCATION

  Screening
    STATUS/SCREENING                      2    2           60.0                0.0
0.0       2    60.0
      24-Jan-02  3240  INPATIENT, NEW
      24-Jan-02  5685  INPATIENT, OLD
    Subtotal                              2    2           60.0                0.0
0.0       2    60.0

  Assessment
    NUTRITIONAL ASSESSMENT                1    1           45.0       0.0
0.0       1    45.0
      24-Jan-02  2121  NFSPATIENT,One.
    Subtotal                              1    1           45.0                0.0
0.0       1    45.0

TOTAL ENCOUNTERS                         11   10          403.0    3         122.0
0.0      13   425.0
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: EC Enter/Edit Nutrition Classifications [FHASC1]

The Nutrition Classification file #115.3 stores universally recognized Nutritional diagnoses such as DRG Codes, ICD-9-CM Codes, Marasmus, Kwashiorkor, etc. These classifications are used during the Nutritional Assessment of a patient. A Nutritional classification is meant to emphasize the importance of Nutrition and Food Service as part of the problem list.

The name field is free text with the title being 3-60 characters in length. There is no limit on the number of classifications the user can enter in the file, however, only one can be selected for each assessment.

```
Prompt/User Entry

Select NUTRITION CLASSIFICATION NAME: Vitamin D Deficiency
  ARE THE USER ADDING 'Vitamin D Deficiency' AS
    A NEW NUTRITION CLASSIFICATION (THE 4TH)? y  (YES)
   NUTRITION CLASSIFICATION NAME: Vitamin D Deficiency  Replace <RET>
NAME: Vitamin D Deficiency  Replace <RET>
INACTIVE?: ??
     This field, if answered YES, will prohibit further selection
     of this classification unless the FHMGR key is held.
     CHOOSE FROM:
       Y        YES
       N        NO
INACTIVE?: <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: EP Enter/Edit Nutrition Plans [FHASC9]

This option allows Clinical Managers to individualize as well as standardize within their facility the Nutrition Plans section on the Screening form. This allows for the specific needs of the facility to be listed as well as providing a standardized form of recognizable planning factors.

The plan name may be 3-60 characters. There is a limit of six plans which may be included in order to keep the length of the form to one page. The lines before each plan that provide a check off capability are automatically included in the program. The information should be entered in upper and lower case letters for readability and in the order in which the user want the plans to print on the screening form.

Sample list:

```
____   Screening data not available:  Please order _________________
____   Provide basic Nutrition and Food Service care services
____   Nutrition and Food Service education
____   Recommend change diet to ____________________
____   Further Nutrition and Food Service assessment to follow
____   Recommendations:
```

```
Prompt/User Entry

Select NUTRITION PLAN NAME: Recommend Nutritional Education
  ARE THE USER ADDING 'Recommend Nutritional Education' AS
    A NEW NUTRITION PLAN (THE 12TH)? y  (YES)
   NUTRITION PLAN NAME: Recommend Nutritional Education
           Replace <RET>
NAME: Recommend Nutritional Education  Replace <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: ET Enter/Edit Encounter Types [FHASE1]

This option allows the user to create and/or edit data in the Encounter Types file #115.6. The establishment of data in this file is necessary to use the Encounters Program. This file allows for the collection of information on the numerous patient care activities performed by the clinical dietitians and clinical diet technicians. It also allows for data collection on activities performed by administrative dietitians. Each station can decide if they require encounters to be collected from the administrative dietitians. Due to the innumerable clinical services provided, these clinical products were grouped into seven major Clinical Categories. These categories were developed in a cooperative effort by the Clinical Staffing Study Group, Regional Coordinators, VACO, and the Clinical Ad Hoc Group.

The Clinical Categories are management tools that utilize the encounters as a data source. Individual encounters point to a specific Clinical Category. Data can then be generated for the seven established Clinical Categories.

Definitions for the seven Clinical Categories are provided in order to serve as guidelines in creating the Encounter Types file. The definitions do not mean to imply that the user have to create encounters for all of the specific categories mentioned. If the user do not create any encounters for a specific Category, then data cannot be tallied for that Clinical Category. The user may choose to establish very broad or very specific encounters. The establishment of this file is totally dependent upon the facility's needs and desires. If the user choose to create encounters for administrative Nutrition staff, they should not point to a specific Clinical Category. It is not necessary to have a clinician account for an entire period of duty.

Clinical Category Definitions

Screening: This is the process of gathering pre-established data pertaining to the patient in order to determine the patient's Nutrition status or if the patient has obvious Nutritional problems including the documentation of such. For patients who are found not at risk, further assessment may not be required. Those patients are re-screened within the time frame according to the facility's policy and procedure. Patients who are found to be Nutritionally compromised may require further assessment.

Assessment: This process includes further review, investigation and evaluation of the patient's data including documentation of such. There are varying degrees of assessments that can be performed. The results of an initial assessment determine whether further or more complex evaluation and/or intervention is needed.

Patient Education: This category includes the provision of Nutrition and Food Service education to patients and/or their caregivers as individuals or in a group setting. Instructions may be further

categorized according to disease entities, individual instructions and group classes, utilizing the individual encounters.

Examples:

- Instruction: Diabetic
- Class: Diabetic

Community: This category includes activities such as gathering information, travel time, screening, assessment, patient education, Nutritional intervention, documentation, etc., that are associated with locations outside of the medical center setting. Examples include HBHC visits, community nursing home inspections, halfway house inspections, residential care home inspections, and community lectures.

Nutrition and Food Service Intervention: Nutrition and Food Service intervention consists of all aspects of patient care other than screening, assessment, and patient education.

Examples:

- Meal rounds
- Communication with the health care team
- Calorie counts
- Discharge planning
- Follow-up documentation
- Food preferences
- Diet card adjustments

Food Service Operations: This category includes the duties performed to assure that food service operations continue according to established policies and procedures. Activities may include menu writing/meal planning, daily taste panel, formal taste panel, product evaluation, energy nutrient analysis of medical center menus and plate waste studies.

Administrative Duties: This category consists of indirect Nutrition and Food Service care activities performed by the clinician, such as:

- Quality assessment and improvement functions,
- Goal planning,
- Peer review,
- Training of students, interns, food service employees,
- Continuing education activities,
- In-services,
- Administrative reports, research, proposal writing, collection of data, publications, writing policies and procedures,
- ADP coordinating activities,
- Special assignments, participation in health fairs,
- Daily organizational activities involved in planning duties/services for the day, record keeping, checking patient census, correspondence, telephone calls, compiling forms, filing,
- Developing education materials,
- Staff meetings.

NOTE: These definitions give some examples of possible encounters the user might establish that would point to that specific Clinical Category. The user do not need to establish encounters for all of the examples given. The user can establish very broad or very specific encounters based upon the facility's needs.

Select Encounter Types Name: Enter the name of the encounter. The encounter name must be 3-30 characters. There is no limit to the number of encounter types which may be entered. Encounters are applicable to outpatients as well as inpatients.

To determine the types of encounters the user wish to enter, it is suggested that each Clinical Manager review manually kept records, definitions of the 7 Clinical Categories, and the information reported on the Annual Nutrition Report. In addition to Nutrition Assessments and Status/Screening, some examples of encounters appropriate to record and track are:

- Instruction: Diabetic (etc.) Calorie Counts
- Class: Wt Reduction (etc.) Team Meetings
- HBHC Activities Menu Writing
- Nursing Home Inspections Peer Review
- Meal Rounds Research Proposal Writing

While this program was originally designed to meet the record keeping needs of the clinician, it can also be used to record and track a wide variety of educational and administrative activities, i.e., in-service training for food service workers, continuing education programs attended, etc. Again, review of current records aids in determining the encounter type needs.

Initial Time: The average time, in minutes, required to conduct an activity/encounter on an initial basis should be entered. This value becomes the automatic default in the Enter/Edit Encounter (EE) option, and may be changed by the user as needed at the time of entry. Type a whole number between 0 and 999. (This information can be used to complete the RCS 10-0141 or conduct time studies)

Follow-Up Time: Enter the average time, in minutes, required to conduct an activity/encounter on a follow-up basis. This value becomes the automatic default in the Enter/Edit Encounter option and may be changed by the user as needed at the time of entry. Type a whole number between 0 and 999.

Ask Event Location: Enter "YES" or "NO". A "YES" response indicates the user will be prompted to enter the event location whenever this encounter is entered. The user will only be able to select locations which exist in the facility's Hospital Location file. This file includes all Locations, outpatient clinics, and other hospital-wide locations of interest.

Category: This prompt asks the user to connect the encounter to a specific Clinical Category. The user can choose one of the seven Clinical Categories.

Individual/Group/Both: This is pertinent to educational encounters. Enter either "I" for individual patient instructions, "G" for group patient classes, or "B" for both as appropriate.

Ask Patient Name(s): Enter "YES" or "NO". A "YES" response results in the user being prompted to enter each patient's name whenever this encounter is completed.

Ask # Collaterals: This prompt only appears when a "YES" response is entered under "Ask Patient Name(s)". Enter "YES" or "NO". A "YES" response results in the user being prompted to enter the number (0-9) of collaterals associated with each patient when this encounter is documented. This field allows the service to keep track of the number of collaterals seen according to Encounter type.

Ask for Patient Comment: This prompt appears only when a "YES" response is entered under "Ask Patient Name". Enter "YES" or "NO". A "YES" response prompts the user to enter a patient comment, or any other information associated with this encounter. It is free text and may be 3 to 60 characters in length. This information is displayed in the Patient Inquiry option.

Inactive: The only way to remove an entry from the Encounter Type file is to inactivate it by a "YES" in this field. Simple deletion of the entry would cause "Undefined Errors" throughout other parts of the program. Once an entry is inactivated, it cannot be selected by a non-manager user.

```
Prompt/User Entry

Select ENCOUNTER TYPES NAME: ??

CHOOSE FROM:
   Class - Diabetic
   FOOD-DRUG INSTRUCTION      (** INACTIVE **)
   NUTRITIONAL ASSESSMENT
```

```
   STATUS/SCREENING

     This is the text of the name of the encounter type.
Select ENCOUNTER TYPES NAME: Class - Overeaters
  ARE THE USER ADDING 'Class - Overeaters' AS
    A NEW ENCOUNTER TYPES (THE 5TH)? y  (YES)
   ENCOUNTER TYPES NAME: Class - Overeaters// <RET>
NAME: Class - Overeaters// <RET>
INITIAL TIME: 60
FOLLOW-UP TIME: 30
ASK EVENT LOCATION?: ??
     This field, if YES, means that the event location will be asked
     whenever an encounter of this type is entered into the
     Encounter file (115.7).
     CHOOSE FROM:
       Y        YES
       N        NO
ASK EVENT LOCATION?: Y  YES
CATEGORY: ??
     The is the category of the Encounter Type.
     CHOOSE FROM:
       S        Screening
       A        Assessment
       E        Pat. Education
       C        Community
       N        Nutrition Inv.
       F        Food Svc.
       X        Administrative
CATEGORY: E  Pat. Education
INDIVIDUAL/GROUP/BOTH: ??
     This field indicates whether the encounter type is an individual one,
     a group one, or can be both.
     CHOOSE FROM:
       I        INDIVIDUAL
       G        GROUP
       B        BOTH
INDIVIDUAL/GROUP/BOTH: G  GROUP
ASK PATIENT NAME(S)?: ??
     This field, if answered YES, means that the clinician will be
     prompted for patient names when an encounter of this type
     is entered into the Encounter file (115.7).
     CHOOSE FROM:
       Y        YES
       N        NO
ASK PATIENT NAME(S)?: Y  YES
ASK # COLLATERALS: ??
     This field, if answered YES, means that the clinician will be
     prompted for the number of collaterals associated with each
     patient when an encounter of this type is entered into the
     Encounter file (115.7).
     CHOOSE FROM:
       Y        YES
       N        NO
ASK # COLLATERALS: Y  YES
ASK FOR PATIENT COMMENT?: ??
     This field, if answered YES, means that the clinician will be
     prompted for a comment to be associated with each patient
     when an encounter of this type is entered into the
     Encounter file (115.7).
     CHOOSE FROM:
       Y        YES
       N        NO
ASK FOR PATIENT COMMENT?: Y  YES
```

```
INACTIVE?: <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: LC List Nutrition Classifications [FHASC2]

This option alphabetically lists all the entries in the Nutrition Classification file #115.3. Entries to this file are made using the option Enter/Edit Nutrition Classifications (EC). Either enter a printer name or strike the <RET> key as shown here to bring the data to the screen.

```
DEVICE: <RET>     RIGHT MARGIN: 80// <RET>

NUTRITION CLASSIFICATIONS                      APR 12,2005  08:19    PAGE 1
NAME                                                            INACTIVE?
---------------------------------------------------------------------------

Protein-Calorie Malnutrition
Thiamine/Niacin Deficiency
Vitamin A Deficiency
Vitamin D Deficiency
Vitamin K Deficiency
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: LP List Nutrition Plans [FHASC10]

This option prints a list of the entries in the Dietetic Nutrition Plan file #115.5. Entries to this file are made using the option Enter/Edit Nutrition Plans (EP).

```
DEVICE: <RET>     RIGHT MARGIN: 80// <RET>

NUTRITION AND FOOD SERVICE PLANS                           APR 12,2005  08:31    PAGE
1
NAME
----------------------------------------------------------------------

Further Nutrition Assessment
Provide basic Nutrition care services
Recommend change diet to
Recommend Nutrition Education
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: LS List Nutrition Statuses [FHASC4]

This list prints all items in the Nutrition Status file #115.4. The program comes with four Nutrition Status levels which cannot be edited. However, the Nutrition Status list may be printed using this option.

Nutrition Status Levels:

- I Normal
- II Mildly Compromised
- III Moderately Compromised
- IV Severely Compromised

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: LT List Encounter Types [FHASE2]

This option prints all items in the Encounter Types file #115.6. Entries to this file can be made using the option Enter/Edit Encounter Types (ET).

```
DEVICE: <RET>     RIGHT MARGIN: 80// <RET>

ENCOUNTER TYPES                                 APR 12,2005  08:53    PAGE 1
                                                     ASK
                                INITIAL  FOLLOW-UP  EVENT
NAME                               TIME       TIME  LOCATION?  CATEGORY
                                                       ASK
                         ASK       ASK               FOR
                         PATIENT   #                 PATIENT
  INDIVIDUAL/GROUP/BOTH  NAME(S)?  COLLATERALS       COMMENT?  INACTIVE?
-----------------------------------------------------------------------------

Class - Overeaters                60       30        YES        Pat. Education
  GROUP                  YES       YES               YES
ENCOUNTER TYPE A                  60       30        YES        Pat. Education
  BOTH                   YES       YES               YES
FOOD-DRUG INSTRUCTION              1       20        YES        Screening
  GROUP                  NO        YES               YES       YES
NUTRITIONAL ASSESSMENT            45                 NO
  INDIVIDUAL             YES       NO                YES
STATUS/SCREENING                  30       15        NO
                         YES       NO                YES
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: XD Display Selected Drug Classifications [FHSYP2]

This option allows for the displaying or printing of all drug classes or codes entered under the "Select Drug Classification" site parameter. Enter a printer name or use the <RET> key to bring the display to the screen.

```
DEVICE: <RET>     RIGHT MARGIN: 80// <RET>

SELECTED DRUG CLASSIFICATIONS              APR 12,2005  09:08    PAGE 1
DRUG
CLASS      TITLE
---------------------------------------------------------------------------

AM030      ANTI-INFECTIVES,OTHER
VT801      MULTIVITAMINS
AM800      ANTIVIRALS
BL000      BLOOD PRODUCTS/MODIFIERS/VOLUME EXPANDERS
BL700      PLATELET AGGREGATION INHIBITORS
CN601      TRICYCLIC ANTIDEPRESSANTS
DE000      DERMATOLOGICAL AGENTS
GA201      BULK-FORMING LAXATIVES
HS501      INSULIN
OT109      ANTI-INFECTIVES,TOPICAL OTIC OTHER
RE109      ANTIASTHMA,OTHER
RE508      ANTIHISTAMINE/ANTITUSSIVE/EXPECTORANT
RE030      RESPIRATORY AGENTS,OTHER
TN400      ELECTROLYTES/MINERALS
VT105      THIAMINE
XA800      INTRAVENOUS SETS
XX000      MISCELLANEOUS AGENTS
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: XL Display Selected Lab Tests [FHSYP1]

This option displays all laboratory tests selected under the laboratory test site parameter. This list includes specimen type and whether the test is to print on the screening or assessment forms.

```
DEVICE: <RET>     RIGHT MARGIN: 80// <RET>

SELECTED LABORATORY TESTS                      APR 12,2005  09:11    PAGE 1
                                                            PRINT     PRINT
                                                   IDENT    ON        ON
LAB TEST                        SPECIMEN           GROUP    ASSESS    SCREEN
-------------------------------------------------------------------------------

ALBUMIN                         SERUM                       NO        NO
CALCIUM                         SERUM                       YES       YES
CHOLESTEROL                     SERUM                       YES       YES
GLUCOSE                         SERUM                       YES       YES
GLUCOSE, OTHER                  URINE                       NO        NO
IRON                            SERUM                 2     YES       YES
IRON SATURATION                 SERUM                       NO        NO
LIPIDS, TOTAL                   SERUM                       NO        NO
LIPIDS, QUALITATIVE             FECES                       NO        NO
LACTIC ACID                     SERUM                       NO        NO
URINE KETONES                   URINE                       YES       YES
zzURINE PROTEIN                 URINE                       NO        NO
VITAMIN A                       SERUM                       NO        NO
VITAMIN B-12                    SERUM                       NO        NO
VITAMIN C                       PLASMA                      NO        NO
VITAMIN E                       SERUM                       YES       YES
ESTROGEN                        SERUM                       YES       YES
INSULIN                         SERUM                       YES       YES
PHENOBARBITAL                   SERUM                       YES       YES
PROTHROMBIN TIME                PLASMA                      YES       YES
SICKLE CELLS                    BLOOD                       YES       YES
TESTOSTERONE                    SERUM                       YES       YES
THROMBIN TIME                   PLASMA                      YES       YES
WBC                             BLOOD                       YES       YES
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XC Clinical Management Menu ... [FHASCX]

Option: XP Enter/Edit Clinical Site Parameters [FHASC8]

Each facility may individualize the output on the Nutrition and Food Service Screening form and Nutrition Assessment form by defining the following site parameters. These parameters may be changed whenever local policy changes. The number of laboratory tests selected should be limited if screening or assessment forms are to print on one page.

Assessment Default Units: In all reports generated, units of measurement for patient data appear in the English or Metric equivalents, whichever is selected here. Data can be entered in English or Metric format and the program converts to the selected default unit. Enter "E" if the user want the results in English measurements, "M" if the user want the results in Metric equivalent measurements.

Optional Screening Line: This field allows each facility to add one line to the Nutrition Screening form. It prints as the last line under the "S: " (Subjective) section. This is a free text entry. Use indentations or capitalization as needed. Enter one question or item to be displayed on the screening form which has not already been included in the program.

Examples:

```
"Food Dislikes", "Food Preferences", "Religious/Ethnic Preferences",  or
"Do the user follow a special diet at home?".

If desired, a blank area ("_____________") can be entered to meet the needs of
individual staff members.
```

Print Profile After Screening?: This parameter controls the printing of the Nutrition Profile. Answer "YES" if the user wish a Nutrition Profile to always print following the Screening form. Answer "NO" if the user do not want it printed. Enter an "A" (for Ask User) if the user wish to prompt the user as to whether the profile is printed.

 # Of Days To Obtain Lab Data: Enter the number of days (1-500) the user wish the computer to go backLocations looking for laboratory results. The longer the number of days, the slower the response of the system when printing. (For acute care the number of days should be as low as possible). If multiple types of care exist, 03 days is a commonly selected search time frame. The number selected applies to both screening and assessment. Only the most current laboratory value is displayed.

Select Lab Test: The user may select the laboratory tests that the user want displayed on the assessment and screening forms. The name of the laboratory test must be one of those available in the local VistA Laboratory package. After entering the name, the user must identify the specimen type (serum, plasma or urine) for each test. Some facilities identify tests by one word

and then require the user to enter the specimen type. Other facilities use distinctive names for each type of test. Others have tests identified as routine or stat or specific to an area or machine.

If the facility does not have distinctive names for tests, the user may not be able to print both serum and urine results.

Example:
If the lab has a test called urea, the user may only be able to select urea once and indicate serum. The program does not allow the user to enter urea again and select urine. Thus the user would not be able to get both serum and urine values.

Many facilities have distinctive names, i.e., BUN and UNN, in which case the user would be able to get both results on the forms because the names are distinctive.

If the facility has multiply named tests, i.e., Albumin-Stat, Albumin-Routine, Albumin-Outpatient, the user need to select all possible tests and assign them the same "Ident Group" number. This tells the program to check all the Albumin tests for the selected time period and print only the most current result. This grouping prevents missing results which may have been ordered by a different process.

Next, the user must indicate if the laboratory test value is to be printed on the screening form, the assessment form or both. All will print on the Nutrition Profile. **If the facility wants the screening form to print on only one sheet, the user should select no more than 12 laboratory tests**. Normal ranges appear on the screening and assessment forms and High (H), Low (L) and Critical (*) values are indicated. The date the laboratory test was performed is displayed. An item prints only if there is a result within the number of days specified. Only the most current value is displayed. If the user select tests which measure the same item, but by different processes, the user need to group them by the same "Ident Group" number.

Select Drug Classifications: The user may select the drug classifications the facility wants to use in the screening process. By selecting drug type classifications rather than specific drugs, a greater variety of medications can be screened. The actual drug name (generic or brand) appears on the Nutrition Profile. Strength and dosage may appear depending on character space availability. If a patient is on a combination of anti-hypertensives, each drug is listed. I.V. solutions are not included in this program.

This site parameter uses drugs from Pharmacy's Drug Classification file. For inpatients, medications are displayed only if the Pharmacy Unit Dose program is in use. For outpatients, medications are retrieved from the Pharmacy Outpatient program.

In this site parameter, the user need to enter only the drug classification code. The following are samples of Drug Classifications and codes which the user might consider including in the screening process. Double question marks (??) display the Drug Classification codes available at the facility, however, descriptive names are not listed. For clarification of codes, the user should refer to "VA Medication Classification System", available from the Pharmacy Service.

Sample Drug Classification Codes:

AD100	Alcohol Deterrents
AM250	Tetracyclines
BL100	Anticoagulants
CN500	Antiparkinson Agents
CN602	Monoamine Oxidase Inhibitors
CV000	Cardiovascular Medications
CV400	Antihypertensives
CV350	Antilipemic Agents
CV700	Diuretics
GA200	Laxatives
GA300	Antiulcer Agents
GA400	Antidiarrheal Agents
HS051	Glucocorticoids
HS500	Blood Glucose Regulation Agents
VT000	Vitamins

Clinical Site Parameters

The assessment default units are used for determining the units for inputs when units are not specified and for determining which units are used for output on the assessment and screening forms. Either English or metric may be selected.

```
ASSESSMENT DEFAULT UNITS: METRIC// <RET>
```

The Screening form makes provision for a site-selectable line being added to the form as the last line under the S: (or subjective) section. If an entry is made, the user should consider the indenting and column usage of the existing lines in determining the line to be entered. Just press RETURN to bypass having this extra line.

```
OPTIONAL SCREENING LINE: Ethnic/Religious Food Pref:
           Replace <RET>
```

A Nutrition Profile may optionally be printed following each Screening form. Answer YES if the user wish the profile printed, NO if the user do not. Answer A (for Ask user) if the user wish the user to be prompted as to whether a profile will be printed.

```
PRINT PROFILE AFTER SCREENING?: ASK USER// <RET>
```

In selecting laboratory results to be displayed, the program allows for the selection of the number of days in the past for which data will be searched. Thus, selecting 30 as a value will result in the most recent lab test results obtained in the last 30 days being displayed.

```
# OF DAYS TO OBTAIN LAB DATA: 03// <RET>
```

The user should select only those laboratory tests in which the clinical staff is typically interested. The user will also be prompted as to whether the user wish those results to be printed on the Assessment report and the Screening form.

```
Select LAB TEST: SERUM PRE-ALBUMIN// <RET>
  LAB TEST: SERUM PRE-ALBUMIN// <RET>
  SPECIMEN: SERUM// <RET>
  PRINT ON ASSESSMENT?: YES// <RET>
  PRINT ON SCREENING?: YES// <RET>
  IDENT GROUP: <RET>
Select LAB TEST: <RET>
```

The user should select only those drug classifications in which the clinical staff is typically interested. In displaying prescribed drugs, the actual drug name will appear, but the selection of drugs to be displayed will be controlled by the drug classifications selected.

```
Select DRUG CLASSIFICATIONS: AD100// <RET>
```

XD Diet Order Management [FHORDX]

DE	Enter/Edit Diets
DL	List Diets
IE	Enter/Edit Isolation/Precautions
IL	List Isolation/Precaution Types
TE	Enter/Edit Tubefeeding Products
TL	List Tubefeeding Products

Overview

Before Diet Order Entry (see Diet Orders (DO) in the User Manual) can be implemented, files must be built for the individual medical center. The Diet Order Management menu helps the user do that.
The advantage of a facility building its own diet files is that the diets can be defined as the facility wishes, such as deciding which diets are comparable (e.g., NAS = 4 gm Na Diet). Be aware that some Location personnel may make their own incorrect interpretations of diet and/or tube-feeding orders. Therefore, it is important that the clinical staff continue to check orders received in Nutrition and Food Service against physicians' orders in the medical records.

Here's a display of the file relationships:

```
  FILE (#)                  POINTER          (#) FILE
   POINTER FIELD             TYPE           POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------
                                          ---------------------
  DIET PATTERNS (#111.1)                  |                     |
    DIET1 ............... (N )->        |  111 DIETS          |
    DIET2 ............... (N )->        |   PRODUCTION DIET   |-> PRODUCTION D*
    DIET3 ............... (N )->        |                     |
    DIET4 ............... (N )->        |                     |
    DIET5 ............... (N )->        |                     |
  NUTRITION PERSON (#115.02)              |                     |
    ADMISSION:DIET:DIET1 . (N )->         |                     |
    ADMISSION:DIET:DIET2 . (N )->         |                     |
    ADMISSION:DIET:DIET3 . (N )->         |                     |
    ADMISSION:DIET:DIET4 . (N )->         |                     |
    ADMISSION:DIET:DIET5 . (N )->         |                     |
  NUTRITION LOCATION (#119.6)                 |                     |
    DEFAULT ADMISSION DIET  (N )->        |                     |
  FH SITE PARAMETERS (#119.9)             |                     |
    DEFAULT ADMISSION DIET  (N )->        |                     |
                                          ---------------------
                                          ---------------------
  NUTRITION PERSON (#115.1)               |                     |
    ADMIS:TUBEFEE:TF PROD*  (N C )->      |  118.2 TUBEFEEDING
                                          |   CORRESPONDING * |-> RECIPE
                                          ---------------------
                                          ---------------------
  NUTRITION PERSON (#115.01)              |                     |
    ADMISSION:ISOLATION/P*  (N C )->      |  119.4 ISOLATION/PRECAUTION TYPE
                                          ---------------------
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XD Diet Order Management ... [FHORDX]

Option: DE Enter/Edit Diets [FHORD6]

Use this option to enter and edit diets in the Diets file #111. There are several different pieces of information to establish for each diet. Four of the fields are required. In addition, Production Diets must be preestablished in the Production Diet file #116.2. To edit that file use the option Enter/Edit Production Diets (PE) in Production Management (XP) menu.

Diets Name: It is intended primarily that single-modification diet names be entered here, such as 1 Gram Sodium or Low Fat. The program routine provides for combining any five single-modification names into a combination diet. Therefore, multiple-modification names such as Low Fat, 1 Gram Sodium, should not be included initially. Such combinations may be considered for entry after a test period if they contribute to the efficiency of the program. Diet names, as stated in the facility diet manual, are usually the preferred terminology. Nonstandard, but commonly used diet names can be entered in the Alternate Name field. Names must be 3-30 characters in length. Diets having multiple calorie or mineral levels should be listed as separate names.

Examples:

- DIABETIC 1000
- 1500 KCAL DIABETIC
- 1G SODIUM
- MECHANICAL
- FULL LIQUID
-

Test diets should also be listed. **Do not include NPO or Regular.** These are handled differently by the program and are already present in the file. It is recommended that diets (e.g., 1500 KCAL Diabetic) having standard feedings have similar names in both the Diets file and Supplemental Feeding Menu file.

In developing a list of diet names, it is important to know that the diets entered are the ones displayed to the user when they request help by entering "??". The list of diets entered into the Diets Name field should reflect all common ordering practices in the facility. In addition, commonly used expressions and abbreviations should be included since Location clerks will encounter and use them.

Synonym: A Synonym is a short data entry form to save time. This field is not a required entry. Common abbreviations and shortened forms of the longer name may be used. Selection of the synonym automatically links with the correct diet name. The synonym cannot exceed 12 characters in length.

Examples: `DIA1000, PRO20, CL, 1000NA`

Ask Expiration Date?: This field determines if the program asks for an expiration date when specified diets are ordered. It is particularly useful for test diets and the Clear Liquid diet, when ordered as a test diet. A "YES" in this field for any diet causes the program to ask for an expiration date. A date is not required in order for the program to proceed. The clerk may not know the duration of the test diet, but the opportunity is available for an expiration date to be entered, if known. A "NO" or a null (<RET>) in the field means that the user is not asked for an expiration date. For diets having expiration dates, the program automatically cancels the time-limited diets and reinstates the previous diet order.

If no expiration date is entered, the test diet remains in effect until another diet is ordered. Time limitations on test diets must be established in policy and clerks taught to enter the data in training sessions.

The program does not distinguish between a permanent Clear Liquid diet, a three-day Clear Liquid, or a one-meal Clear Liquid and does not keep track of this information. Location staff must know the difference and enter appropriate expiration dates and times.

Diet Precedence: Diet Precedence is a priority numbering system. Each diet must be assigned a number which aids in categorizing the diets. This field has several very important functions:

It prevents the ordering of contradictory diets, such as a 2400 Calorie, High Calorie Diet (i.e., diets which are assigned the same precedence cannot be ordered for the same patient).

It distinguishes between primary diet modifications and minor diet modifications for food production purposes, separate from clinical significance. It determines the label print order.

All of these functions are accomplished by a priority numbering system. Numbers of 20 or less indicate primary diet modifications. Numbers greater than 20 indicate minor modifications. Examples of primary modifications carrying
numbers less than 20 might be regular, texture and consistency alterations, sodium-alterations, calorie-alterations, fat-alterations and fiber-alterations.

The regular diet carries the number 20 and is already present in the file. **Do not enter it into the file.** Other diet precedence numbers are assigned by each facility.

For example, suppose we assign number 1 to all consistency/texture modifications (i.e., Clear Liquid, Full Liquid, Puree, Mechanical). By assigning the same precedence number to each, it becomes impossible to order a Clear Liquid-Pureed Diet. The program permits only one diet of a single precedence number. Also, by assigning number 1 to texture/consistency, we ensure that such a modification appears **first** on the diet card label used in tray assembly.

To continue the example, number 2 is assigned to all sodium alterations, number 3 to <u>all</u> calorie alterations (high, low and diabetic) and number 4 to all protein alterations (high or low).

A sample user-entered order such as:

```
1000 Calorie Diabetic, High Protein, 1 Gram Sodium, Mechanical Diet
```

is reconfigured as a result of the precedence numbers, to appear on the diet card label as:

```
Mechanical, 1 Gram Sodium, 1000 Calorie Diabetic, High Protein
```

The food service worker is first presented with the information most significant for tray assembly (i.e., type of food) followed by other modifications.

Minor modifications carry numbers greater than 20, with like diets carrying the same number. Examples of minor modifications include fluid alterations, low cholesterol and test diets. Each minor modification eventually is associated with a Production Diet representing the type of food generally comprising that diet.

Production Diet: The Production Diet is a **required** entry. Production diets must first be entered in the Production Diet file #116.2 using the option Enter/Edit Production Diets (PE). See Production Management.

A production diet represents the basic type of food prepared for a diet modification. For example, the basic type of food served on a No-Added-Salt diet might be regular food. The basic food served on a Calorie-Controlled, Low Sodium diet might be low sodium food. This field allows a production diet to be named for every diet name in the Diets file. The production diet of the diet carrying the lowest tally number is the one which is reflected in the Actual Diet Census (DC). Every diet name must be associated with a production diet.

Bulletin Clinician: The term Bulletin refers to a message sent to the dietitian through MailMan. An internal mechanism automatically triggers initiation of the message. This field determines whether a specific diet order sends an electronic message through the hospital MailMan system to the responsible dietitian assigned to the Location. Some diets may require early dietitian intervention in the food service process. Diets triggering such messages may require particular changes on a diet card, notification of calculations to be done or of special product preparation to be initiated. The use of the medical center electronic mail system reduces the time lag between order and dietitian response for these types of occurrences.

A "YES" in the field causes a message to be sent to the dietitian assigned to the Location. Location assignment of dietitians is accomplished through the Consult Management (XM) menu. A "NO" or null (<RET>) means no message is sent.

Abbreviated Label: This is a **required** entry. The way that the abbreviation is written is exactly how the diet is printed on such outputs as reports and labels. Therefore, it should be written so that the diet is readily recognized by all users.

Alternate Name: Caregivers frequently order diets in a variety of non-standard formats, all meaning essentially the same thing. This field provides the ability to accommodate alternate, nonstandard names for any, or all, of the standard diet names listed in the Diets Name field.

Although alternate names are not displayed at a request for help, their selection automatically links with the correct diet name.

Examples:

Standard Diet Names	Alternate Names
3-4 Gram Sodium No added Salt	NAS
Low Tyramine	MAO
Mechanical	Dental Soft

An alternate name can be deleted.

Inactive: The only way to remove an entry from this file is to inactivate it by entering a "Y" in this field. Simple deletion of the entry causes Undefined Errors throughout other parts of the program. Once an entry is inactivated, it cannot be selected by a user. To reactivate requires VA FileMan access or intervention by the Site Manager.

```
Prompt/User Entry

Select DIETS NAME: 1800 CALORIE DIABETIC
  ARE THE USER ADDING '1800 CALORIE DIABETIC' AS A NEW DIETS (THE 28TH)? y  (YES)
   DIETS NAME: 1800 CALORIE DIABETIC// <RET>
NAME: 1800 CALORIE DIABETIC// <RET>
SYNONYM: DB 1800 CAL
ASK EXPIRATION DATE?: N  NO
DIET PRECEDENCE: 9
PRODUCTION DIET: DIABETIC/LO CAL
BULLETIN CLINICIAN?: N  NO
ABBREVIATED LABEL: 1800 CAL DB
Select ALTERNATE NAME: 1800DB
INACTIVE?: <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XD Diet Order Management ... [FHORDX]

Option: DL List Diets [FHORD7]

Use this option to list all diets and any associated data contained in the Diets file #111.

The list requires a 132 column printer.

```
DEVICE: (Printer name)

DIETS LIST                                                                    MAR
8,2005  13:31    PAGE 1
                                          DIET                              ASK
NAME                           SYNONYM    PREC  ABBREV LABEL  PROD DIET     EXP
MAIL  INACT ALTERNATE NAME
-------------------------------------------------------------------------------------
-------------------------
100 GM PROTEIN                100 GM PRO      5   100gm PRO     LOW PROTEIN
YES
1000 CALORIE ADA              DB1000 ADA      4   1000 CAL ADA  87-130/HF           NO
1000 CALORIE REDUCTION        1000 CAL RED    4   1000 CAL RED  87-130/HF           NO
1000 CC FLUID RESTRICTION     1000 CC FR     38   1000cc FLUID  DIALYSIS/LOW  NO    NO
1100 CALORIE ADA              DB1100 ADA      4   1100 CAL ADA  87-130/HF           NO
1100 CALORIE REDUCTION        1100 CAL RED    4   1100 CAL RED  87-130/HF           NO
1100 CC FLUID RESTRICTION     1100 CC FR     38   1100cc FLUID  DIALYSIS/LOW  NO    NO
120 CC FLUID RESTRICTION-TRAY  120 CC FR     38   120cc FR/TR   DIALYSIS/LOW  NO    NO
1200 CALORIE ADA              DB1200 ADA      4   1200 CAL ADA  87-130/HF           NO
1200 CALORIE REDUCTION        1200 CAL RED    4   1200 CAL RED  87-130/HF           NO
1200 CC FLUID RESTRICTION     1200 CC FR     38   1200cc FLUID  DIALYSIS/LOW  NO    NO
1300 CALORIE ADA              DB1300 ADA      4   1300 CAL ADA  87-130/HF           NO
1300 CALORIE REDUCTION        1300 CAL RED    4   1300 CAL RED  87-130/HF           NO
1300 CC FLUID RESTRICTION     1300 CC FR     38   1300cc FLUID  DIALYSIS/LOW  NO    NO
1400 CALORIE ADA              DB1400 ADA      4   1400 CAL ADA  87-130/HF           NO
3000 CALORIE ADA              DB3000 ADA      4   3000 CAL ADA  87-130/HF           NO
360 CC FLUID RESTRICTION-TRAY  360 CC FR    38   360cc FR/TR   DIALYSIS/LOW  NO    YES
500 CC FLUID RESTRICTION      500 CC FR      38   500cc FLUID   DIALYSIS/LOW  NO    NO
500 MG SODIUM                500 MG SOD      6   500mg SODIUM  87-130/CHOL         YES
600 CC FLUID RESTRICTION      600 CC FR      38   600cc FLUID   DIALYSIS/LOW  NO    NO
700 CC FLUID RESTRICTION       700 CC FR      38   700cc FLUID   DIALYSIS/LOW  NO   NO
800 CALORIE ADA              DB 800 ADA      4   800 CAL ADA   87-130/HF           YES
800 CALORIE REDUCTION        800 CAL RED     4   800 CAL RED   87-130/HF           YES
800 CC FLUID RESTRICTION      800 CC FR      38   800cc FLUID   DIALYSIS/LOW  NO    NO
030 CALORIE ADA              DB 030 ADA      4   030 CAL ADA   87-130/HF     NO    YES
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XD Diet Order Management ... [FHORDX]

Option: IE Enter/Edit Isolation/Precautions [FHORI1]

The Isolation/Precaution Type file #119.4 supports a Location clerk mechanism for ordering isolation while still providing relevant information to the food service. Location clerks are generally familiar with the terms used by the infection control and nursing personnel. However, they often do not know what those terms mean to food service. The Isolation/Precaution Type file establishes a relationship between the standard term on the Location, how the patient tray is delivered, and who delivers it.

This information is displayed on the Diet Activity Report/Labels (DA) and the diet card label as a two letter code. The first letter is "P" for paper or "C" for china. The second letter is "F" for food service worker or "N" for nurse. A message also appears on List Early/Late Trays (EL).

The Enter/Edit Isolation/Precautions option is used to enter the isolation/precaution types into the file. The file includes the following:

Isolation/Precaution Type Name: This field refers to the type of isolation or precaution being requested.

Paper or China: This is a **required** field and designates whether paper service or china service is to be used with the isolation/precaution type.

Delivered by Nurse or FSW: This is a **required** field that designates whether the tray should be delivered by nursing or food service personnel.

```
Prompt/User Entry

Select ISOLATION/PRECAUTION TYPE NAME: ?
 Answer with ISOLATION/PRECAUTION TYPE NAME
Choose from:
   CONTACT
   ENTERIC
   GRANULOCYTOPENIC PRECAUTIONS
   PROTECTIVE
   RADIATION IMPLANT
   RESPIRATORY
   SELF INJURY
   STRICT
   WOUND/SKIN

     The user may enter a new ISOLATION/PRECAUTION TYPE, if the user wish
     ANSWER MUST BE 3-30 CHARACTERS IN LENGTH
Select ISOLATION/PRECAUTION TYPE NAME: PROTECTIVE
NAME: PROTECTIVE// <RET>
PAPER OR CHINA: PAPER// <RET>
DELIVERED BY NURSE OR FSW: FSW// <RET>
INACTIVE?: <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XD Diet Order Management ... [FHORDX]

Option: IL List Isolation/Precaution Types [FHORI2]

This option lists all of the current entries in the Isolation/Precaution Type file #119.4 along with the associated data elements.

```
DEVICE:  <RET>     RIGHT MARGIN: 80// <RET>

ISOLATION/PRECAUTION TYPES                     MAR  8,2005  13:34    PAGE 1
                                 PAPER  DELIVERED
                                 OR     BY NURSE
NAME                             CHINA  OR FSW     INACTIVE
---------------------------------------------------------------------------

AFB ISOLATION                    CHINA  NURSE
BLOOD/BODY FLUID PRECAUTIONS     CHINA  NURSE
CONTACT                          CHINA  FSW
DRAINAGE/SECRETION PRECAUTIONS   CHINA  FSW
ENTERIC PRECAUTIONS              PAPER  NURSE
PROTECTIVE PAPER                 PAPER  NURSE
RESPIRATORY                      CHINA  NURSE
STAY OUT                         PAPER  NURSE      YES
STOP SIGN                        CHINA  FSW
STRICT                           PAPER  NURSE
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XD Diet Order Management ... [FHORDX]

Option: TE Enter/Edit Tubefeeding Products [FHORTF1]

The Tubefeeding file #118.2 contains product names or generic designations, reflecting physician ordering practices at each facility. It includes information on dispensing unit, KCAL/CC and cost. This option is used to enter and edit data in the Tubefeeding file.

Name: Generic identities, such as High Calorie, High Nitrogen tube-feeding may be entered, as can product names such as Sustacal or Ensure Plus. However, if generic names are used in the Name field, they also appear on printouts.

Dispensing Unit: This represents the most common handling unit of each product in full strength form. Prepackaged items may have dispensing units such as can, bottle, bag or quart. This unit can also be considered the unit delivered to the Location. This is **required** field.

Amount/Unit: This field contains the number of cubic centimeters or grams of product per dispensing unit. For powdered products, the cubic centimeters or grams per unit must be those of one package of a full strength, reconstituted feeding. Powdered products are handled as full strength fluids throughout the tube-feeding routines. This is a **required** field.

KCAL/CC: This field designates the calories per CC such as 1/CC or 1.5/CC. If a powdered formula is used, this would be the kcals per cc of reconstituted product. This is a **required** field.

Synonym: This field is for any other common name by which a product is ordered. Synonyms are accepted when entered, but are not displayed for help and are not printed on outputs. Only the original tube-feeding Name field entry is displayed on outputs.

Corresponding Recipe: This field associates the product with a recipe in the Recipe file #114. A recipe must be created for a product in order for costs to be calculated, and displayed on the List Tubefeedings Products (TL) report. If no recipe is created for the product, a "0.00" appears in the cost column of the report.

Inactive?: The only way to remove an entry from this file is to inactivate it by entering a "Y" in this field.

```
Prompt/User Entry

Select TUBEFEEDING NAME: SUS
     1   SUSTACAL  ENSURE
     2   SUSTACAL HC  ENSURE PLUS
CHOOSE 1-2: 1  ENSURE
NAME: ENSURE// <RET>
DISPENSING UNIT: CAN// <RET>
AMT/UNIT: 240C// <RET>
```

```
KCAL/CC: 1.06// <RET>
Select SYNONYM: SUSTACAL// <RET>
CORRESPONDING RECIPE: DIET SUPP - VARIETY FLAVORS// <RET>
INACTIVE?: <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XD Diet Order Management ... [FHORDX]

Option: TL List Tubefeeding Products [FHORTF2]

This option lists all tube feeding products in the Tubefeeding file #118.2 along with all associated data elements.

The list requires a 132 column printer.

```
DEVICE: (Printer name)

TUBEFEEDING PRODUCTS                                                          MAR  8,2005
13:32    PAGE 1
                                DISPENSING
NAME                            UNIT        AMT/UNIT   KCAL/CC   COST  INACTIVE?  RECIPE

SYNONYM
-----------------------------------------------------------------------------------------------
--------------

1 CAL/CC,LS                     CAN             240C      1.00   0.00
AMIN-AID                        PKG              10G      2.00   0.00
RENAL FAILURE SOLUT
CITROTEIN                       POWDER          240C      0.60   0.00                        LOW
RESIDUE/LOW FAT
CRITICARE HN                    BOTTLE          240C      1.00   0.00                        HIGH
NITROGEN ELEME

CRITICARE HN
GOOD STUFF                      CAN             237C      1.06   0.01             BAKED SWEET
POTATOES
HEPATIC-AID                     PKG             340C      2.00   0.00
HEPATIC FAILURE SOL
ISOCAL HCN                      CAN             240C      2.00   0.00                        HIGH
KCAL/PRO TUBE

MAGNACAL
MICROLIPID                      BOTTLE          120C      4.50   0.00
OSMOLITE                        CAN             240C      1.06   0.00
STANDARD TUBEFEEDIN

ISOCAL
OSMOLITE HN                     CAN             240C      1.06   0.00
POLYCOSE                        BOTTLE          120C      2.00   0.00
PRECISION HN                    PKG             255C      1.05   0.00                        HIGH
NITROGEN INTAC
PRECISION LR                    PKG             285C      1.11   0.00
INTACT PROTEIN
PROMOD                          SCOOP             5G      4.00   0.00                        PRO-
MOD
PROPAC                          PKG              20C      3.05   0.00
PULMOCARE                       CAN             240C      1.50   0.00                        PULM
                                                                                             CARE
1
SUSTACAL                        CAN             240C      1.00   0.00             FRESH PEA
ENSURE

TRAVASORB LIQUID

STANDARD ORAL SUPPL
```

```
SUSTACAL HC                     CAN             240C      1.50   0.00
SUSTACAL HC

ENSURE PLUS
TEST FLUID RESTRICTION          BOTTLES         100C    270.00   0.00                        TEST
CC

FLUID CC TF

FLUID REST
TUBEFEEDING HYPERTONIC1.5CALCC  TABLESPOON      237C      1.52   0.00
VIVONEX                         PKG             300C      1.00   0.00
ELEMENTAL
```

Helpful Hints and Notes

Modify the Nutrition and Food Service User Manual for Location personnel and have one available on each Location. Include information on only those options available to Location personnel. It should emphasize examples specific to the facility.

The modified User Manual for Nutrition and Food Service should include the additional options available in the Clinical Dietetics [FHDIET] menu.

When developing policies for using the Diet Order program (Diet Order (DO) menu), include the following in planning:

Define responsibilities and include a schedule to print lists and reports.

Describe how each report should be processed. This may be written as a Nutrition and Food Service Policy or included in the User Manual modified for Location or food service personnel.

Describe the back-up system to be used in the event of computer failure. Which lists and reports should be run and kept on file for reference? Can the current manual system serve as the back-up system? Who is responsible for updating the computer on information sent during down time? It would probably be best for Nutrition and Food Service to make the entries. Remember that the diet cards themselves are the most current source of information.

Because of the change in the diet office procedures, job breakdowns will need revision.

The implementation of the Diet Order Program affects the entire way in which information is communicated to the diet office. Because of this, careful planning is mandatory to ensure a smooth transition into the system.

Coordination of training with MAS and Nursing is critical to ensure that all users understand and can use the program. Although it is time consuming, it may be an advantage for the Applications Coordinator to train Location personnel. Nutrition and Food Service may be able to present the program in a more understandable way. Be aware that there are many employees who have had no prior experience with the computer.

Consider hardware and furniture lathe usert. With the elimination of kardexes, how will the information that was previously stored there be handled?

Keep all affected services well informed of the changes and schedule. Include ADP, MAS, Nursing, and Nurition and Food Service.

In conclusion, this portion of the software will affect Nutrition and Food Service in many ways. In general, the Nutrition and Food Service VistA program will bring positive changes. It is important to remember that old problems may be resolved with this program but new ones may appear. Remind Nutrition and Food Service employees that the program will not solve some perpetual problems. This includes such things as Locations not sending orders in a timely manner, or not sending them at all. These types of problems cannot be blamed on the new system.

The diet office is greatly affected with operations streamlined and duplicate work diminished. Kardexes and small pieces of paper are replaced by computer lists. With information centralized in the computer, all interested users have access to the same information. With the decrease in paperwork and time spent transferring information onto kardexes and other cards, there appears to be a great reduction in work. It is important for diet office personnel to recognize that their tasks will change with the automated system.

Diet office personnel must use their knowledge of diets to follow up on unusual orders rather than accepting all diets as they are entered. They should be able to identify routine errors and take action to correct them. Diet office personnel will receive numerous calls from Location personnel asking for help or saying they cannot, or do not, have time to make the entries. It would be beneficial for diet office personnel to offer assistance, but not actually make all the entries unless clearly necessary.

XE Energy/Nutrient Management [FHNUX]

ML	List User Menus
NE	Enter/Edit Nutrients
NG	Enter Nutrients (Common Units)
NL	List Nutrient File
RE	Recipe Analysis
RL	List RDA Values

Overview

Because the data in USDA Handbooks 8 and 456 are considered the most reliable of its kind, this data, shipped with the software and stored in the Food Nutrients file #112, is "locked" to prevent users from changing nutrient values or deleting food items.

NOTE: Even though there are locks on this file, it can be edited by users with edit access to VA FileMan.

Even though updates to this data are rarely needed, the program does allow users assigned the menu Nutrition and Food Service Management [FHMGR} or Clinical Management [FHMGRC] to add food items to the file according to changes in the USDA data. **User added data and calculations are only as valid and reliable as the information entered.** In order for users to judge reliability, a "Source of Data" field allows entry of an 80 character description of the original nutrient composition information, source and date of entry. This version contains descriptive information for most added items, as well as the facility number of the entering station and the date of entry. **It is strongly recommended that Source of Data be entered for all items added to the Food Nutrients file.**

The Quick List concept used in Order Entry is a useful technique for minimizing search time for the Location clerk, nurse, or clinician ordering a nutrient. The user may customize the items appearing on the Quick List by adding or deleting quick list items to reflect those items frequently used in the facility. Alternate names, or synonyms, may be created for food items so users can locate foods by more than one name. Installation of this version of the software does not affect any modifications the user made to the Quick List in previous versions.

Recipes may be analyzed for nutrient content. Recipes can be easily stored in the Food Nutrients file for future use. This option aids in the customization of the file to meet the needs of each facility.

Here's a diagram of the file relationships. Note that the Food Nutrients file **does not** use data from other files. However, its data is used by the User Menu, Ingredient, and Recipe files.

```
  FILE (#)                  POINTER          (#) FILE
   POINTER FIELD             TYPE          POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------
                                         ---------------------
```

```
USER MENU (#112.63)                    |                    |
  DAY N:MEAL NU:FOOD IT*  (N )->       |  112 FOOD NUTRIENTS
INGREDIENT (#113)                      |                    |
  NUTRIENT DATA REFERENCE (N )->       |                    |
RECIPE (#114)                          |                    |
  ASSOCIATED NUTRIENT AN* (N )->       |                    |
  INGREDIEN:ASSOCIATED *  (N )->       |                    |
                                       ---------------------
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XE Energy/Nutrient Management ... [FHNUX]

Option: ML List User Menus [FHNU3]

This option prints a list of stored User Menus. The list contains the name of the user creating the menu, the date each menu was created, the units (common or grams) in which the menu was entered, and the name of the menu. The list of User Menus is useful for identifying menus to be deleted or users who do not delete menus in a timely manner.

The list requires a 132 column printer.

```
DEVICE: <RET>     RIGHT MARGIN: 80// <RET>
USER MENUS                                      MAR 13,2005  15:14    PAGE 1
                                                                         REC
USER                        CREATED       UNITS    USER MENU             MENU?
---------------------------------------------------------------------------
NFSDOCTOR,One         NOV 19,1903   COMMON   SHU
NFSDOCTOR,One         NOV 21,1991   GRAMS    EXAMPLE
NFSDOCTOR,One         DEC 31,1991   GRAMS    PPP
NFSDOCTOR,One         JAN  9,1902   COMMON   MINE
NFSDOCTOR,One         JUN  9,1902   COMMON   TT1
NFSDOCTOR,One         JUN 23,1993   GRAMS    TEST PREGO
NFSDOCTOR,One         SEP 24,1993   COMMON   ZZZ
NFSDOCTOR,One         NOV 19,1993   COMMON   LOCATION                  YES
NFSDOCTOR,One         NOV 29,1993   COMMON   PORT
NFSDOCTOR,One         DEC  8,1993   COMMON   TEST1                 YES
NFSDOCTOR,One         SEP 29,1994   COMMON   MYMENU
NFSDOCTOR,One         MAR 13,2005   COMMON   SHIRLEY               YES
CASE,TEST                  MAR 19,1987   GRAMS    CHEESES
DIET,DIET                  MAY 20,1993   COMMON   JJJ
DIET,DIET                  OCT  5,1993   COMMON   JKL
FINAL,TWENTY               JAN  2,1987   COMMON   Lynette
NFSDOCTOR,One             NOV  4,1989   COMMON   XXXXX
NFSDOCTOR,One             MAY 23,1903   GRAMS    TEST D
VALIDITY,TEST              DEC  3,1986   COMMON   TEXAS PINTOS
ZZZ,XXX                    SEP 14,1988   COMMON   GILL
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XE Energy/Nutrient Management ... [FHNUX]

Option: NE Enter/Edit Nutrients [FHNU6]

Nutrient values in this option must be entered per 100 gram portion. If the item is a recipe with all ingredients existing in the Food Nutrients file, it is easier to use the option Recipe Analysis (RE) and save the recipe. When this is done, all values are automatically adjusted to the 100 gram portion so that manual calculations are unnecessary. However, if the item to be added is a convenience food, mathematical calculations of the nutrient values may be required before entry.

Food Nutrients Name: This is a free text entry between 3-60 characters. Use alphabetical characters, numbers, or commas. The name is the means by which a user searches for or selects the food or nutrient.

For the Quick Data Entry technique to work, the name of the food must be entered in a specific way. The generic name must be followed by comma space (,) followed by the rest of the name.

Example:

- Right: SALAD, TOSSED
- Wrong: SALAD,TOSSED

Common Unit: This field can be the portion size or the common household unit. Any free text common unit of 10 characters or less can be established. For individual foods it might be ounce, cup, serving, 5-oz serv, or any other unit reflecting common practice. For recipes, the most convenient unit is "Serving". This field can be changed at any time but, if changed, the user may also need to edit the Grams/Common Unit field.

Grams/Common Unit: This is a very important field because it is the basis upon which other calculations are made. It should contain the gram weight value of the common unit entered in the Common Unit field. The gram weight value used for one ounce in established entries is 28.35 g.

Original Name on Quick List: Only a "YES" or "NO" entry is accepted at this prompt, or it may be bypassed with a <RET>. A "YES" entry places the food nutrient name on the Quick List.

Alternate Name: This field is 3-40 characters. A limit of one alternate name can be entered for each food item named. It can be a common expression, a regional name, or other name.

The alternate name does not appear on the screen. The significance of the alternate name is that the user may select this name which is automatically associated with the food nutrient name.

Alternate Name Quick List: Only a "YES" or "NO" entry is accepted. This feature allows the user to put the food nutrient name on the Quick List after selecting the alternate name.

% As Purchased: This refers to the percent that remains of a food item after preparation losses are accounted for. Sources of preparation losses include trimming and peeling fruits and vegetables, trimming and cooking losses with meat items, etc.

Examples:

```
Food Nutrient Name                    % As Purchased
Lettuce                                   70%
Beef, Inside Rounds                       65%
```

In these instances, about 70% of the lettuce is usable, or left after it is washed and trimmed of its outer leaves, and about 65% of the beef is left after it is trimmed and cooked.

Type: This field refers to the state of the food item as it is to be used in analysis. The 3 options are "EDIBLE" (E), "RAW/RARE" (R) , and "RECIPE" (X).

Nutrient: There are approximately 65 nutrients for which the user is prompted when editing a new Food Nutrient. Values should be entered if known, expressed in 100 gram portions. Striking the <RET> key bypasses the nutrient and enters a null value if a number is not entered.

Source of Data: Every user-entered food item contains a Source of Data field at the end of the nutrient listing. This is a free text entry of 80 characters. A format was established by the software development site and used for some items such as VA recipes. The format includes product literature identification, date of literature, date of entry (DOE) and station number (e.g., #516). If adding a user-entered food item, it is strongly suggested that information be entered into the Source of Data field for all items entered

Here's an example of an entry whose data is "locked" and only a few fields are editable:

```
Prompt/User Entry

Select FOOD NUTRIENTS NAME: MILK, PAST,RAW  MILK, SKIM, PAST & RAW, FLUID PROTEIN
FORTIFIED
ORIGINAL NAME ON QUICK LIST?: NO// <RET>
ALTERNATE NAME: MILK, PAST,RAW// <RET>
ALT NAME QUICK LIST?: YES// <RET>
```

For the convenience, use the Food Nutrient Data Entry Sheet on the following page when the user intend to enter a new nutrient into the file. It will help the user make sure the user have all the data the user need.

Food Nutrient Data Entry Sheet

```
FOOD NUTRIENTS NAME:_____________________________________________________(3-60 char)
COMMON UNITS: ___________(0-10 char)
GRAMS/COMMON UNIT: _______
ORIGINAL NAME ON QUICK LIST?:____(Y/N)
ALTERNATE NAME: ___________________________________________________________(3-40 char)
ALT NAME QUICK LIST?: ____(Y/N)
% AS PURCHASED: _______
TYPE: _______(E, R, or X)

PROTEIN; GM/100G: _______                  ALCOHOL; GM/100G: _______
```

```
LIPIDS; GM/100G: _______
CARBOHYDRATE; GM/100G: _______
FOOD ENERGY; KCAL/100G: _______
WATER; GM/100G: _______
CALCIUM; MG/100G: _______
IRON; MG/100G: _______
MAGNESIUM; MG/100G: _______
PHOSPHORUS; MG/100G:_______
POTASSIUM; MG/100G: _______
SODIUM; MG/100G: _______
ZINC; MG/100G: _______
COPPER; MG/100G: _______
MANGANESE; MG/100G: _______
ALPHA TOCOPHEROL; MG/100G: _______
VITAMIN A; IU/100G: _______
ASCORBIC ACID; MG/100G: _______
THIAMIN; MG/100G: _______
RIBOFLAVIN; MG/100G: _______
NIACIN; MG/100G: _______
PANTOTHENIC ACID; MG/100G: _______
VITAMIN B6; MG/100G: _______
FOLATE; MCG/100G: _______
VITAMIN B12; MCG/100G: _______
LINOLEIC ACID; GM/100G: _______
LINOLENIC ACID; GM/100G: _______
CHOLESTEROL; MG/100G: _______
SATURATED FAT; GM/100G: _______
MONOUNSATURATED FAT; GM/100G:_______
POLYUNSATURATED FAT; GM/100G:_______
VITAMIN A; RE/100G: _______
ASH; GM/100G: _______
```

```
CAFFEINE; MG/100G: _______
TOTAL DIETARY FIBER; GM/100G:_______
TOTAL TOCOPHEROL; MG/100G: _______
TRYPTOPHAN; GM/100G: _______
THREONINE; GM/100G:_______
ISOLEUCINE; GM/100G: _______
LEUCINE; GM/100G: _______
LYSINE; GM/100G: _______
METHIONINE; GM/100G: _______
CYSTINE; GM/100G: _______
PHENYLALANINE; GM/100G: _______
TYROSINE; GM/100G: _______
VALINE; GM/100G: _______
ARGININE; GM/100G: _______
HISTIDINE; GM/100G: _______
ALANINE; GM/100G: _______
ASPARTIC ACID; GM/100G: _______
GLUTAMIC ACID; GM/100G: _______
GLYCINE; GM/100G: _______
PROLINE; GM/100G: _______
SERINE; GM/100G: _______
CAPRIC ACID; GM/100G: _______
LAURIC ACID; GM/100G: _______
MYRISTIC ACID; GM/100G: _______
PALMITIC ACID; GM/100G: _______
PALMITOLEIC ACID; GM/100G: _______
STEARIC ACID; GM/100G: _______
OLEIC ACID; GM/100G: _______
ARACHIDONIC ACID; GM/100G: _______
VITAMIN K; MCG/100G: _______
SELENIUM; MCG/100G: _______
```

```
SOURCE OF DATA: ____________________________________________________(0-80 char)
```

Once an entry is completed, the work should be checked. Using the Abbreviated Analysis (AA), request a 100 gram portion of the item. The resulting values displayed should be very close to the values entered. Remember that some rounding has taken place.

Deleting Food Items from the Food Nutrient File

Any food item entered by a user can be changed or deleted by a user.

USDA food items included in the file are "locked" and cannot be deleted or changed through the manager level option. A user with VA FileMan access can alter anything in the file through VA FileMan; however this is strongly discouraged unless there is a change to the USDA data.

Deleting an item can cause "undefined" errors when reviewing or printing any stored User Menu. Therefore, it is important to review all User Menus before deleting a food item contained in one of them.

Correction of an undefined error is done in two ways:

Delete the User Menu containing the pointer to the deleted item.

Ask the Site Manager to clear it.

Troubleshooting Errors

Undefined Errors
Undefined errors usually occur when viewing or printing a User Menu containing a food item which has been deleted. If possible, delete the User Menu. If this is not possible, the Site Manager must clear the undefined error.

Incorrect Calculations
Incorrect calculations occur for a variety of reasons. Use the Enter/Edit Nutrients (NE) option to determine if the food item is a USDA item. If nutrients cannot be changed, it is a USDA food item.
Any errors found in the locked USDA data should be reported to the regional work group (SIUG) representative. A centralized source will report such information to the USDA. Veterans Administration users will make no changes to USDA data.

An error in other user entered data can be corrected. Look for sources of error in the following areas:

- Is the gram weight correct for the common unit?
- Are the nutrient values per 100 gram portion correct?
- Have correct conversions been made between the manufacturer's units and units required by the software?

Food items entered by many facilities will be part of the file when the software is distributed to medical centers. To make changes or update, proceed through the Enter/Edit Nutrients (NE) option to the nutrient values. Do not forget to change the Source of Data field to reflect newer product information and entering station.

Serious flaws in user-entered data should also be reported to the regional work group (SIUG) representative so the information can be shared through the Nutrition SIUG Newsletter, Bits and Bytes, and the computer tapes corrected in later releases.

Menu: CM Clinical Management [FHMGRC]

Submenu: XE Energy/Nutrient Management ... [FHNUX]

Option: NG Enter Nutrients (Common Units) [FHNU12]

This option allows the user to enter nutrient analysis for a food in common units instead of grams. The prompt sequence is the same as the Enter/Edit Nutrients (NE) option, except that the Grams/Common Unit field is omitted.

Example:

```
Food Nutrient Name: BREAD
     1   BREAD PUDDING, W/RAISINS
     2   BREAD, BOSTON BROWN BREAD
     3   BREAD, CRACKED WHEAT
     4   BREAD, CRACKED WHEAT, TOASTED
     5   BREAD, FRENCH OR VIENNA, ENR, TOASTED
TYPE '^' TO STOP, OR
CHOOSE 1-5: 2

  USDA Handbook Values Not Editable

Food Nutrient Name: CHICKEN, PARMIGIANA, TYSON GOURMET SELECTION

ADD CHICKEN, PARMIGIANA, TYSON GOURMET SELECTION as a New Entry? Y// <RET>
NAME: CHICKEN, PARMIGIANA, TYSON GOURMET SELECTION
           Replace <RET>
COMMON UNITS: 11.25-OZ.
ORIGINAL NAME ON QUICK LIST?: <RET>
ALTERNATE NAME: CHICKEN, PARMIGIANA
ALT NAME QUICK LIST?: Y  YES
% AS PURCHASED: 100
TYPE: ?
     Choose from:
       E        EDIBLE
       R        RAW/RARE
       X        RECIPE
TYPE: E  EDIBLE
SOURCE OF DATA: Bowes & Church
Portion Size: 200
Calories: 203... 145
Vitamin A: <RET>
Protein: 37... 18.5
Ascorbic Acid: <RET>
Carbohydrate: 29.0... 14.5
Vitamin E: <RET>
Fat: 103... 05
Riboflavin: <RET>
Sodium: 345... 172.5
Thiamin: <RET>
Potassium: <RET>
Niacin: <RET>
Calcium: <RET>
Vitamin B6: <RET>
Phosphorus: <RET>
Vitamin B12: <RET>
```

```
Iron: <RET>
Vitamin K: <RET>
Zinc: <RET>
Folate: <RET>
Magnesium: <RET>
Pantothenic Ac: <RET>
Manganese: <RET>
Cholesterol: <RET>
Copper: <RET>
Linoleic Acid: <RET>
Selenium: <RET>
Linolenic Acid: <RET>
Monounsat. Fat: <RET>
Polyunsat. Fat: <RET>
Water: <RET>
Saturated Fat: <RET>
Ash: <RET>
Tryptophan: <RET>
Alcohol: <RET>
Threonine: <RET>
Caffeine: <RET>
Isoleucine: <RET>
Total Diet Fiber: <RET>
Leucine: <RET>
Total Tocopherol: <RET>
Lysine: <RET>
Capric Acid: <RET>
Methionine: <RET>
Lauric Acid: <RET>
Cystine: <RET>
Myristic Acid: <RET>
Phenylalanine: <RET>
Palmitic Acid: <RET>
Tyrosine: <RET>
Palmitoleic Acid: <RET>
Valine: <RET>
Stearic Acid: <RET>
Arginine: <RET>
Oleic Acid: <RET>
Histidine: <RET>
Arachidonic Acid: <RET>
Alanine: <RET>
Aspartic Acid: <RET>
Glutamic Acid: <RET>
Glycine: <RET>
Proline: <RET>
Serine: <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XE Energy/Nutrient Management ... [FHNUX]

Option: NL List Nutrient File [FHNU7]

This option prints a brief version of the entire 2800-item Food Nutrients file, plus any food items the individual medical center has added. This list contains the name of the food item, the USDA Handbook 8 code number (if appropriate), notation of whether it is on the Quick List, the common unit used, the grams per common unit and any alternate name in the file. The list is lengthy and requires about 45 minutes for printing on common printers. Food items are listed alphabetically. Once the printing has started, it can be halted only by typing <Ctrl> C or by asking the Site Manager.

The list requires a 132 column printer.

```
DEVICE: (Printer name)

FOOD NUTRIENTS                                                                  MAR
10,2005  09:00    PAGE 1
NAME                                      CODE   QUICK COMMON       GM/UNIT ALTERNATE
NAME                 QUICK
-------------------------------------------------------------------------------------
-------------------------

*1000 ISLE SALAD DRESSING                                svg.            0.0
*1ST: BRANFLAKES                                         svg.           28.0
*1ST: CHEERIOS                                           svg.            0.0
*1ST: CORNFLAKES                                         svg.           29.0
*1ST: FARINA                                             svg.           88.0
*1ST: HOMINY GRITS                                       svg.           88.0
*1ST: OATMEAL                                            svg.           85.0
*1ST: RAISIN BRAN                                        svg.           35.0
*1ST: RICE KRISPIES                                      svg.           18.0
*1ST: SHREDDED WHEAT                                     svg.           28.0
*2% MILK                                                 svg.          227.0
*2ND: CORNFLAKES                                         svg.           29.0
*2ND: FARINA                                             svg.           88.0
*2ND: HOMINY GRITS                                       svg.           88.0
*2ND: OATMEAL                                            svg.           05.0
*2ND: SPECIAL K                                          svg.           18.0
*ADIRONDACK SALAD                                        svg.           31.0
*ALMOND COOKIE                                           svg.           41.0
*AMERICAN CHEESE SANDWICH                                svg.            5.0
*AMERICAN FRIED POTATOES                                 svg.            1.0
*ANGELFOOD CAKE                                          svg.           21.0
*APPLE JELLY, IND                                        svg.           14.0
*APPLE JUICE                                             svg.          113.0
*APPLESAUCE                                              svg.          113.0
*ASSORTED DIET JELLY, IND                                svg.           30.0
*AU GRATIN POTATOES                                      svg.           71.0
*BACON                                                   svg.           45.0
*BACON SEASONED SPINACH                                  svg.          124.0
*BAKED BEANS                                             svg.          131.0
*BAKED CHICKEN                                           svg.          148.0
```

```
*BAKED CHICKEN BREAST                                svg.          113.0
*BAKED FISH                                          svg.           85.0
*BAKED FISH FILLETS                                  svg.          114.0
*BAKED FISH PARISIENNE                               svg.           46.0
*BAKED HAM                                           svg.          109.0
*BAKED HAMLOAF                                       svg.           58.0
*BAKED PORK CUTLET                                   svg.           75.0
*BAKED POTATO                                        svg.          170.0
*BARBECUE CHICKEN                                    svg.          239.0
*BARBECUE CHICKEN BREAST ON BU                       svg.          122.0
*BEEF BARLEY SOUP                                    svg.          870.0
*BEEF BARLEY SOUP, CND                               svg.          200.0
*BEEF BISCUIT SQUARE W/GRAVY                         svg.          159.0
*BEEF BROTH - 6 OZ                                   svg.          194.0
*BEEF CHOP SUEY                                      svg.           79.0
*BEEF CUBES                                          svg.           64.0
*BEEF CUBES AU JUS                                   svg.           50.0
*BEEF RICE SOUP                                      svg.          172.0
FOOD NUTRIENTS                                                                MAR
10,2005  09:00    PAGE 2
NAME                                     CODE   QUICK COMMON       GM/UNIT ALTERNATE
NAME                 QUICK
-------------------------------------------------------------------------------------
-------------------------

*BEEF STEW                                           svg.          170.0
*BEEF STRIPS IN SOUR CRM GRVY                        svg.          114.0
*BEEF STROGANOFF                                     svg.          113.0
*BEEF TIPS                                           svg.           05.0
*ZESTY MELON SALAD                                   svg.          140.0
*ZUCCHINI                                            svg.          136.0
*ZUCCHINI ITALIAN                                    svg.           67.0
*ed's gravy                                          svg.          102.0
ABALONE, FRIED                           15-156      oz.            28.3
ACEROLA JUICE, RAW                       9-002       floz.          30.2
ACEROLA, RAW                             9-001       fruits           4.8
ADVANCE LIQUID 16 CAL/OZ                 IF-017      floz.          30.0
ALBA 77 CHOCOLATE                                NO  env.           21.2 FIT'N
FROSTY, CHOCOLATE (ALBA) NO
ALBA HOT COCOA MIX                                   env.           19.1 COCOA MIX,
SUGAR-FREE (ALBA)   NO
ALFALFA SPROUTS, RAW                     11-001      cups            33.0
ALLSPICE, GROUND                         2-001       tsp.            1.9
ALMOND BUTTER, W/SALT ADDED              12-605      tbsp.          16.0
ALMOND BUTTER, WO/SALT ADDED             12-105      tbsp.          16.0
ALMOND PASTE                             12-071 YES  oz.            28.3
ALMONDS, DRIED                           12-061      oz.            28.3
ALMONDS, DRIED, BLANCHED                 12-062      oz.            28.3
ALMONDS, DRY ROASTED, UNBLANCHED, W/SA   12-563      oz.            28.3
ALMONDS,BLANCHED,BLUE DIAMOND            BC-025      oz.            28.0
ALMONDS,BLANCHED,SILVERED,BLUE DIAMOND   BC-025      oz.            28.0
ALMONDS,CHEESE,BLUE DIAMOND              BC-025      oz.            28.0
ALMONDS,OIL ROASTED,SALTED,BLUE DIAMOND  BC-025      oz.            28.0
ALMONDS,ONION GARLIC,BLUE DIAMOND        BC-025      oz.            28.0
ALMONDS,RAW,FISHER                       BC-025      oz.            28.0
ALMONDS,SLICED,NATURAL,BLUE DIAMOND      BC-025      oz.            28.0
ALMONDS,SMOKEHOUSE,BLUE DIAMOND          BC-025      oz.            28.0
ALMONDS,WHOLE,NATURAL,BLUE DIAMOND       BC-025      oz.            28.0
AMARANTH                                 20-001      cups          196.0
AMIN AID                                         YES ml.             1.0 SUPPLEMENT
AMIN AID PUDDING                                     servings      387.0
ANCHOVY, PICKLED                         15-002      anchovies        4.0
ANISE SEED                               2-002       tsp.            2.1
```

APPLE BROWN BETTY,CAMPBELL'S FRESH KITC	BC-004		5-oz.	142.0
APPLE BUTTER	19-294		tbsp.	17.6
APPLE FRITTERS,FRZN,MRS. PAUL'S	BC-004		2-fritters	113.0
APPLE JUICE, CND, UNSW, W/VIT C	9-400		fl oz.	31.0
APPLE JUICE, CND, UNSW, WO/VIT C	9-016		fl oz.	31.0
APPLE JUICE, FRZ, UNSW, W/VIT C	9-411		fl oz.	29.9
APPLE JUICE, FRZ, UNSW, WO/VIT C	9-018	YES	fl oz.	29.9
APPLES, CND, SWEETENED	9-007	YES	cups	204.0
APPLES, FRZ	9-014		cups	172.0
APPLES, RAW, PARED, BOILED	9-005		cups	172.0
APPLES, RAW, PARED, MICROWAVE	9-006		cups	170.0
APPLES, RAW, WO/SKIN	9-004		fruits	128.0
APPLESAUCE, CND, SWEETENED, W/SALT	9-402		cups	256.0
APPLESAUCE, CND, SWEETENED, WO/SALT	9-020	YES	cups	256.0
APPLESAUCE, CND, UNSW, W/VIT C	9-401		cups	244.0
APPLESAUCE, CND, UNSW, WO/VIT C	9-019	YES	cups	244.0
APRICOT NECTAR, CND, W/VIT C	9-403		fl oz.	31.4
APRICOTS, CANDIED	31-0		oz.	28.3
APRICOTS, CND, HEAVY SIRUP, W/SKIN	9-027		halves	28.3
APRICOTS, RAW	9-021		fruits	35.0
ARBY'S, BEEF & CHEESE			ea.	168.0
ARBY'S, CLUB SANDWICH			ea.	252.0
ARBY'S, HAM & CHEESE			ea.	154.0
ARBY'S, JUNIOR ROAST BEEF			ea.	74.0
ARBY'S, ROAST BEEF SAND			ea.	140.0

Menu: CM Clinical Management [FHMGRC]

Submenu: XE Energy/Nutrient Management ... [FHNUX]

Option: RE Recipe Analysis [FHNU11]

Recipes may be analyzed using this option or using the Analyze All Recipes (NA) option in Recipe Management (XR). When using this option, the only basic requirement is gram weights for all ingredients. The gram is the basic unit underlying the USDA Nutrient Data Base. It is required by the program because the variety of other possible units and the conversions necessary to use them would make the computer program inefficient, even though it might be more user-friendly. The program calculates the recipe using the metric weights entered and displays the per serving analysis.

The recipe can be stored in the Food Nutrients file. The program automatically calculates the nutrient values per 100 gram portions as normally required by the option Enter/Edit Nutrients (NE). The recipe can be recalled by name using either the Input Menu Data (MD) option or the Abbreviated Analysis (AA) option in the Energy/Nutrient Analysis (EA) menu.

If there are changes to be made after the recipe is stored, use the Enter/Edit Nutrients (NE) option. The Recipe Analysis (RE) option may be added to the menu of any non-manager user by the Site Manager.

Using the program is similar to using Abbreviated Analysis (AA) with only minor additions.

Title of Recipe: This is a free text entry from 3-60 characters in length.

Number of Portions: This is a **required** field and must be a number from 1-1000. This should be the number of portions the recipe yields.

Do The user Wish to Use Common Units Rather Than Grams?: This allows entry of ingredient quantities by common units without having to convert quantities to grams.

Select Food Item: A name from the Food Nutrients file should be entered here.

Amount: Enter a number from 1-99999 or a 0 to delete a Food Item. The number entered should be the amount of the item needed in the units displayed, which is either grams or common units.

Final Ingredient List: When Food Item entry is complete, a list of Food Items is displayed with a line number to the left. The user is then given the opportunity to edit the list at the "Do the user wish to edit this list?" Prompt. The user may then change amounts, delete items, or add items to the list, at the appropriate prompts.

Do The user Wish to Store This Recipe in the Food Nutrient File?: Answering "YES" at this prompt stores the recipe permanently in the Food Nutrients file. If this recipe is one that is often

referred to, it should be stored. Answering "NO" or hitting <RET> results in the analysis not being stored, and the recipe would have to be re-entered if needed again.

Here's an example analysis of a baked potato:

```
Title of Recipe: Baked Potato

Number of Portions: 1

Do the user wish to use common units rather than grams? YES// <RET>


We will now build the ingredient list.

  Select Food Item: potato

  1   POTATO CHIPS
  2   POTATO CHIPS, WO/SALT ADDED
  3   POTATO CHIPS,BARBECUE,EAGLE THINS
  4   POTATO CHIPS,BARBECUE,PRINGLES,LIGHT
  5   POTATO CHIPS,CHEDDAR N' SOUR CREAM,PRINGLES
  6   POTATO CHIPS,DILL & SOUR CREAM,CAPE COD
  7   POTATO CHIPS,DILLS & SOUR CREAM,CAPE COD (NS)
  8   POTATO CHIPS,FRENCH ONION,RIPPLED,PRINGLES
  9   POTATO CHIPS,LIGHT PRINGLES
 10   POTATO CHIPS,PLAIN,CAPE COD
 11   POTATO CHIPS,PLAIN,CAPE COD,NO SALT
 12   POTATO CHIPS,PLAIN,EAGLE
 13   POTATO CHIPS,PLAIN,EAGLE,RIDGED
 14   POTATO FLOUR
 15   POTATO GRANULES, DRY FORM
 16   POTATO PANCAKES, HOME-PREPARED
 17   POTATO PATTIES,GOLDEN,FROZEN,ORE-LDA
 18   POTATO PUFFS, FRZ, PREPARED

  Select Food Item #, '^' to Quit,
  or 'RETURN' to continue list => <RET>

  1   POTATO SALAD
  2   POTATO SALAD,GERMAN STYLE,CND,JOAN OF ARC
  3   POTATO SALAD,HOME STYLE,CND,JOAN OF ARC
  4   POTATO SALAD,WENDY'S
  5   POTATO STICKS
  6   POTATO,BAKED W/BACON&CHEESE,WENDY'S
  7   POTATO,BAKED W/BROCCOLI & CHEESE,WENDY'S
  8   POTATO,BAKED W/BUTTER FLAVOR FROZEN,ORE-IDA
  9   POTATO,BAKED W/CHEDDAR CHEESE,FROZEN,ORE-LDA
 10   POTATO,BAKED W/CHEESE TOPPING,FROZEN,PILLSBURY
 11   POTATO,BAKED W/CHEESE,WENDY'S
 12   POTATO,BAKED W/CHILI & CHEESE,WENDY'S
 13   POTATO,BAKED W/SOUR CREAM & CHIVES,WENDY'S
 14   POTATO,BAKED W/SOUR CREAM & CHIVES,FROZEN,PILLSBURY
 15   POTATO,BAKED W/SOUR CREAM,FROZEN,ORE-LDA
 16   POTATO,BAKED,WENDY'S
 17   POTATO,CND,NEW,WHOLE,HUNT'S
 18   POTATO,CRISPERS,FROZEN,ORE-LDA

  Select Food Item #, '^' to Quit,
  or 'RETURN' to continue list => 15

  POTATO,BAKED W/SOUR CREAM,FROZEN,ORE-LDA
```

```
     Amount (potato at 142 gms)  => 1  ... 142 grams

  Select Food Item: <RET>


Here is the   final ingredient list:

   1  POTATO,BAKED W/SOUR CREAM,FROZEN,ORE-LDA  1 potat

Do the user wish to edit this list? NO// <RET>
                       --- Analysis of Recipe Portion ---

                                  Baked Potato

Calories (1)             209 K            Vitamin A (0)
Protein (1)              4.7 Gms          Ascorbic Acid (1)        1.0 Mg
Carbohydrate (1)        26.9 Gms          Vitamin E (0)
Fat (1)                  8.9 Gms          Riboflavin (1)           0.1 Mg
Sodium (1)             445.0 Mg           Thiamin (1)              0.1 Mg
Potassium (1)          583.0 Mg           Niacin (1)               2.4 Mg
Calcium (1)             39.0 Mg           Vitamin B6 (0)
Phosphorus (0)                            Vitamin B12 (0)
Iron (1)                 1.9 Mg           Vitamin K (0)
Zinc (0)                                  Folate (0)
Magnesium (0)                             Pantothenic Ac (0)
Manganese (0)                             Cholesterol (1)          0.0 Mg
Copper (0)                                Linoleic Acid (0)
Selenium (0)                              Linolenic Acid (0)
                                          Monounsat. Fat (1)       4.4 Gms
                                          Polyunsat. Fat (1)       2.3 Gms
Water (0)                                 Saturated Fat (1)        1.8 Gms
Ash (0)                                   Tryptophan (0)
Alcohol (0)                               Threonine (0)
Caffeine (0)                              Isoleucine (0)
Total Diet Fiber (0)                      Leucine (0)
Total Tocopherol (0)                      Lysine (0)
Capric Acid (0)                           Methionine (0)
Lauric Acid (0)                           Cystine (0)
Myristic Acid (0)                         Phenylalanine (0)
Palmitic Acid (0)                         Tyrosine (0)
Palmitoleic Acid (0)                      Valine (0)
Stearic Acid (0)                          Arginine (0)
Oleic Acid (0)                            Histidine (0)
Arachidonic Acid (0)                      Alanine (0)
                                          Aspartic Acid (0)
                                          Glutamic Acid (0)
                                          Glycine (0)
                                          Proline (0)
                                          Serine (0)

Grams/Portion: 142

Do the user wish to STORE this recipe in FOOD NUTRIENT File? y

NAME: Baked Potato// <RET>
COMMON UNITS: svg.// <RET>
GRAMS/COMMON UNIT: 142// <RET>
ORIGINAL NAME ON QUICK LIST?: <RET>
ALTERNATE NAME: <RET>
SOURCE OF DATA: <RET>

Do the user wish to analyze another Recipe? NO// <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XE Energy/Nutrient Management ... [FHNUX]

Option: RL List RDA Values [FHNU9]

This option prints the contents of the RDA Values file #112.2 for reference.

The list requires a 132 column printer.

```
DEVICE: (Printer name)
RDA VALUES                                                                          10-
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                      Protein  Vitamin  Vitamin  Vitamin  Thiamin  Riboflavin  Niacin
Vitamin  Folate   Vitamin
Name                     Gm.    A RE     E Mg     C Mg       Mg          Mg      Mg
B6 Mg      Mcg  B12 Mcg
-----------------------------------------------------------------------------------------
-------------------------
CHILDREN 1-3 YR.        16.0      400       6       40      0.7        0.8        9
1.0       50      0.7
CHILDREN 4-6 YR.        24.0      500       7       45      0.9        1.1       12
1.1       75      1.0
CHILDREN 7-10 YR.       28.0      700       7       45      1.0        1.2       13
1.4      100      2.0
FEMALES 11-14 YR.       46.0      800       8       50      1.1        1.3       15
1.4      150      2.0
FEMALES 15-18 YR.       44.0      800       8       60      1.1        1.3       15
1.5      180      2.0
FEMALES 19-24 YR.       46.0      800       8       60      1.1        1.3       15
1.6      180      2.0
FEMALES 25-50 YR.       50.0      800       8       60      1.1        1.3       15
1.6      180      2.0
FEMALES 51+ YR.         50.0      800       8       60      1.0        1.2       13
1.6      180      2.0
INFANTS 0-1/2 YR.       13.0      375       3       30      0.3        0.4        5
0.3       25      0.3
INFANTS 1/2-1 YR.       14.0      375       4       35      0.4        0.5        6
0.6       35      0.5
LACTATING 1ST. 6 MO.    65.0     1300      12       05      1.6        1.8       20
2.1      280      2.6
LACTATING 2ND. 6 MO.    62.0     1200      11       03      1.6        1.7       20
2.1      260      2.6
MALES 11-14 YR.         45.0     1000      10       50      1.3        1.5       17
1.7      150      2.0
MALES 15-18 YR.         59.0     1000      10       60      1.5        1.8       20
2.0      200      2.0
MALES 19-24 YR.         58.0     1000      10       60      1.5        1.7       19
2.0      200      2.0
MALES 25-50 YR.         63.0     1000      10       60      1.5        1.7       19
2.0      200      2.0
MALES 51+ YR.           63.0     1000      10       60      1.2        1.4       15
2.0      200      2.0
PREGNANT FEMALES         60.0      800      10       70      1.5        1.6       17
2.2      400      2.2

RDA VALUES                                                                          10-
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```

Name	Calcium Mg	Phosphorus Mg	Magnesium Mg	Iron Mg	Zinc Mg	Pantothenic Acid Mg	Copper Mg	Manganese Mg	Sodium Mg	Potassium Mg
CHILDREN 1-3 YR.	800	800	80	10	10	3.0	0.85	1.25	300	1400
CHILDREN 4-6 YR.	800	800	120	10	10	3.5	1.25	1.75	300	1400
CHILDREN 7-10 YR.	800	800	170	10	10	4.5	1.50	2.50	400	1600
FEMALES 11-14 YR.	1200	1200	280	15	12	5.5	2.00	3.50	500	2000
FEMALES 15-18 YR.	1200	1200	300	15	12	5.5	2.25	3.50	500	2000
FEMALES 19-24 YR.	1200	1200	280	15	12	5.5	2.25	3.50	500	2000
FEMALES 25-50 YR.	800	800	280	15	12	5.5	2.25	3.50	500	2000
FEMALES 51+ YR.	800	800	280	10	12	5.5	2.25	3.50	500	2000
INFANTS 0-1/2 YR.	400	300	40	6	5	2.0	0.50	0.45	120	500
INFANTS 1/2-1 YR.	600	500	60	10	5	3.0	0.65	0.80	200	700
LACTATING 1ST. 6 MO.	1200	1200	355	15	19	5.5	2.25	3.50	500	2000
LACTATING 2ND. 6 MO.	1200	1200	340	15	16	5.5	2.25	3.50	500	2000
MALES 11-14 YR.	1200	1200	270	12	15	5.5	2.00	3.50	500	2000
MALES 15-18 YR.	1200	1200	400	12	15	5.5	2.25	3.50	500	2000
MALES 19-24 YR.	1200	1200	350	10	15	5.5	2.25	3.50	500	2000
MALES 25-50 YR.	800	800	350	10	15	5.5	2.25	3.50	500	2000
MALES 51+ YR.	800	800	350	10	15	5.5	2.25	3.50	500	2000
PREGNANT FEMALES	1200	1200	320	30	15	5.5	2.25	3.50	500	2000

Limitations of the Files

Food Nutrients File: The Veterans Administration (VA) Food Nutrients file is based on the Nutrient Data Base for Standard Reference, USDA, supplemented by items entered by Salt Lake City, Bay Pines, and Tampa VA Medical Centers. During development, the USDA data was edited for functionality within the VA. Individual items, such as eel, and groups of baby food items in the junior and toddler categories were eliminated because they are not usually eaten by VA patients. Other categories of foods were reduced for the convenience of the routine user. For example, the USDA list contains 51 margarineís, identified by oil composition. Such a list is unwieldy and impractical for the routine user, so it was reduced to eight of varying, but common, oil content.

Nutrient selection was based upon functionality and extent of available data. Fewer nutrients were reported in earlier editions of Handbook 8 than in later publications.

Amino Acids and Fatty Acids: Much of the information is missing in the data sources and use is not routine among VA users. Of the fatty acids, linoleic and linolenic are used and reported in the output as 18:2 and 18:3 respectively. Values are also reported for mono-unsaturated, polyunsaturated, and saturated fats and cholesterol.

Vitamins: Vitamin A is reported in retinol equivalents (REs) rather than International Units (IUs) or as beta-carotene.

Vitamin D is not reported by USDA.

Fiber: Fiber is expressed as total dietary fiber.

Macronutrients:

- KCAL - the field name is Food Energy.
- FAT - the field name is Lipids.

RDA Values File: In order to provide a comparison to the Recommended Daily Allowances, the RDA Values file was developed using the Recommended Daily Allowances, 1980. Where possible, a single value was used. When a range of values was given, the mid-point was used as the single figure for comparison. For trace minerals and nutrients for which no RDA exists, the level defined as "estimated safe and adequate" was used. The file is alterable only by programmers. At this time, it does not make provision for a range of values.

Helpful Hints and Notes

As an aid in knowing what the Food Nutrients file contains and which items are on the Quick List, a paper list should be printed using the List Nutrients (NL) option. It also contains the common unit and the grams/common unit. The list is lengthy and takes about 45 minutes to print using a standard printer, so it should not be run during busy times. The list needs to be reprinted only if additions are made to the Food Nutrients file. Using the Code number on the List Nutrient File (NL) list, an item can be located in Handbook 8.

Establish a procedure and format for data entry to the Source of Data field in Enter/Edit Nutrients (NE) at the facility before entering items. Ensure that users follow the format.

There is no protection against accidental deletion of stored menus. Some designation in the User Menu Name can be made to call attention to the desire to retain a menu in storage for a long time. For example, 30 characters allows "CYCLE 3, WK 1, DO NOT DELETE" as the name of the menu.

Ask users to delete their stored menus when they no longer have a use for them. This reduces unnecessary use of memory in the computer.

If printing a Nutrient Intake Analysis for a non-patient, do not forget to enter the * RETURN, then enter the client data.

When entering nutrient values, enter a zero only if the nutrient value is known to be zero. If there is no value, enter <RET> bypass the field. Do not enter zero. There is a distinct difference between zero magnesium and no known magnesium value.

If the same recipe is stored in the Food Nutrients file in different portion sizes, it is suggested that the portion size be included in the name of the recipe. This makes it easier to identify the correct recipe in a search. It is also suggested that a station number be included in the name.

Recipes which are analyzed can be stored in the Food Nutrients file. However, stored recipes cannot be edited. If any changes are made to the recipe itself, it can be analyzed again in the test account so that the automatic calculations for 100 gram portions are done. Then the values under Enter/Edit Nutrients (NE) in the test account can be used as a reference to update the values in the live area for the revised recipe. Since recipes cannot be edited, it is possible to store more than one recipe with the same name. It can be confusing which is why using the above method may prevent this.

References

- Nutrient Data Base for Standard Reference, USDA, Release 6, 1987 (magnetic data).
- Recommended Dietary Allowances, National Academy of Sciences, 9th edition, revised, 1980.
- Watt, B. K.. and Merrill, A. L., Composition of Foods - Raw, Processed. U.S. Department of Agriculture Handbook 8 (rev), 1963.
- Adams, Catherine F., Nutritive Value of American Foods, In Common Units. U.S. Department of Agriculture Handbook No. 456, 1975.

XM Consult Management [FHORCX]

CE	Enter/Edit Consult Types
CL	List Consult Types
CR	Re-Assign Active Consults
CX	Consult Statistics
WE	Enter/Edit Location Assignments
WL	List Location Assignments

Overview

Clinical managers can use information generated by Consult Management (XM) to examine workload distribution, individual professional activity, and aggregate effort expended in specific types of activities.

Here's a diagram of the file relationships for this menu:

```
  FILE (#)                  POINTER          (#) FILE
   POINTER FIELD             TYPE           POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------
                                          ---------------------
  NUTRITION PERSON (#115.03)             |                     |
    ADMIS:CONSULT:CONSULT*  (N )->        |  119.5 NUTRITION CONSULTS
                                          |   USER TO BULLET* |-> NEW PERSON
                                          ---------------------
                                          ---------------------
  NUTRITION PERSON (#115.01)             |                     |
    ADMISSION:LAST LABEL *  (N )->        |  119.6 NUTRITION LOCATION
    ADMISSION:NUTRITION LOCATION (N C )->    |   CLINICIAN       |-> NEW PERSON
    NUTRITION:NUTRITION WA*  (N )->       |   TRAY SERVICE P* |-> SERVICE POINT
                                          |   CAFETERIA SERV* |-> SERVICE POINT
                                          |   COMMUNICATION * |-> COMMUNICATION OFFICE
                                          |   SUPP. FDG. SITE |-> SUPPLEMENTAL F*
                                          |   DEFAULT ADMISS* |-> DIETS
                                          | m BULK N:BULK N*  |-> SUPPLEMENTAL F*
                                          | m ROOM-B:ROOM-B*  |-> ROOM-BED
                                          | m ASSOCI:ASSOCI*  |-> LOCATION LOCATION
                                          ---------------------
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XM Consult Management ... [FHORCX]

Option: CE Enter/Edit Consult Types [FHORC7]

The Nutrition Consults file #119.5 contains all of the Nutritional care activities a station may wish to track as a "consult." Each activity has a name, a brief name, the ability to question whether the activity is an initial or follow-up action, and a time unit for each type of activity (initial and follow-up).

Nutrition and Food Service Consults Name: The name represents a word or phrase that enables the Location clerk to easily make a request. It usually denotes activities frequently requested, such as diet instruction, Nutritional assessment, calorie count and patient visit. Although there is no limit to the number of consults that can be entered into the file, practicality suggests that the number be not more than 10-12. The size of a CRT or computer screen makes user search of a longer list unwieldy. The program allows entry of additional comments or an explanation for any consult. Therefore, the description of the consult need not be detailed.

Examples of consult names are:

- Diet Instruction: Patient or Family
- Discharge Planning
- Food Preferences (Eating Problems)
- Nutrient Intake Study (Calorie Count)
- Nutritional Assessment (Consult)
- Nutritional Support Team
- Recommend Diet, Supplement or Tube-feeding
- Other

Brief Name: This field represents a short name or abbreviation of not more than 10 characters. The brief name appears when the list of active consults is displayed for each clinician. Sample brief names might be "TEACH" for Diet Instruction and "NST" for Nutritional Support Team.

Initial/Follow-up: The distinction between an initial and a follow-up consult may be significant for some categories of consults. For example an initial diet instruction or assessment may take significantly longer than a follow-up. For some types of consults, the distinction may not be important. For example, recommending a supplement should take the same amount of time for every patient, regardless of the disease complexity.

This field determines whether the program asks a question allowing the user to indicate "Initial" or "Follow-up". If a "Y" (YES) is entered in this field for any consult, the program prompts the responsible clinician user with, "Initial/Follow-up?:". Entering "I" results in the consult being

treated as an Initial, using that time unit in the statistics. An "F" treats the consult as a Follow-up, using the follow-up time unit. A "N" (NO) or a null (empty field), results in the question not being asked of the clinician user.

Time Units for Initial and Follow-up Consult: TU stands for Time Units. The value of a TU is determined by each medical center. It can be a unit of time or a number representing a unit of time and degree of complexity. It may differ for each consult type from station to station. For example, a TU may be defined as 10 minutes. If the average initial diet instruction requires 40 minutes, the TU for an Initial Consult is 4. This is because 40 minutes represents 4 TUs of 10 minutes each. A follow-up diet instruction may require an average of 20 minutes, or 2 TUs. Each consult type has a field for "TU for Initial Consult" and "TU for Follow-up". For any consult type having differing TUs for Initial and Follow-up, the "Ask Initial/Follow-up" field should contain a "Y" (YES).

The concept of time units can be used as a powerful productivity tool for clinical managers and as a means of documenting professional time spent in various activities.

User to Bulletin: A consult type can be directed to an individual team clinician or clinical specialist such as Nutrition and Food Service Support Team or renal dietitian. The specified clinician receives a bulletin regardless of the originating Location.

Inactive?: The only way to remove an entry from a selection, look-up list is to inactivate it by a "Y" in this field. Simple deletion of the entry would cause "Undefined Errors" throughout other parts of the program. Once an entry is inactivated, it cannot be selected by a user. To reactivate it requires VA FileMan access or intervention by the Site Manager.

```
Prompt/User Entry

Select NUTRITION CONSULTS NAME: ??

CHOOSE FROM:
   DIET INSTRUCTION: PATIENT OR F
   DISCHARGE PLANNING
   FOOD PREFERENCES OR EATING PRO
   NUTRIENT INTAKE STUDY (CAL COU
   NUTRITIONAL ASSESSMENT OR CONS
   NUTRITIONAL SUPPORT TEAM
   OTHER
   RECOMMEND DIET, SUPPLEMENT OR

     This is the name of the consultation as it would normally be
     known by Location/medical personnel.
Select NUTRITION CONSULTS NAME: CNH placement/VNA Referral
  ARE THE USER ADDING 'CNH placement/VNA Referral' AS
    A NEW NUTRITION CONSULTS (THE 9TH)? y  (YES)
   NUTRITION CONSULTS NAME: CNH Placement/VNA Referral
           Replace <RET>
NAME: CNH Placement/VNA Referral  Replace <RET>
BRIEF NAME: CNA Refer
ASK INITIAL/FOLLOW-UP?: ??
     This field, if answered YES, will prompt the clinician completing
     the consult to indicate whether it was an initial consultation
     or a follow-up to prior consultations.
     CHOOSE FROM:
```

```
       Y        YES
       N        NO
ASK INITIAL/FOLLOW-UP?: N  NO
TU FOR INITIAL CONSULT: 6
USER TO BULLETIN: <RET>
INACTIVE?: <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XM Consult Management ... [FHORCX]

Option: CL List Consult Types [FHORC8]

This option prints a list of all entries in the Nutrition Consults file #119.5.

The list requires a 132 column printer.

```
DEVICE: (Printer name)

CONSULTATION TYPES                                                                  MAR
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NAME                                        BRIEF NAME   ASK     IN-TU     FU-TU
INACT     BULLETIN
-------------------------------------------------------------------------------------
-------------------------

ACCESS CALORIE LEVEL-WT RED/DIAB DIETS      WT RED/DB    YES      4.00
ANOREXIA DISORDER TREATMENT                 ANOREXIA              1.00
NFSDOCTOR,One
BULIMIA DISORDER TREATMENT                  BULIMIA      NO       1.50
NFSDOCTOR,One
CONSULT RENAL DIETITIAN                     RENAL        YES      1.00      1.00
NFSDOCTOR,One
DIET INSTRUCTION: PATIENT OR FAMILY         TEACH        YES      1.00      1.00
EVALUATE FOR DINING ROOM                    DR/EVAL      YES      2.00      1.00
FOOD PREFERENCES OR EATING PROBLEMS         FOOD PREF    YES      1.00      1.00
NFSPATIENT,ONE
NEW2                                        NEW          YES      1.00      1.00
DDD,DDD
NEW3                                        NEW                   1.00
NURSING HOME PLACEMENT/VNA REFERRAL         NHP?VNA      NO       1.00
NUTRIENT INTAKE STUDY (CAL COUNT)           CAL CNT      NO       1.00
NUTRITIONAL ASSESSMENT OR CONSULT           CONSULT      YES      5.00
OTHER                                       OTHER                 2.00
DDD,DDD
RECOMMEND DIET, SUPPLEMENT OR TUBEFEEDING   RECOMMEND    NO       1.00
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XM Consult Management ... [FHORCX]

Option: CR Re-Assign Active Consults [FHORC9]

The user can use this option to shift responsibility for all currently active consults to a new person. Consults ordered after this re-assignment go to the responsible clinician as assigned under Enter/Edit Location Assignments (WE) or Enter/Edit Consult Types (CE). It is a quick method to make temporary changes.

To accommodate extended workload shifts or permanent changes in personnel, use the option Enter/Edit Location Assignments (WE) and change the clinician assigned to the Location in question.

Current Clinician: This refers to the name of the Dietitian or Diet Technician who is currently assigned the consults.

New Clinician: This refers to the name of the Dietitian or Diet Technician who is temporarily assigned the consults.

```
Prompt/User Entry

This will re-assign all ACTIVE consults from one Clinician to another

Select CURRENT Clinician: NFSDOCTOR,One

Select NEW Clinician: NFSDOCTOR,One

10 Consults were transferred
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XM Consult Management ... [FHORCX]

Option: CX Consult Statistics [FHORC10]

This option generates a report showing workload distribution and professional activity. It can be used as a management tool. The time period to view completed consults can be designated with a choice of breakdown by clinician and a list
of individual patient consults.

```
Prompt/User Entry   Discussion

Starting Date: JAN 1 91(JAN 01, 1991)      Enter a date at which the report should
 Ending Date: DEC 31 91  (DEC 31, 1991)    begin its search for consults and when it
                                           should end.

Break-down by Clinician? Y// N

Print on Device: HOME// <RET>      RIGHT MARGIN: 80// <RET>

                 D I E T E T I C   C O N S U L T   U N I T S          Page 1

                             1-Jan-01 to 31-Dec-01

                                                              Number        Units

NUTRIENT INTAKE STUDY (CAL COUNT)                                  2         2.00
EVALUATE FOR DINING ROOM                                           1         2.00
BULIMIA DISORDER TREATMENT                                         1         1.50

T O T A L                                                          4         5.50
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XM Consult Management ... [FHORCX]

Option: WE Enter/Edit Location Assignments [FHORC5]

To receive consults, a clinician user must be assigned to each Location. Each Location may have one assigned clinician, either a dietitian or Nutrition technician. It may not have both. All consults originating on a Location are assigned to the responsible clinician and automatically transmitted by an electronic message. It is possible to direct certain consults, such as team consults, to a specific individual regardless of their point of origin through Enter/Edit Consult Types (CE) option. All staff who are electronically assigned to a Location must have access as a user to VistA.

Nutrition Location Name: This is the name of the Nutrition Location to be assigned. Location assignments can be made only when there are corresponding Location entries in the Nutrition Location file #119.6.

Clinician: This refers to the name of the Dietitian or Diet Technician to be assigned to the Location. Clinicians must have access codes to VistA.

Example:

```
Select NUTRITION LOCATION NAME: NEW 3 NORTH
CLINICIAN: NFSDOCTOR,One

Select NUTRITION LOCATION NAME: NEW 4 SOUTH
CLINICIAN: NFSDOCTOR,One
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XM Consult Management ... [FHORCX]

Option: WL List Location Assignments [FHORC6]

This option prints a list of each Location and its assigned clinician.

Enter the name of a printer.

```
DEVICE: (Printer name)

LOCATION ASSIGNMENTS                                APR 14,2005  13:01    PAGE 1
NAME                            CLINICIAN
-----------------------------------------------------------------------------

10E                             NFS,P1
12E                             NFS,P2
13E
14E
15E
1A                              NFS,P3
1B                              NFS,P4
3E                              NFS,P5
3W                              NFS,P6
4E                              NFS,P7
5E                              NFS,P8
5W                              NFS,P9
7E                              NFS,P10
8E                              NFS,P11
CCU
GOOD EATS LOCATION                  NFS,P12
```

Helpful Hints and Notes

There may be cases when a supervisory dietitian or diet office personnel may find unusual orders. When investigating a questionable order, the option Order Consult (OC) can be used to send a message without having to know the name of the assigned clinician. MailMan can also be used with the advantage that a message can be saved or forLocationed to the supervisor.

XS Supplemental Feeding Management [FHNOX]

BE	Enter/Edit Bulk Location Feedings
ME	Enter/Edit Supplemental Feeding Menus
ML	List Supplemental Feeding Menus
SE	Enter/Edit Supplemental Feedings
SL	List Supplemental Feedings

Overview

This section describes the steps necessary to build the data in the files for the Supplemental Feeding program. It also describes the option to enter, change, or delete Bulk Location Feedings (BE).

Data in the Nutrition Location file #119.6 and the Supplemental Feeding Site file #119.74 must be built using the Nutrition Facilities (DF) menu, before Supplemental Feedings can be entered.

Here's a diagram of the file relationships:

```
  FILE (#)                  POINTER          (#) FILE
   POINTER FIELD             TYPE          POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------
                                          ---------------------
  NUTRITION PERSON (#115.07)             |                    |
    ADMIS:SUPPLEM:10AM FE*  (N )->        |  118 SUPPLEMENTAL FEEDINGS
    ADMIS:SUPPLEM:10AM FE*  (N )->        |   CORRESPONDING * |-> RECIPE
    ADMIS:SUPPLEM:10AM FE*  (N )->        |                    |
     ...                       ->        |                    |
  SUPPLEMENTAL FEEDING (#118.1)           |                    |
    10AM FEEDING #1 ...... (N )->         |                    |
    10AM FEEDING #2 ...... (N )->         |                    |
    10AM FEEDING #3 ...... (N )->         |                    |
     ...
  NUTRITION LOCATION (#119.61)                |                    |
    BULK NOURISHMENTS .... (N )->         |                    |
                                           ---------------------
                                           ---------------------
  DIET PATTERNS (#111.1)                   |                    |
    ASSOCIATED SF MENU ... (N )->         |  118.1 SUPPLEMENTAL FEEDING MENU
  NUTRITION PERSON (#115.07)              |                    |
    ADMIS:SUPPLEM:SF MENU*  (N )->         |   10AM FEEDING #1 |-> SUPPLEMENTAL F*
                                           |   10AM FEEDING #2 |-> SUPPLEMENTAL F*
                                           |   10AM FEEDING #3 |-> SUPPLEMENTAL F*
                                           |   10AM FEEDING #4 |-> SUPPLEMENTAL F*
                                           |   2PM FEEDING #1  |-> SUPPLEMENTAL F*
                                            ...
                                           ---------------------
  NUTRITION PERSON (#115.01)              |                    |
    ADMISSION:LAST LABEL *  (N )->         |  119.6 NUTRITION LOCATION
    ADMISSION:NUTRITION LOCATION (N C )->    |   CLINICIAN       |-> NEW PERSON
    NUTRITION:NUTRITION WA*  (N )->         |   TRAY SERVICE P* |-> SERVICE POINT
                                           |   CAFETERIA SERV* |-> SERVICE POINT
                                           |   COMMUNICATION * |-> COMMUNICATION *
                                           |   SUPP. FDG. SITE |-> SUPPLEMENTAL F*
```

```
                                        |   DEFAULT ADMISS* |-> DIETS
                                        | m BULK N:BULK N*  |-> SUPPLEMENTAL F*
                                        | m ROOM-B:ROOM-B*  |-> ROOM-BED
                                        | m ASSOCI:ASSOCI*  |-> LOCATION LOCATION
                                        ---------------------
                                        ---------------------
NUTRITION LOCATION (#119.6)                 |                   |
  SUPP. FDG. SITE ...... (N )->       |  119.74 SUPPLEMENTAL FEEDING SITE
                                        |   PRODUCTION FAC* |-> PRODUCTION FA*
                                        ---------------------
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XS Supplemental Feeding Management ... [FHNOX]

Option: BE Enter/Edit Bulk Location Feedings [FHNO8]

There must be data in the Supplemental Feedings and Nutrition Location files before this option can be used to assign bulk food items to a specific Location. It is also used to change those items or their quantities. The user can obtain a printout of bulk feedings using the option Print Bulk Feedings/Cost Report (WP or BW). It can be used to monitor quantities and costs for each delivery point.

Prompt/**User Entry**	Discussion
Select NUTRITION LOCATION NAME: **NEW 3 NORTH**	Enter Location name from the Nutrition Location file.
Select BULK NOURISHMENTS: **BANANA** Are the user adding 'BANANA' as a new BULK NOURISHMENTS (the 9TH for this NUTRITION LOCATION)? **Y** (Yes)	Enter a Supplemental Feeding from the Supplemental Feedings file. The default displays previously entered Bulk Nourishments, if any.
QUANTITY: **2**	Enter a whole number from 1-99. The default displays previously entered quantities, if any.
Select BULK NOURISHMENTS: **<RET>**	Enter another or press <RET> to finish entry for that Location.
Select NUTRITION LOCATION NAME:	Enter another Location or press <RET> to finish Bulk Nourishment entry.

Menu: CM Clinical Management [FHMGRC]

Submenu: XS Supplemental Feeding Management ... [FHNOX]

Option: ME Enter/Edit Supplemental Feeding Menus [FHNO6]

The Supplemental Feeding Menu file #118.1 contains a list of diets which include standard associated feedings from the Supplemental Feedings file #118. The associated feedings for a diet form a Supplemental Feeding Menu bearing the name of the diet.

Example:
An 1800 kcal diabetic diet may have the following standard associated feedings:

```
10 AM and 2 PM     No Nourishments
8 PM     8 oz Skim Milk 3 pkg Crackers
```

This information is entered into the computer as follows:

```
Supplemental Feedings Menu Name:  1800 kcal diabetic
Synonym:  DIA1800
Supplemental Feedings Menu:  10 AM (null)*
2 PM (null)*
8 PM Feeding #1 Milk, Skim
8 PM Qty:  1
8 PM Feeding #2 Crackers, reg, pkg.
8 PM #2 Qty:  3
```

(* Null means that nothing was entered into the computer for this time period, not even zero. A null is obtained by pressing the <RET> key.)

In order to permit the ordering and frequent changing of feedings for patients on diets not normally receiving feedings (e.g., Regular), an "INDIVIDUALIZED" entry was created as part of this file. It permits a user to order feedings for any
patient and to change those feedings at will. It is a non-removable part of this file.
See the User Manual, Supplemental Feedings, for further explanation.

Supplemental Feeding Menu Name: This entry is 3-27 characters in length. If the Supplemental Feeding is associated with a particular diet, then the Supplemental Feeding Menu should have the same name, or a name that is easily identifiable as being associated with that diet. As an example, the Supplemental Feeding Menu associated with the 1800 calorie ADA diet, could be 1800.

Synonym: Each Supplemental Feedings Menu has a synonym associated with it to save typing time. This synonym may only be 3-10 characters in length.

Examples:

- Diet Name Synonym
- Clear Liquid CLIQ
- 2400 Diabetic LS DIA2400LS
- Liquid Diabetic 1000 LIQ1000

Dietary or Therapeutic: The Dietary (D) or Therapeutic (T) designation is an aid in nourishment cost analysis. This is a **required** field.

Time Period: Each Supplemental Feeding Menu can contain up to four food items in each time period. Enter Supplemental Feedings from the Supplemental Feedings file or press the <RET> key to bypass this time period.

Quantity: These appear after each time period field. Enter the desired quantity for the Supplemental Feeding item or <RET> to bypass the quantity field.

Inactive: Answering "YES" at this prompt inactivates an item, rendering it unavailable for selection when entering patient food preferences. A "NO" designates that the item is available for selection. A <RET> keeps the existing response intact.

```
Prompt/User Entry

Select SUPPLEMENTAL FEEDING MENU NAME: FULL LIQUID 6 FEEDING
NAME: FULL LIQUID 6 FEEDING  Replace <RET>
SYNONYM: FL 6 FDG// <RET>
DIETARY OR THERAPEUTIC: DIETARY// <RET>
10AM FEEDING #1: JUICE OF DAY// <RET>
10AM #1 QTY: 1// <RET>
10AM FEEDING #2: <RET>
10AM #2 QTY: <RET>
10AM FEEDING #3: <RET>
10AM #3 QTY: <RET>
10AM FEEDING #4: <RET>
10AM #4 QTY: <RET>
2PM FEEDING #1: MILK,2%// <RET>
2PM #1 QTY: 1// <RET>
2PM FEEDING #2: ICE CREAM OF DAY/SP// <RET>
2PM #2 QTY: 1// <RET>
2PM FEEDING #3: <RET>
2PM #3 QTY: <RET>
2PM FEEDING #4: <RET>
2PM #4 QTY: <RET>
8PM FEEDING #1: JUICE OF DAY// <RET>
8PM #1 QTY: 1// <RET>
8PM FEEDING #2: PUDDING,REG/SP// <RET>
8PM #2 QTY: 1// <RET>
8PM FEEDING #3: <RET>
8PM #3 QTY: <RET>
8PM FEEDING #4: <RET>
8PM #4 QTY: <RET>
INACTIVE?: <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XS Supplemental Feeding Management ... [FHNOX]

Option: ML List Supplemental Feeding Menus [FHNO7]

This list prints the data in the Supplemental Feeding Menu file. The output can be used to monitor quantities of food items for each diet.

The list requires a 132 column printer.

```
DEVICE: (Printer name)
SUPPLEMENTAL FEEDING MEN                                  MAR 9,2005  15:53    PAGE 1
NAME                      SYNONYM     INACT  D/T    10AM FEEDING            2PM
FEEDING           8PM FEEDING
-------------------------------------------------------------------------------------
-------------------------
1000 CALORIE ADA          DB1000 ADA         DIET   1 BANANA                1
APPLESAUCE/SPOON    1 MILK, SKIM
                                                     1 CEREAL I/BOWL/SPOON   2
FRUIT,FRESH         1 CUSTARD/SP0
                                                     1 MILK, SKIM            1 SANDWICH
DB II

1000 CALORIE ADA SODIUM   DB 1000 LS         DIET   2 MILK,WHOLE            1
SANDWICH,LS I       1 MILK, SKIM
                                                     1 SHERBET/SPOON         1
CUSTARD/SPOON       1 JUICE OF TH


1100 CALORIE ADA          DB1100 ADA         DIET
1 MILK, SKIM



1100 CALORIE ADA SODIUM   DB 1100 LS         DIET
1 MILK, SKIM



1200 CALORIE ADA          DB1200 ADA         DIET
1 MILK, SKIM



1400 CALORIE ADA          DB1400 ADA         DIET
1 MILK, SKIM

1 CRAX, GRAHAM


1400 CALORIE ADA SODIUM   DB 1400 LS         DIET
1 MILK, SKIM

1 CRAX, GRAHAM
```

```
1500 CALORIE ADA          DB1500 ADA         DIET
1 MILK, SKIM

1 CRAX, GRAHAM


1500 CALORIE ADA SODIUM   DB 1500 LS         DIET
1 MILK, SKIM

1 CRAX, GRAHAM


1600 CALORIE ADA          DB1600 ADA         DIET   2 DIABETIC JELLO
1 MILK, SKIM
                                                    2 ENSURE PLUS P.O.
1 CRAX, GRAHAM
                                                    1 ENSURE PLUS P.O.
                                                    2 JELLO/SPOON
1600 CALORIE ADA SODIUM   DB 1600 LS         DIET
1 MILK, SKIM

1 CRAX, GRAHAM


1700 CALORIE ADA          DB1700 ADA         DIET
1 MILK, SKIM

1 CRAX, GRAHAM


1700 CALORIE ADA SODIUM   DB 1700 LS         DIET
1 MILK, SKIM

1 CRAX, GRAHAM


2000 CALORIE ADA          DB2000 ADA         DIET   1 BRAN                    4
COOKIES           1 MILK, SKIM
                                                    1 MILK, SKIM             1 SACK
LUNCH        1 CRAX, GRAHAM
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XS Supplemental Feeding Management ... [FHNOX]

Option: SE Enter/Edit Supplemental Feedings [FHNO4]

Supplemental Feedings should represent the standard acceptable food items provided as nourishments in the facility. The data in the Supplemental Feedings file #118 forms the foundation of the Supplemental Feedings Program. It must be established first. Keep in mind that any changes to it may alter the operation of the entire program.

Use the option List Supplemental Feedings (SL) to obtain a printout of Supplemental Feedings.

Supplemental Feedings Name: The complete name of each food item must be 3-20 characters in length. There is no limit to the number of food items which may be entered. A sample list follows.

- MILK, WHOLE
- MILK, SKIM
- JUICE OF DAY
- PUNCH - 1/2 GAL

Space on the label is limited. Standard portion units or container sizes may be included in the 20 character name or they can be defined by policy and "understood" by food preparation and service personnel.

Example:The sample list contains "COT.CH/SPOON, EXCH". "COT.CH" is the abbreviation for "cottage cheese". "SPOON" is the accompanying utensil. "EXCH" is the portion unit; however, the size of the portion unit (1/2 c) is defined in policy, not on the label.

Example: "Punch - 1/2 gal" may be a bulk Location nourishment.

In order to handle the non-standard requests needed for patient care, a "** SPECIAL ORDER **" entry was created. It is an unalterable, non-removable part of the file.

Certain items may be difficult to enter if other items containing the same first word already exist in the list. For example, if "sugar sub" is already on the list, it may be difficult to enter the shorter word, "sugar". If possible, this problem
should be avoided by entering sugar first, then entering sugar sub. Another solution is to "force" the entry of sugar by enclosing it in quotes ("sugar").

Synonym: This is an optional entry which assigns a similar name to be entered when Supplemental Feedings are entered for patients. This is free text, from 3-30 characters in length.

Label?: The default answer is "YES". Answer "NO", if the user do not wish to have a label. This is a **required** field and indicates whether a label is printed for the supplemental feeding. The label information includes the patient name and last four digits of the Social Security Number, room number, the supplemental feeding, and the date and time. Label sizes are specified using the Modify Site Parameters (SP) option in the Nutrition Facilities (DF) program.

Vehicle for Meds?: Answering "YES" at this prompt means the item is totaled and costed as a vehicle for medication. "NO" means it is totaled and costed as therapeutic. A <RET> keeps the existing response in place.

Bulk Only?: Answering "YES" means the Supplemental Feeding can be selected only as a bulk nourishment. It cannot be ordered for an individual patient. Entering "NO" means it may be ordered for an individual patient or for bulk delivery to a Location. A <RET> keeps the existing response in place.

Corresponding Recipe: This field associates the Supplemental Feeding to the appropriate Production Recipe for costing purposes.

Inactive: This field allows the user to remove an item from the list by making it inactive. Answering "YES" inactivates the item. A "NO" indicates that the item is active, and therefore, available for selection. A <RET> keeps the existing response in place.

```
Prompt/User Entry

Select SUPPLEMENTAL FEEDINGS NAME: PEAN
     1   PEANT BUT SAND  PEANUT BUTTER SAND
     2   PEANUT BUTTER AND JELLY SAND  P/B&J SANDWICH
     3   PEANUT BUTTER CRAX  CRAX,P/B PKG
     4   PEANUT BUTTER, 2TBSP/KNIFE  PNUT BTR/KNIFE/2TBSP
CHOOSE 1-4: 2  P/B&J SANDWICH
NAME: P/B&J SANDWICH// <RET>
Select SYNONYM: PEANUT BUTTER AND JELLY SAND// <RET>
LABEL?: NO// <RET>
VEHICLE FOR MEDS?: NO// <RET>
BULK ONLY?: NO// <RET>
CORRESPONDING RECIPE: PEANUT BUTTER & JELLY SAND// <RET>
INACTIVE?: <RET>
```

Menu: CM Clinical Management [FHMGRC]

Submenu: XS Supplemental Feeding Management ... [FHNOX]

Option: SL List Supplemental Feedings [FHNO5]

This option prints all the data entered in the Supplemental Feedings file #118 using the option Enter/Edit Supplemental Feedings (SE). Unit costs and dates of last cost change are listed. A printed copy should be filed so output can be used to compare cost changes from one date to another.

```
DEVICE:  (Printer name)

SUPPLEMENTAL FEEDINGS              MAR 10,2005  08:01    PAGE 1
                                       BULK   MED
NAME                          LABEL     ONLY   VEH   INACT  COST
                                                                  RECIPE
                     SYNONYM
-----------------------------------------------------------------------

** SPECIAL ORDER **           NO                              0.00
8PM-GR CRAX(30 EA)            YES       YES    NO            1.50
                                                                  GRAHAM CRAC
ERS BULK (30 PKG)
                     BULK GRAH CRAX
8PM-MILK,IND(30EA)            YES       YES    NO            3.87
                                                                  BULK 2% MIL
                     BULK IND MILK
BREAD, RYE, 1 SLICE           NO        NO     NO            0.02
                                                                  RYE BREAD -
                     RYE BREAD, ONE SLICE
                     BREAD,RYE
BREAD,WHITE,1 SLICE           NO               NO            0.07
                                                                  WHITE BREAD
                     WHITE BREAD - 1 SLICE
                     WHT BREAD - 1 SLICE
                     WHT BRD - 1 SL
CEREAL,40% BRAN/SP            NO               NO            0.17
                                                                  1ST: BRANFL
                     40% BRANFLAKES/SP
                     BRANFLAKES/SP
                     40% BRAN CEREAL/SP
                     BRAN CEREAL/SP
CEREAL,LS/BWL/SP              NO               NO            0.15
                                                                  LS CORNFLA
                     LS CEREAL/SP
                     LOW NA CEREAL
CEREAL,REG/SP                 NO               NO            0.14
                                                                  DRY CEREAL,
                     DRY CEREAL/SP
                     REG CEREAL/SP
CHEESE,COTT,2OZ/SP            NO                              0.12
                                                                  COTTAGE CHE
```

Helpful Hints

Determine who will enter supplemental feedings. Will it be dietitians, technicians, or diet office personnel? Write revised procedures if the policy will be different from the current system.

Accomplish training of Nutrition and Food Service staff prior to implementation.

Devise a back-up procedure and practice how it will be carried out should the computer actually go down. For example, establish a regular schedule for printing the Location list or an extra set of labels to file as back-up.

Develop a time schedule for printing lists/reports.

When Diet Order is not running but Supplemental Feedings is, a mechanism is needed to alert diet office personnel and food service workers that a feeding exists on patients who have been transferred or discharged. This could be done by marking the diet card with an SF or by running the Diet Activity Report. It contains an SF indicator for discharged or transferred patients.

Items for both individual and bulk feedings are included in the supplemental feeding formulary.

Changing a diet does not change the supplemental feeding. Develop a manual intervention procedure to remove and add supplemental feedings affected by a diet change.

Involve clinical Nutrition and Food Service staff in writing procedures and in formulary development.

Determine the number of labels to be provided for supplemental feedings and how they will be used.

Consider combining food items for one supplemental feeding. This may be helpful since labels are limited to three lines.

Example: A sandwich may include condiments rather than listing them separately. The supplemental feeding could be "Sand/Mayo".

In naming the supplemental feedings, remember that there are 30 characters. Extra spaces can be used for other notations (e.g., item/portion, item/condiment, item/utensil).

Files created in the test account can be transferred into the "live" account. Check with the Site Manager.

When changing a bulk nourishment, be aware that the user can delete the existing entry following the // and then enter the desired change.

Diet orders and supplemental feeding orders are saved and can be retrieved in Patient Data Log (DM).

DF Nutrition Facilities [FHPRG]

CE	Enter/Edit Communication Offices
FE	Enter/Edit Production Facilities
NE	Enter/Edit Supplemental Fdg. Sites
SE	Enter/Edit Service Points
SL	List Production/Service/Communication Facilities
SP	Modify Site Parameters
WE	Enter/Edit Nutrition Locations
WL	List Nutrition Locations

Overview

There are five files that set the structure for the Food Management Program, Diet Order Entry Processing, Tray and Supplemental Feeding Delivery, Clinical Nutrition Location Assignments, and Clinical Tickler File. The Nutrition Facilities (DF) menu consists of five options that the user can use to enter and edit these files and two list options to view their data. This menu also contains the option to edit site parameters.

```
Option:      File:
Enter/Edit Communication Offices  Communication Office (#119.73)
Enter/Edit Production Facilities  Production Facility (#119.71)
Enter/Edit Supplemental Feeding Sites   Supplemental Feeding Site (#119.74)
Enter/Edit Service Points  Service Point (#119.72)
Enter/Edit Nutrition Locations   Nutrition Location (#119.6)
```

Four of the files are new and one, the Nutrition Location file, is considerably changed. These new and altered files create the “Nutrition Geography” or the manner in which data is compiled for Nutrition reports. In the past, all Nutrition information was compiled according to Locations (as defined by MAS) and Delivery Points. These categories worked very well in the original programming but as the software advanced so did the need for more data categorization. The five files in the Nutrition Facilities Program allow for multiple groupings of data which more accurately reflect the total capabilities of the Nutrition Systems software.

These files are briefly defined as follows:

- Nutrition Location: Groupings of MAS Locations into single Nutrition
- Locations to accommodate each of the various services which Nutrition and
- Food Service provides, such as: tray passing, clinical care, etc.

Communication Office: Groupings of Nutrition Locations into communication office subgroups for optimal processing of diet order entry data.

Supplemental Feeding Site: Groupings of Nutrition Locations into subgroups which provide the best sequencing for processing and distributing supplemental feedings.

Production Facility: Primary production areas which prepare food for direct serving or distribution to other serving sites.

NOTE: Most stations have only **one** Production Facility.

Service Point: Assembly/serving points which are intermediate designations between the Production Facility and inpatients and/or outpatients.

See the actual option descriptions and field definitions for more specific explanations of these files.

Menu: DF Nutrition Facilities [FHPRG]

Option: CE Enter/Edit Communication Offices [FHPRO9]

This is a new option that edits data in the Communication Office file #119.73. It allows the user to group Nutrition Locations in a format which is most advantageous to the people processing Diet Order Entry (DOE) data. In previous versions, all DOE activity was formatted by data in the Delivery Point file. In some facilities this worked well but in sites which created multiple Delivery Points for production and only had one or two Diet Offices for processing functions, the Delivery Point designations were cumbersome. This new file allows for a distinct categorization of Locations for Diet Order processing separate from the Production Facilities category of Service Points.

This option also contains all the site parameters which are specific to Diet Order Entry: the diet order cut off times by meal, bagged meal requests, early/late tray times, and alarm window times. These site parameters were listed under System Management in previous versions. The data and functions for these parameters have not changed, but the location of the prompts within the program have. By listing these parameters under communication offices, facilities may have greater flexibility in adjusting cut off times for certain processing areas. For example, a Nursing Home Care Unit may not use the early/late tray options in the computer or may have different cut off times due to the type of patient service provided. Thus, the alarms for this Communication Office (NHCU) need not be set, and the cut off times can be different than those used in the Main Hospital Communication Office.

Many stations will create only one Communication Office, however, multiple offices are possible. More than one office may be desirable for separate buildings where diet activity and cards are maintained, for areas where DOE cut off times vary, or within one diet office to divide the workload for multiple diet office personnel.

Communication Offices Name: A Communications Office Name may be 3-30 characters long. If creating multiple offices, try to create each name with a different beginning letter to shorten data entry time to a single stroke.

[1]**Production Facility**: In order to print separately a specific Communication Office under a particular Production Facility, a link must be established by using option Enter/Edit Communication Office. If this link is not established, a specific Communication Office is not selectable when CENSUS is entered during the Meal Production REPORTS option and will not be included or printed in a particular Production Facility.

NOTE: The following field data **has not changed** from previous versions but is now located in the Communication Offices file rather than the Site Parameters option.

[1] Patch FH*5.5*3 - January 2006- New prompt added to enter/edit a Production Facility.

Begin Breakfast (Noon, Evening) Window: The next three fields define the latest time for which diet orders are accepted for each meal. The time entered is also associated with the designation B, N, and E which may be used when entering diet orders.

Example:

```
Breakfast Window set at 6:20 a.m.
Noon Window set at 11:30 a.m.
```

At 3:00 a.m. the user enters an NPO for Mr. Jones at B. The screen display reads effective at DATE and 06:20. NfsPatient's NPO order will appear on diet activity reports generated after 6:20 a.m.

At 7:00 a.m. the user enters a regular diet for NfsPatient effective NOW. The program beeps and displays:

```
The user have missed the Breakfast mealtime cut off. Do the user wish to order a late
tray?  (Y/N)
```

Select Time: (Late tray window times will be displayed, i.e., 1)..., 2)...)

If the user enters YES, he then selects a late tray time if multiple times are available, or if there is only one time available, DONE will be displayed. NfsPatient's diet order will appear on the late tray list at the designated time.

If the user enters NO, the regular diet order for NFSPatient will go into effect at 7:00 a.m. and will appear on any diet activity reports generated after 7:00 a.m. but will not appear on the late tray list. Thus, NFSPatient would not receive a regular tray until the noon meal.

NOTE: Be aware that when an order is made by Location personnel using the meal designation B, N, or E, the time set (meal window time) in this field appears to the user, as from the example above "JUN 4, 1902-06:20". Seeing this time echoed back rather than the actual delivery time for the meal, such as 7:00 a.m., may confuse Location personnel. This time is the diet activity cut off time for the meal. Training may be needed to understand this display.

Enter times for each meal which represent the last time the user will accept diet orders for normal delivery. This is usually just prior to the start of trayline which allows for a few minutes to begin processing of the diet activity report. These times may be changed at any time.

Provide Bagged Meals?: This field allows the ordering of bagged meals for early or late trays. By entering YES, the user is prompted to enter a Y or N when ordering an early or late tray, to designate if it is to be a bagged meal or not. Entering NO means the bagged meal prompt does not appear for the user.

Early Breakfast (Noon, Evening) Time 1 (2, 3): The program allows for the specification of up to three early and three late delivery times for each meal. Each meal must have at least one time entered. If multiple times exist, the choices are presented to the Location user. If only one time exists, the Location user is not given a choice. Each meal **must** have at least one time. The

times designated appear on the Early/Late Tray List (EL). These times can be changed whenever desired.

Late Breakfast (Noon, Evening) Alarm Window: Alarm windows are periods of time during which a diet order cannot/will not be processed. Such windows typically are actual meal service periods. The beginning alarm time represents the "cut-off" time for accepting diet orders for normal tray delivery. It is synonymous with the Begin Breakfast (Noon, Evening) Window as entered previously.

After this time, an order is accepted but the Location user is notified that the meal cannot be served at the normal time and is asked if a late tray is needed. The ending alarm time defines the end of this period of notification for late meal requests. The ending time should be a few minutes before the late meal assembly/delivery ends.

```
Prompt/User Entry

Select COMMUNICATION OFFICE NAME: C1-TCC
NAME: C1-TCC// <RET>
[2]PRODUCTION FACILITY: REMOTE KITCHEN//
BEGIN BREAKFAST WINDOW: 6:20A
BEGIN NOON WINDOW: 11:20A
BEGIN EVENING WINDOW: 4:20P
PROVIDE BAGGED MEALS?: NO// <RET>
EARLY BREAKFAST TIME 1: 6:20A
EARLY BREAKFAST TIME 2: <RET>
EARLY BREAKFAST TIME 3: <RET>
LATE BREAKFAST TIME 1: 7:30A
LATE BREAKFAST TIME 2: 8:15A
LATE BREAKFAST TIME 3: 10:00A
EARLY NOON TIME 1: 11:20A
EARLY NOON TIME 2: <RET>
EARLY NOON TIME 3: <RET>
LATE NOON TIME 1: 12:30P
LATE NOON TIME 2: 1:15P
LATE NOON TIME 3: 2:30P
EARLY EVENING TIME 1: 4:20P
EARLY EVENING TIME 2: <RET>
EARLY EVENING TIME 3: <RET>
LATE EVENING TIME 1: 5:30P
LATE EVENING TIME 2: 6:15P
LATE EVENING TIME 3: 7:00P
LATE BREAKFAST ALARM BEGIN: 6:20A
LATE BREAKFAST ALARM END: 9:58A
LATE NOON ALARM BEGIN: 11:20A
LATE NOON ALARM END: 2:28P
LATE EVENING ALARM BEGIN: 4:20P
LATE EVENING ALARM END: 6:58P
```

[2] Patch FH*5.5*3 - January 2006- New prompt added to enter/edit a Production Facility.

Menu: Nutrition Facilities [FHPRG]

Option: FE Enter/Edit Production Facilities [FHPRO7]

Use this option to edit the Production Facility file #119.71. A Production Facility is a primary production area which prepares food for direct service at the same location or for distribution to other serving sites. An area of bulk food preparation, portioning and distribution usually denotes a Production Facility. Most stations have only one Production Facility, commonly referred to as Main Kitchen. Multi-division sites may have more than one Production Facility.

Five former site parameters are now fields in the Production Facility file. These five fields control the way in which menus and production reports are printed. If multiple Production Facilities are created, different data can be entered for these fields for each facility. Examine the sample reports in the Production Reports chapter to determine which report format is desirable. The format can be changed at any time.

Production Facility Name: The Production Facility name may be 3-30 characters long. This name prints as an identifier on the census sheet for Meal Production Reports. If the user has more than one Production Facility, make the names distinct from each other and readily recognizable for the facility.

[3]In order to print separately a specific Communication Office under a particular Production Facility, a link must be established by using option Enter/Edit Communication Office. If this link is not established, a specific Communication Office is not selectable when CENSUS is entered during the Meal Production REPORTS option and will not be included or printed in a particular Production Facility.

NOTE: The following field data **has not changed** from previous versions but is now located under this option rather than the Modify Site Parameters option. Full explanations and samples of the reports affected by these site parameters can be found in the Production Reports section of the Nutrition and Food Service User Manual.

Full Names On Daily Menu?: This field allows the user to choose the format for printing the daily menus. Full recipe names or numbers representing the recipe served to the regular diet can be printed under each production diet. If numbering is chosen and a production diet cannot receive the regular recipe, the modified recipe name prints instead of the associated regular recipe number.

Entering YES in this field results in full recipe names being printed under each production diet heading on the daily menu. A NO entry results in numbers and some recipe names being printed under the Production Diet headings.

---

[3] Patch FH*5.5*3 January 2006 - To print a specific Communication Office a link must be established between a Production Facility and a Communication Office.

The next four fields affect the way the Meal Production Reports print. See the User Manual under the Production Reports section for an example of these reports.

Separate Production Summary Pages?: The Production Summary (See Meal Production Reports (MR) in the User Manual) for a meal may be printed as a single consolidated list of all recipes or as separate lists sorting the recipes by preparation area, i.e., Hot Prep, Cold Prep, Trayline, etc. A YES entry prints separate Production Summary pages for each designated preparation area. In order to use separate pages, each recipe must have a preparation area entered in the Recipe file. A NO generates a single list Production Summary.

Separate Recipe Preparation Pages?: The Recipe Summary (See Meal Production Reports (MR) in the User Manual) can also be printed as a single list or as separate lists for each preparation area. Enter YES for separate pages for each preparation area. Reports are only complete if a preparation area is entered for each recipe. Entering NO generates a single list.

Print Meal Distribution?: The Meal Distribution Summary (See Meal Production Reports (MR) in the User Manual) breaks down the Production Summary quantities from servings to weight, volume, or individual measures. A YES in this field allows this report to print automatically every time a Production Summary is generated.

Separate Storeroom Pages?: The Storeroom Requisition Summary (See Meal Production Reports (MR) in the User Manual) can also be printed as a single list or as separate pages for each storeroom location. If the latter is desired, enter YES and fill in the storeroom location field for each ingredient in order for the listings to be complete.

```
Prompt/User Entry

Select PRODUCTION FACILITY NAME: MAIN KITCHEN
NAME: MAIN KITCHEN// <RET>
FULL NAMES ON DAILY MENU?: YES// <RET>
SEP. PRODUCTION SUMMARY PAGES?: YES// <RET>
SEP. RECIPE PREPARATION PAGES?: YES// <RET>
PRINT MEAL DISTRIBUTION?: YES// <RET>
SEP. STOREROOM PAGES?: YES// <RET>
```

Menu: DF Nutrition Facilities [FHPRG]

Option: NE Enter/Edit Supplemental Fdg. Sites [FHPRO11]

This is a new option for editing the Supplemental Feeding Site file #119.74. Nutrition Locations can now be grouped into Supplemental Feeding (SF) sites which are most advantageous for feeding, assembly and distribution according to the needs of the SF system rather than according to Delivery Points as designated in previous versions. The old Delivery Points concept did not always meet the needs of the Supplemental Feeding Program, thus the creation of these new SF sites.

Each SF site can set its own Supplemental Feeding Site parameters. These parameters were created under System Management in previous versions and had to apply uniformly to all areas. Using this option, the parameters can be adjusted for each designated SF area. The data and function of these parameters, Nourishment Labels Separate and Ingredients on Location Lists, have not changed. Only their location within the program has been altered.

Supplemental Feeding Site Name: The SF site name may be up to 30 characters long.

Short Name: A shortened 1-6 character name should also be created. This shortened name quickens data entry and is displayed on SF reports.

Production Facility: This mandatory field requires entry of a Production Facility name from the Production Facility file. It is the production area that is responsible for preparing the food used as supplemental feedings distributed by this site. In future versions, this file pointer will be used along with the Projected Usage Option to generate ordering quantities for a designated period of time. Currently, it has no specific function but must be entered.

Separate Supp Feeding Labels?: A YES entered here generates a separate label for each supplemental feeding item ordered for a patient **if** the SF item has a YES in the "LABEL?" field within the Supplemental Feedings file #118. (See the option XS Supplemental Feeding Management.) Entering NO generates one label per patient, listing all supplemental feeding items.

Example:
The following information is in the Supplemental Feeding file:

```
       Apple Juice   Label Field: NO
       Milk, 2%            Label Field: YES
       Graham Crax   Label Field: YES

NFSPATIENT,ONE's 8 PM  supplemental feeding is 1 Apple Juice, 1 Milk 2%, 2 Graham Crax

When labels are run at 8 PM:
```

If the Supplemental Feeding Label field is set at "YES" for separate labels, NFSPATIENT, ONE will have 2 Supplemental Feeding labels, one for Milk and one for 2 Graham Crax, and none for Apple Juice.

IF the SF Label field is set at NO for separate labels, Mr. Bob will have one label listing Apple Juice, Milk, and 2 Graham Crax.

NOTE: If the user want separate labels for all items the user must have a YES in the Label field in the Supplemental Feeding file and a YES at this field.

This parameter applies to only individual supplemental feedings. It does not affect Bulk Location Feedings. It also applies uniformly to all feeding times for this specific Supplemental Feeding Site. This parameter can be changed at any time.

Ingredients On Location Lists?: The choice is Y or N. Entering Yes will result in the printing of separate ingredient lists for 10:00 a.m., 2:00 p.m. and 8:00 p.m. at the end of each Location on the Location Supplemental Feeding List (WL). This parameter affects only the Locations associated with this SF Site. This parameter can also be changed at any time.

```
Prompt/User Entry

Select SUPPLEMENTAL FEEDING SITE NAME: N228
NAME: N228// <RET>
SHORT NAME: N228// <RET>
PRODUCTION FACILITY: MAIN KITCHEN// <RET>
SEPARATE SUPP FDG LABELS?: NO// <RET>
INGREDIENTS ON LOCATION LISTS?: YES// <RET>
```

Menu: Nutrition Facilities [FHPRG]

Option: SE Enter/Edit Service Points [FHPRO8]

Use this option to edit the Service Point file #119.72. Service Points are food assembly and distribution points between the Production Area and the patient. Each Service Point can have only one service type associated with it: either trayline service or cafeteria service. This singular service type association is different from the previous definition of a Delivery Point in Version 4.01. Delivery Points could have had both trayline and cafeteria service associated with it. A Service Point can have only **one** associated service type. This change to Service Points was made to accommodate future Food Management enhancements.

A Service Point may accommodate any number or combination of Nutrition Locations, outpatients, or staff. A Nutrition Location can be assigned to more than one Service Point to accommodate tray and cafeteria patients. A small serving unit which contains both a small cafeteria style operation and a small trayline operation could be designated as two separate Service Points or it could be grouped into one cafeteria Service Point. The one Service Point is appropriate if the trays are assembled off the cafeteria line. The two Service Points are better if there are separate assembly lines for the cafeteria and trayline so the food can be appropriately portioned.

A Service Point of cafeteria can also be created solely for outpatients and staff with no Nutrition Locations assigned. This type of service point would only have “Other Meals” associated with it instead of inpatient Locations.

The previous service type of Dining Room (DR) is a designation which still can be made for congregate eating areas, however, it is now a characteristic of a Location rather than a Delivery Point. The reason for this is that a DR designation really deals with the manner of delivery rather than production requirements. This designation is appropriate if trays are assembled and delivered to a dining room setting and passed out to patients there rather than in their rooms. Any Locations with Dining Room designations must have associated trayline service points. (See Enter/Edit Nutrition Locations for further explanation.)

A maximum of seven Service Points may be created. More than seven will displace spacing on some reports.

Service Point Name: The Service Point Name can be as long as 30 characters. Select a unique name for each Service Point which will be readily understood by the production and service staff.

Short Name: For most reports, the short name of 1-6 characters is used for identification.

Type: This field defines whether the Service Point is a trayline (T) or cafeteria (C). Enter only the T or C as necessary. Remember, a Service Point cannot be both T and C.

Production Facility: This field indicates the Production Facility responsible for preparing the food served by this Service Point. A Service Point can only be assigned one Production Facility. If a Service Point actually receives food from two Production Facilities, then two distinct Service Points must be created to accommodate this situation.

Additional Meals Production Diet: This field is synonymous with the Other Meals Table created under the Production Management Program. At this prompt, a production diet should be entered along with the number of meals wanted by day of week and specific meal, breakfast, noon or evening. There is no limit to the number of production diets which can be selected. One to 1000 meals can be entered for each day and meal time. Additional meals can be entered for each Service Point to account for meals provided to outpatients, volunteers, O.D.s, etc. These meals are automatically added for this Service Point into the designated Production Diet total on the Forecasted and/or Actual Diet Census generated with the Meal Production Reports.

Forecast % Production Diet: This field is synonymous with the Production Diet Percentages Table built under the Production Management Program. Data for this function may be entered under either option. This allows for meals to be forecasted for this Service Point by Production Diet and day of the week. Once the Production Diet is entered, a number may be entered for each day of the week which reflects this Production Diet's percentage of the actual diet census for this service point. It is possible to enter up to 110 % to accommodate special needs.

```
Prompt/User Entry

Select SERVICE POINT NAME: T200
NAME: T200// <RET>
SHORT NAME: T200// <RET>
TYPE: TRAY LINE// <RET>
PRODUCTION FACILITY: MAIN KITCHEN// <RET>
Select ADD. MEALS PRODUCTION DIET: <RET>
Select FORECAST % PRODUCTION DIET: SELECT-REGULAR  // <RET>
  FORECAST % PRODUCTION DIET: SELECT-REGULAR// <RET>
  SUNDAY CENSUS PERCENTAGE: 10// <RET>
  MONDAY CENSUS PERCENTAGE: 10// <RET>
  TUESDAY CENSUS PERCENTAGE: 10// <RET>
  WEDNESDAY CENSUS PERCENTAGE: 10// <RET>
  THURSDAY CENSUS PERCENTAGE: 10// <RET>
  FRIDAY CENSUS PERCENTAGE: 10// <RET>
  SATURDAY CENSUS PERCENTAGE: 10// <RET>
Select FORECAST % PRODUCTION DIET: <RET>
```

Menu: Nutrition Facilities [FHPRG]

Option: SL List Production/Service/Communications Facilities [FHPRO10]

This option generates a profile for each Production Facility, Service Point, Communication Office and Supplemental Feeding Site created. Each profile includes all data entered for each field of the respective file. These listings provide a quick reference for all data pertinent to each file.

```
7-Apr-05            P R O D U C T I O N   F A C I L I T Y              Page 1

                                 MAIN KITCHEN
-------------------------------------------------------------------------------


Full Names on Daily Menu:                YES
Print Meal Distribution:                 YES
Separate Production Summary Pages:       YES
Separate Recipe Preparation Pages:       YES
Separate Storeroom Pages:                NO
```

Associated Tray Lines:

```
     HOSPITAL TL

Associated Cafeterias:

     CAFETERIA
     NUTRITION KITCHEN
     VENDING MACHINE ROOM

Associated Supplemental Fdg. Sites:

     SUPPLEMENTAL FEEDINGS


 7-Apr-05            P R O D U C T I O N   F A C I L I T Y            Page 2

                                  TRAY LINE
-----------------------------------------------------------------------------


Full Names on Daily Menu:                YES
Print Meal Distribution:                 YES
Separate Production Summary Pages:       NO
Separate Recipe Preparation Pages:       NO
Separate Storeroom Pages:                YES
```

Associated Tray Lines:

```
     IRM
     MEAL CATERING SERVICE

Associated Supplemental Fdg. Sites:
```

```
     SUPP SITE 1

7-Apr-05            P R O D U C T I O N   F A C I L I T Y            Page 3

                            Meal
-----------------------------------------------------------------------------


Full Names on Daily Menu:                YES
Print Meal Distribution:                 YES
Separate Production Summary Pages:       YES
Separate Recipe Preparation Pages:       YES
Separate Storeroom Pages:                YES
```

Associated Supplemental Fdg. Sites:

```
     MEAL

 7-Apr-05            P R O D U C T I O N   F A C I L I T Y            Page 4

                                  MEAL
-----------------------------------------------------------------------------


Full Names on Daily Menu:                YES
Print Meal Distribution:                 YES
Separate Production Summary Pages:       YES
Separate Recipe Preparation Pages:       YES
Separate Storeroom Pages:                YES
```

Associated Cafeterias:

```
     PARK BENCH


 7-Apr-05            P R O D U C T I O N   F A C I L I T Y            Page 5

                        SOYLENT GREEN (RENEWABLE FOOD)
-----------------------------------------------------------------------------


Full Names on Daily Menu:                YES
Print Meal Distribution:                 YES
Separate Production Summary Pages:       YES
Separate Recipe Preparation Pages:       NO
Separate Storeroom Pages:                YES
```

Associated Supplemental Fdg. Sites:

```
     TACOS ARE US


 7-Apr-05                  S E R V I C E   P O I N T                  Page 6

                                 HOSPITAL TL
-----------------------------------------------------------------------------


Type of Service:         Tray Line
Short Name:
```

```
Production Facility:     MAIN KITCHEN
```

Associated Nutrition Locations:

```
     10E                                    3W
     12E                                    5E
     1A                                     7E
     1B                                     GOOD SLEEPIN LOCATION
     3E                                     PSY1

Production Diet %:          Sun     Mon     Tue     Wed     Thu     Fri     Sat

   CLEAR LIQUID            60.0    50.0    70.0    88.0    38.0
   PUREED                  20.0    29.0    88.0    03.0    56.0    11.0    20.0
   CHOLESTEROL RESTRI      30.0    50.0    60.0    70.0    71.0    44.0    55.0
   Not Eating                                                      45.0    25.0
   Total Sum              110.0   129.0   218.0   248.0   165.0   100.0   100.0

Additional Meals:               Meal    Sun  Mon  Tue  Wed  Thu  Fri  Sat

   CHOLESTEROL RESTRICTED       Brk                                 99   40
                                Noon                           2    99   35
                                Even                          10    50   50


 7-Apr-05                  S E R V I C E   P O I N T                  Page 7

                                     IRM
-------------------------------------------------------------------------------


Type of Service:         Tray Line
Short Name:              IRM
Production Facility:     TRAY LINE
```

Associated Nutrition Locations:

```
Production Diet %:          Sun     Mon     Tue     Wed     Thu     Fri     Sat

   CALORIE CONTROLLED      12.0    12.0    12.0
   Not Eating              88.0    88.0    88.0   100.0   100.0   100.0   100.0
   Total Sum              100.0   100.0   100.0   100.0   100.0   100.0   100.0

Additional Meals:               Meal    Sun  Mon  Tue  Wed  Thu  Fri  Sat

   REGULAR                      Brk      10   15   15    8    5    7
                                Noon     10   15   15    8    5    7
                                Even     10   15   15    8    5
7-Apr-05                  S E R V I C E   P O I N T                  Page 8

                                   CAFETERIA
-------------------------------------------------------------------------------


Type of Service:         Cafeteria
Short Name:              CAFE
Production Facility:     MAIN KITCHEN
```

Associated Nutrition Locations:

```
     12E                                      GOOD EATS LOCATION
     4E                                       GOOD SLEEPIN LOCATION
     5W                                       PSY1
     7E

Production Diet %:          Sun     Mon     Tue     Wed     Thu     Fri     Sat

   CLEAR LIQUID            10.0    10.0    10.0    10.0    10.0    10.0    10.0
   Not Eating              03.0    03.0    03.0    03.0    03.0    03.0    03.0
   Total Sum              100.0   100.0   100.0   100.0   100.0   100.0   100.0

Additional Meals:               Meal    Sun  Mon  Tue  Wed  Thu  Fri  Sat

   CALORIE CONTROLLED           Brk
                                Noon
                                Even


 7-Apr-05                  S E R V I C E   P O I N T                  Page 9

                               NUTRITION KITCHEN
-------------------------------------------------------------------------------


Type of Service:         Cafeteria
Short Name:              D-KIT
Production Facility:     MAIN KITCHEN
```

Associated Nutrition Locations:

```
     3W


 7-Apr-05                  S E R V I C E   P O I N T                  Page 10

                             VENDING MACHINE ROOM
-------------------------------------------------------------------------------


Type of Service:         Cafeteria
Short Name:              VEND
Production Facility:     MAIN KITCHEN
```

Associated Nutrition Locations:

```
     10E


 7-Apr-05                  S E R V I C E   P O I N T                  Page 11

                           MEAL CATERING SERVICE
-------------------------------------------------------------------------------


Type of Service:         Tray Line
Short Name:              MEAL
Production Facility:     TRAY LINE
```

Associated Nutrition Locations:

```
     4E                                      GOOD EATS LOCATION
     5W                                      SICU

Production Diet %:          Sun     Mon     Tue     Wed     Thu     Fri     Sat

   GOURMET SPECIAL         70.0    80.0    80.0    80.0    80.0    80.0    75.0
   Not Eating              30.0    20.0    20.0    20.0    20.0    20.0    25.0
   Total Sum              100.0   100.0   100.0   100.0   100.0   100.0   100.0

Additional Meals:               Meal    Sun  Mon  Tue  Wed  Thu  Fri  Sat

   GOURMET SPECIAL              Brk       2    3    2    3    2    3    2
                                Noon      2    3    2    3    2    3    2
                                Even      2    3    2    3    2    3    2


 7-Apr-05                  S E R V I C E   P O I N T                   Page 12

                                  PARK BENCH
-------------------------------------------------------------------------------


Type of Service:         Cafeteria
Short Name:              PARK
Production Facility:     MEALS
```

Associated Nutrition Locations:

```
     SICU

Production Diet %:          Sun     Mon     Tue     Wed     Thu     Fri     Sat

   MECHANICAL              60.0    80.0    89.0    91.0    82.0    84.0    65.0
   GOURMET SPECIAL         60.0    80.0    85.0    87.0    82.0    88.0    62.0
   Not Eating
   Total Sum              120.0   160.0   174.0   178.0   164.0   172.0   127.0

Additional Meals:               Meal    Sun  Mon  Tue  Wed  Thu  Fri  Sat

   REGULAR                      Brk       8    8    8    8    8    6    6
                                Noon      8    8    8    8    8    6    6
                                Even      8    8    8    8    8    6    6

   GOURMET SPECIAL              Brk       5    5    5    5    5    3    2
                                Noon      5    5    5    5    5    3    2
                                Even      5    5    5    5    5    3    2


 7-Apr-05           C O M M U N I C A T I O N   O F F I C E            Page 13

                             COMMUNICATION OFFICE
-------------------------------------------------------------------------------


Provide Bagged Meals:    YES

                                             Breakfast     Noon     Evening

     Meal Time:                                 8:15A     12:00P     6:00P

     Early Time 1:                              6:30A     11:15A     5:30P
     Early Time 2:
```

```
     Early Time 3:

     Late Time 1:                            10:00A      1:30P     7:00P
     Late Time 2:                                        2:30P
     Late Time 3:

     Late Alarm Begin:                       10:00A     11:00A
     Late Alarm End:                                     3:00P

Associated Nutrition Locations:

     10E                                    5E
     1A                                     7E
     1B                                     GOOD SLEEPIN LOCATION
     3E                                     PSY1


 7-Apr-05           C O M M U N I C A T I O N   O F F I C E            Page 14

                                 NORTH POLE
-------------------------------------------------------------------------------


Provide Bagged Meals:    YES

                                           Breakfast     Noon     Evening

     Meal Time:                               5:00A     11:30A     4:45P

     Early Time 1:                            5:00A     11:00A     4:00P
     Early Time 2:                            5:30A     11:30A     4:30P
     Early Time 3:                            6:00A     11:45A     5:00P

     Late Time 1:                             9:00A      1:00P     6:30P
     Late Time 2:                             9:30A      1:30P     7:00P
     Late Time 3:                            10:00A      2:00P     7:30P

     Late Alarm Begin:                        8:45A      1:45P     6:15P
     Late Alarm End:                         10:15A      2:30P     7:15P

Associated Nutrition Locations:

     12E                                    5W
     3W                                     GOOD EATS LOCATION
     4E


 7-Apr-05           C O M M U N I C A T I O N   O F F I C E            Page 15

                                 SCOTTVILLE
-------------------------------------------------------------------------------


Provide Bagged Meals:    YES

                                           Breakfast     Noon     Evening

     Meal Time:                               9:00A      1:00P     6:00P

     Early Time 1:                            8:00A     11:00A     5:00P
     Early Time 2:                                      11:30A
     Early Time 3:
```

```
     Late Time 1:                              10:00A      1:30P     6:30P
     Late Time 2:                              10:30A      1:45P
     Late Time 3:                                          2:00P

     Late Alarm Begin:                          9:30A      1:30P     6:45P
     Late Alarm End:                            9:35A      1:35P     6:50P

Associated Nutrition Locations:

     SICU


 7-Apr-05           C O M M U N I C A T I O N   O F F I C E           Page 16

                                  ALLENDALE
-------------------------------------------------------------------------------


Provide Bagged Meals:    NO

                                             Breakfast     Noon     Evening

     Meal Time:                                7:00A     11:00A     5:00A

     Early Time 1:
     Early Time 2:
     Early Time 3:

     Late Time 1:
     Late Time 2:
     Late Time 3:

     Late Alarm Begin:                         7:30A     10:30A     4:00P
     Late Alarm End:                          11:30A     10:25A     3:45P
```

Associated Nutrition Locations:

```
 7-Apr-05      S U P P L E M E N T A L   F E E D I N G   S I T E      Page 17

                            SUPPLEMENTAL FEEDINGS
-------------------------------------------------------------------------------


Short Name:              S FDGS
Separate Labels:         YES
Items on Location Lists:     NO
Production Facility:     MAIN KITCHEN

Associated Nutrition Locations:

     1A                                      5E
     1B                                      PSY1
     3E


 7-Apr-05      S U P P L E M E N T A L   F E E D I N G   S I T E       Page 18

                                 SUPP SITE 1
-------------------------------------------------------------------------------
```

```
Short Name:              SITE 1
Separate Labels:         YES
Items on Location Lists:     YES
Production Facility:     TRAY LINE

Associated Nutrition Locations:

     7E                                      GOOD SLEEPIN LOCATION


 7-Apr-05      S U P P L E M E N T A L   F E E D I N G   S I T E       Page 19

                              SAMMY'S SOUP SALON
-------------------------------------------------------------------------------


Short Name:              SAM'S
Separate Labels:         YES
Items on Location Lists:     YES
Production Facility:     GRETTA'S GREASY GRITS

Associated Nutrition Locations:

     10E                                     4E
     12E                                     5W
     3W                                      GOOD EATS LOCATION

7-Apr-05      S U P P L E M E N T A L   F E E D I N G   S I T E       Page 20

                                 TACOS ARE US
-------------------------------------------------------------------------------


Short Name:
Separate Labels:         YES
Items on Location Lists:     YES
Production Facility:     SOYLENT GREEN (RENEWABLE FOOD)

Associated Nutrition Locations:

     SICU
```

Menu: Nutrition Facilities [FHPRG]

Option: SP Modify Site Parameters [FHSITE]

This option was radically changed from previous versions. All data previously listed under this option was moved to the new Production Facility file. Each label printer used for Nutrition labels must be entered. The device name must be in the facility's Device file. The size of labels to be used on this device must also be entered. Each device can only have one label size assigned. There are four sizes available:

3-1/2 x 15/16
4 x 1-7/16
2-5/8 x 1
4 x 1-1/3

All label printers must be entered here in order to print labels within the Nutrition Program.

```
Prompt/User Entry

Select Dietetic Facilities Option: SP  Modify Site Parameters

Select LABEL PRINTERS: HPLASERJET$PRT-BIG//
  LABEL PRINTERS: HPLASERJET$PRT-BIG//
  SIZE OF LABELS: 2-5/8 x 1 (Laser labels - 30 labels per sheet)
         // ?
     Choose from:
       1        3-1/2 x 15/16 (Single strip labels)
       2        4 x 1-7/16 (Single strip labels)
       3        2-5/8 x 1 (Laser labels - 30 labels per sheet)
       4        4 x 1-1/3 (Laser labels - 14 labels per sheet)
  SIZE OF LABELS: 2-5/8 x 1 (Laser labels - 30 labels per sheet)
         // 2  4 x 1-7/16 (Single strip labels)
Select LABEL PRINTERS: <RET>
MULTIDIVISIONAL SITE?: NO// <RET>
OUTPATIENT MEALS DIET1: OUTPATIENT REGULAR// <RET>
OUTPATIENT MEALS DIET2: LOW CALORIE// <RET>
OUTPATIENT MEALS DIET3: CARDIAC// <RET>
OUTPATIENT MEALS DIET4: VEGETARIAN// <RET>
OUTPATIENT MEALS DIET5: MECHANICAL// <RET>
OUTPATIENT MEALS DIET6: LOW POTASSIUM// <RET>
OUTPATIENT MEALS DIET7: LOW SODIUM// <RET>
OUTPATIENT MEALS DIET8: 2GM SODIUM// <RET>
OUTPATIENT MEALS DIET9: LOW PROTEIN// <RET>
OUTPATIENT MEALS DIET10: ATKINS// <RET>
OUTPATIENT MEALS DIET11: SOFT// <RET>
OUTPATIENT MEALS DIET12: FULL LIQUID// <RET>
OUTPATIENT MEALS DIET13: 18000FLRES2ND TEST// <RET>
OUTPATIENT MEALS DIET14: CLEAR LIQUID// <RET>
OUTPATIENT MEALS DIET15: LOW CHOL/FAT// <RET>
AUTHORIZOR 1: NFSClinician,One// <RET>
AUTHORIZOR 2: NFSClinician,Two // <RET>
AUTHORIZOR 3: NFSClinician,Three // <RET>
AUTHORIZOR 4: NFSClinician,Four // <RET>
AUTHORIZOR 5: NFSClinician,Five // <RET>
EMPLOYEE CLASS: YES// <RET>
PAID CLASS: YES// <RET>
```

```
OOD CLASS: NO// <RET>
VOLUNTEER CLASS: NO//<RET>
GRATUITOUS CLASS: NO// <RET>
EMPLOYEE BREAKFAST CHARGE: 2.79// <RET>
EMPLOYEE NOON CHARGE: 0.00// <RET>
EMPLOYEE EVENING CHARGE: 4.49// <RET>
PAID BREAKFAST CHARGE: 3.29// <RET>
PAID NOON CHARGE: 3.99// <RET>
PAID EVENING CHARGE: 4.99// <RET>
OOD BREAKFAST CHARGE: 2.29// <RET>
OOD NOON CHARGE: 3.29// <RET>
OOD EVENING MEAL: 3.99// <RET>
VOLUNTEER BREAKFAST CHARGE: 1.99// <RET>
VOLUNTEER NOON CHARGE: 1.99// <RET>
VOLUNTEER EVENING CHARGE: 1.99// <RET><RET>
GRATUITOUS BREAKFAST CHARGE: 4.79// <RET>
GRATUITOUS NOON CHARGE: 5.69// <RET>
GRATUITOUS EVENING CHARGE: 6.99// <RET>
WILL YOU USE TRAY TICKETS?: YES// <RET>
HEADING ON BOTTOM OF TICKET?: YES// <RET>
```

Menu: Nutrition Facilities [FHPRG]

Option: WE Enter/Edit Nutrition Locations [FHPRO2]

Use this option to edit data in the Nutrition Location file #119.72. This file was completely revised and enhanced from previous versions. As in the past, it still uses the Medical Administrative Service's Location Location file #42, but now allows stations to aggregate the MAS Locations into Nutrition Locations.

This aggregation accommodates the way in which Nutrition and Food Service wants to deliver services rather than the previous constraints of the MAS designations. Thus, a Nutrition Location can be named as the MAS Location or a new name familiar to Nutrition and Food Service can be created which includes one or more MAS Locations. Many site parameters that universally applied to all Locations and Delivery Points can now be individually assigned to a Nutrition Location. This provides each station with greater flexibility in setting parameters for Diet Order Entry (DOE) such as, default admission diets, no order labels, print order, and tray, cafeteria and dining room designations as well as Clinical Location assignment and Tickler rules. At some facilities, two or more dietitians are assigned to specific sections of one MAS Location. This version allows for each to have a separate Nutrition Location from which consults and bulletins can be automatically generated.

All parameters within Nutrition Location file can be changed at any time. This file uses data from many other Nutrition Files: Service Points, Communication Offices, Supplemental Feeding Sites, Diets, and other VistA files. Any changes to any of these files impact on and automatically change the Nutrition Location file.

```
FILE (#)                  POINTER           (#) FILE
   POINTER FIELD             TYPE           POINTER FIELD    FILE POINTED TO
-------------------------------------------------------------------------------
                                          ---------------------
  NUTRITION PERSON (#115.01)             |                     |
    ADMISSION:LAST LABEL *  (N )->        |  119.6 NUTRITION LOCATION
    ADMISSION:NUTRITION LOCATION (N C )->    |   CLINICIAN       |-> NEW PERSON
    NUTRITION:NUTRITION WA*  (N )->        |   TRAY SERVICE P* |-> SERVICE POINT
                                          |   CAFETERIA SERV* |-> SERVICE POINT
                                          |   COMMUNICATION * |-> COMMUNICATION *
                                          |   SUPP. FDG. SITE |-> SUPPLEMENTAL F*
                                          |   DEFAULT ADMISS* |-> DIETS
                                          | m BULK N:BULK N*  |-> SUPPLEMENTAL F*
                                          | m ROOM-B:ROOM-B*  |-> ROOM-BED
                                          | m ASSOCI:ASSOCI*  |-> LOCATION LOCATION
                                          ---------------------
```

NOTE: Once the user select this option, the user may see a list of rooms-beds or MAS Locations with a statement that they have not been assigned to a Nutrition Location. This is very helpful when this version is installed or whenever MAS adds Locations or rooms and beds. It is an instant reminder that the user must assign these areas to Nutrition Locations in order to service patients admitted to these MAS designations.

Nutrition Locations Name: Nutrition Locations may be named the same as MAS Locations or may be given a distinct Nutrition name. It may be 1-30 characters in length and may be changed at any time.

Clinician: This field is for assigning a dietitian or technician to this Location. All Nutrition consults and/or mailman notifications for special diets and tube feedings are routed electronically to this person.

Room-Bed: All rooms and beds to be assigned to this Nutrition Location must be entered in this field. Only active beds as listed in File 405.4 (MAS) can be entered. **Caution: Rooms and beds may have identical names. Check to be sure the user are associating the correct MAS-LOCATION-ROOM-BED with the correct Nutrition Location.**

Associated MAS Location: This field represents the default MAS Location or Locations associated with this Nutrition Location. Any patient admitted without a room-bed designation to any MAS Location entered in this field is automatically assigned to this Nutrition Location. Also, for forecasting purposes in the Food Management Program, the census for this MAS Location is used in calculating the forecasted census for this Nutrition Location. This field allows for multiple entries, however, each entry must be an active Location within the MAS Location Location file.

Tray Service Point: This field uses data from the Service Point file. Only a Service Point with a trayline designation may be entered here. It indicates that tray service is available to this Location and is provided by this Service Point. This field must have a designated trayline Service Point if Dining Room service is also to be provided to this Location.

Tray Forecast %: This field functions in the forecasting process of Food Production Management. This field should only be completed if the user are also assigning a Cafeteria Service Point to this Location and the facility uses the Forecasting Program. A number 0-120, no decimals may be entered. This figure indicates the percentage of patients from this Location who usually receive tray service. If no value is entered, 100% or all patients are assumed to be tray service.

Cafeteria Service Point: Only Cafeteria Service Point names from the Service Point file may be entered in this field. An entry indicates Cafeteria service is available to this Location and is provided by this Service Point. If a name is entered, the Location user is asked at the time of Diet Order Entry whether the patient is to receive Tray Service (T) or is to go to a Cafeteria (C).

Cafeteria Forecast %: This field should only be completed if the forecasting process is to be utilized in the Food Production Program. A figure between 0 and 120, no decimals, may be entered to reflect the usual percentage of the patients on this Location who would eat in the Cafeteria. If no figure is entered, 100% of the patients are assumed to be eating in the Cafeteria.

NOTE: If the user enter both a Tray Service Point and a Cafeteria Service Point, fail to enter any figures under the Forecast % fields, and run the Forecast Census for Production, the user will

end up with 200% of the census for this Location. That is, the program will assume all patients are eating in both places.

Dining Room Tray Service: A YES in this field allows for a congregate eating area designation (Dining Room) for this Location. A Tray Service Point must also be entered for the Location as all Dining Room patients actually receive trays from a trayline. A YES entry results in a prompt to the Location user at time of diet order entry, as to whether the patient is a Tray (T) or Dining Room (D) patient. The diet card label also reflects a D designation for appropriate delivery to the Dining Room.

Communication Office: Enter the name of the Communication Office from the Communication Office file, which is responsible for processing all Diet Order Entry (DOE) data for this Location at this prompt.

Supplemental Feeding Site: At this field, select the Supplemental Feeding Site which is responsible for preparing and distributing supplements for this Location.

Print Order: The number entered in this field is used to sort the Locations for printing the various DOE reports: Diet Activity, Tube Feeding, Supplemental Feeding, NPO List, etc. A number between 1 and 99 may be entered, with 1 printing first and 99 last. This print order applies to this Location on all reports. Only one print order can be assigned to each Location.

Default Admission Diet: This information was a site parameter in previous versions which applied to all Locations. Now this parameter can be set for each Nutrition Location. It directly affects operations and depends upon the DOE and clinical policies. This field may be null, generating no diet order, or it may contain a diet from the Diets file. If a diet is entered, then the program automatically orders that diet for every new admission to this Location as soon as the patient is admitted by MAS.

The effect on operations may vary significantly. For example, it may cause a reduction in late supper trays because patients are served on the basis of an automatic diet order. On the other hand, it may generate additional trays for patients who have not yet reached the Location. In addition, it may also cause a problem on same-day surgery Locations where patients would normally be admitted NPO. **The use of this parameter must be evaluated carefully for each Nutrition Location.** If the user decide to use this field for this Location, simply enter a diet name from the Diets file at this prompt.

No Order Diet on Admission: This field controls the generation of a No Order label for all patients at time of admission to this Location. This field is functional only if No default admission diet is entered and if a YES is entered at this prompt. This label is generated when Diet Activity is run if no diet order has yet been entered. A NO at this prompt simply prohibits the generation of a No Order label. Regardless of the data entered in this field, No Order appears on the Patient Profile and Location Diet Order list for new admissions to this Location without diet orders.

Bulk Location Feeding: This prompt allows for the ordering of bulk Location feedings for this Nutrition Location. Only bulk feedings already created in the Supplemental Feedings file can be entered here. Once the name is entered, a quantity prompt appears. Multiple entries are possible.

NOTE: The next eight fields are new clinical parameters which are part of the Dietitian Tickler File. They allow each station to set the guidelines for the Tickler rules for each Nutrition Location. By setting the rules at the Location level, the clinical applications can be more appropriate for the type of patients being reviewed.

 # Days to Review NPO: For this field, enter a number from 1 to 7 to represent the number of days following an NPO order that the patient's name will appear on the Clinical Tickler File for review. When setting the days, remember the first day of an NPO is whenever it goes into effect, that is, it could be at 12:01 a.m. or 11:58 p.m. In the first case, it represents a whole day. In the second example, the patient may only be NPO for the two minutes left in that day. Review the facility's practices for routine entering of NPOs and determine which time frame, 1-7 days, is best for triggering the NPO review.

 # Days to Review Tube Feedings: Enter the number of days, from 1 to 30, which represents when the user want the patient to appear on the Dietitian's Tickler File for tube feeding order review. This field is meant primarily to track stable, long term tube fed patients.

New or acute tube fed patients usually have frequent product, strength or volume changes. Each change triggers the clock to be reset for this Tickler rule. Thus, patients with frequent changes usually do not appear on a Tickler report. Clinicians are alerted via MailMan bulletins each time a tube feeding changes for acute care patients. Thus, their care can be tracked through MailMan rather than the Tickler File.

 # Days to Review Supplemental Feedings: Enter the number of days after which the user want to review a patient's supplemental feeding order. The patient's name appears on the Dietitian's Tickler File for supplemental review after the designated time frame.

 # Days for Status After Admission: Enter the number of days following admission after which a Nutritional Status should be entered into the computer. This alerts the clinician that a patient was admitted for the designated number of days and does not yet have a Nutritional Status entered into the computer.

 # Days To Review Status I: Enter the number of days after a Status Level I is assigned for the clinician to review the patient's status on this Location. The Tickler File displays notice of need to review patient at Status Level I. The clock is reset every time a new status is entered.

 # Days To Review Status II: Enter the number of days after a Status Level II is entered for the clinician to review the patient's status on this Location. The Tickler File displays notice of need to review patient at Status Level II. The clock is reset every time a new status is entered.

 # Days To Review Status III: Enter the number of days after a Status Level III is entered for the clinician to review the patient's status on this Location. The Tickler File displays notice of need to review patient at Status Level III. The clock is reset every time a new status is entered.

 # Days To Review Status IV: Enter the number of days after a Status Level IV is entered for the clinician to review the patient's status on this Location. The Tickler File displays notice of need to review patient at Status Level IV. The clock is reset every time a new status is entered.

```
Prompt/User Entry

Select NUTRITION LOCATION NAME: 2A
NAME: 2A// <RET>
CLINICIAN: NFSDOCTOR,ONE // <RET>
Select ROOM-BED: 237A-4// <RET>
  ROOM-BED: 237A-4// <RET>
  DELIVERY ORDER: <RET>
Select ROOM-BED: <RET>
Select ASSOCIATED MAS LOCATION: 2A// ?
 Answer with ASSOCIATED MAS LOCATION:
   2A

     The user may enter a new ASSOCIATED MAS LOCATION, if the user wish
 Answer with LOCATION LOCATION NAME, or SERVICE, or *NSERV, or SYNONYM
 Do the user want the entire 76-Entry LOCATION LOCATION List? N  (No)
Select ASSOCIATED MAS LOCATION: 2A// <RET>
TRAY SERVICE POINT: T200// <RET>
TRAY FORECAST %: <RET>
CAFETERIA SERVICE POINT: <RET>
DINING ROOM TRAY SERVICE?: NO// <RET>
COMMUNICATION OFFICE: C1-TCC// <RET>
SUPP. FDG. SITE: NLOWER// <RET>
PRINT ORDER: 3// <RET>
DEFAULT ADMISSION DIET: <RET>
'NO ORDER' DIET ON ADMISSION: NO// <RET>
Select BULK NOURISHMENTS: JUICE,ORANGE,46CN// <RET>
  BULK NOURISHMENTS: JUICE,ORANGE,46CN// <RET>
  QUANTITY: 1// <RET>
Select BULK NOURISHMENTS: <RET>
# DAYS TO REVIEW NPO: 3// <RET>
# DAYS TO REVIEW TF: 7// <RET>
# DAYS TO REVIEW SF: 14// <RET>
# DAYS FOR STATUS AFTER ADMIT: 3// <RET>
# DAYS TO REVIEW STATUS I: 30// <RET>
# DAYS TO REVIEW STATUS II: 30// <RET>
# DAYS TO REVIEW STATUS III: 7// <RET>
# DAYS TO REVIEW STATUS IV: 7// <RET>
CAFETERIA ON TRAY TICKET: <RET>
```

Menu: Nutrition Facilities [FHPRG]

Option: WL List Nutrition Locations [FHPRO6]

This option allows for the printing of all or individual Nutrition Location profiles. Each profile lists all the data associated with the designated Location as entered in the previous option. All data is readily identified. The percentage entered under the Forecast % Field appears next to the Tray Assembly or Cafeteria designation in parenthesis.

```
Prompt/User entry

Select LOCATION (or ALL): all

Verifying completeness of room-bed & Location assignments ...
Room 307-2 not assigned to any Nutrition Location
Room 307-3 not assigned to any Nutrition Location

Select LIST Printer: HOME// (Printer name)


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                                        3W
-------------------------------------------------------------------------------

Print Order:          1
Assigned Clinician:   NFSDOCTOR,ONE
Tray Assembly:        HOSPITAL TL   (100%)
Cafeteria:            NUTRITION KITCHEN   (03%)
Dining Room:          Yes   (70%)
Supplemental Fdgs.:   FRUIT JUICE
Diet Communication:   NORTH POLE

Admission Diet:       REGULAR

Review Frequencies:

     NPO's:          3 days                  Admit Status:   3 days
     Tubefeedings:   7 days                  Supp. Fdgs.:   14 days

     Status I:       7 days                  Status III:    13 days
     Status II:     10 days                  Status IV:     16 days

Bulk Nourishment Orders:

      50 COOKIES                               30 ICE CREAM (CHOCO)

Room-Beds Assigned:

     310-1            310-2            310-3          310-4

Default MAS Locations:

     3W

Print Cafeteria on Tray Tickets: YES
```

[4]Implementation for Outpatient Meals

Site Parameters

Prior to using the new Nutrition and Food Service Outpatient Meals v.5.5 software there are some site parameters that need to be set up to allow the system to function properly. In addition, outpatient locations should be set up in the Nutrition Locations file (#119.6 - formerly Dietetic Ward file).

> **Note:** At any field you can type "??" to get more details or a list of available choices, for example at Outpatient Meals Diet1 it would show a list of all the available Diets to select from.

To set the system site parameters, use the *`Modify Site Parameters`* option.

1. Select the Dietetics Management Option: **`System Management`**. The following options appear:

```
DF     Create Dietetic File entry for all Inpatients
DL     Update Patient Dietetic Location
FP     Check File Pointers
PD     Purge Dietetic Data
RD     Recode Diets for all Inpatients
RI     Check Integrity of Routines
SP     Modify Site Parameters
```

2. Select the System Management Option: **`Modify Site Parameters`** by entering **SP**.
3. Select a printer for printing labels

```
Select LABEL PRINTERS: HPLASERJET6-LABEL//
LABEL PRINTERS: HPLASERJET6-LABEL//
SIZE OF LABELS: 2-5/8 x 1 (Laser labels - 30 labels per sheet)//
```

4. Indicate whether it is a multidivisional site. The default is **NO**.

```
MULTIDIVISIONAL SITE?: NO//
```

5. Enter a diet from the Diets file (#111) for each of the fifteen fields that follow. You can enter up to 15 diets only; one in each field. Enter the diet name or enter **??** for a list of diets to chose from. These will be the only outpatient diets that are selectable for VA-outpatient locations with the OUTPATIENT MEAL DIET1 as the default outpatient diet. Non-VA outpatient locations will be able to order any diet from the Diets file.

   - `OUTPATIENT MEALS DIET1:`
   - `OUTPATIENT MEALS DIET2:`
   - `OUTPATIENT MEALS DIET3:`
   - `OUTPATIENT MEALS DIET4:`
   - `OUTPATIENT MEALS DIET5:`

[4] Added Implementation for Outpatient Meals section to the ADPAC Guide.

- Through Outpatient Meals Diet15

6. Enter users who can authorize special meals. You can enter up to 5 users; one user in each field that follows. Enter a user's name or enter **??** for a list of users from the NEW PERSON file (#200).

```
AUTHORIZER 1:
AUTHORIZER 2:
AUTHORIZER 3:
AUTHORIZER 4:
AUTHORIZER 5:
```

7. Enter YES or NO at the class type field if you serve these types of meals at your facility.

```
EMPLOYEE CLASS:
PAID CLASS:
OOD CLASS:
VOLUNTEER CLASS:
GRATUITOUS CLASS:
```

8. Enter a dollar amount for each class type of meals that you serve at your facility. If you do not serve a particular type of meal, leave that charge-related field blank.

```
EMPLOYEE BREAKFAST CHARGE:
EMPLOYEE NOON CHARGE:
EMPLOYEE EVENING CHARGE:
PAID BREAKFAST CHARGE:
PAID NOON CHARGE:
PAID EVENING CHARGE:
OOD BREAKFAST CHARGE:
OOD NOON CHARGE:
OOD EVENING MEAL:
VOLUNTEER BREAKFAST CHARGE:
VOLUNTEER NOON CHARGE:
VOLUNTEER EVENING CHARGE:
GRATUITOUS BREAKFAST CHARGE:
GRATUITOUS NOON CHARGE:
GRATUITOUS EVENING CHARGE:
```

9. Enter YES or NO to indicate a tray ticket and whether there is a heading on the bottom of the ticket. The default is YES.

```
WILL YOU USE TRAY TICKETS?: YES//
HEADING ON BOTTOM OF TICKET?: YES//
```

Outpatient Locations

Outpatient locations are set up in the Nutrition Locations file (#119.6) - formerly Dietetic Ward file.

To set the outpatient locations, use the *`Enter/Edit Nutrition Locations`* option.

1. Select Dietetics Management Option: **`Dietetic Facilities`**. The following options appear:

```
CE     Enter/Edit Communication Offices
FE     Enter/Edit Production Facilities
NE     Enter/Edit Supplemental Fdg. Sites
SE     Enter/Edit Service Points
SL     List Production/Service/Communication Facilities
SP     Modify Site Parameters
WE     Enter/Edit Nutrition Locations
WL     List Nutrition Locations
```

2. Select Dietetic Facilities Option: **`Enter/Edit Nutrition Locations`** by entering **`WE`**.

3. Select WARD or OUTPATIENT for the type of location you wish to create.

```
WARD or OUTPATIENT LOCATION:OUTPATIENT
```

4. Enter the name of the Nutrition Location. As with previous versions of the software, this can be the name you want to use for Nutrition and Food Service purposes.

```
Select Dietetic Facilities Option: WE Enter/Edit Nutrition Locations
Select WARD or OUTPATIENT Location: Outpatient Location
Select NUTRITION LOCATION NAME: SBK TESTING LOCATION
      Are you adding 'SBK TESTING LOCATION' as
      A new NUTRITION LOCATION (the 34TH)? No//
```

5. Enter **YES**, and the following appears:

```
NUTRITION LOCATION NAME: SBK TESTING LOCATION Replace
```

6. If desired, enter an associated Hospital Location from file #44. It is not required to link every Nutrition Location to an associated Hospital Location. However, for VA-inpatient and VA-outpatient locations, an associated Hospital Location is needed. You can associate multiple Hospital Locations with a Nutrition Location.

```
ASSOCIATED HOSPITAL LOCATION:
```

7. Enter **YES**

8. Enter the Tray Service Point. Type **??** to select from list of service points to choose from**.** If this field is populated, then the next field displays.

   `TRAY FORECAST %:`

9. `TRAY FORECAST %. This is the percentage of patients on the ward typically receiving tray service.`

10. Enter the Cafeteria Service Point. Type **??** to select from list of service points to choose from**.** If this field is populated, then the next field displays.

11. `CAFETERIA FORECAST %:`

12. Enter the Dining Room Tray Service. Enter YES or NO for whether this location will use dining room tray service. If this field is set to YES, then the next field displays.

13. `DINING ROOM FORECAST %:`

14. Enter the Communication Office: Enter the Communication Office you want to link this location to, or enter **??** for list of Communication Offices.

15. Enter the Max # of Days.

Note: This field is optional. If used, it will be set to the maximum number of days ahead a recurring meal plan can be ordered; that is, if this field is set to 365, then when ordering a recurring meal, it cannot be ordered past one year from the ordering date. If the field is left NULL, then a default of 999 days is assumed. This field will be checked upon entering the FROM/TO dates in the order/Edit Outpatient Meals option.

16. Enter the Number of Days for Review.

Note: This field will be used for the Outpatient Meals Print Meal Plan Expiration List option. It may be set to a number of days, which will be used for review by the Max # of Days option; that is, if this field is set to 7, then when the Print Meal Plan Expiration List option is run, it will check for recurring meal plans that will be expiring within the next 7 days.

17. Enter the Non-VA Facility. Choose from YES (Y) or NO (N).

Note: This will be an optional YES/NO field that may be set when setting up new outpatient locations. If the field is set to YES, the Order/Edit Recurring Meal option will use this flag to allow selection of up to 5 diets from any diet in the Diets (#111) file. If the field is blank or set to NO, then the Order/Edit option will only allow selection of 1 diet from the 5 allowable diets set up in the site parameters.

18. Enter the Inpatient/Outpatient. Enter **O** for Outpatient Locations.

19. Enter the Print Order. Enter a numeric for the print order value.

20. Select Bulk Nourishments

The following fields are optional.

```
 # DAYS TO REVIEW NPO:
# DAYS TO REVIEW TF:
# DAYS TO REVIEW SF:
# DAYS FOR STATUS AFTER ADMIT:
# DAYS TO REVIEW STATUS I:
# DAYS TO REVIEW STATUS II:
# DAYS TO REVIEW STATUS III:
# DAYS TO REVIEW STATUS IV:
CAFETERIA ON TRAY TICKET:
INACTIVE?:
```

SM System Management [FHSYSM]

DF	Create Nutrition File entry for all Inpatients
DL	Update Patient Nutrition Location
FP	Check File Pointers
PD	Purge Nutrition Data
RD	Recode Diets for all Inpatients
RI	Check Integrity of Routines
SP	Modify Site Parameters (See Nutrition Facilities)

Overview

There are several activities which recur infrequently, but which the Nutrition ADP Coordinator should be able to accomplish without having to disturb the IRM staff. This section contains a number of these activities. Use of these options should be carefully considered as they sometimes alter the data for all patients. Furthermore, they often take considerable ADP resources. Some of these options could take from 10 to 30 minutes to run to completion. It is suggested that these options be run during hours of light demand on the CPU.

Two of the options, Check File Pointers (FP) and Check Integrity of Routines (RI), do not alter anything but merely check whether the database and the routines (or programs) are intact. The other three options allow for changes to be made to the database. Purge Nutrition Data (PD) eliminates data older than 400 days. Create Nutrition File entry for all Inpatients (DF) creates file entries when the link from MAS has been down and patients have been admitted without creating the required file entries. Recode Diets for all Inpatients (RD) is designed for the situation where changes to the Production Diet file were made and it is desired to recode all existing inpatients.

Menu: SM System Management [FHSYSM]

Option: DF Create Nutrition File entry for all Inpatients [FHX4]

This option checks to see that all inpatients have a corresponding Nutrition Person file entry and, if not, creates one. Any default admission diet is also be ordered.

Only run this option when there is evidence that some known inpatients cannot be selected for Nutrition orders. Often the entries are created "on the fly" when the system discovers that some inpatients do not have file entries. Running this option, however, is more efficient when it is suspected that a number of inpatients do not have file entries. The cause of this condition is almost invariably the result of the links between the MAS database and the Nutrition database having been disabled or intermittently functional.

Merely selecting the option performs the action. No additional input needs to be done. The user will see the following:

```
Create Nutrition File entry for all Inpatients

... done.
```

Menu: SM System Management [FHSYSM]

Option: DL Update Patient Nutrition Location [FHX5]

Answer YES or NO on whether the user want to update the Nutrition locations for inpatients. This inserts the proper location into the Nutrition Person file for the appropriate admission. Note: During installation, the Nutrition locations for inpatients were updated already and this option updates them again.

```
Prompt/User Entry

Update the Patient Nutrition Location? N// Y

....Done
```

Menu: SM System Management [FHSYSM]

Option: FP Check File Pointers [FHX3]

This option is used to ensure that file entries that are pointed to/used by other fields, are in fact present. As an example, when the Recipe file asks for equipment used in preparing that recipe, it does not store the name of the equipment. Rather, if the piece of equipment is the 11th entry in the Equipment file, then the Recipe file merely knows that Equipment #11 is used. If someone were to edit the Equipment file and remove item 11, then the Recipe file would have no idea which piece of equipment was originally referred to. In some cases this can cause undefined errors when running the system, and for this reason, entries are normally inactivated rather than deleted.

This option checks whether an entry was deleted, but is still pointed to by other files.

Verify Inpatient Data: The user can select whether file pointers are checked for the entire Nutrition Person file, or only inpatients, or no patients at all. The Nutrition Person file can be very large and does contain a number of pointers to diets, supplemental feedings, supplemental feeding menus, isolation types, etc. Generally, the user should probably check just inpatients. All other files will be checked completely.

```
Prompt/User Entry   Discussion

Verify Patient data (ALL, INPATIENTS,      Type A, I, or N
NONE): I                                   A = All (ALL admitted to the hospital)
                                           I = current inpatient only
                                           N = non-patient files only).

Select LIST Printer: HOME// (Printer)

              VERIFICATION OF NUTRITION POINTER STRUCTURES

              Verifying file 111 - Diets

              Verifying file 112.6 - User Menu
              Verifying file 113 - Ingredients
                 Vendor 3 missing from Ingredient 2016 - CAKE, COFFEE.....
```

If the user see any entries indicating that something is missing, then corrective action should be taken by editing the file. In the above example, the ingredient CAKE, COFFEE points to Vendor 3, whoever that might have been. There is no way of knowing since the entry in the FH VENDOR file (#113.2) is now missing. Edit the Vendor field in the Ingredient file (# 113) by using the option Enter/Edit Ingredients in the Ingredient Management menu for this entry by entering some existing vendor.

NOTE: When editing, the user may see 3 as the default for Vendor. Since the vendor name cannot be found, its internal number is used. Ignore this and select a new vendor name.

Menu: SM System Management [FHSYSM]

Option: PD Purge Nutrition Data [FHPURGE]

This option purges old Nutrition data. It completely deletes the data and does not archive it in any way. Once deleted, it is gone forever. As determined by Nutrition and Food Service officials in VA Central Office, the user can delete data **only** if it is at least 400 days (about 13 months) since the discharge of the patient. The user may retain data longer, but the user cannot delete data that is more recent than this, and data cannot be selectively deleted through this option.

Purge To: This field defaults back to the date 400 days ago. However, the user may select an earlier date than this.

Requested Start Time: This field refers to when the user would like the purge process to start. The start time should be now or a later time. The request to purge Nutrition data is then queued, since it is a time consuming process.

Prompt/**User Entry**	Discussion
Purge To: 02-01-04 // **<RET>**	The default date is 400 days prior to today. Accept the default date or enter a date previous to the default.
Request will be Queued. Requested Start Time: NOW// **<RET>**	Strike the <RET> key to accept a start time of NOW or enter a date and time greater than NOW.

Menu: SM System Management [FHSYSM]

Option: RD Recode Diets for all Inpatients [FHX2]

The Production Diet file #116.2 allows the user to specify a tally order for production diets and to create combination production diets which are groups of single production diets. The coding of the clinical diet order into the appropriate production diet occurs at the time of the order entry. Hence, changing the tally order does not affect existing inpatient orders but only orders entered from now on. In order to recode existing inpatient diet orders according to some new tally order, it is necessary to run this option. No input is required. Merely selecting the option causes a recode of all existing inpatient diet orders.

NOTE: Upon running this option, the user may receive a message such as:

```
DOE,JOHN, Admission "#", Diet Order 2 not recoded
```

If it is not a current admission, the user may ignore it. If it is a current admission, the user need to reorder the diet for that patient.

Menu: SM System Management [FHSYSM]

Option: RI Check Integrity of Routines [FHX1]

This option verifies that the various Nutrition routines have not been altered since distribution. It is important to recognize that official patches as well as local modifications cause a routine to be flagged as having been altered. This is a means of learning whether official patches were installed or whether any modifications were made to the software.

The output is a list of the routine names.

```
Check Integrity of Routines

Checksum routine created on DEC 15, 1994@13:09 by KERNEL V7.1

FH     OK
FHADM  OK
FHADM1 OK
....
FHASM4 Calculated 6352686, off by 7988
....
```

As shown in the above example, any routine name followed by “off by nnnn” has been modified.

Helpful Hints

When to run these routines:

DF Create Nutrition File entry for all Inpatients: Use when the user cannot find some known inpatients in the Nutrition system.

FP Check File Pointers: Use whenever the user are experiencing undefined errors and especially if the user have cleaned up files by deleting entries.

PD Purge Nutrition Data: May be run once a year to regain disk space by deleting very old data.

RD Recode Diets for all Inpatients: Run whenever the user have modified the production diet tally order or added a new production diet and want the new method of tallying to be effective for existing inpatients.

FI Check Integrity of Routines: Useful for ADP staff to ascertain which routines have been modified.

XF File Manager [FHFILM]

FD	File Dictionaries
IE	Inquire to Files
PE	Print File Entries
SE	Search File Entries

Overview

To get the full benefit of the capabilities this menu affords the user, see the latest VA FileMan User Manual.

Menu: XF File Manager [FHFILM]

Option: FD File Dictionaries [FHFIL4]

This option can be used to look at the field definitions and help text:

- Date/Time: A date field with or without a time entry.
- Number: A numeric value.
- Set of Codes: A listing of the only choices available.
- Free Text: A specified number of characters.
- Word Processing: Usually an unlimited number of characters.
- Computed: A value that is not stored by this file. (e.g. Patient SSN or birth date is usually a computed field. It is stored in another file and is not subject to change.)
- Pointer: References/uses an entry from another file.
- Variable Pointer: References/uses an entry from more than one file.

```
Prompt/User Entry

Select File Manager Option: File Dictionaries

 START WITH WHAT FILE: MENU CYCLE// recip
     1   RECIPE                          (507 entries)
     2   RECIPE CATEGORY                 (61 entries)
CHOOSE 1-2: 1
      GO TO WHAT FILE: RECIPE// <RET>
      Select SUB-FILE: ?
 Answer with FIELD NUMBER, or LABEL
 Do the user want the entire FIELD List? y  (Yes)
Choose from:
   1               INGREDIENT
   1.5             EMBEDDED RECIPE
   5               EQUIPMENT
   20              DIRECTIONS
   103             DIABETIC EXCHANGE

      Select SUB-FILE: <RET>
Select LISTING FORMAT: STANDARD// ?
 Answer with LISTING FORMAT NUMBER, or NAME
Choose from:
   1               STANDARD
   2               BRIEF
   3               CUSTOM-TAILORED
   4               MODIFIED STANDARD
   5               TEMPLATES ONLY
   6               GLOBAL MAP
   7               CONDENSED

Select LISTING FORMAT: STANDARD// 2  BRIEF
ALPHABETICALLY BY LABEL? No// <RET>  (No)
DEVICE: <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>
BRIEF DATA DICTIONARY #114 -- RECIPE FILE                      05/9/05  PAGE 1
SITE: HISC   UCI: DIE,PAY                                   (VERSION 5.0)
-------------------------------------------------------------------------------
```

```
NAME                          114,.01    FREE TEXT

                                   ANSWER MUST BE 3-30 CHARACTERS IN LENGTH

INGREDIENT                    114,1      114.01  POINTER
   Multiple

  INGREDIENT                  114.01,.01    POINTER
                                         TO INGREDIENT FILE (#113)


  QUANTITY                    114.01,1    NUMBER
                                       Enter Quantity in proper units

  ASSOCIATED NUTRIENT         114.01,2    POINTER
                                         TO FOOD NUTRIENTS FILE (#112)


  NUTRIENT AMOUNT IN LBS.     114.01,3    NUMBER

                          Type a Number between 0 and 9999, 5 Decimal Digits


EMBEDDED RECIPE               114,1.5    114.03  POINTER
   Multiple

  EMBEDDED RECIPE             114.03,.01    POINTER TO RECIPE FILE (#114)

BRIEF DATA DICTIONARY #114 -- RECIPE FILE               05/9/05  PAGE 2
SITE: HISC   UCI: DIE,PAY                                   (VERSION 5.0)
-------------------------------------------------------------------------------

  NO. OF PORTIONS             114.03,1    NUMBER
                                       TYPE A NUMBER BETWEEN 0 AND 9999


NUMBER OF PORTIONS            114,2      NUMBER

                          Type a Number between 1 and 1000, 0 Decimal Digits

PORTION SIZE                  114,3      FREE TEXT

                        ANSWER MUST BE A NUMBER FOLLOWED BY OZ, FLOZ OR EACH

PREPARATION TIME              114,4      FREE TEXT

                                   ANSWER MUST BE 1-10 CHARACTERS IN LENGTH

EQUIPMENT                     114,5      114.05  POINTER
                                           Multiple

  EQUIPMENT                   114.05,.01    POINTER
                                         TO EQUIPMENT FILE (#114.4)

SERVING UTENSIL               114,6      POINTER
                                         TO SERVING UTENSIL FILE (#114.3)


DEFAULT CATEGORY              114,7      POINTER
                                         TO RECIPE CATEGORY FILE (#114.1)


BRIEF DATA DICTIONARY #114 -- RECIPE FILE               05/9/05  PAGE 3
```

```
SITE: HISC   UCI: DIE,PAY                                    (VERSION 5.0)
-------------------------------------------------------------------------------

SYNONYM                        114,8      FREE TEXT

                                     ANSWER MUST BE 3-25 CHARACTERS IN LENGTH

# DAYS PRE-PREP                114,9      NUMBER
                                         TYPE A WHOLE NUMBER BETWEEN 0 AND 3

PRINT RECIPE                   114,10     SET
                                          'Y' FOR YES;
                                          'N' FOR NO;


PRE-PREP STATE                 114,11     SET
                                          'M' FOR MIX;
                                          'D' FOR DEHYDRATED;
                                          'F' FOR FROZEN;
                                          'C' FOR CANNED;
                                          'X' FOR CONCENTRATED;
                                          'S' FOR SCRATCH;
                                          'I' FOR IND/R-T-S;
                                          'P' FOR PARTIALLY PREP;
                                          'R' FOR R-T-S;

PREPARATION AREA               114,12     POINTER
                                         TO PREPARATION AREA FILE (#114.2)


DIRECTIONS                     114,20     114.02  WORD-PROCESSING

                                     ANSWER MUST BE 1-80 CHARACTERS IN LENGTH

COST/PORTION                   114,101    NUMBER

                         Type a Number between .001 and 30, 3 Decimal Digits

ASSOCIATED NUTRIENT ANALYSIS   114,102    POINTER
                                         TO FOOD NUTRIENTS FILE (#112)

BRIEF DATA DICTIONARY #114 -- RECIPE FILE                05/9/05  PAGE 4
SITE: HISC   UCI: DIE,PAY                                    (VERSION 5.0)
-------------------------------------------------------------------------------

DIABETIC EXCHANGE              114,103  114.0103  POINTER
   Multiple

  DIABETIC EXCHANGE            114.0103,.01    POINTER
                                         TO RECIPE CATEGORY FILE (#114.1)


  QUANTITY                     114.0103,1    NUMBER

                             Type a Number between 1 and 5, 0 Decimal Digits
```

Menu: XF File Manager [FHFILM]

Option: IE Inquire to Files [FHFIL3]

Use this option for a quick look at all the data for a specific entry in a file.

```
Prompt/User Entry

OUTPUT FROM WHAT FILE: recipe
     1   RECIPE
     2   RECIPE CATEGORY
CHOOSE 1-2: 1
Select RECIPE NAME: baked po
     1   BAKED POTATO
     2   BAKED POTATO SUPREME
CHOOSE 1-2: 1
ANOTHER ONE: <RET>
STANDARD CAPTIONED OUTPUT? Yes// <RET>  (Yes)
Include COMPUTED fields:  (N/Y/R/B): NO// <RET> - No record number (IEN), no Computed
Fields

NAME: BAKED POTATO                      NUMBER OF PORTIONS: 100
  PORTION SIZE: 1-EACH                  DEFAULT CATEGORY: STARCH
  PRINT RECIPE: N                       SYNONYM: POTATO, BAKED
INGREDIENT: POTATOES, BAKING, FRESH     QUANTITY: 100 EACH
  ASSOCIATED NUTRIENT: POTATOES, RAW
 DIRECTIONS:   1) PLACE FROZEN POTATOES IN SHEET PANS. 2) BAKE IN 400 DEGREE
 OVEN FOR 30-45 MINUTES.
```

Menu: XF File Manager [FHFILM]

Option: PE Print File Entries [FHFIL1]

This option lets the user select the fields the user want to sort by and then the data the user want printed for a selected file. If the user want to get fancy with the printout, note the directions for sort and print fields. For more information on using the print option, see the latest VA FileMan User Manual.

```
Prompt/User Entry

Select File Manager Option: Print File Entries

OUTPUT FROM WHAT FILE: recipe
     1   RECIPE
     2   RECIPE CATEGORY
CHOOSE 1-2: 1
SORT BY: NAME// ??

Choose from:
   .01             NAME
   1               INGREDIENT  (multiple)
   1.5             EMBEDDED RECIPE  (multiple)
   2               NUMBER OF PORTIONS
   3               PORTION SIZE
   4               PREPARATION TIME
   5               EQUIPMENT  (multiple)
   6               SERVING UTENSIL
   7               DEFAULT CATEGORY
   8               SYNONYM
   9               # DAYS PRE-PREP
   10              PRINT RECIPE
   11              PRE-PREP STATE
   12              PREPARATION AREA
   101             COST/PORTION
   102             ASSOCIATED NUTRIENT ANALYSIS
   103             DIABETIC EXCHANGE  (multiple)

         TYPE '-' IN FRONT OF NUMERIC-VALUED FIELD TO SORT FROM HI TO LO
         TYPE '+' IN FRONT OF FIELD NAME TO GET SUBTOTALS BY THAT FIELD,
            '#' TO PAGE-FEED ON EACH FIELD VALUE,  '!' TO GET RANKING NUMBER,
            '@' TO SUPPRESS SUB-HEADER,   ']' TO FORCE SAVING SORT TEMPLATE
         TYPE ';TXT' AFTER FREE-TEXT FIELDS TO SORT NUMBERS AS TEXT
         TYPE [TEMPLATE NAME] IN BRACKETS TO SORT BY PREVIOUS SEARCH RESULTS

SORT BY: NAME// <RET>
START WITH NAME: FIRST// <RET>
FIRST PRINT FIELD: ??

Choose from:
   .01             NAME
   1               INGREDIENT  (multiple)
   1.5             EMBEDDED RECIPE  (multiple)
   2               NUMBER OF PORTIONS
   3               PORTION SIZE
   4               PREPARATION TIME
   5               EQUIPMENT  (multiple)
```

```
   6               SERVING UTENSIL
   7               DEFAULT CATEGORY
   8               SYNONYM
   9               # DAYS PRE-PREP
   10              PRINT RECIPE
   11              PRE-PREP STATE
   12              PREPARATION AREA
   20              DIRECTIONS  (word-processing)
   101             COST/PORTION
   102             ASSOCIATED NUTRIENT ANALYSIS
   103             DIABETIC EXCHANGE  (multiple)

     TYPE '&' IN FRONT OF FIELD NAME TO GET TOTAL FOR THAT FIELD,
        '!' TO GET COUNT, '+' TO GET TOTAL & COUNT, '#' TO GET MAX & MIN,
        ']' TO FORCE SAVING PRINT TEMPLATE
     TYPE '[TEMPLATE NAME]' IN BRACKETS TO USE AN EXISTING PRINT TEMPLATE
     THE USER CAN FOLLOW FIELD NAME WITH ';' AND FORMAT SPECIFICATION(S)
FIRST PRINT FIELD: 1  INGREDIENT    (multiple)
  FIRST PRINT INGREDIENT SUB-FIELD: ?
 Answer with INGREDIENT SUB-FIELD NUMBER, or LABEL
Choose from:
   .01             INGREDIENT
   1               QUANTITY
   2               ASSOCIATED NUTRIENT
   3               NUTRIENT AMOUNT IN LBS.

     TYPE '&' IN FRONT OF FIELD NAME TO GET TOTAL FOR THAT FIELD,
        '!' TO GET COUNT, '+' TO GET TOTAL & COUNT, '#' TO GET MAX & MIN,
        ']' TO FORCE SAVING PRINT TEMPLATE
     TYPE '[TEMPLATE NAME]' IN BRACKETS TO USE AN EXISTING PRINT TEMPLATE
     THE USER CAN FOLLOW FIELD NAME WITH ';' AND FORMAT SPECIFICATION(S)
  FIRST PRINT INGREDIENT SUB-FIELD: .01  INGREDIENT
  THEN PRINT INGREDIENT SUB-FIELD: <RET>
THEN PRINT FIELD: dirECTIONS      (word-processing)
THEN PRINT FIELD: <RET>

  *************************
Heading (S/C): RECIPE LIST// <RET>
DEVICE: <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

RECIPE LIST                                     MAY  9,2005  10:29    PAGE 1
INGREDIENT                                           DIRECTIONS
-------------------------------------------------------------------------------

        NAME: APPLE JUICE, 4OZ IND
JUICE, APPLE, FROZEN, UNSW, IND                      PLACE 4-OZ THAWED
                                                     CONTAINER OF JUICE ON
                                                     TRAY.
        NAME: APPLE JUICE, 6OZ IND
JUICE, APPLE, CND, UNSW, IND                         PLACE ON CAN ON TRAY.
        NAME: APPLE JUICE, BULK
JUICE, APPLE, CND                                    PORTION INTO 4-OZ
                                                     SERVING.
        NAME: APPLE PIE
PIE, APPLE, FZN                                      CUT PIE IN EIGHTHS.
        NAME: APPLESAUCE
APPLESAUCE, CND, SWEETENED                           1) PORTION INTO SERVING
                                                     DISHES. COVER AND CHILL
                                                     TO SERVE.
```

Menu: XF File Manager [FHFILM]

Option: SE Search File Entries [FHFIL2]

The Search File Entries option provides a way to select file entries that meet a predetermined set of criteria. The user need to identify the file, describe the search criteria, specify the combinations of logic for the search, and specify the fields the user want printed. We provided an example of searching for all recipes that do not contain directions.

```
Prompt/User Entry

Select File Manager Option: Search File Entries

OUTPUT FROM WHAT FILE: recipe
     1   RECIPE
     2   RECIPE CATEGORY
CHOOSE 1-2: 1

  -A- SEARCH FOR RECIPE FIELD: ??

Choose from:
   .01             NAME
   1               INGREDIENT   (multiple)
   1.5             EMBEDDED RECIPE   (multiple)
   2               NUMBER OF PORTIONS
   3               PORTION SIZE
   4               PREPARATION TIME
   5               EQUIPMENT   (multiple)
   6               SERVING UTENSIL
   7               DEFAULT CATEGORY
   8               SYNONYM
   9               # DAYS PRE-PREP
   10              PRINT RECIPE
   11              PRE-PREP STATE
   12              PREPARATION AREA
   20              DIRECTIONS   (word-processing)
   101             COST/PORTION
   102             ASSOCIATED NUTRIENT ANALYSIS
   103             DIABETIC EXCHANGE   (multiple)


  -A- SEARCH FOR RECIPE FIELD: 20  DIRECTIONS     (word-processing)
    -A- CONDITION: ?
 Answer with CONDITION NUMBER, or NAME
Choose from:
   1               NULL
   2               CONTAINS

THE USER CAN NEGATE ANY OF THESE CONDITIONS BY PRECEDING THEM WITH "'" OR "-"
SO THAT "'NULL'" MEANS "NOT NULL"

    -A- CONDITION: 1  NULL

  -B- SEARCH FOR RECIPE FIELD: <RET>

IF: A// <RET>    RECIPE DIRECTIONS NULL

STORE RESULTS OF SEARCH IN TEMPLATE: <RET>
```

```
SORT BY: NAME// <RET>
START WITH NAME: FIRST// <RET>
FIRST PRINT FIELD: name
THEN PRINT FIELD: <RET>

  *************************
Heading (S/C): RECIPE SEARCH// <RET>
DEVICE: <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

RECIPE SEARCH                                  MAY  9,2005  10:44    PAGE 1
NAME
------------------------------------------------------------------------------

AGAIN
APPLE JELLY DIET, IND
APPLE JELLY, IND
APRICOT DIET JELLY, IND
ASSORTED DIET JELLY, IND
BAKED APPLES
BANANA IND
BLACKBERRY DIET JELLY, IND
BLACKBERRY JAM, IND
BLACKBERRY JELLY, IND
BLUE 2 CONDIMENT PK
BLUE CHEESE DRESSING, IND
BLUE CONDIMENT PK
BUTTER PAT
CATSUP, DIET IND
CHEERIOS CEREAL, IND
```

Patient Data Log

Overview

This option prints all of the Nutrition data for an admission for a selected patient. It includes all of the captured data such as who entered the order and the exact date and time of entry.

```
Select Patient (Name or SSN):    NFS,PATIENT ONE       01-12-41     000000001
COLLATERAL

Choose from:
   1               12-11-1903 @ 08:54:15


Select ADMISSION (or C for CURRENT): 1  2031211.085415

Starting Date: FIRST// <RET>

DEVICE: HOME// <RET>  HYPER SPACE    RIGHT MARGIN: 80// <RET>

000-00-0001      NFS,PATIENT ONE                   Female   Age 54        Page 1
                                                              8-Mar-05 12:43pm
-------------------------------------------------------------------------------
                            P A T I E N T   D A T A

Allergies: STRAWBERRIES, CHOCOLATE

Food Preferences Currently on file:

                          Likes                           Dislikes

All Meals   1 GELATIN
Break       1 ORANGE JUICE, 2 MILK
Noon        1 PIZZA PUFFS                     NO LIVER, NO SHRIMPS
            1 WHOLE-WHEAT BREAD               NO GREEN FOODS
            1 POTATO CHIPS, 1 WHITE BREAD
Noon,Even   2 TANGERINE                       NO PORK
Even        2 TACO

-------------------------------------------------------------------------------
                          A D M I S S I O N   D A T A

Admitted: 11-Dec-03  8:54am                      Discharged: 24-May-04 12:09pm

Current Diet Order:  9                           Expires:
Current Service:    Tray
Current Isolation:                               Current Tubefeed Order:
Last Label Location:    NEW 3 NORTH                  Current Supp. Fdg. Order:
Last Label Room:    103-02

-------------------------------------------------------------------------------
                             D I E T   O R D E R S

Order:      1     Effective: 17-Sep-03 12:25pm       Expires:
Ordered by: NFSDOCTOR,ONE                          Ordered: 17-Sep-03 12:25pm
Diet:       REGULAR
Prod. Diet: REGULAR                                 Service: Tray

Order:      2     Effective: 18-Sep-03 11:52am       Expires:
Ordered by: NFSDOCTOR,ONE                          Ordered: 18-Sep-03 11:53am
Diet:       100gm PRO
```

```
Prod. Diet: LOW PROTEIN                                Service: Tray

000-00-0001      NFS,PATIENT ONE                    Female   Age 54        Page 2
                                                               8-Mar-05 12:43pm


Order:      3     Effective: 15-Oct-03 10:39am       Expires:
Ordered by:                                          Ordered: 15-Oct-03 10:40am
Diet:       NO ORDER
Comment: Hold Tray due to Tubefeeding
Prod. Diet:                                          Service:

Order:      4     Effective: 13-Nov-03  8:31am       Expires: 13-Nov-03  8:32am
Ordered by: NFSDOCTOR,ONE                        Ordered: 13-Nov-03  8:32am
Diet:       NPO
Prod. Diet:                                          Service:

Order:      5     Effective: 21-Nov-03  9:51am       Expires:
Ordered by: NFSDOCTOR,ONE                        Ordered: 21-Nov-03  9:52am
Diet:       REGULAR
Prod. Diet: REGULAR                                  Service: Tray

Order:      6     Effective: 16-Dec-03               Expires:
Ordered by: NFSDOCTOR,ONE                        Ordered: 13-Dec-03  8:51am
Diet:       REGULAR
Prod. Diet: REGULAR                                  Service: Tray

Order:      7     Effective: 14-Dec-03  2:36pm       Expires:
Ordered by: DIET,DIET                                Ordered: 14-Dec-03  2:37pm
Diet:       NO ORDER
Comment: Hold Tray due to Tubefeeding
Prod. Diet:                                          Service:

Order:      8     Effective: 19-Dec-03 12:50pm       Expires:
Ordered by:                                          Ordered: 19-Dec-03 12:51pm
Diet:       NO ORDER
Comment: Hold Tray due to Tubefeeding
Prod. Diet:                                          Service:

Order:      9     Effective: 19-Dec-03 12:52pm       Expires:
Ordered by: NFSDOCTOR,ONE                           Ordered: 19-Dec-03 12:53pm
Diet:       NO ORDER
Comment: Hold Tray due to Tubefeeding
Prod. Diet:                                          Service:

-------------------------------------------------------------------------------
                     D I E T   O R D E R   S E Q U E N C E

17-Sep-03 12:25pm        Order: 1
18-Sep-03 11:52am        Order: 2
15-Oct-03 10:39am        Order: 3
13-Nov-03  8:31am        Order: 4
13-Nov-03  8:32am        Order: 3
21-Nov-03  9:51am        Order: 5
13-Dec-03  8:51am        Order: 6
14-Dec-03  2:36pm        Order: 7
19-Dec-03 12:52pm        Order: 8
19-Dec-03 12:53pm        Order: 9
000-00-0001      NFS,PATIENT ONE                    Female   Age 54        Page 3
                                                               8-Mar-05 12:43pm


-------------------------------------------------------------------------------
```

```
                  S U P P L E M E N T A L   F E E D I N G S

Order:     1                            Menu: INDIVIDUALIZED
Ordered:   10-Dec-03 10:50am            By:   NFSDOCTOR,ONE
Reviewed:  10-Dec-03 10:50am            By:   NFSDOCTOR,ONE
Cancelled: 14-Dec-03 10:03am            By:   NFSDOCTOR,ONE
Type:      Dietary                      Diet Associated: No
10 Am   1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM
 2 Pm   1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ
 8 Pm   1 SANDWICH DB HALF

Order:     2                            Menu: FULL LIQUID DIAB 500
Ordered:   14-Dec-03 10:03am            By:   NFSDOCTOR,ONE
Reviewed:  14-Dec-03 10:03am            By:   NFSDOCTOR,ONE
Cancelled: 14-Dec-03 10:04am            By:   NFSDOCTOR,ONE
Type:      Dietary                      Diet Associated: No
10 Am   1 MILKSHAKE VANILLA
 2 Pm   1 MILKSHAKE CHOC
 8 Pm   1 SUSTACAL P.O.

Order:     3                            Menu: ANTI-DUMPING
Ordered:   14-Dec-03 10:04am            By:   NFSDOCTOR,ONE
Reviewed:  14-Dec-03  1:56pm            By:   NFSDOCTOR,ONE
Cancelled: 14-Dec-03  2:37pm            By:   DIET,DIET
Type:      Dietary                      Diet Associated: No
10 Am   1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM
 2 Pm   1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ
 8 Pm   1 SANDWICH DB HALF

Order:     4                           Menu: ANTI-DUMPING
Ordered:    2-Dec-03  2:52pm            By:   A NFSDOCTOR,ONE
Reviewed:   2-Dec-03  2:52pm            By:   NFSDOCTOR,ONE
Cancelled: 24-May-04 12:09pm            By:   NFSDOCTOR,ONE
Type:      Dietary                      Diet Associated: No
10 Am   1 CEREAL II/BOWL/SPOON; 1 MILK, SKIM; 2 CRAX PEANUT
 2 Pm   1 CRAX PEANUT BUTTER; 1 JUICE, ORANGE 4OZ
 8 Pm   1 SANDWICH DB HALF

-------------------------------------------------------------------------------
                            T U B E F E E D I N G S

Order # 1
Product: SUSTACAL, Full Str., 2000 KCAL/per Day
Product CC's: 2000                        Water CC's:  0
Daily CC's:                               Daily KCals: 2000
Ordered:      15-Oct-03 11:50am           By: NFSDOCTOR,ONE
Cancelled:    21-Nov-03 12:37pm           By: NFSDOCTOR,ONE

Order # 2
Product: OSMOLITE HN, 1/2 Str., 100 CC/per Hour
Product CC's: 1200                        Water CC's:  1200
Daily CC's:                               Daily KCals: 1272
Comment:      ADMINISTER OVER 18 HOUR PER DAY THRU J-TUBE
000-00-0001      NFS,PATIENT ONE                   Female   Age 54        Page 4
                                                             8-Mar-05 12:43pm


Ordered:      14-Dec-03  2:36pm           By: DIET,DIET
Cancelled:    19-Dec-03 12:50pm           By: DIET,DIET

Order # 3
Product: SUSTACAL, Full Str., 2000 KCAL/per Day
Product CC's: 2000                        Water CC's:  0
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Product: ISOCAL HCN, 1/2 Str., 1000 CC per Day
Product CC's: 500                          Water CC's:  500
Product: 1 CAL/CC,LS, 3/4 Str., 100 CC Every 4 Hours X (5) hours
Product CC's: 75                           Water CC's:  25
Daily CC's:                                Daily KCals: 3075
Comment:      NFSPAT...
Ordered:      19-Dec-03 12:50am            By: NFSDOCTOR,ONE
Cancelled:    19-Dec-03 12:52am            By: NFSDOCTOR,ONE

Order # 4
Product: 1 CAL/CC,LS, 3/4 Str., 100 CC Every 4 Hours X (5) hours
Product CC's: 75                           Water CC's:  25
Daily CC's:                                Daily KCals: 3075
Comment:      NFSPAT...
Ordered:      19-Dec-03  1:28pm            By: NFSDOCTOR,ONE
Cancelled:    20-Dec-03 11:19am            By: NFSDOCTOR,ONE

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                      D I E T E T I C   C O N S U L T S

Request:   DIET INSTRUCTION: PATIENT OR FAMILY                Status: Complete
Clinician: NFSDOCTOR,ONE                                  Type:   Initial
Ordered:   18-Sep-03 11:51am                 By: NFSDOCTOR,ONE
Cleared:    9-Jun-02  3:46pm                 By: NFSDOCTOR,ONE

Request:   EVALUATE FOR DINING ROOM                           Status: Complete
Comment:   TEST CASE
Clinician: NFSDOCTOR,ONE                                     Type:
Ordered:   30-Apr-01  8:11am                 By: NFSDOCTOR,ONE
Cleared:   30-Apr-01 10:06am                 By: NFSDOCTOR,ONE

Request:   DIET INSTRUCTION: PATIENT OR FAMILY                Status: Complete
Comment:   TEST
Clinician: DIET,DIET                                          Type:
Ordered:   30-Apr-01  9:58am                 By: NFSDOCTOR,ONE
Cleared:                                     By: DIET,DIET

Request:   BULIMIA DISORDER TREATMENT                         Status: Complete
Clinician: NFSDOCTOR,ONE                                  Type:   Initial
Ordered:   28-Oct-02 11:12am                 By: NFSDOCTOR,ONE
Cleared:   21-Apr-03 11:29am                 By: NFSDOCTOR,ONE

Request:   BULIMIA DISORDER TREATMENT                         Status: Complete
Clinician: NFSDOCTOR,ONE                                  Type:   Initial
Ordered:   28-Oct-02 11:15am                 By: NFSDOCTOR,ONE
Cleared:   13-Apr-03  9:11am                 By: NFSDOCTOR,ONE


000-00-0001      NFS,PATIENT ONE                   Female   Age 54        Page 5
                                                             8-Mar-05 12:43pm


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                        E A R L Y / L A T E   T R A Y S

Order:   10-Nov-03 11:00am  Meal: Noon         Bagged: No     Time: 11:00A
Ordered:  6-Nov-03  8:18am  By:   NFSDOCTOR,ONE

Order:   11-Nov-03 11:00am  Meal: Noon         Bagged: No     Time: 11:00A
Ordered:  6-Nov-03  8:18am  By:   NFSDOCTOR,ONE

Order:   13-Dec-03 12:50pm  Meal: Noon         Bagged: No     Time: 12:50P
Ordered: 13-Dec-03  9:19am  By:   NFSDOCTOR,ONE
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Order:   14-Dec-03 12:50pm  Meal: Noon         Bagged: No     Time: 12:50P
Ordered: 13-Dec-03  9:19am  By:   NFSDOCTOR,ONE

Order:   19-Aug-01  4:30pm  Meal: Evening      Bagged: No     Time: 4:30P
Ordered: 19-Aug-01 12:10pm  By:   DIET,DIET

Order:   25-Nov-02  5:00pm  Meal: Evening      Bagged: No     Time: 5:00P
Ordered: 24-Nov-02 12:31pm  By:   NFSDOCTOR,ONE

Order:   26-Nov-02  5:00pm  Meal: Evening      Bagged: No     Time: 5:00P
Ordered: 24-Nov-02 12:31pm  By:   NFSDOCTOR,ONE

Order:    1-Mar-04 11:00am  Meal: Noon         Bagged: No     Time: 11:00A
Ordered: 28-Feb-04  9:13am  By:   NFSDOCTOR,ONE

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                        S T A N D I N G   O R D E R S

Order #:   1                            Meals: All Meals
Order:     2 DOUBLE PORTIONS
Ordered:    6-Nov-03  8:17am            By:    DIET,DIET
Cancelled: 14-Dec-03  2:39pm            By:    DIET,DIET
Diet Associated: No

Order #:   2                            Meals: Break
Order:     2 ORANGE JUICE
Ordered:    6-Nov-03  8:17am            By:    DIET,DIET
Cancelled: 14-Dec-03  2:39pm            By:    DIET,DIET
Diet Associated: No

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                      A D D I T I O N A L   O R D E R S

Order #:   1                            Status: Cancelled
Order:     Double portions of dessert
Ordered:   11-Apr-01  1:28pm            By:     NFSDOCTOR,ONE
Cleared:   30-Nov-01  2:58pm            By:     NFSDOCTOR,ONE
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Glossary

Acronyms and Definitions

Acronym	Definition
ADP	Automated Data Processing or Automated Data Processing Service
ADTS	MAS software: Admissions, Discharge, Transfer, Scheduling. Nutrition's software requires that ADTS be running effectively.
AMIS	Automated Management Information System - a VA wide centralized database.
CAHG	Clinical Ad Hoc Group.
CCOW	Clinical Context Object Workgroup.
CPRS	Computerized Patient Record System
CRT	Cathode Ray Tube; refers to the terminal screen.
CPU	Central Processing Unit; a major unit of the computer containing the arithmetic unit, main memory, and control unit.
HL7	Health Level 7
HSD&D	Health System Design and Development
IMG	Information Management Group
IRM	Information Resource Management.
ISC	Information Systems Center; ISCs are software development centers for VA software applications.
LAYGO	Learn as the user go; allows all users to add to the existing files.
MAS	Medical Administration Service.
MIRMO	Medical Information Research Management Office at VACO.
NNAB	National Nutrition Advisory Board
ODD	Officer of the Day
OINT	Office of Information National Training and Education Office
PCE	Patient Care Encounter
PIMS	Patient Information Management Systems
PMO	Project Management Office
SI	System Implementation

VA	Veteran Affairs
VACO	VA Central Office, Washington DC.
VAMC	VA Medical Center.
VDT	Video display terminal; same as terminal.
VHA	Veterans Health Administration
VistA	Veterans Health Information System and Technology Architecture
WOC	Without Compensation

Terms and Definitions

Term	Definition
Access code	An individual's code used to gain entry to the computer system.
ADP contact person	A person in the Information Resource Management service who will help answer questions for the user.
Applications Coordinator	A person selected in each medical center's services who has the responsibility for the implementation/coordination of the ADP activities.
Backup copy	A copy of a file or information that is kept as a reference in case the original file is destroyed or unavailable.
Backup procedures	Methods of accomplishing work if the computer is not functioning.
Bit	The smallest unit of storage in the computer.
Bits and bytes	The Nutrition Service quarterly computer newsletter.
Bug	An error in a program or a system.
Byte	The smallest addressable unit of storage of data; eight bits.
Character	A letter, digit, space, or other symbol that is used as part of the representation of data.
Code	A system of symbols and rules for use in representing information, or a series of letters used as part of a security code system, for gaining access to the computer system.
Command	A request entered on a terminal to have a function performed; e.g., a printer command.
Computer	An electronic device for performing high speed arithmetic and logical operation.
Computer system	A system composed of a computer, peripheral equipment, such as disks, printers, and terminals, and the software necessary to make them operate together.
Convention	Symbols or commands common to VA software.
Crash	A hardware or software failure that leads to an abnormal cessation of processing.
Cursor	A highlighted mark appearing on the CRT. A bright square or underscore character which indicates where the next entry on the keyboard will be recorded on the CRT.
Data	Characters arranged together in specific patterns, to which meaning is assigned; information.
Database	A large file of organized data which users can draw upon as a common pool of

Term	Definition
	information.
Data Dictionary	A collection of information about the data in each file. It includes such information as data type, minimum and maximum length of the entry, and other files which are pointed to. Also called DD.
Default	An answer or response that is entered automatically into the computer program if no response is provided; is usually shown before the slashes, e.g., Name: Gingerale//.
Delete	To remove data from the system.
Device	In Nutrition Software programs, refers to the selection of the terminal display or the printer for receiving the output. May refer to any hardware.
Disk	A platter, similar to a phonograph record, coated with a magnetic surface on which data can be stored.
Diskette	A small disk.
Documentation	A collection of descriptions or procedures that provides information about a program so that it can be used properly and maintained.
Dump	To generate a printout of a file from main memory at a given point in time.
Edit	To correct, rearrange, and validate input data. To modify the form of output information by inserting blank spaces, special characters where needed, etc.
Electronic mail	A general term to describe the transmission of messages by the use of computing systems and telecommunications facilities.
Enter (key)	Key on the keyboard used at the end of a data entry or command to indicate that the user has finished the entry. Same as the return key on some terminals.
Field	In a record, a specific area used for a particular category of data.
File	A collection of related records, treated as a unit.
File Manager	A data base management system, developed by the Veterans Administration. Also referred to as VA FileMan.
Flag	A variable used in a program to indicate whether a condition has or has not occurred.
Global	(Global Variable) Refers to variables which are permanently stored on disk.
Hard copy	Printed copy of data stored in the computer.
Hardware	The physical equipment that makes up a computer system.
Help	Enter ?, ??, or ??? and an explanation or choices shows on the screen.
Input	Data that is submitted to the computer for processing.
Interface	A shared boundary between two devices, systems, or programs.
IRM Service Chief	The person at each VA Medical Center who is responsible for all IRM functions.
Job	A collection of specific tasks constituting a unit of work for a computer.
Jump	A departure from sequence in executing instructions in a computer.
Kernel	The set of utilities which performs the tasks of the VA computer system. Includes Menu Manager, Task Manager, Device Handler, the security system and specialized routines.
Keyboard	A device with an arrangement of keys like those on a typewriter; often includes a second set of numbers similar to a calculator pad.
Kilobyte	1024 bytes; refers to computer storage capacity.
Live account	Use of the programs with real persons as opposed to the test account.
Local variable	A variable which exists only in memory and is lost when exiting the program.

Term	Definition
Log off/sign off	The process of exiting from the computer system.
Log on/sign on	The process of entering the computer system.
MailMan	An electronic mail program that enables users to send memos, letters, messages, documents from one computer terminal to another.
Mainframe	A large computer capable of supporting many peripheral devices and users.
MB/megabyte	One million bytes; or 1000 kilobytes.
Memory	A device for storage of data.
Menu	A list of choices presented by the software which represents a decision point in the running of the program.
Modem	Contraction of modulator-demodulator. A device that transmits signals over a communications line.
MUMPS (M)	Now called "M". Massachusetts General Hospital Utility Multi-Programming System; a high level (source) computer language especially convenient for manipulating textual data.
Null	The absence of information.
Option	List/menu of choices of available programs; a single choice in the list.
Output	Information that comes from the computer after processing.
Password	A code used for gaining access to the computer system; may be referred to as access and verify codes.
Patch	The modification of a program in an expedient way.
Pointer	An address that specifies a storage location where data can be stored or retrieved.
Port	A connection between CPU and another device, by means of which data can enter or leave the computer.
Printer	A device to produce permanent (hard copy) computer output.
Prompt	A message on the display terminal requiring input from the user.
Program	A logically arranged set of instructions defining the operations to be performed by the computer.
Queue	Positioning behind other work; used in directing output work to a printer.
Retrieve	The process of accessing information previously stored by the computer.
Routine	Same as a program.
Sign off	Process of exiting the computer system.
Sign on	Process of entering the computer system.
Site parameter	A setting in a program which is decided upon and then left for the use of the program.
Sizing model	A formula developed to determine the equipment and CPU needs of a service.
Software	A set of computer programs associated with the operation of a data processing system.
Store	To retain data for future use.
Terminal	A device used by a person to send data and to receive data from the computer.
Test account	An account in which the software is first run before it is used live; is used to set up files, train on and practice.
Users	Persons who use the computer system.
User manual	Same as Nutrition and Food Service User Manual if referring to Nutrition and Food Service programs.

Term	Definition
Utility	A program which performs many tasks of the computer system; Kernel in VistA. The utility provides data processing support for the software programs.
Verify code	Series of letters; part of the security code used for accessing the computer.
Version	Various releases or editions of the Nutrition and Food Service software programs. Newer versions, those with a larger number, replace earlier ones.
Word processing	The use of computers to create, view, edit, store, retrieve, and print text material.