Nutrition and Food Service

Manager/ADPAC Guide

Version 5.5

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for FH*5.5*8

Department of Veterans Affairs
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Revision History

Date	Patch	Page	Description	Author
September 2007	FH*5.5*8	9	Added new options to the FP Food Preference Management menu.	REDACTED
		12	Modified information for the option: EP Enter/Edit Food Preferences.	REDACTED
		15	Modified the information for option: LP List Food Preferences.	REDACTED
		18	Added information on the new option: MP Allergy/Food Preference Map.	REDACTED
		19	Added information on the new option: CP Create/Map Food Preferences to Allergies.	REDACTED
		21	Added information for the new option: UP Update All Patients Allergy/Food Prefs.	REDACTED
		120	Modified the PT option to remove allergy-type food preferences from the tray tickets.	REDACTED
		145	Added a column, Recipes Embedded? to the List Recipes report.	REDACTED
		213	Expanded the Drug Classification field in the Clinical Site Parameters option.	REDACTED
		291	Changed the Clinician field to Clinician(s) in the Enter/Edit Nutrition Locations option.	REDACTED
May 2007	FH*5.5*5	113	Enter/Edit Diet Patterns [FHMTKS] Revised the descriptions columns for this option.	REDACTED
		220	The ENTER/EDIT DIETS [FHORD6] option provides functionality to automatically update Diet Pattern names when a Diet is modified. Diet Pattern names are built by using the Abbreviated Label field of each Diet in the pattern. If the Abbreviated Label is changed it will now automatically update all Diet Pattern names that contain the modified Diet.	REDACTED
		226	In the Enter/Edit Tubefeeding Products [FHORTF1], the AMT/UNIT field of the TUBEFEEDING file (#118.2) allows the entry of values less than 10.	REDACTED
		288	In the Modify Site Parameters [FHSITE] option, ten more Authorizer fields have been added to the FH SITE PARAMETERS (#119.9) file, a total of 15.	REDACTED

Date	Patch	Page	Description	Author
		291	The Enter/Edit Nutrition Locations [FHPRO2] option must be used to set up Room-Beds for Outpatient Locations. Once Room-Beds are set up for outpatient locations, then the Recurring, Special, and Guest meal order options can be used to select a Room-Bed when ordering outpatient meals. The outpatient Room-Bed will then be displayed on Tray Tickets and Diet Cards as well as other reports and display options.	REDACTED
November 2006	FH*5.5*4	298	The "Also Send Alert To" column added to lists the names of any other clinicians who are also assigned to this Nutrition Location.	REDACTED
January 2006		299	Added Implementation for Outpatient Meals section to the ADPAC Guide.	REDACTED
January 2006	FH*5.5*3	271	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.	REDACTED
January 2006	FH*5.5*2	301	Ten more Outpatient Meals Diets have been added to the FH SITE PARAMETERS (#119.9) file, 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.	REDACTED

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Introduction

In the past, all Nutrition information was classified according to inpatient Medical Administration Service (MAS) defined ward location 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.

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

This manual is intended for use by the 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, Tubefeeding 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 tubefeeding.
- 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.

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

Modify menu assignments to suit your needs. You can select a primary menu and enhance it by adding a secondary menu to it or you can modify a primary menu by removing or adding options as needed. Customize through the Site Manager.

The menu options included in this manual are tailored to a variety of nutrition functions. Information about the options is located in both the User Manual and Manager/ADPAC Guide.

- External names of the options display first (the names that display at sign on to VistA).
- Internal names display within brackets "[ ]".
- Series of three periods following a menu/option, means the menu/option displays a list of additional options.

> **Note:** It is recommended that you establish user groups for each Nutrition function and create lists of the main menus/options for those functions.

Patch FH*5.5*8 Functionality Changes/Enhancements

- Mapped GMR ALLERGIES (#120.82) file entries to specific allergy-type FOOD PREFERENCES (#115.2) file entries. You automatically add specific allergy-type food preferences to a patient's nutrition record as specific GMRA food-type allergies are added to the patient's medical record.
- Updated nutrition reports and ordering options, in order to display allergy data and to display the *ALG indication on labels for patients with allergies.
- Resolved the issue in which Recipes with Embedded Recipes was not removed when printing tray tickets. A patient has an allergy or food preference; exclude the recipe from the tray ticket. Because the excluded recipe is embedded, the tray ticket code was not removing or replacing the food item.
- Expanded the Clinician field in the NUTRITION LOCATION (#119.6) file to a multiple to allow diet, tubefeeding, and consult bulletins to go to multiple RD's rather than one single individual.
- Updated and expanded the Nutrition Assessment option to allow the editing of the Work in Progress Assessment. Also, added additional necessary fields and new calculations to the option.
- Added **Body Mass Index** (BMI) to the Nutrition Profile and Screening Report.
- Made the inpatient Nutrition Assessment available as a Progress Note to TIU. When a Nutrition Assessment is marked as *Complete*, the assessment is created as a Progress Note in TIU.
- Added new fields to the API provided to Health Summary: **Patient Allergies**, **Nutrition Assessment Patient Follow-up Date**, and **Comments**. This is for inpatients only. The new fields are viewable in the Health Summary with patch GMTS*2.7*83; patch 8 only passes the new fields to Health Summary.
- Added new alerts for Nutrition Assessment Follow-up Date and Food/Drug Classification.

DM Dietetics Management [FHMGR]

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

Dietetics Management 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. Package ADPACs and/or managers are the users of this menu.

AD Dietetic Administration [FHMGRA]

AM	Administrative Menu… [FHADMR] (User Manual)
FP	Food Preference Management… [FHSELX]
PR	Production Reports… [FHADMR] (User Manual)
SO	Standing Order Management… [FHSPX]
XF	File Manager… [FHFILM]
XI	Ingredient Management… [FHINGM]
XM	Menu Cycle Management… [FHPRCM]
XP	Production Management… [FHPROM]
XR	Recipe Management… [FHRECM]
XX	Annual Report Management… [FHADRR]

Dietetics Administration provides access to all administrative management functions. Administrative Section Chiefs and Administrative Dietitians are the users of this menu.

Reports for dietetic administration include outpatient meals and locations based on the type of information requested.

FP Food Preference Management [FHSELX][1]

EP	Enter/Edit Food Preferences [FHSEL1]
LP	List Food Preferences [FHSEL2]
MP	Allergy/Food Preference Map [FHSELF]
CP	Create/Map Food Preferences to Allergies [FHSELA]
UP	Update All Patients Allergy/Food Prefs [FHSELU]

Food Preference Management allows you to build a site-specific listing of honored patient food preferences. You order preferences for specific patients. Recipes are associated with each dislike food preference, allowing for the automation of food preferences in Menu Management. Once the list is established, you can tabulate food preferences for use in meal production calculations; as well as appropriately substitute preferences within the printed diet card and tray ticket options.

Managing Food Preferences

The Food Preference options are used at different levels. The simplest level is to order a preference for a patient to store in the computer. Ordering the preference in the computer alerts the diet office through the Diet Activity Report/Labels (DA).

The next level is to use information from the program to adjust the tally when forecasting production needs. 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.

The most complex level is using food preferences in the Diet Card and Tray Ticket programs.

- If you choose to use the computer generated Diet Card, under the Print Diet Cards (PD) option of the Tray Tickets (TT) menu, food preferences automatically print on the Diet Card.
- If you choose to use the Print Tray Tickets (PT) option in the same menu, food preferences automatically delete the “Dislike” recipes, add the “Like” recipes, and substitute the acceptable alternate recipes. (See Tray Tickets (TT) in the User Manual.)

Food Preference changes when tray tickets are implemented. Only bread and beverage likes and all dislikes are handled under food preference. All other likes served, regardless of restrictions, must be entered as standing orders. Diet restrictions are stored as dislikes in the FOOD PREFERENCES file. Once you create the diet patterns, add the restrictions to each inpatient’s food preference entries if the diet applies. You can do this by answering YES to the question “Update All Diet Restrictions?”. The program only adds the entry if none exists and deletes it if the diet order is changed and the restrictions no longer apply. If you modify the preference through the Food Preference menu, the restriction stays with the patient after the diet order is changed.

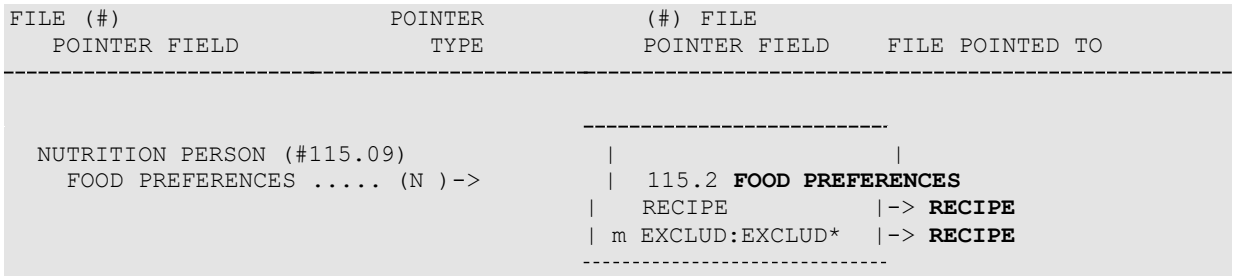
[1] Patch FH*5.5*8 September 2007 Added new options to the FP Food Preference Management menu.

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 are viewed using the Patient Profile (PP) option 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). It uses data in the RECIPE file (#114). Make sure the RECIPE file (#114) is complete before using the Enter/Edit Food Preferences (EP) option.

Diagram of the Relationship



Steps to follow

1. Review the contents of the FOOD PREFERENCES file using the List Food Preferences (LP) option.
2. Determine food preference needs.
3. Enter all recipes to exclude for dislikes in the FOOD PREFERENCES file using the Enter/Edit Food Preference (EP) option.
4. Add to the FOOD PREFERENCES file as needed.

   To have the patient's bread and beverage replace the bread and beverage in the meal use the two fields, BREAD/BEVERAGE DEFAULT? and MEALS in the FOOD PREFERENCES file.
5. Create a food preference for each bread and beverage you serve to replace with the inpatient's bread and beverage. Specify the food preferences are bread and beverage defaults and the meal (B, N, E, or A) in which they belong.

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

6. 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.

EP Enter/Edit Food Preferences [FHSEL1]

The Enter/Edit Food Preferences option allows you to enter data in the FOOD PREFERENCES file (#115.2) to accommodate all patients food likes and dislikes that the facility honors. It is not necessary to add a food item that your facility does not serve. All item entries are classified as "Like" or "Dislike" food preferences, which you associate with corresponding recipes for accurate tallies and/or tray ticket substitutions.

You use this option to rename any existing allergy-type food preferences.[1] Because each site may use different naming conventions, it is *very important* that allergy-type food preferences be renamed using the specified convention.
ALLERGY – [name]

> **Example**
> There is an allergy-type food preference called "NO FISH - ALLERGY". You must change it to "ALLERGY - FISH".

You can also use this option to create a SYNONYM for allergy-type food preferences with old names, such as "NO FISH - ALLERGY". This allows you to look up and display the food preferences by the old names.

A preference is a "Like" when a patient wants a food item daily for a specific meal or for all meals. You must create all "Like" food items that your facility wants to honor. You must assign a single corresponding recipe to each "Like". If you use automated diet cards or tray tickets, you need to identify the default Bread and Beverage "Like" that is served at your facility.

A preference is a "Dislike" when a patient does not want a food item on the tray. When using this option, all foods included for that "Dislike" are linked with the preference by listing those recipes.

> **Example**
> "No Fish" includes baked fish, fish almandine, tuna salad, diet tuna salad, and so on. Whenever the computer finds one of these items to serve to a patient who has a "No Fish" preference, it is listed on the Tabulate Patient Meal Preferences (TP) report.

The field "Food Preferences" uses 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 is 3 - 30 characters in length, not numeric, and not starting with punctuation. The name is descriptive of the food preference. Dislikes are prefaced with "NO" in the name field.

[1] Patch FH*5.5*8 September 2007 Modified information for the option: EP Enter/Edit Food Preferences.

Examples

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

Like or Dislike: This is a required field and indicates whether the preference is a "Like" or a Dislike".
If you enter "Dislike", a prompt displays, "Select EXCLUDED RECIPES:". You can enter multiple recipes that contain the food item for the selected dislike.

Excluded Recipe: This field points to the RECIPE file (#114) and only displays when "Dislike" is entered. You can enter multiple recipes that contain the disliked food item. To illustrate, if the dislike is "No Potatoes", enter all recipes that contain any kind of potatoes as excluded recipes. "No Mashed Potatoes" excludes only recipes containing Mashed Potatoes, such as LS Mashed Potatoes, Duchess Potatoes, LS Duchess Potatoes, Snowflake Potatoes, and so on.

Recipe: This field points to the RECIPE file (#114) and only displays when "Like" is entered. Select one recipe from the file to display on the Diet Card or Tray Ticket to provide the preference.

Bread/Beverage Default: This prompt displays only when you select "Like". A "Yes" entry 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 displays only when you enter "Yes" 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 **" displays 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.

```
Select Dietetic Administration Option:  Food Preference Management

 EP     Enter/Edit Food Preferences
 LP     List Food Preferences
 MP     Allergy/Food Preference Map
 CP     Create/Map Food Preferences to Allergies
 UP     Update All Patients Allergy/Food Prefs

Select Food Preference Management Option: EP  Enter/Edit Food Preferences

Select FOOD PREFERENCES NAME: NO ONION,ALLERGY
NAME: NO ONION,ALLERGY// ALLERGY - ONIONS
```

```
SYNONYM: NO ONION - ALLERGY
LIKE OR DISLIKE: DISLIKE//

Do you want to import Recipes from another Food Preference? N //
Select EXCLUDED RECIPES:
INACTIVE?:
```

Note: To view a list of the existing Food Preferences, enter **??** at the 'Select FOOD PREFERENCES NAME:' prompt.

Enter data in the FOOD PREFERENCES file (#115.2) to accommodate all patients' food likes and dislikes

```
Select FOOD PREFERENCES NAME: BREAD, WHOLE-WHEAT
    Are you 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

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

BREAD/BEVERAGE DEFAULT?: Y  YES
MEALS: A          Enter B, N, E, or A for All.

INACTIVE?: <RET>

Select FOOD PREFERENCES NAME: <RET>
```

Note: For a Yes or No answer, when there is no default, pressing <RET> is the same as No.

LP List Food Preferences [FHSEL2]

The List Food Preferences option is an 80-column report that lists all the data in the FOOD PREFERENCES file (#115.2) and entered using the Enter/Edit Food Preferences (EP) option. Provided you have renamed any existing allergy-type Food Preferences with the new naming convention, your allergy-type food preferences display in alphabetical order.[1]

Example of LP with renamed allergy-type food preferences

```
Select Food Preference Management Option: LP List Food Preferences

DEVICE: TELNET Right Margin: 80//
PATIENT PREFERENCES                              JUN 26, 2007  14:42    PAGE 1
NAME                          TYPE   INA    DEF    MEAL
                                                          RECIPE
                                                          EXCLUDED RECIPES
------------------------------------------------------------------------------

ALLERGY - BEANS, LENTILS

                                                          PINEAPPLE PIE
ALLERGY - ALCOHOL, WINE  DIS

ALLERGY - ALFALFA SPROUTS          DIS

ALLERGY - APPLES                   DIS                 BNE
```

Example of the LP List Food Preferences option

```
DEVICE:

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
```

[1] Patch FH*5.5*8 September 2007 Modified the information for option: LP List Food Preferences

```
                                                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
```

MP Allergy/Food Preference Map [FHSELF][1]

The Allergy/Food Preference Map option provides two lists.

1. Enter **A** to view the food-type GMR ALLERGIES (#120.82) file entries with corresponding allergy-type FOOD PREFERENCES (#115.2) file entries.
2. Enter **F** to view the allergy-type FOOD PREFERENCES (#115.2) file entries with corresponding food-type GMR ALLERGIES (#120.82) file entries.

```
Select Dietetic Administration Option:  Food Preference Management

 EP Enter/Edit Food Preferences
 LP List Food Preferences
 MP Allergy/Food Preference Map
 CP Create/Map Food Preferences to Allergies
 UP Update All Patients Allergy/Food Prefs

Select Food Preference Management Option:  MP  Allergy/Food Preference Map

This option can be used to display the standard GMR Allergy entries and the Food
Preferences they map to.

Display Map by Allergies or by Food Preferences (A/F):
```

```
Display Map by Allergies or by Food Preferences (A/F): A  Allergies

DEVICE: HOME//  TELNET

GMRA STANDARD FOOD ALLERGY MAP

GMRA Allergy Name        Corresponding NFS Food Preference
==========================     ==========================================
WINE               ... MAPS TO: ALLERGY - ALCOHOL, WINE
YAMS               ... MAPS TO: ALLERGY - POTATOES, SWEET/YAMS
YEAST                 ... MAPS TO: ALLERGY - YEAST
YOGURT                ... MAPS TO: ALLERGY - MILK, YOGURT
ZUCCHINI              ... MAPS TO: ALLERGY - ZUCCHINI
```

```
Display Map by Allergies or by Food Preferences (A/F): F  Food Preferences

DEVICE: HOME//  TELNET

ALLERGY TYPE FOOD PREFERENCE MAP

NFS Food Preference Title      GMRA Standard Allergy(s)
==========================     ==========================================
ALLERGY - WHEAT                  FLOUR, WHEAT
ALLERGY - WHEY                   WHEY
ALLERGY - WINE, RED              RED WINE
ALLERGY - YEAST                  YEAST
ALLERGY - ZUCCHINI               ZUCCHINI
```

[1] Patch FH*5.5*8 September 2007 Added information on the new option: MP Allergy/Food Preference Map

CP Create/Map Food Preferences to Allergies [FHSELA][1]

The Create/Map Food Preference to Allergies option allows you to create or map food preferences to allergies automatically.

- Use the CP option to display an alphabetical listing of the allergy-type Food Preferences that do not yet exist at your site.
- Select any food preference from the list and add it to the FOOD PREFERENCES file, like adding a new food preference with the EP option.

Note: Do not use CP, when an item in the list already exists and was not renamed or was not renamed correctly; rather use EP.
Do not duplicate food preferences names.
Example
When the "ALLERGY - FISH" Food Preference shows up on the allergy-type Food Preferences list and you know that it already exists as a Food Preference, return to the EP option and rename it "ALLERGY - FISH". It probably was not yet renamed or there is a typo in the name, such as "AALERGY - FISH".
The naming convention must be exact, "ALLERGY - [TYPE]".

```
Select Dietetic Administration Option:  Food Preference Management

 EP     Enter/Edit Food Preferences
 LP     List Food Preferences
 MP     Allergy/Food Preference Map
 CP     Create/Map Food Preferences to Allergies
 UP     Update All Patients Allergy/Food Prefs

Select Food Preference Management Option:  CP  Create/Map Food Preferences to
Allergies

The following Allergy Food Preference titles are not on file.
You may use this option to create these Food Preference entries:

     MISSING FOOD PREFERENCE LIST
     ============================
 1      ALLERGY - ALCOHOL
 2      ALLERGY - ALCOHOL, BEER
 3      ALLERGY - ALCOHOL, GIN
 4      ALLERGY - ALCOHOL, RUM
 5      ALLERGY - ALCOHOL, SCOTCH

Select Food Preference or 'M' to see more ('^' to EXIT): M//
 6      ALLERGY - ALCOHOL, TEQUILA
 7      ALLERGY - ALCOHOL, VODKA
 8      ALLERGY - ALCOHOL, WINE, WHITE
 9      ALLERGY - ANISE OIL
10      ALLERGY - ARTICHOKES

Select Food Preference or 'M' to see more ('^' to EXIT): M//
11      ALLERGY - ASPARAGUS
```

[1] Patch FH*5.5*8 September 2007 Added information on the new option: CP Create/Map Food Preferences to Allergies.

```
12      ALLERGY - BARLEY
13      ALLERGY - BEANS
14      ALLERGY - BEANS, BAKED
15      ALLERGY - BEANS, FAVA

Select Food Preference or 'M' to see more ('^' to EXIT): M// 11
ALLERGY - ASPARAGUS
Add to Food Preference file? YES
NAME: ALLERGY - ASPARAGUS// <type return>
SYNONYM: NO ASPARAGUS
LIKE OR DISLIKE: DISLIKE//   DISLIKE

Do you want to import Recipes from another Food Preference? N //
Select EXCLUDED RECIPES: WHEATIES
 Are you adding 'WHEATIES' as a new excluded recipes (the 1st for this FOOD
PREFERENCES)? No// y (Yes)
Select EXCLUDED RECIPES: VANULLA PUDDING
 Are you adding 'VANILLA PUDDING' as a new excluded recipes (the 2nd for this FOOD
PREFERENCES)? No// <RET> (No)
Select EXCLUDED RECIPES: BUTTERED ASPARAGUS
 Are you adding 'BUTTERED ASPARAGUS' as a new excluded recipes (the 3RD for this
FOOD PREFERENCES)? No// Y (Yes)
Select EXCLUDED RECIPES: <RET>
EXCLUDE EMBEDDED RECIPES: ??
     Set this field to YES if recipes embedded in the excluded recipes for
     This food preference should be removed from tray tickets.

 Choose from:
 Y      YES
 N      NO
EXCLUDE EMBEDDED RECIPES: y YES
INACTIVE?: ??
 This field, if answered YES, will prohibit further selection of this preference
 unless the FHMGR key is held.

 Choose from:
 Y      YES
 N      NO

INACTIVE?: <RET>

  ...done.  ALLERGY - ASPARAGUS Food Preference has been added!
```

UP Update All Patients Allergy/Food Prefs [FHSELU][1]

The Update All Patients Allergy/Food Prefs option allows you to update food preferences to allergies automatically, provided you have renamed any existing allergy-type Food Preferences with the new naming convention. When you run this option, all inpatients are checked for any existing GMR Allergies *without* corresponding Food Preferences. If any food preferences are missing, but the link between GMR Allergies and the Food Preferences exists, this option adds the necessary food preferences.

```
Select Dietetic Administration Option:  Food Preference Management

 EP     Enter/Edit Food Preferences
 LP     List Food Preferences
 MP     Allergy/Food Preference Map
 CP     Create/Map Food Preferences to Allergies
 UP     Update All Patients Allergy/Food Prefs

Select Food Preference Management Option:  UP  Update All Patients Allergy/Food
Prefs

... Updating Patient Food Preferences based on Food-Type Allergies...Done

The following entries need to be mapped in order to automatically
update the Patient Food Preferences:

'FISH, CATFISH'
 Patient: DRG,TEST GROUPER NUM    Allergy: CATFISH
'KIWI'
 Patient: INPATIENT,VISIT         Allergy: KIWI FRUIT
'MODIFIED FOOD STARCH'
 Patient: NFSPATIENT,ONE          Allergy: FOOD STARCH, MODIFIED
'PHEASANT'
 Patient: NFSPATIENT,TWO          Allergy: PHEASANT
 Patient: NFSPATIENT,THREE        Allergy: PHEASANT
'SQUID'
 Patient: NFSPATIENT,FOUR         Allergy: SQUID

... DONE
```

[1] Patch FH*5.5*8 September 2007 Added information for the new option: UP Update All Patients Allergy/Food Prefs.

SO Standing Order Management [FHSPX]

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

Standing Order Management allows you to create a listing that honors patients' requests or dietary requirements for specific food items or utensils. You can select standing orders for any patient for any meal or quantity. You can generate labels for each item and patient, as well as a consolidated listing for production purposes of items necessary for each service point and meal.

Managing Standing Orders

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 are denoted by an "(I)" on the Location Diet Order List, Diet Activity, etc.

The diet-associated standing orders are tied to the diet pattern, which is 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 diet-associated standing orders are cancelled and the new diet order becomes effective.

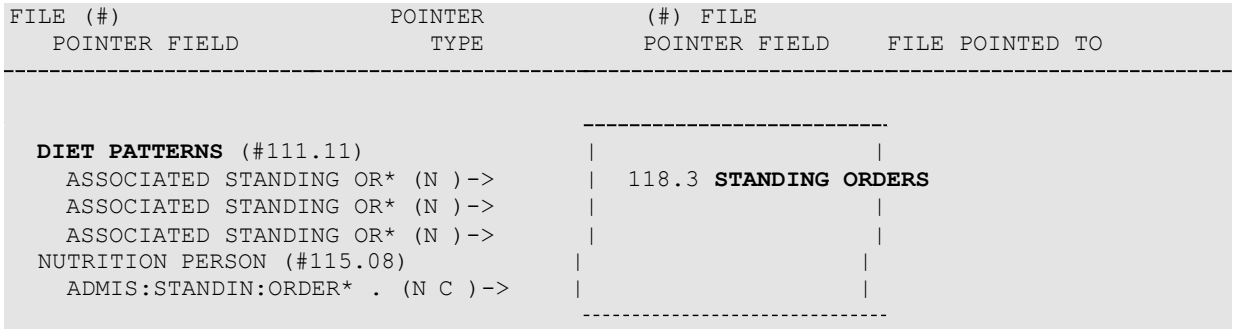
Only current inpatients that already have the existing diet order before the pattern is created will not have the standing orders added to the file. You need to reorder the diet order for the inpatient, if you want the standing orders to become effective. Otherwise, consider modifying the patient's standing orders, so that the patient does not have duplicates or more standing orders than needed when a diet order is changed. 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 considered standing orders. Once an associated standing order is added to an inpatient's file and modified through the option Enter/Edit Standing Orders (SE), it becomes an individual standing order and remains with the inpatient.

Standing Orders are 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 is used by the production staff for preparation and distribution. The option to print a label for each standing order identifies which patient receives 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.

Diagram of the Relationship



- Standing Orders automatically generated as part of the diet pattern are deleted if the diet order changes. Diet-Associated Standing Orders do not have any parentheses after the name.
- Changing a diet does not affect the Standing Order that is individualized for a patient. It displays as a 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 displays each day for the meal. The production employees need to ignore this on the “other” days or diet office personnel can line through this before taking it to the production areas.
- Try to enter the item the same way it is 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 display on lists are planned, e.g., cold foods can be preceded with “Cold” or “C”, so that they are grouped together. Entries with numbers display 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.

There are 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 are entered for a patient by the clinician or automatically generated as part of the diet pattern, and created under the Enter/Edit Patient Diet Pattern (DP) option.

Steps to Follow

1. Review the STANDING ORDERS file using the List Standing Order File (LS) option.
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 go away when diet order is changed.
4. Assign needed (if necessary) individual standing order to inpatients.

LS List Standing Order File [FHSP2]

The List Standing Order File option is an 80-column report that lists all items in the STANDING ORDERS file (#118.3) and is created using the Enter/Edit Standing Order File (SE) option.

```
DEVICE: (Printer name)

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
```

SE Enter/Edit Standing Order File [FHSP1]

The Enter/Edit Standing Order File option allows you to enter and edit data in the STANDING ORDERS file (#118.3). The file contains the names of food items/preferences and produces a selection list when a standing order is entered for a patient, using the Enter/Edit Standing Orders (SE) option. It is also used when a standing order is created as part of a diet pattern under the Enter/Edit Diet Patterns option in Tray Tickets/Diet Cards Management.

Standing Orders Name: Item names must be 3-30 characters in length. There is no limit to the number of food items you can enter.

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

You can view Standing Orders on the Location Diet List (WL), Patient Profile (PP), and Nutrition and Food Service Profile (NP). A Standing Order displays 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 displays 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, you can create a "Specials" entry as part of this file. Use it for the occasional order allowed for a particular patient, but is not a routinely approved standing order. Manually write the name of the item on the Tabulated Standing Orders List.

Label: This field identifies whether a computer-generated label for the item prints. 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 **" displays in the name of the selected item, indicating that this Standing Order is not honored. This warning does not display without this level of access, without which you could not select an inactive Standing Order.

```
Select STANDING ORDERS NAME: PLAIN MEAT
    Are you adding 'PLAIN MEAT' as a new STANDING ORDERS (the 64th) Y (Yes)

STANDING ORDERS NAME: PLAIN MEAT// <RET>

NAME: PLAIN MEAT// <RET>

LABEL?: Y  YES

INACTIVE?: <RET>
```

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]

Ingredient Management allows you 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 are generated containing all data fields, as well as 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.

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). In addition, 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).

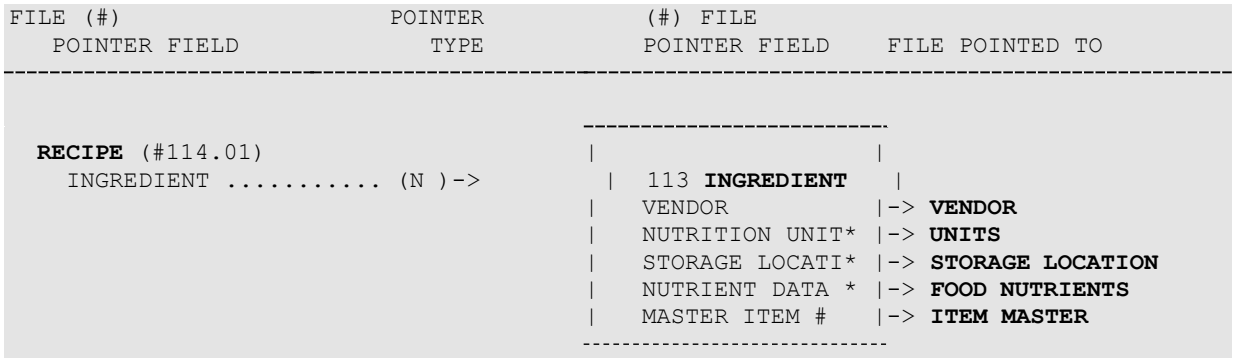
The Inventory Management Program and Energy Nutrient data links for Nutritional analysis are new to the INGREDIENT file (#113) in this version. The Inventory Management Program generates worksheets by food groups or storage locations for ease of data collection when doing physical inventories. Current 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.

The RECIPE file (#114) to the left uses data from the INGREDIENT file (#113) and the INGREDIENT file (#113) uses data in those files listed on the right (VENDOR, UNITS, STORAGE LOCATION, FOOD NUTRIENTS, and ITEM MASTER).

Diagram of the Relationship



IE Enter/Edit Ingredients [FHING3]

The Enter/Edit Ingredients option allows you to create new ingredients or edit existing ingredients in the INGREDIENT file (#113) to correspond to the facility needs. You can add or delete ingredients from the file at any time.

> **Warning:** Before deleting an ingredient, make sure it is not used in a recipe. Use the List Recipes Containing an Ingredient (RL) option to check every ingredient you want to delete.
> If it is not in a recipe, delete the ingredient immediately.
> If it is in a recipe(s), you must delete the ingredient from the recipe(s) before deleting the ingredient. Failure to delete an ingredient from a recipe before deletion from the INGREDIENT file (#113) results in program errors.

Before any changes are made to INGREDIENT 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. Other fields are utilized for optional reports and analysis, such as inventory and nutrient analysis. Other fields in the file are there 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. You can add and edit the basic data sent with the UNITS file (#119.1). 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 is 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 you change 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. Write ingredient names in the same terminology as stated in recipes. This enables the person entering recipes to find ingredients more easily. You can edit the name field of an ingredient that is already in the INGREDIENT file (#113).

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 are derived from approved Federal Item Identifications, which you cannot change. 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 is for 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 is with bid items, you can create a "Bid" vendor. Add new vendors to the VENDOR file (#113.2) through this field or through Enter/Edit Vendor (VE). You can sort many reports by vendor, when 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 are on DLA and Depot Federal supply items in the file. Enter a stock number, if available, on any added ingredients. This field is currently not used, but is for a future version for food ordering and inventory. This field also accepts alphabetical characters to use 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 in which an ingredient is purchased from the vendor. This unit is the same as the "Unit of Purchase" on each item in the Nutrition Cost Report. It is the unit received by the stock employee.

> **Note:** 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 the cost of the ingredient was last updated.

- If the cost is updated through the Enter/Edit Ingredient option, you must enter a new date.
- If cost is updated through Inventory, the Enter/Edit Current Ingredient QOH option, this date is automatically updated.
- When adding a new ingredient, today's date displays.
- When editing cost through this option, enter a new date.

Price/Unit of Purchase: The Price/Unit of Purchase is not a required entry. Enter a cost 0-9999, to 3 decimals, for a purchase unit of this ingredient. 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.

Ordering Multiple (of U/P): The ordering multiple is the number of purchase units by which you must order an item. Enter vendor-required ordering multiple, 0-9999 with no decimals. 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, you normally have to purchase a case of six #10 cans. If the purchase unit is CN, the ordering multiple entered is 6 (six). If the purchase unit is CS, the ordering multiple is 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). Create new issue units through this field or through the Enter/Edit Units (UE) option.

Examples
- 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). Enter a number between 0 and 9999 for issue units in a unit of purchase for this ingredient.

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. Recipe unit specifies the types of measure that you can apply 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, create a new ingredient with a different recipe unit.

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
```

Do not change the recipe units for ingredients sent with the Nutrition and Food Service package without considering the impact on the RECIPE file (#114).

Whenever a Recipe Unit is entered or changed, an audible “beep” is sounded and a warning prompt displays.

Warning: A change in the Recipe Unit impacts the RECIPE data considerably!

# 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, also adjust the # of Recipe Units/Issue Unit.

This field is very important because it describes the relationship between ingredient quantities in recipes and total quantities 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 you may want to automate recipe and meal analysis. Enter a weight of 0-999 with up to 3 decimals. For each ingredient, enter the actual weight in pounds.

Examples

- If the recipe unit is pound, enter 1 for weight.
- If recipe unit is gallon, enter 8 (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 the default nutrient when performing a nutrient analysis of a recipe containing this ingredient. If this ingredient is always 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. Edit the default nutrient 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 this field is completed for all ingredients, you can sort many reports by Storage Location, such as the inventory worksheet. Create new storage areas only through the Enter/Edit Storage Locations (LE) option.

Thaw Days: This field is not a required entry and is currently not functional. A list of items to thaw prior to production days is planned for the future, including the number of days required to thaw the ingredient. The Thaw Days field is a number, 0-3 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 an inventoried item and you want it to display on the Inventory Worksheet. If answered YES, the On - Hand Issue units field displays. 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 you do not want inventoried.

Date QOH Last Updated: This field contains the date the quantity-on-hand was last updated. To update the quantity through this option, you must enter a new date. If you update the quantity 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. Enter a quantity 0-99999 with two decimals.

Do you want to re-cost recipes?: It is a required field. This prompt displays 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 ...” displays when re-costing is complete.
- If cost or unit fields are not changed, enter NO to skip re-costing recipes.

```
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>

MASTER ITEM #: 1342
   Are you 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

SUPPLY DESCRIPTION: BEEF CUBESTEAKSPEC  Replace <RET>

VENDOR: ?
 Answer with VENDOR NAME
 Do you 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: ^
     You may enter a new VENDOR
     NAME MUST BE 3-30 CHARACTERS,
     NOT NUMERIC OR STARTING WITH
     PUNCTUATION
VENDOR: NFSMEAL,One DISTRIBUTORS

STOCK NUMBER: <RET>


UNIT OF PURCHASE (U/P): LB// <RET>


DATE COST LAST UPDATED: MAR 23,2005// <RET>    (MAR 23, 2005)


PRICE/UNIT OF PURCHASE: 2.39


ORDERING MULTIPLE (OF U/P): 1

NUTRITION UNIT OF ISSUE: LB// <RET>


NO. OF ISSUE UNITS IN A U/P: 1// <RET>


RECIPE UNIT: LB// <RET>


# OF REC UNITS/ISSUE UNIT: 1// <RET>


WEIGHT OF RECIPE UNIT IN LBS.: 1// <RET>


NUTRIENT DATA REFERENCE: BEEF, COMPOSITE OF TRIMMED CUTS, ALL GRADES, COOKED// <RET>


STORAGE LOCATION: FREEZER 1


THAW DAYS: <RET>


FOOD GROUP: 1// <RET>


INVENTORY?: Y  YES


DATE QOH LAST UPDATED: MAR 23,2005// <RET>   (MAR 23, 2005)

ON HAND (IN U/P): 10


Select INGREDIENT NAME: <RET>
```

```
Do you want to re-cost recipes? (Y/N): Y

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

Done ...
```

IN List Ingredients - Nutrient Data [FHING52]

The List Ingredients – Nutrient Data option is a 132-column report that 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. You can sort this list A (Alphabetically), F (Food Group), or V (Vendor).

Example - alphabetical

```
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

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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
EA
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, FZNBEANS,          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
```

IP List Ingredients - Purchasing Data [FHING51]

The List Ingredients – Purchasing Data option is a 132-column report that lists data from the INGREDIENT file (#113) associated with purchasing the item: Stock Number, Price/Unit of Purchase, Vendor, Unit of Purchase, etc. You can sort this list A (Alphabetically), F (Food Group), or V (Vendor).

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

The list requires a 132 column printer.

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

IR List Ingredients - Recipe Data [FHING5]

The List Ingredients – Recipe Data option is a 132-column report that 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). You can sort this list A (Alphabetically), F (Food Group), or V (Vendor).

Example – Food Group

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

The list requires a 132 column printer.

Select LIST Printer: HOME// (Printer name)

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                                                    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
B          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
```

LE Enter/Edit Storage Locations [FHING4]

The Enter/Edit Storage Locations option allows you to add and modify storage locations in the STORAGE LOCATION file. 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 include areas where you do inventory. The Storage Location field discussed under Enter/Edit Ingredients (IE) uses the data in the STORAGE LOCATION file (#113.1). Each facility must create a site-specific list of Storage Locations.

Storage Location Name: Enter unique names 3-15 characters in length. Data in this file is not required; however, if each ingredient is assigned a storage location, you can sort specific reports by storage area. This is very useful when completing Inventory Worksheets.

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

Print Order: 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.

```
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

     You may enter a new STORAGE
     LOCATION
     ANSWER MUST BE 3-15 CHARACTERS
     IN LENGTH
Select STORAGE LOCATION NAME: RF#1 MEAT FRZR

   Are you 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

PRINT ORDER: 9
```

LL List Storage Locations [FHING8]

The List Storage Locations option is an 80-column report that lists all storage location names, codes, and print orders created using the Enter/Edit Storage Locations (LE) option.

```
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
```

QE Enter/Edit Current Ingredient QOH [FHING12]

The Enter/Edit Current Ingredient QOH option allows you to build the data for the Inventory program for Nutrition Food Production. You use the Display Ingredient Inventory List (QW) option along with it to build the inventory data.

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 display on the worksheet or report if YES is entered in the Inventory field.

You are now ready to generate the Inventory Worksheet (QW Display Ingredient Inventory List) to use for the physical inventory. This worksheet is generated by storage location to facilitate data collection. The data is entered through the Enter/Edit Current Ingredient QOH (QE) option. While entering quantity, you are also prompted to update cost for each ingredient if you elect to do both functions at one time.

Once all data is entered, select the report prompt to generate a costed inventory report by Food Group through the Display Ingredient Inventory List (QW) option.

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 display alphabetically, sorted by storage location or food group. You can elect to enter data for one food group or storage location at a time or loop through all groups and/or locations. Cost is updated while entering quantity if a YES is entered at the first prompt for this option. The cost per unit of purchase displays, 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. Anytime data is entered or edited, you need to print an Inventory Report for the files. Subsequent changes delete all previous data.

Cost with QOH: Enter YES to update price while entering quantities. Answer NO and you are not prompted for cost/price information.

Current QOH by Individual Ingredient: This is a required field. Answer YES to enter quantity by individual ingredient. Answer NO to enter quantity by looping through all ingredients sorted by food group or storage area.

Ingredient Name: Enter an ingredient name. The ingredient name and the date the quantity was last entered, display.

Price/Unit of Purchase: Enter the price per purchase unit with up to 3 decimals. the last price entered displays As a default,

> **Note:** This prompt only displays if Y is selected at the first prompt.

On Hand (in U/P): Enter the quantity on hand, with up to 2 decimals. The last QOH displays as the default.

Example entry #1:

```
 Want to enter Cost along with QOH
    (Y/N)? YES

 Enter Current QOH by INDIVIDUAL Ingredient (Y/N)? YES

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

PRICE/UNIT OF PURCHASE: 8.34

ON HAND (IN U/P): 4

Select INGREDIENT NAME: <RET>
Do you 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>
```

QW Display Ingredient Inventory List [FHING13]

The Display Ingredient Inventory List option allows you to create an 80-column worksheet for taking physical inventories and generating a costed inventory report. This is the Inventory Worksheet. You 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. You 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 is used to complete the Cost of Meals Served Report (SP) and AMIS 224. Always print this report after the ingredients are updated, because quantities are not stored. Whenever any data is changed, previous data is deleted.

Select Food Group: This is a required field. Enter a food group number or ALL. Each group prints on a separate sheet.

```
Select W=Worksheet or R=Report: W

Enter Mth/Yr: 2/05// <RET>

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

Select Food Group (or ALL): ALL

DEVICE: HOME// (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	

RL List Recipes Containing an Ingredient [FHING11]

The List Recipes Containing an Ingredient option is an 80-column report that identifies all recipes in the RECIPE file (#114) containing a specific ingredient. The option first asks you 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. Use the RE Enter/Edit Recipes option in Recipe Management to remove ingredients before deleting any ingredient from the INGREDIENT file (#113). Use the Enter/Edit Ingredients (IE) option to delete ingredients.

Example
Some rice recipes are 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 the recipe list before deleting any ingredient and refer to it when removing deleted ingredients from recipes.

```
Select INGREDIENT NAME:    PORK CHOPS, BONELESS

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

 5-Feb-05 10:16am       I N G R E D I E N T   U S A G E               Page 1

                              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
```

UE Enter/Edit Units [FHING1]

The Enter/Edit Units option allows you to add and modify food items handled by an ingredient control employee in a storeroom location. The UNITS file (#119.1) contains all of the different ways food items are pulled by an ingredient control employee from a storeroom location. Approximately 180 unit entries come 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 is 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.

Select UNITS NAME: Enter the name of the units with 2-12 characters in length.

Examples

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

```
Select UNITS NAME: #10 CN
  Are you adding '#10 CN' as a new UNITS (the 97th)? Y

  UNITS NAME: #10 CN// <RET>
NAME: #10 CN// <RET>

Select UNITS NAME:
```

UL List Units [FHING6]

The List Units option is an 80-column report that lists all units in the INGREDIENT file (#113). Many units are included with the package; however, you can add units using the Enter/Edit Units (UE) option or by the field Nutrition Unit of Issue using the Enter/Edit Ingredients (IE) option.

```
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
```

VE Enter/Edit Vendor File [FHING2]

The Enter/Edit Vendor File option allows you to add or modify the VENDOR file.
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. 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, you can sort specific reports by vendor. This is very useful when printing Projected Usage (PU) for ordering.

> **Note:** Include government sources and contracts as vendors, because food items on bid are acquired from more than one vendor, such as a *Frozen Meat Bid Contract* or *Frozen Vegetable Bid Contract*.

Name: 3-30 characters in length, not numeric or starting with punctuation.

1st Address Line: 1-30 characters in length.

2nd Address Line: 1-30 characters in length.

3rd Address Line: 1-30 characters in length.

City, State, Zip: 1-30 characters in length.

Contact: 1-30 characters in length.

Telephone: 1-20 characters in length.

```
Select VENDOR NAME: MARIO'S DISTRIBUTORS

NAME: MARIO'S DISTRIBUTORS  Replace <RET>

 1ST ADDRESS LINE: 27 NAVY CIRCLES

 2ND ADDRESS LINE: <RET>

 3RD ADDRESS LINE: <RET>

 CITY, STATE, ZIP: NEW YORK, NY 34503

 CONTACT: <RET>

 TELEPHONE: 414-111-0000
```

VL List Vendors [FHING7]

The List Vendors option is an 80-column report that lists all data in the VENDOR file (#113.2) created under the Enter/Edit Vendor File (VE) and Enter/Edit Ingredients (IE) options.

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

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

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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]

Menu Cycle Management provides the ability to create multiple meals and menu cycles. Meals are 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 are 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. You can print lists of meals or menu cycles, as well as daily/weekly menus and menu blocks. Once nutrients are entered in the RECIPE and INGREDIENT files, automated meal or daily/weekly menu analysis is possible.

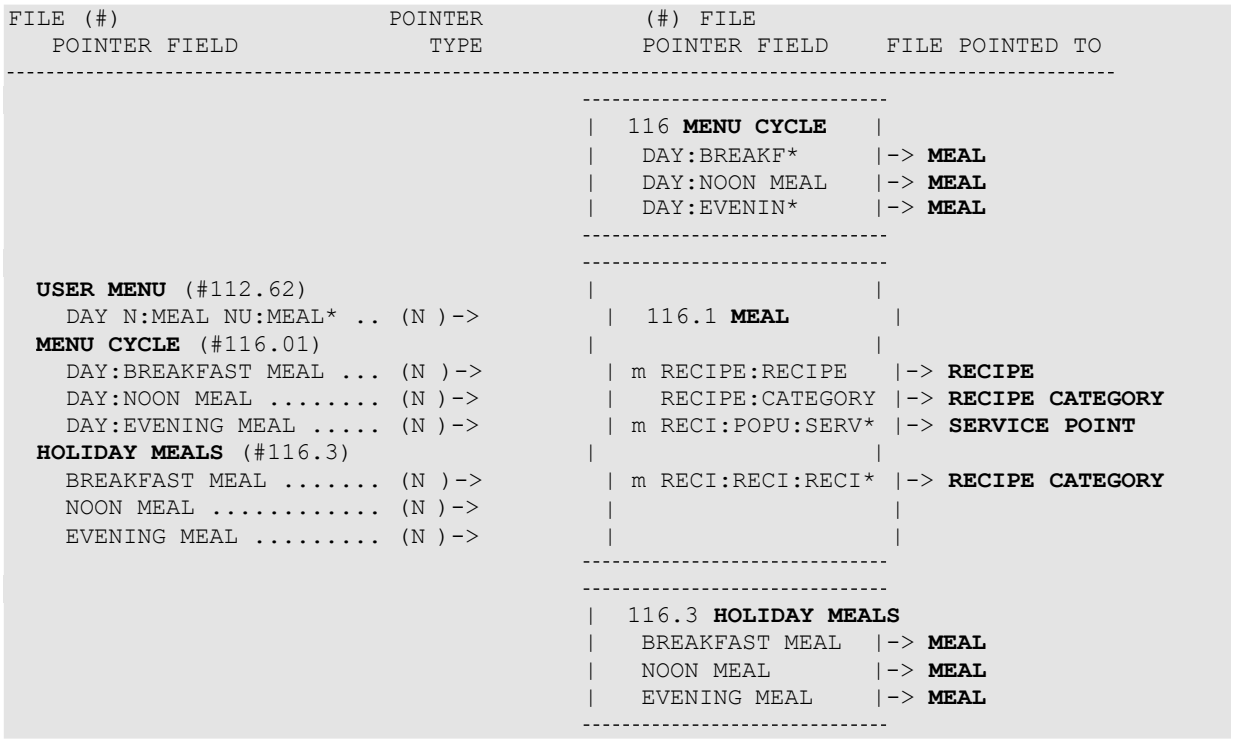
Managing Menu Cycles

The Menu Cycle Management (XM) program is the final link in the creation of the Food Management Program. You use 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 you must create meals, menu cycles, and holiday meals.

When a field points to a file, it uses the data in that file for selections.

- 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.
- Files that are incomplete, you need to populate (create the needed data for them) before beginning this section.

Diagram of the Relationship



- 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. You can generate the reports required to run the food production units. You can print the Daily Diet and Weekly Menus 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. You can do analysis by production now. You can edit quantities and recipes that you added or deleted, to provide a complete automated analysis for a meal, a day, or a week.

7. Create a meal worksheet for entering meals.
    - Meal Name
    - Recipe Names
    - Production Diet Codes
    - Service Points

8. List all recipes for the designated meal. Indicate in each production diet column whether or not to serve the recipe to that production diet. Shorthand symbols are suggested on the worksheet.
9. When entering production diet codes, it is helpful to enter them in the same sequence all the time. This allows you to quickly review the code string for accuracy and completeness, and makes data entry easier. After entry, all codes are reordered to the print order of the production diets for easy reference.
10. Enter all meals before creating complete Menu Cycles and printing menus.
11. Once all meals are completely entered, print the Daily Diet Menu (DP). This menu can help you quickly identify wrong or missing entries. Create a hard copy master file of menus for easy reference. This is helpful if production problems occur.
12. 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) are answered correctly: i.e., print order.
    - The Production Facilities (FE) option "FULL NAMES ON DAILY MENU?:" is properly set.
13. Print the List Meal (ML) to check for notes on production problems. This allows you to quickly check production codes and popularity percentages for each recipe.
14. 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.
15. Because 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.
16. Add-On Meals – Create standard meals with items routinely served at certain meals. You can easily add this grouping of food to other meals with minimal data entry.

    Example
    Standard Breakfast Meal
    This meal includes recipes such as toast, margarine, jelly, milk, coffee, condiments, etc. Each recipe has a production diet code string and popularity percentages. This meal is 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.
17. The Add-On Meal concept is used to create new meals easily. An established meal is renamed by entering the new name, bypassing the recipe prompt, and entering an existing meal at the Add-On prompt. This new meal is edited for minor recipe changes. This method greatly reduces data entry time.

The only file you need to modify in Menu Cycle Management is the MEAL file. The Recipe Category field is in the MEAL file. This multiple allows you to characterize a recipe with a list of different recipe categories. The field 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. You can modify each recipe category and the production diets, as well as add the alternate and diabetic recipe categories, ENTREE II, ENTREE I AND II DB-X, and associate the production diet codes with them. The Diabetic exchanges only apply to tray tickets.

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.

CD Menu Cycle Effective Dates [FHPRC2]

The Menu Cycle Effective Dates option is for viewing effective dates only. When selected, the option displays all effective dates and menu cycle names. Be sure to check these dates, prior to beginning any cycle.

Example

```
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: You should check Effective Dates periodically. In the absence of another effective date for any of the cycles, the Fall cycle continues through Winter, Summer and Fall 2004, 2005, and so on.

CE Enter/Edit Menu Cycle [FHPRC1]

The Enter/Edit Menu Cycle option allows you to edit 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 you can create a menu cycle..

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, 1-365. 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 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). Use the same Meal names you entered in the Enter/Edit Meals (ME) option. Enter the meal name that corresponds to the meal you want to serve.

Example

BREAKFAST MEAL: CYI-WKI-SU-FRD EGG

```
Select MENU CYCLE NAME: WINTER CYCLE 05
Are you 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>


NO. DAYS IN CYCLE: 31
```

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

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

 Select EFFECTIVE DATE: <RET>
Select DAY: 1

Are you 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

NOON MEAL: CYI-TRAY-NOON

EVENING MEAL: CYI-TRAY-EVEN

Select DAY: <RET>
```

CL List Menu Cycle [FHPRC8]

The List Menu Cycle option allows you to print an 80-column report that lists all data entered under the Enter/Edit Menu Cycle (CE) option, except the effective date; view effective dates under the Menu Cycle Effective Dates (CD) option. 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. You can send this report to a printer by entering a printer name or bring it to the screen by pressing <RET>.

```
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
```

CQ Menu Cycle Query [FHPRC3]

The Menu Cycle Query option is used for viewing only. It allows you to quickly identify which cycle, day, and meals were created for any given date, and can verify data is correctly entered. Once a date is entered, the following displays: Menu Cycle Name, Cycle Day, and Meal Names for Breakfast, Noon, and Evening.

```
Select Date:

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
```

CR Input Recipe Menu [FHPRC14]

The Input Recipe Menu option allows you to create and 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.

Note: To view a list of choices, after a prompt enter **??** and press <RET>.

User Menu Name: Enter a name for a menu of 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 you populated using the Enter/Edit Meals option. 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 is not pre-established in the RECIPE file (#114), it is not found and must be entered under the Enter/Edit Recipes (RE) option before you enter in the meal.
After a portion is entered, you are prompted for more recipes until all for this meal are defined. You are asked for the next meal number, and so on, until all meals for that Day # are defined. You are asked for the next Day # and so on. After you finish each level, press <RET> to move up to the next or to exit.

Select Day #: Press <RET> and the program lists all of the entries.

OK to Save the Menu: Enter Yes to save the menu and No to edit the menu.

```
Select USER MENU NAME: MYMENU 05
Are you adding 'MYMENU 05' as a new USER MENU? Y   (Yes)
USER MENU NAME: MYMENU 05// <RET>

Select Day #: 1
Are you adding '1' as a new DAY NUMBER (the 1ST for this USER MENU)? Y   (Yes)

Select Meal #: 1
Are you adding '1' as a new MEAL NUMBER (the 1ST for this DAY NUMBER)? Y (Yes)

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 you 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: ^
     You may enter a new PRODUCTION DIET
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
Serving Portion: 1// 2

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

Select Recipe: <RET>

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>

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

DM Display Meal Analysis [FHPRC13]

The Display Meal Analysis option allows you to produce 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 you want to analyze. User Menus are built using the Input Recipe Menu (CR) option. You can edit the menu at the "Do you wish to EDIT this menu?" prompt. Answer Yes or No.

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

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

Detailed Analysis: You can select a detailed nutritional analysis or a summary analysis. Enter Yes or No.

```
Select USER MENU MANE:  MYMENU 05

Do you wish to EDIT this menu? NO

Select RDA Category: <RET>

Select Patient (Name or SSN): <RET>

Do you wish a detailed analysis? Y// <RET>
```

The analysis requires a 132- column printer.

```

Print on DEVICE: HOME//(Printer name)
```

DP Print Daily Diet Menus [FHPRC11]

The Print Daily Diet Menus option allows you to print a report 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 a 132-column paper and a printer capable of producing 16 c.p.i. (compressed) print. If you try to use a printer that does not meet these criteria, an error message displays, the menu overlaps, or data is cut off.
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)

A production facility can print this report, if the site has more than one area of production. If you have more than one production facility, the first prompt in this option asks you to specify a production facility. If there is only one production area, the first prompt asks you 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. Choose your format in the Enter/Edit Production Facilities (FE) option at the “FULL NAMES ON DAILY MENU?” prompt and store it in the PRODUCTION FACILITY file (#119.71).

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 display alphabetically.

The content of the Daily Diet Menu is also a matter of choice. You can determine which production diets display across the top of the menu and the order in which they display. Use the Enter/Edit Production Diets (PE) option, enter “YES” or “NO” at the “PRINT ON DAILY MENU?” prompt, and enter 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 DIET (#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 displays only if there is more than one Production Facility entered in the PRODUCTION FACILITY 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. If there is only one production facility, this prompt displays first.

```
Select PRODUCTION FACILITY: MAIN KITCHEN

Select DATE: 2/1/05
```

This menu requires a 132-column compressed printer.

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

Note: No example of this report is provided, because of its size.

HE Enter/Edit Holiday Meals [FHPRC5]

The Enter/Edit Holiday Meals option allows you 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. The HOLIDAY MEALS file #116.3 contains a list of meals for a holiday, special occasion or one time meal change.
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 (meal change).

Holiday Meal Name: This is a required field and the name is 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 for when the holiday meal is served. The meals must be from the MEAL file. If a Holiday Meal is not entered at any of the Meal prompts, no menu substitution occurs and the usual meal for the day is served.

```
Select HOLIDAY MEALS DATE: 1-1-05  JAN 01, 2005
DATE: JAN 01,2005// <RET>

HOLIDAY NAME: NEW YEARS 05

BREAKFAST MEAL: <RET>
NOON MEAL: NEW YEARS 05-NOON

EVENING MEAL: <RET>
```

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

ME Enter/Edit Meals [FHPRC4]

The Enter/Edit Meals option allows you to create a meal by giving it a specific identification (meal name) and by entering all recipes contained in that meal. The MEAL file #116.1 contains separate listings of all recipes for each meal of a menu cycle. The meal is stored and retrieved by using the meal name. A meal is like a block of recipes that you review, change or move 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 MEAL 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, not starting with punctuation. The name selected should reflect the meal to make future reference easier. You can use 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), you cannot use specifics in the meal name.

Example
The Swiss Steak meal is in Week 1 of Cycle 1, as well as Week 3 of Cycle 2, so the name of the meal is SWISS STEAK and is entered twice in the cycle without reference to the week or cycle.

Recipe: Recipes in this multiple field must be from the RECIPE file. All recipes for a meal should be in this field. If a recipe is not in the RECIPE file, it is not found and must be entered using the Enter/Edit Recipes (RE) option before entering this recipe 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 used, you must enter and code all recipes for each meal for accurate meal lists per patient.)

Evaluate the facility's needs and practices to decide if you need to list all food items (recipes) served in a meal 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 you need but are not on the menu, e.g., "plain" meat or other food preference items.
- Tray Tickets are not used.

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

Service Point: This field uses the service points from the SERVICE POINT file. It allows you to assign each recipe (one for 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 you may need to adjust them as populations vary. If no service points are designated, the Popularity % prompt does not display. The popularity percentages entered with the production diet codes are assumed for all service points.

Popularity %: This field displays when you enter a specific Service Point. You enter an estimated percentage between 0 and 120% for a recipe at a specified service point. This is the estimated percentage of servings of the recipe needed for this service point. 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: No entry = 100% 0%
```

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 entered when building a meal, you must assign an associated production diet code (or string of codes). This string of production diet codes is the key that lets the program know which production diets receive a particular recipe.

- The code string for each production diet code must be separated by a single space.
- The field is limited to 200 characters; production diet names with greater than 200 characters are not stored.
- To view all production diets, enter ALL+.
- To edit Production Diets when using ALL+, reenter the same recipe name at the next "Select RECIPE" prompt.
- Percentages are entered to a maximum of one decimal point.

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 are 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. 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.

> **Note:** Each Service Point has only one meal service type. Thus, percentages entered with a “T” only apply to Tray Service Points and percentages entered with a “C” only apply to Cafeteria Service Points.

Each production diet code and percent must be separated from any other production diet code by a space. Production diets listed without specified percentages are assumed 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 are 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.

Use Edit Meal Production Diets or this option to edit the code string, such as to delete the few codes that do not apply or to add T or C percentages as needed. To edit under this field use the VA FileMan convention of "Replace... With". Use only a minus sign (-) for non-sequential editing under the MP Edit Meal Production Diets option.

> **Note:** When the majority of production diets apply for a recipe, enter "ALL+". All production diets, single-spaced and without any T or C percentages, are added to the recipe.

Recipe Category: This field uses recipe categories from the RECIPE CATEGORY file. Enter the different recipe categories that may characterize this recipe, such as, appetizer, soup, entree. Your first entry should be the category from the previous entry and the PRODUCTION DIET are added with it.

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 you 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 is edited for the few differing recipes. If a recipe is already 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.

```
Select MEAL NAME: CYI-05-MON-SP
   Are you adding 'CYI-05-MON-SP' as a new MEAL (the 32ND)? Y   (Yes)
   MEAL NAME: CYI-05-MON-SP// <RET>

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 you adding 'BEEF RICE SOUP' as a new RECIPE (the 1ST for this MEAL)? Y (Yes)
```

```
    Select SERVICE POINT: <RET>

    PRODUCTION DIETS: ALL+

    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 you 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>


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 you 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:
```

ML List Meal [FHPRC6]

The List Meal option is an 80-column report that lists all recipes and their categories and associated production diet codes for any selected meal.

```
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
```

MP Edit Meal Production Diets [FHPRC9]

The Edit Meal Production Diets option allows you to alter production diet codes and popularity percentages in pre-established meals. Production diet codes are added or deleted and/or popularity percentages are modified for any recipe in a meal without having to retype the entire production diet code string. This option is useful when 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 are 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: You can take three actions on the production diet code string without re-typing the entire string. However, each action must be entered separately.

1. Add – Enter a plus "+" sign in front of the production diet code.
   Example
   +MS – Multiple production diet codes are added at one time provided a space is placed between codes: Example: +MS HF DB.
2. Delete – Enter a minus "-" sign in front of the production diet code.
   Example
   -RG – Multiple Production Diet Codes are deleted at one time. They must be separated by a space, but do not need to be in sequential order.
   Example
   - HF DB RG
3. Modify Popularity Percentages – Enter the production diet code and the new percentage.
   Example
   HP;C50 – Only one production diet can be modified at a time.

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

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 display of the production diet code string that all additions are accepted.

```
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

Select RECIPE: BREADED PORK STEAK


Select RECIPE CATEGORY: ENTREE

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

Production Diets:  CL

 Action: +RG FL ME HP  ok

Production Diets:  HP RG ME FL CL

Action: <RET>

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:
```

WP Print Weekly Menu [FHPRC7]

The Print Weekly Menu option allows you to print a Weekly Menu report 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 a 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. Because each production diet is 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 are posted to inform patients of the current meals. This report is not a usable document, unless an entire week of menus is entered into the MENU CYCLE file using the Enter/Edit Menu Cycle (CE) option.

Production Diet: This field uses data from the PRODUCTION DIET file and refers to the Production Diet to print. You can select all production diets. Enter a production diet name, code, or ALL.

Sunday Date: This is a required field. Sunday is the first day that prints on the weekly menus. Enter the date of the Sunday for the requested week. The entire menu for the week prints beginning with that date.

```
Select PRODUCTION DIET (or ALL): REGULAR

Select SUNDAY Date: 3/5/05

The menu requires a 132 column compressed printer.
Select LIST Printer:  HOME// (Printer name)
```

Note: No example of this report is provided, because of its size.

WR Print Weekly Menu Blocks [FHPRC12]

The Print Weekly Menu Blocks option allows you to print 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.
It prints 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. You can print all production diets 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 DIET file. Recipes within each category print in alphabetical order.

Production Diet: This is a required field.

Sunday Date: This is a required field. Enter the date of the Sunday that begins the cycle.

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

```
Select RECIPE CATEGORY: ENTREE

Select PRODUCTION DIET (or ALL): REGULAR

Select SUNDAY Date: 3/5/05
```

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

Note: No example of this report is provided, because of its size.

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]
WL	List Nutrition Locations [FHPRO6]

Production Management controls quantities produced in the Food Management program as defined by the Diet Order program. Diet orders, food preferences, and information contained in the INGREDIENT 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.

Managing Production

Information in the DIET PATTERNS file that supports this section allows you to enter the standard meal patterns for all diets and combinations of 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 the diet pattern and 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 category are entered for that meal. This section generates lists of all data entered into the production files.

The Production Management Program consists of four file building options with list capabilities that you use 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 the food is produced and is served. You build two tables: Production Diet Percentages and Other Meals to enhance the reports generated by the Food Management Program.

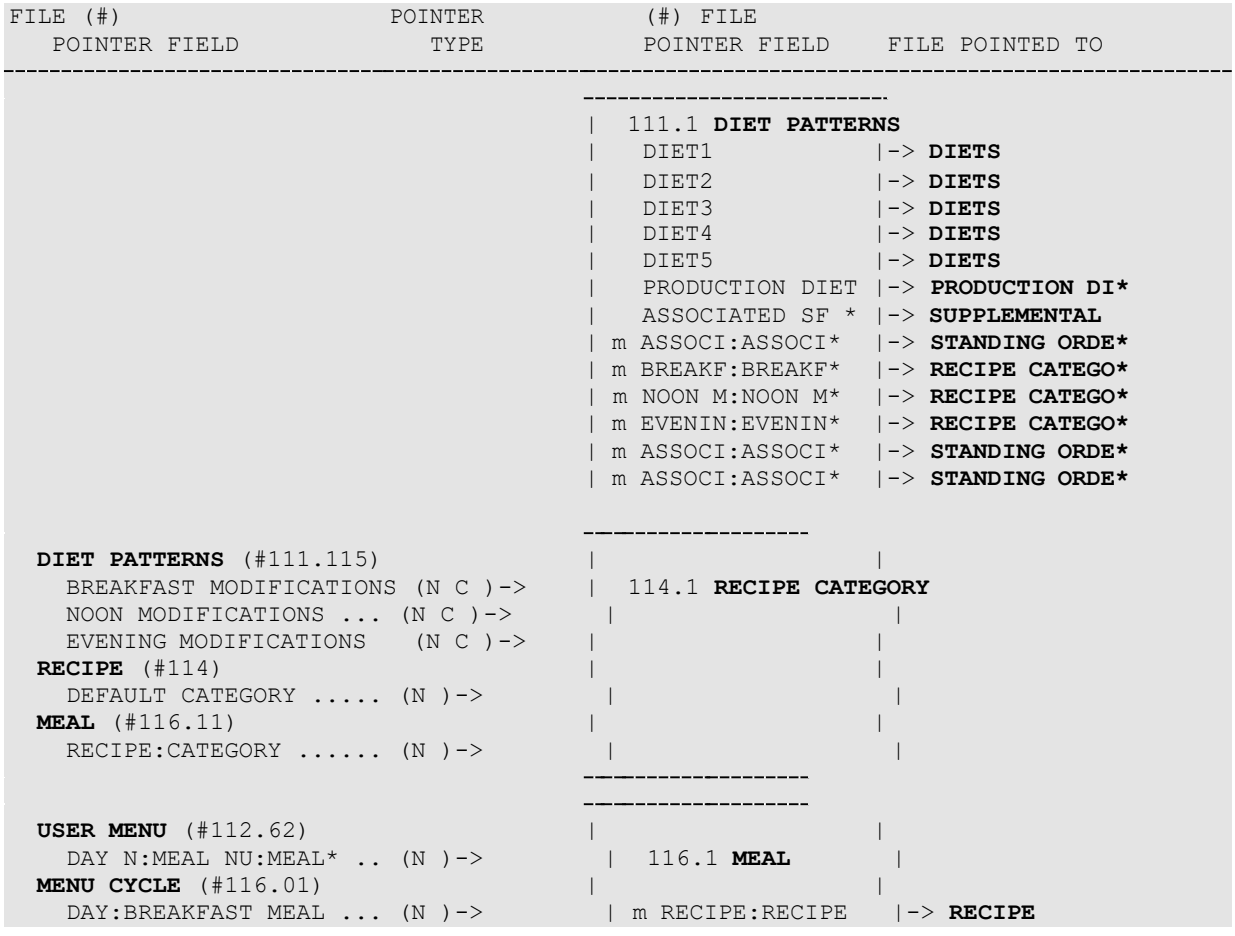
Production Diet Percentages: This is the percentage of the total census for each production diet for each delivery point each day.

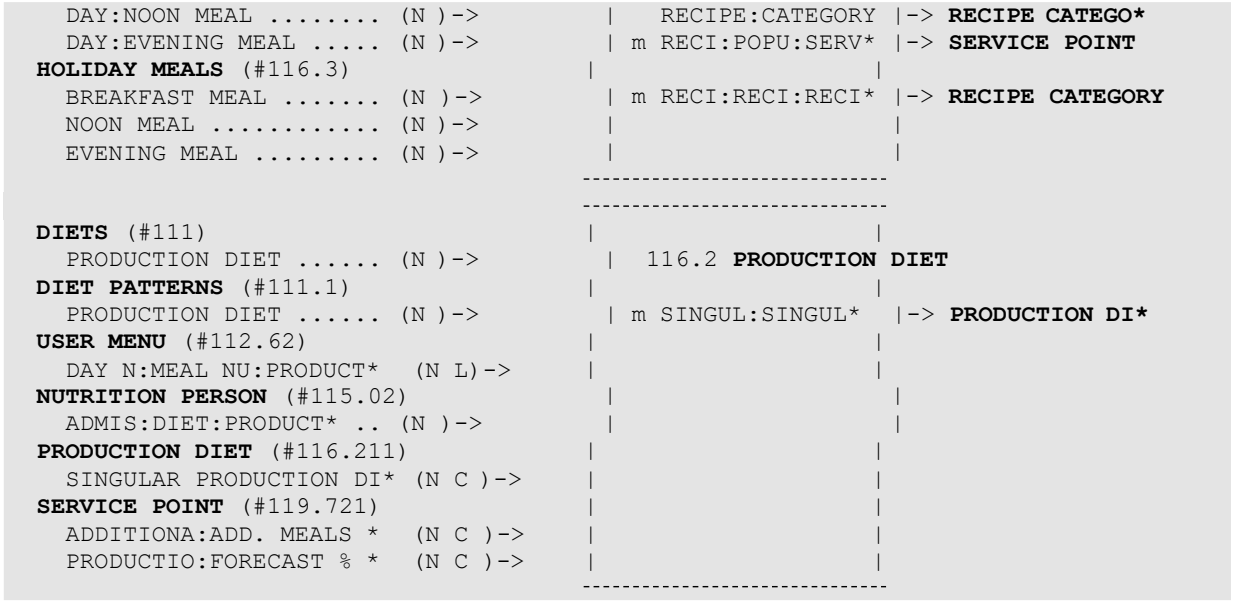
Other Meals: This is the average number of meals served to anyone other than inpatients by production diet, delivery point, and day of week.

There is a relationship between the four major files of the Production Management program and other Nutrition and Food Service files.

> **Note:** The files pointed to, need to contain data before you edit the four files in Production Management.

Diagram of the Relationship





- 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, you can limit the number of production diets you 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, you can refer to the data compiled for the Additional Meals (AR) report.

If combination diets exist in the DIETS file and the census projections are inaccurate, it may be necessary to completely revise the DIETS file, eliminating the combinations.

Production Reports [FHADM]
The Production Reports menu allows access to all lists and reports used for production by first line supervisors, diet office personnel, and the ingredient control person.

Supplemental Feeding labels and consolidated listings are printed by Supplemental Feeding site or selected Nutrition location, including outpatient locations.

BW	Print Bulk Feedings/Cost Report [FHNO10]
DP	Print Daily Diet Menus [FHPRC11]
FM	Forecasting… [FHPRFM]
LA	Run SF Labels/Consolid Ingredient List [FHNO2]
MR	Meal Production Reports [FHPRO5]
PU	Projected Usage [FHPRR1]
RP	Print Adjusted Recipe [FHREC2]
SL	Print Standing Orders Labels [FHSP8]
SO	Tabulate Standing Orders [FHSP5]
SP	Consolidate Standing Orders [FHSP7]
TP	Tabulate Patient Meal Preferences [FHSEL5]
TR	Print Tabulated Recipe List [FHMTKTR]
WL	Ward Supplemental Feeding Lists [FHN03]
WP	Print Weekly Menu [FHPRC7]
WR	Print Weekly Menu Blocks [FHPRC12]

Food Production [FHPRO]
The Food Production 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.

PR	Production Reports [FHADM]
XM	Menu Cycle Management [FHPRCM]
XR	Recipe Management [FHRECM]

DP List Production Diet Percentages [FHPRF4]

The List Production Diet Percentages option is an 80-column report that produces a table for each delivery/service point and shows each production diet and its percentage by day of the week. It can also show a percentage for "Not Eating". For each production diet, a percentage, 0-110 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. To print the report to the screen, accept the printer defaults.

```
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
```

OE Enter/Edit Other Meals [FHPRF5]

The Enter/Edit Other Meals option allows you to create an information table (Other Meals) that is associated with the SERVICE POINT file. The 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 you to assign an average number of meals 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, you account for the other meals in the production process and appropriate types and quantities of meal items are 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 number of meals entered, reflect constant numbers, not percentages of Service Point census. Therefore, periodic audits of other meals served may indicate a need to adjust these numbers.

Service Point Name: Enter one Service Point; each Service Point can have other meals designated.

Add, Meals Production Diet: Enter one Production Diet. All Other Meals must be assigned to production diets. You must enter each production diet.

ADD. <day of the week><meal>: Enter a whole number between 0 and 1000. The same prompt sequence is used for each day of the week and each meal.

```
Select SERVICE POINT NAME: DR200

Select ADD. MEALS PRODUCTION DIET:
DIABETIC/LO CAL

  ARE YOU ADDING 'DIABETIC/LO CAL' AS
A NEW ADDITIONAL MEALS (THE 1ST FOR THIS SERVICE POINT)? Y   (YES)

  ADD. SUNDAY BREAKFAST: 0
  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:
```

OL List Other Meals [FHPRF6]

The List Other Meals option is an 80-column report that lists all the data entered under the Enter/Edit Other Meals (OE) option.

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
```

PE Enter/Edit Production Diets [FHPRO3]

The Enter/Edit Production Diets option allows you to add and edit production diets. The PRODUCTION DIET file #116.2 is created in Diet Order Entry as a requirement for the building of data in the DIETS file #111. It provides a general estimate for food production based on the diets ordered through Diet Order Entry.
You need to group diets ordered into specific production diets that best represent both the hot and the cold foods to produce. The Enter/Edit Production Diets option 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 as "Combo" diets.

Production Diet Name: The Production Diets Name field (3-30 characters in length) 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 is more limited.

Production diets can 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" is 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 are 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 are listed resulting in over or under production.

When trying to determine which production diets are to 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 unique two-character code, which 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. This code is used extensively in the Production summary.

 # Days to Review: Enter the number of days after which a patient on this production diet should be reviewed.

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. Use this percentage only in the forecasting process to determine, on any selected day, the number of portions of the production diet served in the cafeteria. Enter any percentage up to 100%. If the facility does not have cafeteria service or if you are not planning to forecast servings for the cafeteria, ignore this field.

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, from low print orders to high.
This option enables the facility to determine how the reports display. Only a singular print order is 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. Enter a number, 1-99, with no decimals.

Print On Daily Menu?: A "Y" (yes) or "N" (no) response is required for each production diet. A positive response lists the Production Diet on the Daily Diet Menu printout.

> **Note:** Only six production diets include 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.

Answering Yes to this prompt, means the diet is a combination of other production diets (e.g., both low sodium and calorie restricted). Because 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 individual production diets contained in the combo.

Select Singular Production Diets: This field only displays 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 displays, 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 are already established in the PRODUCTION DIET file. Therefore, all singular production diets are established 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 DIET 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 (1-99) 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
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 you assign lower tally numbers to production diets with the greatest number of diet modifications. This prevents production diets with similar diet modifications are not 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.

Inactive: If you answer Yes at this prompt, the diet is removed from selection lists.

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 searches all diet orders for the order containing that string, finds it, 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. For 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 DIET file that demonstrates the steps from diet order to diet census.

Example

```
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 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 example).

```
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 presented as additional useful information. See also Diet Precedence under Enter/Edit Diets, Diet Order Management.

When Combination Diets Pre-Exist in the DIETS File

For facilities that entered combination diets into the DIETS file, corresponding production diets with two letter codes and appropriate tally orders are created. However, **do not** answer YES to the “Combo” prompt. The program treats these diets as if they are singular production diets and tallies 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.

The diet order program is 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" is created, consisting of the two "single" diets 1500 CAL ADA 2g Na (code DS) and Mechanical Bland (Code MB). This "Combo" diet has a code MS, tally order 1, and a "code string" DS MB. The program uses the more complex search process as described previously, and tallies this as an MS production diet (Mechanical Bland Diabetic Sodium) because of its tally order (1).

Recode Production Diets

For facilities that are using Diet Order Entry, there are two steps to take every time changes are made to the PRODUCTION DIET file. These steps are:

1. Review the Production Diets field of the DIETS file.
2. 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) is incorrect. The information in this field is reviewed and updated any time changes are made to the PRODUCTION DIET 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 DIET file are not 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).

```
Select PRODUCTION DIET NAME: CLEAR LIQUID
Are you adding 'CLEAR LIQUID' as a new PRODUCTION DIET (the 12th)? Y (YES)
NAME: CLEAR LIQUID// <RET>

CODE: CL

# DAYS TO REVIEW: 3

PRINT ORDER: 76

PRINT ON DAILY MENU?: Y YES

IS THIS A COMBO DIET?: N NO

TALLY ORDER: 1

INACTIVE?: <RET>
```

Example

```
Select PRODUCTION DIET NAME: 87/DB/CHOL
Are you 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 you 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 you 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 you 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:
```

PL List Production Diets [FHPRO4]

The List Production Diets option is a 132-column report that prints the data in the PRODUCTION DIET file entered under Enter/Edit Production Diets (PE).

```
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
```

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 are established and the inpatient database is recoded.

You need to conduct a data collection period of two to three weeks to gather the diet percentages. The following procedure is 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                21.3         Thursday  Week 1
Regular                20.8         Thursday  Week 2
Regular                21.6         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 the field. Each facility may want to review these percentages on a quarterly basis and update as needed.

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

Production Diet: Production diets are pre-established under the Enter/Edit Production Diets (PE) option. Each production diet are listed separately for each delivery point.
Select the production diet for which you are entering daily forecast percentages.

Census Percentage: The number entered into this field represents the percentage of the total census representing this production diet for this delivery point. Enter greater than 100% (to 110%) if a facility increases (pad) the census of a production diet at a specific delivery point. This is one mechanism for accommodating double portions. Each day is entered separately. Enter a number between 0-110 for each day of the week. This is the forecasted percentage of total census for each day.

> **Note:** It is recommended that the percentage for each day be derived from an average of three or more of those days.

Select FORECAST % PRODUCTION DIET: This prompt redisplays after the Saturday Census Percentage prompt. It allows you to enter additional production diets for the same service point.

```
Select SERVICE POINT NAME: T200

Select FORECAST % PRODUCTION DIET: SELECT-REGULAR
ARE YOU ADDING 'CLEAR LIQUID' AS
    A NEW PRODUCTION DIET PERCENTAGE (THE 1ST FOR THIS SERVICE POINT)? Y   (YES)
  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
Select FORECAST % PRODUCTION DIET:
```

SL List Production/Service/Communication Facilities [FHPRO10]

The List Production/Service/Communication Facilities option is allow you 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

DR200

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

 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 6

                             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
```

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]

Tray Tickets/Diet Card Management option allows you to print a list of individual food items to place on the tray (tray tickets) and a list of recipe categories to serve for a given diet (diet cards). You can run them concurrently if the site does not have complicated diet modifications; otherwise, use one or the other. 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 are specified along with the diet pattern.
- The diet restrictions are stored as dislikes in the FOOD PREFERENCES file.

The Diet Cards/Tray Tickets display for outpatients. There are major differences between tray tickets and diet cards:

Tray Tickets:

1. Replace the bread and beverage on the MEAL file with the patient's bread and beverage
2. Incorporate the dislike food preferences by listing an alternate recipe in the MEAL file
3. Print the recipe along with the category item that is omitted for recipes with diabetic exchanges
4. Print all the standing orders for that meal

Diet Cards:

1. Print if there is no menu or meal established
2. Print two or three cards 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.

Print tray tickets and diet cards on regular letter style paper 8-1/2x11. Print them on a laser printer in landscape mode. The parameter settings for Kyocera and Hewlett Packard LaserJet III are in the installation guide. You can print them on other printers, but you need to set up the landscape setting or have IRM do it.

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

Note: Recipe categories are essential in processing the tray tickets. **Do not duplicate them or delete them.** Be consistent with the recipe category that you are using. This also applies to the bread and beverage default.
The associated recipe's category should match the pattern's category.
MEAL, RECIPE, and DIET PATTERNS files point to the RECIPE CATEGORY file.

Create a pattern for every combination you have. You are prompted to import recipe categories from another pattern under the Enter/Edit Diet Patterns (DP) option. If you use an existing pattern in the file, import it to the pattern you are creating. Modify the needs of the diet as necessary.

Note: When you do an import, the recipe categories, standing orders, supplemental feeding menu, and diet restrictions are all imported. Therefore, check everything and edit accordingly.

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 alternates in the diabetic exchanges.)
3. Create single patterns (use Diet List to help) using the Enter/Edit Diet Patterns (DP) option.
4. Determine associated standing orders, supplemental feeding, and diet restrictions.
5. Review your entries.
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.

CE Enter/Edit Recipe Categories [FHREC4]

The Enter/Edit Recipe Categories option allows you to add or edit recipe categories in the RECIPE CATEGORY file #114.1.
For more information, refer to the Enter/Edit Recipe Categories option under Recipe Management.

CL List Recipe Categories [FHREC5]

The List Recipe Categories option allows you to list all of the recipe categories in the RECIPE CATEGORY file #114.1 and their associated data elements.

In the Device field, 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
```

DP Enter/Edit Diet Patterns [FHMTKS]

The Enter/Edit Diet Patterns option allows you to develop diet patterns for each of the diets in the file. These patterns consist of Recipe Categories with quantities you use during the printing of both diet cards and tray tickets.

The selection of breakfast, noon, and evening associated standing orders is available. Prompts exist for diet restrictions for all meals and inactive diets, as well as for updating all diet related information for patients.

Diet Pattern for Single Diet

Diets Name: This is a pointer to the DIETS file (#116.2).[1]

Import Recipe Categories from another Diet Pattern: You can import any existing diet pattern into the current pattern and edit it for your needs.

Production Diet: This is a pointer to the PRODUCTION DIET file (#116.2). The existing production diet displays as the default. You can change only this pattern to any other production diet.

Breakfast Modifications: This is a multiple field. Enter all recipe Categories and the quantity to serve at each meal. Enter the quantity as whole or decimal numbers.

Standing Orders: The identified standing orders are automatically added to the patient record and printed on the diet card or tray ticket.

SF Menu: This field points to the SUPPLEMENTAL FEEDING MENU file (#118.1). The SF menu entered, is automatically implemented for the patient when the diet is ordered.

Diet Restrictions: This field is a pointer to the FOOD PREFERENCES (#115.2) file. Enter any dislike food preferences to use as a Diet Restriction for the Diet Pattern. The MEALS prompt entry determines to which meals (B, N, E, or ALL) this Diet Restriction applies.

Inactive: To update the patient information, answer YES. Corrections are applied to any diet patterns you edited/added, provided the y do not contain individual diet patterns.

```
Select DIETS NAME: Clear Liquid

Select DIETS NAME: <RET>

You have selected the following Diet:

         Clear Liquid

Is this Correct? Y// <RET>
```

[1] Patch FH*5.5*5 May 2007 Updated the descriptions columns of this option.

```
Do you want to import Recipe Categories from another Diet Pattern? N // <RET>

PRODUCTION DIET: CALORIE CONTROLLED// <RET>

Select BREAKFAST MODIFICATIONS: <RET>

Select ASSOCIATED STANDING ORDERS (B):
Select NOON MODIFICATIONS: SOUP// <RET>
  NOON MODIFICATIONS: SOUP// <RET>
  QUANTITY: 1// <RET>
Select NOON MODIFICATIONS: <RET>
Select ASSOCIATED STANDING ORDERS (N): <RET>
Select EVENING MODIFICATIONS: <RET>
Select ASSOCIATED STANDING ORDERS (E): <RET>

ASSOCIATED SF MENU: MORE PIES// <RET>

Select DIET RESTRICTION: NO PINEAPPLES -------------         // <RET>
  DIET RESTRICTION: NO PINEAPPLES -------------// <RET>
  MEALS: BNE// <RET>
Select DIET RESTRICTION: <RET>

INACTIVE?: YES

Select DIETS NAME: ^
```

Diet Patterns for Combination Diets

Diet patterns for combination diets are 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: Low Sodium

Select DIETS NAME: <RET>

You have selected the following Diet:

     FULL LIQUID
     LOW SODIUM

Is this Correct? Y// <RET>

Do you want to import Recipe Categories from another Diet Pattern? N // <RET>

Do you want to import Recipe Categories from another Diet Pattern? N // Y <RET>

Select DIET PATTERNS NAME: FL
     1   FL
     2   FL, 1.8L=1080TR
     3   FL, 1000 CALORIE
     4   FL, 1000ML=600tr
     5   FL, 1200 CALORIE
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1  FL
..Done

PRODUCTION DIET: SODIUM REST// <RET>
Select BREAKFAST MODIFICATIONS: <RET>
Select ASSOCIATED STANDING ORDERS (B): <RET>
Select NOON MODIFICATIONS: <RET>
Select ASSOCIATED STANDING ORDERS (N): <RET>
Select EVENING MODIFICATIONS:
Select ASSOCIATED STANDING ORDERS (E): <RET>
ASSOCIATED SF MENU: ?
        Cannot enter INDIVIDUALIZED Supplemental Menu
    Answer with SUPPLEMENTAL FEEDING MENU NAME, or SYNONYM
   Choose from:
   HUNGRY THING
   JUICE THERAPY
   MORE PIES
   TESTDE

ASSOCIATED SF MENU: Hungry thing
Select DIET RESTRICTION: ?
      You may enter a new DIET RESTRICTION
      This is the dislike food preference from File #115.2

 Answer with FOOD PREFERENCES NAME ALLERGIES

 Do you want the entire FOOD PREFERENCES List? N   (No)
Select DIET RESTRICTION: <RET>
INACTIVE?: <RET>
```

LP List Diet Patterns [FHMTKT]

The List Diet Patterns option allows you to list 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
```

Note: The standing order for citrotein is included as part of the Diet Pattern. If you use any standing order designators, such as C or H, they also display.

ME Enter/Edit Meals [FHPRC4]

The Enter/Edit Meals option allows you to create or edit meals, including the associated recipes and production diets. For more information, refer to Menu Cycle Management.

ML List Meal [FHPRC6]

The List Meal option allows you to select a meal from the MEAL file (#116.1) and to print 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
```

PD Print Diet Cards [FHDCRP]

The Print Diet Cards option allows you 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.

```
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)
```

PT Print Tray Tickets [FHMTKP]

The Print Tray Tickets option allows you to print tray tickets for each meal, three patients per page, for a selected patient, Location, Communication Office, or for all three meals.

When a food allergy is entered for a patient, it is automatically added to Food Preferences (Dislike), and Tray Tickets Management removes the relevant items from the ticket.[1]

Example of a tray ticket with ALLGS

```
Print by PATIENT, COMMUNICATION OFFICE, LOCATION or ALL? COMM// Patient

Select PATIENT (Name or SSN): PATIENT1,FH

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

Select Date: TODAY// (JUN 25, 2007)

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

Consolidated List? Y// <RET>

Select LIST Printer: HOME// (Printer name)  <RET>

25-Jun-07 11:40am    25-Jun-07 11:40am               25-Jun-07 11:40am
Breakfast 25-Jun-07      Noon 25-Jun-07                  Evening 25-Jun-07

REGULAR              REGULAR                         REGULAR

ALLGS.: NONE ON FILE ALLGS.: NONE ON FILE            ALLGS.: NONE ON FILE

1 ORANGE JUICE       1 LASAGNA                       1 BREADED PORK CHOP
1 BISCUIT               1 CAPRI VEGETABLES              1 BLACKEYED PEAS
1 SCRAMBLED EGG         1 CHEFS SALAD+ITALIAN DRESSING  1 SEAS MIXED GREENS+VIN
PKG
1 GRILLED HAM           1 DINNER ROLL                   1 RELISH PLATE #1
1 DRY CEREAL,ASSORTED2 MARGARINE                        1 CORNBREAD
2 MARGARINE          1 CHEESECAKE                    2 MARGARINE
1 HONEY,IND          1 COFFEE                        1 CHERRY PIE
1 COFFEE                1 ICED TEA                      1 COFFEE
1 2% MILK               1 ICED TEA                      1 2% MILK
2 C-CEREAL,DRY
1 C-MILK,2%

PATIENT1,FH(0000) P     PATIENT1,FH(0000) P             PATIENT1,FH(0000) P
P3T 3T106-1P            P3T 3T106-1P                    P3T 3T106-1P
```

Example of a tray ticket tabulated recipe list

```
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
```

[1] Patch FH*5.5*8 September 2007 Modified the PT option to remove allergy-type food preferences from the tray tickets.

```
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
```

WL List Nutrition Locations [FHPRO6]

The List Nutrition Locations is an 80-column report that 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
```

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]

Recipe Management allows you 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 are embedded in other recipes for easy preparation. Lists containing all recipe information are generated, as well as a per portion recipe cost. Nutrients for each ingredient are edited in each recipe to more accurately reflect the food item produced. All recipes are analyzed for nutrients once this information is established.

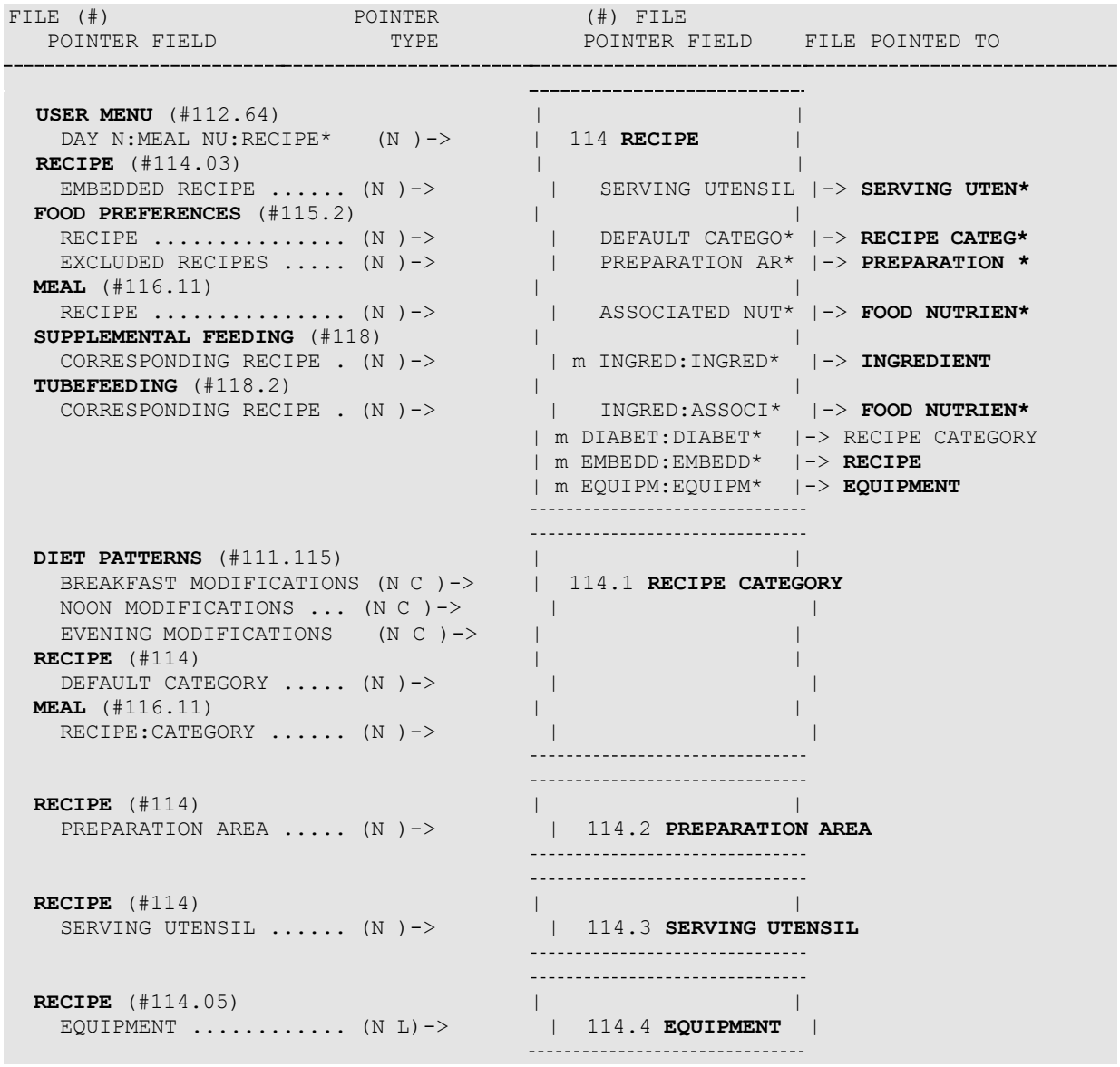
Managing Recipes

The Recipe Management Program allows you to build recipes from groups of ingredients. The recipes are used to create meals. 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. Review this file carefully and revise accordingly.

The Recipe Management Program also consists of four other data files: RECIPE CATEGORY, EQUIPMENT, PREPARATION AREA and SERVING UTENSIL. Each recipe entered is assigned a recipe category, a preparation area, types of equipment for preparation and a utensil for serving.

Note: The files point to (used by) the files of the Recipe Management Program.

Diagram of the Relationship



Note: A master file for each Recipe Management files (shown in the boxes), except the PREPARATION AREA file, is provided with enter and edit capability. Each facility must create a PREPARATION AREA file. It is recommended all Recipe Management files be reviewed and developed before proceeding to other routines.

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

Example

An entree, Chili Con Carne, has one bread, margarine, and vegetable exchanges. If you do not have these three categories, you need to add them to the RECIPE CATEGORY file. The total entries should look 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 you 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. You create the last two categories (Entrée I DB-X and Entrée II DB-X) to use in the MEAL file to specify which production diets print with the exchanges.

Next, modify the recipes. A new multiple in the RECIPE file, called the Diabetic Exchange, points to the RECIPE CATEGORY file. Use the Enter/Edit Recipes (RE) option and add to it the categories created (bread, margarine, and vegetable) in the recipe category file and the quantities. The names assigned to the exchanges in the RECIPE CATEGORY file print on the tray ticket.

You can view the Diabetic Exchanges entered through the Print Adjusted Recipes (RP) option.

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 and use the Enter/Edit Recipe Categories (CE) option to establish the code and print order. Take into account exchanges and alternates you will need.
5. The Diabetic Exchange field in the RECIPE file is associated with the RECIPE CATEGORY file. Use the Enter/Edit Recipes (RE) option to populate the diabetic exchanges that you want to display on the tray ticket.

- Enter all recipes into the RECIPE file prior to building the MEAL file. This prevents switching back and forth between files.
- Enter fields in the RECIPE file that are not currently in use, when first building the file. This prevents backtracking when the field becomes functional.
- The Ingredient field of the RECIPE file is not required; a recipe may contain only embedded recipes.

  Example
  Ground meatloaf is created by using the meatloaf recipe as an embedded recipe with no other ingredients. The directions explain how to grind the meatloaf.
- Recipes should have Ingredients or embedded recipes; it is not recommended that you leave both of these fields 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), consider answering NO to those recipes that always need readjustment once printed, because of food preferences or standing orders.

When assigning a recipe to a Recipe Category under Enter/Edit Recipes (RE), consider creating a variety of Recipe Categories just for condiments, such as Entree Condiment, Salad Condiment, Bread Condiment, Breakfast Condiment, etc. This insures that all condiments are listed with associated recipes or food items on the daily/weekly menus.

Examples
- 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.

You can use VA FileMan to customize recipe reports, such as, 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, interrupts a prompt that shows the last entry made and requests confirmation.

Select Ingredient: When editing a recipe, after the ingredient/embedded recipe prompts, you see a default ingredient. Enter NO to view a list of ingredients with similar names. If there are several, pick one and proceed.

Ingredient: You can overwrite or delete this entry using VA FileMan conventions.

```
Select INGREDIENT:(Ingredient name)//
```

```
INGREDIENT:  PREVIOUSLY ENTERED INGREDIENT//
```

Caution: If there is only one ingredient of that type in the file, VA FileMan assumes it is the item and automatically adds it to the list of ingredients in the recipe.

Note: 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, a different amount of water is 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 is 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 are made in the recipe.

```
Example A:   Gelatin Recipe

   Water - Boiling 1 GAL
   Water - Cold 1 GAL
```

CE Enter/Edit Recipe Categories [FHREC4]

The Enter/Edit Recipe Categories option allows you 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, which you can print it using the List Recipe Categories (CL) option. You can enter additional recipe categories.

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 is the category to which the recipe is assigned.

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 the recipe with this category has diabetic exchanges. This code is the abbreviated version of the recipe category, displays on reports, and is used on tray assembly tickets.

Meal Print Order: This is a required field. This field establishes the print sequence in which recipes display on the weekly and daily menus. Enter a number between 1 and 99, which is the relative print order, from low to high, of recipes in this category.

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, all recipes with a category of Entree 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. Entering a Yes removes this recipe category from selection lists.

```
Select RECIPE CATEGORY NAME: ENTREE I
ARE YOU ADDING 'ENTREE I' AS A NEW RECIPE CATEGORY (THE 57TH)? Y   (YES)
   RECIPE CATEGORY NAME: ENTREE I// <RET>
NAME: ENTREE I// <ret>

CODE: E1


MEAL PRINT ORDER: 15
INACTIVE?: <RET>
```

CL List Recipe Categories [FHREC5]

The List Recipe Categories option allows you to print a list of all recipe category names, codes, and meal print orders created using 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
```

EE Enter/Edit Equipment [FHREC8]

The Enter/Edit Equipment option allows you 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 9 is provided by the software and is printed using the List Equipment (EL) option. You can add additional types of equipment 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 display on the printed recipe. New equipment is entered into the EQUIPMENT file using the Enter/Edit Recipes (RE) option.

Note: Always check to see if the piece of equipment is already in the file.

```
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 YOU ADDING 'MEAT GRINDER' AS A NEW EQUIPMENT (THE 39TH)? Y   (YES)
 EQUIPMENT NAME: MEAT GRINDER// <RET>
NAME: MEAT GRINDER// <RET>
```

EL List Equipment [FHREC9]

The List Equipment option allows you to print 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
```

NA Analyze All Recipes [FHREC11]

The Analyze All Recipes option allows you to analyze all existing recipes. If the recipe has no associated nutrients, 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 by selecting the option. For more information, refer to Recipe Analysis under Energy/Nutrient Management.

ND Display Recipe Analysis [FHREC12]

The Display Recipe Analysis option displays the nutrient analysis of one recipe. The analysis uses the associated nutrient for each ingredient in the recipe. This option is used to check if ingredients in a recipe have associated nutrients and amounts in LBS.

Recipe Name: This recipe is a previously analyzed recipe from the RECIPE file #114.

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

NL Display Analyzed Recipes List [FHREC13]

The Display Analyzed Recipes List option provides a list of all recipes analyzed. The ** preceding a recipe name indicates the recipe is nor 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.
```

PE Enter/Edit Preparation Areas [FHING9]

The Enter/Edit Preparation Areas option allows you 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 on the production sheets are 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.

Preparation Area Name: Enter **??** to view a list of preparation areas already defined. This field is 3-15 characters in length.

Code: Enter a code 2-5 characters in length. This code displays on reports.

Print Order: Enter a numeric value indicating the print order (from low to high) of various preparation areas for sorting by preparation area.

```
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.).

Select PREPARATION AREA NAME: DESSERTS AREA

ARE YOU ADDING 'DESSERTS AREA' AS A NEW PREPARATION AREA (THE 8TH)? Y   (YES)
   PREPARATION AREA NAME: DESSERTS AREA// <RET>
NAME: DESSERTS AREA// <RET>


CODE: DESS

PRINT ORDER: 30
```

PL List Preparation Areas [FHING10]

The List Preparation Areas option gives you 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
```

RC Re-cost Recipes [FHREC10]

The Re-cost Recipes option allows you to recalculate all recipe costs. Recipe costs are calculated from ingredient costs. After ingredient costs are updated, use this routine to recalculate the recipe costs.

Ingredient costs are updated by answering YES to the prompt “Do you 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 you want to re-cost recipes? (Y/N): Y

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

Done ...
```

RE Enter/Edit Recipes [FHREC1]

The Enter/Edit Recipes option allows you 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 you can print them using the List Recipes (RL) option. Recipes unique to a facility are added to the file. Recipes already in the file are 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 are entered under the Synonym field for easy identification when reviewed. This field is changed to a synonym more familiar to the facility.

> **Note:** 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 is 3-30 characters in length. Recipe Names are entered in the same way as printed on a menu. The Synonym Name is 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.

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 you 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 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; each name 3-21 characters in length. This field points to the EQUIPMENT file (114.4) and designates all types of equipment used in preparation of a recipe. You select a piece of equipment for this field already in the EQUIPMENT file or enter a new one. Entering a new one in this field automatically adds that piece of equipment to the EQUIPMENT file.

Serving Utensil: Serving utensil is not a required field. This field points to the SERVING UTENSIL file that designates all types of utensils required for serving a recipe by tray line personnel or cafeteria line personnel. If the utensil is not in the list, add it using the Enter/Edit Serving Utensils (SE) option.

Default Category: The Default Category is a required entry. This field points to the RECIPE CATEGORY file that designates categories to which recipes are assigned. New recipe categories are created through Enter/Edit Recipe Categories (CE). Only one category is 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 MEAL file (Enter/Edit Meals (ME) option), 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 are added to the RECIPE file.

Preparation Area: The Preparation Area is not a required entry. New preparation areas are 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. Some recipes are needed in two prep areas; the area assigned to a recipe needs to 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 is assigned to the Cooks Prep area and is shared with the Salad Prep area, as it only displays on the Cooks Prep list.

 # Days Pre-Prep: The Number of Days Pre-Prep is not a required entry. Enter a whole number, 0-3. 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. You can print some recipes and not others or 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 you 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 you 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. Enter all ingredients and quantities in a recipe 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.

Quantity: Enter a quantity with a unit of measure. If the ingredient quantity is changed, manually recalculate and enter the Nutrient Amount in LBS.

Associated Nutrient: and **Nutrient Amount in LBS:** 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 are previously entered in the master INGREDIENT file.

There is no limit to the number of ingredients, you can enter for each recipe. It is suggested that ingredients be entered in the order of 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 a prompt displays asking for the number of portions required. Embedded recipes usually follow the original recipe when printing only if "YES" is answered to the Print Recipe field when you created the recipe under the Enter/Edit Recipe (RE) option. 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 for Clear Liquid diets. In this example, the Chicken Broth recipe does 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 you can enter.

Directions: Directions are not required. This is a free text field. All recipe directions are entered under this field. Directions do not include quantitative information, because 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.

```
Select RECIPE NAME: RICE, BROWN
  ARE YOU ADDING 'RICE, BROWN' AS A NEW RECIPE (THE 510TH)? Y   (YES)
   RECIPE NAME: RICE, BROWN// <RET>
NAME: RICE, BROWN// <RET>

SYNONYM: RICE, BR


NUMBER OF PORTIONS: 100

PORTION SIZE: 2 OZ

PREPARATION TIME: 1


Select EQUIPMENT: ??

CHOOSE FROM:
   BAIN MARIE
   BAKING SHEET
   BLENDER
   ...

Select EQUIPMENT: STEAM KE
     1   STEAM KETTLE, LARGE
     2   STEAM KETTLE, MEDIUM
     3   STEAM KETTLE, SMALL
CHOOSE 1-3: 1
  ARE YOU ADDING 'STEAM KETTLE, LARGE' AS A NEW EQUIPMENT (THE 1ST FOR THIS RECIPE)?
Y  (YES)
Select EQUIPMENT: <RET>

SERVING UTENSIL: ??

CHOOSE FROM:
   #10 SCOOP
   #12 SCOOP
   ...
SERVING UTENSIL: 2-OZ LADLE
```

```
DEFAULT CATEGORY: RICE
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

PREPARATION AREA: COOK'S AREA

# DAYS PRE-PREP: <RET>


PRINT RECIPE: NO// <RET>
Select INGREDIENT: RICE
     1   RICE
     2   RICE, INSTANT
     3   RICE, LONG GRAIN AND WILD
CHOOSE 1-3: 1

 Units should be WEIGHTS
  QUANTITY: 4 LBS


ASSOCIATED NUTRIENT: RICE, WHITE, LONG-GRAIN, REGULAR, COOKED, UNENR WO/ SALT//
<RET>

NUTRIENT AMOUNT IN LBS.: 12.8// <RET>

 Select INGREDIENT: <RET>

Select EMBEDDED RECIPE: <RET>


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>
```

RL List Recipes [FHREC3]

The List Recipes 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) in the Budget Asst. Menu. This list is sorted by recipe category and alphabetized.

The List Recipes report includes a column indicating whether or not a recipe contains an *embedded* recipe.[1]

The list requires a 132-column printer.

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

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 Page 1

NAME                     SYNONYM      CATEGORY     PRE-PREP STATE   E-PREP PRINT
 COST
RECIPES EMBEDDED?
-------------------------------------------------------------------------------------------
--

PEAS WITH PEARL ONIONS   V-70         VEGETABLE 1  FROZEN                1
 0.167

PUREED SEAS MIXED GREENS           VEGETABLE 1                          NO

SAUTED CABBAGE        SAUT CABBAGE VEGETABLE 1                               0.011

SEAS CORN=VEG                      VEGETABLE 1                          NO
 0.081
YES     EMBEDDED RECIPES: SEAS CORN

SEASONED YELLOW SQUASH             VEGETABLE 1  FROZEN                NO

SEASONED YELLOW SQUASH,LS          VEGETABLE 1  FROZEN                NO

SUCCOTASH,LS 2 OZ=1VEG             VEGETABLE 1                          NO
 0.151
YES     EMBEDDED RECIPES: BUTTERED SUCCOTASH,LS

Pureed carrots,cnd                 VEGETABLE 1                          NO
```

[1] Patch FH*5.5*8 September 2007 Added a column, **Recipes Embedded?** to the List Recipes report.

Budget Asst. [FHBUD]
The Budget Asst. menu allows access to the administrative report function and functions requiring the cost input. Suggested users of this menu are Budget Clerks.

AM	Administrative Menu [FHADMR]
IC	Edit Ingredient Cost [FHADMR8]
PU	Projected Usage [FHPRR1]
WP	Print Weekly Menu [FHPR7]
XI	Ingredient Management[FHINGM]

RP Print Adjusted Recipe [FHREC2]

The Print Adjusted Recipe option allows you to print 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 down 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: Enter a recipe from the RECIPE file.

Number of Portions: This is a required field. This is the number, 1-5000, of portions to which you adjust the recipe.

```
Select RECIPE NAME: BAKED POTATO SUPREME
 Number of Portions: 50

Select Printer: HOME// <RET>


                        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


-  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -  -
```

RU List Recipe Usage in Meals/Cycles [FHPRC10]

The List Recipe Usage in Meals/Cycles option gives you 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 you need to delete a recipe from the RECIPE file #114. This option helps you identify which meals to alter 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 is entered, a system error occurs when Production Reports are run. 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 you can accurately adjust it.

```
Select RECIPE NAME: RASPBERRY GELATIN

Select LIST Printer: HOME// (Printer Name)

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                              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
```

SE Enter/Edit Serving Utensils [FHREC6]

The Enter/Edit Serving Utensils option allows you 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. You can add additional utensils The Serving Utensil field of the RECIPE file points to the SERVING UTENSIL file. It is not mandatory but if completed, the serving utensil display on the printed recipe.

Example

```
6 OZ. LADLE, #8 SCOOP, SPOON, etc.
```

You can view the contents of this file using List Serving Utensils (SL).

Serving Utensil Name: This field is 1-10 characters in length and refers to the types of serving utensils used in recipes.

```
Select SERVING UTENSIL NAME: PIE SERVER
  ARE YOU ADDING 'PIE SERVER' AS A NEW SERVING UTENSIL (THE 22ND)? Y   (YES)
   SERVING UTENSIL NAME: PIE SERVER// <RET>
NAME: PIE SERVER// <RET>
```

SL List Serving Utensils [FHREC7]

The List Serving Utensils 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
```

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]

Annual Report Management allows you 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.

Managing Annual Reports

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. A report compiles a combination of electronic data captured from VistA and manual data collection from readily available reports. A report contains aggregate data of the four quarters of the fiscal year, but is generated quarterly. This program allows you 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 5:55 PM
- 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 is not complete.

The following data must be manually entered from paper records:

1. Outpatient visits are acquired from Medical Administration Service Statistical Unit AMIS reports.
2. The RPM classification and complexity level for the facility profile are obtained from the RPM coordinator and from Personnel Service.
3. The Cost Per Diem data is retrieved from Nutrition and Food Service 830 Report of Costs.
4. The Patient Satisfaction data is obtained from the VA 10-5387 Nutrition Satisfaction Surveys.

EA Enter/Edit Facility Profile [FHADR1]

The Enter/Edit Facility Profile option allows you to enter and edit facility profile data. After the initial entry of this data, only changes to the facility profile, specialized medical programs, primary delivery, or primary production systems require editing the facility profile. The profile identifies facilities with like scope for comparison of Nutrition data.

Facility Data: Management data required under these fields, includes facility region number, multi-division designation, RPM classification, and complexity level. The information defines the scope of the facility. The RPM number classifies facilities by size. The complexity level is determined by VACO criteria: size, complexity, and the grade on which 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 funded or un-funded status. Clinical Nutrition FTEE assigned to research must also be identified.

YR: Enter the year, not in the future.

Station Number: Enter a station number or **?** to display a list.

Facility Data?: This is a required field.

Region: Enter a region number, 1-7.

RPM Classification: Enter a classification number, 1-6.

Complexity Level: Enter a level number, 1-4.

Primary Delivery System: Enter **?** to view a list from which to select a site-specific system.

Select 1 or 2: Enter **?** to view a list of options.

Specialized Medical Programs: Enter **?** to view a list from which to select site-specific programs.

Assigned Clinical FTEE: Enter an FTEE, a number 0-99.9.

Areas of Research: Enter **?** to view a list from which to select site-specific areas.

```
Enter YR: 02

Enter Station Number: (Station #)

Enter/Edit Facility Data? YES

REGION #: 2// <RET>

MULTI DIVISION FACILITY?: NO// <RET>

RPM CLASSIFICATION: 1// <RET>

COMPLEXITY LEVEL: 1// <RET>

VA SPON NUTRITION INTERNSHIP: YES// <RET>

AFFILIATED AP4?: NO// <RET>

AFFILIATED NUTRITION INTERN?: NO// <RET>

AFFILIATED CUP?: NO// <RET>

VA SPONSORED AP4?: NO// <RET>

AFFILIATED NUTRITION TECH?: NO//<RET>

Select PRIMARY DELIVERY SYSTEM: Pellet// <RET>

DO YOU USE COOK CHILL FOODS?: Y// <RET>  YES

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/Edit Specialized Medical Programs? YES

Select SPECIALIZED MEDICAL PROGRAMS: Substance Abuse Program // <RET>
  SPECIALIZED MEDICAL PROGRAMS: Substance Abuse Program // <RET>

  ASSIGNED CLINICAL FTEE: .5// <RET>

Select SPECIALIZED MEDICAL PROGRAMS: <RET>

FUNDED NUTRITION RESEARCH?: Y// <RET>

ASSIGNED CLINICAL FTEE: <RET>
UNFUNDED NUTRITION RESEARCH?: Y// <RET>
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

ASSIGNED TOTAL CLINICAL FTEE: .7
```

EB Enter/Edit Hospital Outpatient Visits [FHADR3]

The Enter/Edit Hospital Outpatient Visits option allows you to enter a total number of hospital outpatient visits, including any satellite clinic visits. Satellite clinics are those operated away from the hospital. Hospital outpatient data is obtained from the Medical Administration Service Statistical Unit AMIS reports.

> **Note:** These outpatient visits refer to all hospital outpatient visits, not only nutrition visits. This data identifies facilities of comparable scope.

Qtr/Yr: Default is the previous year.

Outpatients Visit Hosp: Enter a number, 0-999999999.

Number of Satellites: Enter a number, 1-5

Satellite Loc: Enter a location, 3-20 characters in length.

Total # of Sat Outpat Visits: Enter a number, 0-999999999.

```
Enter Qtr/Yr: 2/05// <RET>

OUTPATIENTS VISIT HOSP: 56000

NUMBER OF SATELLITES: 1
Select SATELLITE LOC: MARLIN// <RET>
  SATELLITE LOC: MARLIN// <RET>

  TOTAL # OF SAT OUPAT VISITS: 2340


Select SATELLITE LOC: <RET>
```

EC Enter/Edit Type of Service [FHADR2]

The Enter/Edit Type of Service option allows you to identify the number (0-9999) of patient meals (average daily meals) currently served at bedside, in a cafeteria, and in a dining room area for a specified year. The dining room area is defined as a congregate eating area where trays are delivered to patients. This information is 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 is found on the Served Meals Report. If the facility has dining room service, the data is 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.

```
Enter YR: 02
BEDSIDE TRAY: 780
CAFETERIA: 35
DINING ROOM TRAY: <RET>
```

ED Enter/Edit Staffing FTEE [FHADR4]

The Enter/Edit Staffing FTEE option allows you to enter the Staffing FTEE data. You retrieve the FTEE data stored when the Staffing Worksheet is used and calculate the total FTEE for the quarter. The retrieved data displays as the defaults for the prompt sequence.

> **Note:** If you do not use the Staffing Worksheet, you need to enter the FTEE manually. You must use these options when entering data for each quarter to verify the defaults; otherwise, the data displays on the report.

For the FTEE field definitions, refer to the Enter/Edit Staffing Data under Administrative reports.

Qtr/Yr: Enter the quarter and year or accept the default.

Total Daily FTEE, **Clinical FTEE**, **Administrative FTEE**, and **Support Staff FTEE:** Enter a number, 0-999 with up to three decimals or accept the default.

Supervisory FTEE: Enter a number, 0-999 with up to 2 decimals.

Staff Cert Diab: This field represents the number (0-99 with no decimals) 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 (0-99 with no decimals) of Nutrition staff officially certified in Nutrition and Food Service Support at the facility.

Staff Reg Clin Diet Tech: This field represents the number (0-99 with no decimals) of clinical Registered Nutrition Technicians on staff at the facility.

Staff W/Clin Privileges: This field represents the number (0-99 with no decimals) f Nutrition Staff with Clinical Privileges, such as writes diet orders, orders lab test, at the facility.

```
Enter Qtr/Yr: 1 05

TOTAL DAILY FTEE: 146.9

CLINICAL FTEE: 17.9

ADMINISTRATIVE FTEE: 9.3

SUPPORT STAFF FTEE: 5

SUPERVISORY FTEE: 16.3

UNS/INT HOURS: 35.2

Change the number of Specialty Staffing? NO// YES

STAFF CERT DIAB ED (CDE): 10
```

```
STAFF CERT IN NUTR SUPP: 20

STAFF REG CLIN DIE TECH: 30

STAFF W/CLIN PRIVILEGES: 40
```

EE Enter the Snapshot date for Modified Diets [FHADR5]

The Enter the Snapshot date for Modified Diets option allows you 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 subtracts the regular diets from the total daily diets and the remainder are considered modified diets. The modified diet number includes NPOs, tubefeedings and passes.

You select a Sunday date that specifies which 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 are entered for each quarter and are entered in advance.

Qtr/Yr: Enter the quarter and year or accept the default.

> **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.

```
Enter Qtr/Yr: 1 94
 Select SUNDAY Date: 10/17/93 (OCT 17, 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 you 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
```

EF Enter/Edit Cost Per Diem [FHADR6]

The Enter/Edit Cost Per Diem option allows you 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.

This data 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.

Qtr/Yr: Enter the quarter and year or take the default.

Cumulative Total: Enter the cumulative fiscal year totals for the 830 report of costs.

Personal Service: Enter total Personal Service cost.

Personal Service-Tech: Enter the Technician's 1019 cost of Personal Service.

Personal Service-Dietitian: Enter the Dietitian's 1018 cost of Personal Service.

Personal Service-Wagebrd: Enter the Wageboard 1008 cost of Personal Service.

Personal Service-Clerical: Enter the Clerical 1002 cost of Personal Service.

Subsistence: Enter the Subsistence 2610 cost of Personal Service.

Operating Supplies: Enter the Operating Supplies 2660 cost of Personal Service.

```
 Enter Qtr/Yr: 3 93

 Enter the Cumulative Total on the 830
Report of Costs: 1642302

 TOTAL PERSONAL SERVICE: 1233013

 PERSONAL SERVICE-TECH 1019: 47337

 PERSONAL SERVICE-DIETITIONS 1018: 289681

 PERSONAL SERVICE-WAGEBRD 1008: 850289

 PERSONAL SERVICE-CLERICAL 1002: 28944

 SUBSISTENCE 2610: 338394

 OPERATING SUPPLIES 2660: 70805
```

EG Enter/Edit Nutrition Satisfaction Survey [FHADR7]

The Enter/Edit Nutrition Satisfaction Survey option allows you 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 are 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 (Domiciliary 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 are 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. You are 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, type a space, and type the first letter of the next rating followed by the number of responses for that rating, and so forth.

Qtr/Yr: Enter the quarter and year or accept the default.

Survey Category: Enter the number of the survey category for which you want to record results.

Service: Enter the service for which you want to record data.

Rating string: Enter the first letter of the rating followed by the number of responses for that rating. Type a space and enter the first letter of the next rating, followed by the number of responses for that rating, and so on.

Example

```
V20 G40 A3 P1
```

This example indicates that for Very Good (V), there are 20 responses, for Good (G), there are 40 responses, for Average (A), there are 3 responses, and for Poor (P), there is 1 response.

```
Enter Qtr/Yr: 3/02// <RET>

     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

 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: V25 G5 F5

 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: 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>
```

EH Enter/Edit Nutrition Service Equipment [FHADR8]

The Enter/Edit Nutrition Service Equipment option allows you 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. You enter data for 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, all CMRs are consolidated for the total inventory cost.

Yr: Enter a year, but not a future year.

Nutrition Equipment: The Nutrition Equipment field contains the pointer to the NUTRITION REPORT CATEGORY file. Enter **?** to view a list of Nutrition Service Equipment. Select one that the facility has.

Brand: Enter the brand of the Service Equipment with a name 3-45 characters in length.

Nutrition Equipment: Enter another piece of equipment, or press <RET> to continue.

CMR Equipment Inv Cost: Enter the department's total equipment cost as stated on CMR(s) with a number, 0-999,999,999, with no decimal points.

```
Enter YR: 05

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.

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>


Select NUTRITION EQUIPMENT: <RET>
TOTAL CMR EQUIPMENT INV COST: 100000// <RET>
```

EI Enter/Edit Nutritive Analysis Average [FHADR9]

The Enter/Edit Nutritive Analysis Average option requires you to enter data on the average nutritive analysis for a regular diet. Data is calculated by using the Energy Nutrient Analysis (EA) options.

Yr: Enter the year.

Nutritive Analysis Date: This is a required entry. Enter the date the Nutritive Analysis was done.

Calories: Type a number, 0-9999 with no decimals.

% CHO: Type a number, 0-99 with no decimals.

% PRO: Type a number, 0-99 with no decimals.

% FAT: Type a number, 0-99 with no decimals.

MG CHOL: Type a number, 0-99999 with no decimals.

MG NA: Type a number, 0-99999 with no decimals.

```
Enter YR: 05 (2005)

Enter Date Nutritive Analysis was
taken: JAN 31,2005// <RET> (JAN 31, 2005)

CALORIES: 7980// <RET>


% CHO: 99// <RET>

% PRO: 5// <RET>

% FAT: 2// <RET>


MG CHOL: 650// <RET>

MG NA: 3000// <RET>
```

PR Print Annual Nutrition Report [FHADRP]

Nutrition Reports
Existing reports include outpatient meals information and allow you to select single, multiple, or all for each communication office. If the report is a census, it automatically calculates and populates tabulated fields. The reports are listed in the Dietetics Lists/Reports option [FHCDLST].

The Print Annual Nutrition Report option allows you to print the final report after all the data is put in for the year. Data for each section of the report is retrieved several 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 entered on a daily basis, the Clinical Manager must enter a clinical category on each encounter in 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 is 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.

Station Number: Enter the station number or type **?** to view a list.

Yr: Enter the last two digits of the year, such as 94.

Device: Enter the name of the printer, which can print 132 columns. This report must be queued, because it is a time consuming process.

```
Enter Station Number: (Station #)

Enter YR: 94

QUEUE TO PRINT ON
DEVICE:

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

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

Status	Avg 1st Qtr	Avg 2nd Qtr	Avg 3rd Qtr	Avg 4th Qtr	YTD 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

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

```
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
```



```
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
```

PU Purge Old Annual Nutrition Data [FHADRS]

The Purge Old Annual Nutrition Data option allows you to purge entries older than three years. When you select this option, the program calculates the year that is three years ago and displays the default. You can select a different year.

Caution: Select the year with care. This program **purges/removes** all the entries prior to the year selected. If you are unsure, accept the default.

```
Purge to the Year: 93// <RET>

...Done
```

CM Clinical Management [FHMGRC]

CD	Clinical Dietetics… [FHDIET] (User Manual)
DM	Patient Data Log [FHDMP]
XC	Clinical Management Menu… [FHASCX]
XD	Diet Order Management… [FHORDX]
XE	Energy/Nutrient Management… [FHNUX]
XF	File Manager… [FHFILM]
XM	Consult Management… [FHORCX]
XS	Supplemental Feeding Management… [FHNOX]

Clinical Management focuses on site-specific parameters that the Nutrition and Food Service uses for assessment and screening programs, and for the Nutrition Encounters program. Parameters are set to each facility's specific patient population-type. The Encounters program automatically captures nutrition status, assessment events, and other designated encounter data in a statistical report used in quality management and clinical decision-making.
Clinical Management provides access to all options pertaining to clinical Dietetics. Suggested users of this menu are Clinical Supervisors.

Clinical Dietetics [FHDIET]
Clinical Dietetics contains all of the various options that Clinical Nutrition and Food Service staff require. Suggested users of this menu are Clinical Dietitians.

DC	Dietetic Consults [FHORCM]
DO	Diet Orders [FHORDM]
DR	Dietetic Lists/Reports [FHCDLST]
EA	Energy/Nutrient Analysis [FHNUM]
FP	Food Preferences [FHSELM]
LE	List Encounters [FHASE7]
NM	Nutrition Patient Management [FHASCM]
PE	List Patient Events [FHORX2]
PM	Patient Movements [FHPATM]
SF	Supplemental Feedings [FHNOM]
SO	Standing Orders [FHSPM]
TF	Tickler File [FHCTF]

Clinical Dietetics [FHTECH]
The Clinical Dietetics menu is the same as the Clinical Dietetics [FHDIET] menu only the options are arranged in a different order. Suggested users of this menu are the Nutrition Technicians.

DM Patient Data Log [FHDMP]

The Patient Data Log option allows you to print all of the Nutrition data for an admission or an outpatient visit. It is a patient-specific record containing all diet order-entry information for a specified date range. The log contains the activity, the exact date and time of data entry, and the name of the person who entered the order, which are used for tracking diet order-entry activity and facilitate accountability for entry.

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 it was canceled, are saved and display in the data log.

```
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
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

--------------------------------------------------------------------------------
                     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


--------------------------------------------------------------------------------
```

```
                    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

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

-------------------------------------------------------------------------------
                      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

-------------------------------------------------------------------------------
                    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
```

XC Clinical Management Menu [FHASCX]

CR	Clinical Management Report… [FHASNRR]
EC	Enter/Edit Nutrition Classifications [FHASC1]
EP	Enter/Edit Nutrition Plans [FHASC9]
ET	Enter/Edit Encounter Types [FHASE1]
LC	List Nutrition Classifications [FHASC2]
LP	List Nutrition Plans [FHASC10]
LS	List Nutrition Statuses [FHASC4]
LT	List Encounter Types [FHASE2]
NM	Nutrition Patient Management… (See User Manual)
XD	Display Selected Drug Classifications [FHSYP2]
XL	Display Selected Lab Tests [FHSYP1]
XP	Enter/Edit Clinical Site Parameters [FHASC8]

Clinical Management Menu allows 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 allow for individualization. There are established guidelines for the data in the NUTRITION STATUS file #115.4, so the data is 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 entered and/or edited according to the facility's needs. These files are populated with data in order for the Nutrition Screening, Nutrition Profile, and Nutrition Assessment programs to function properly.

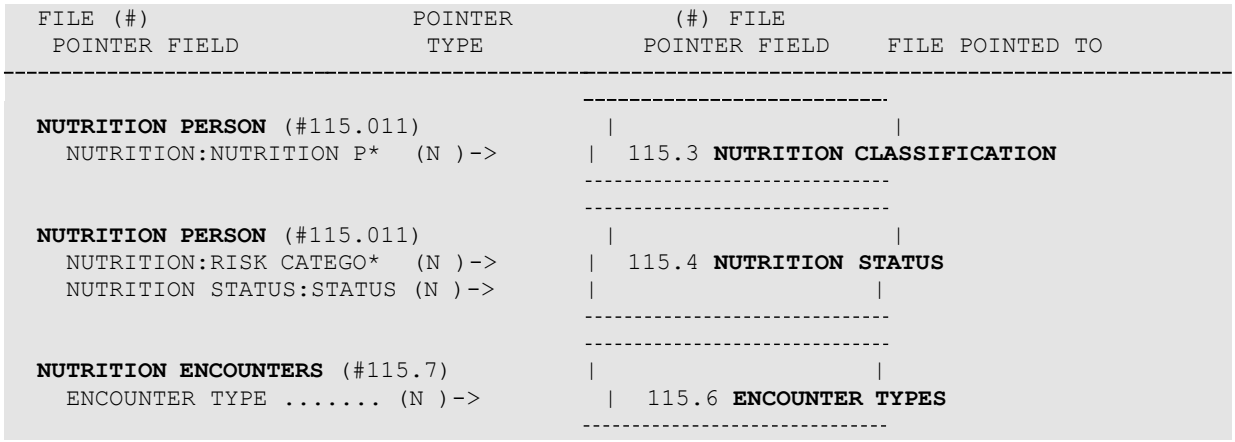
The ENCOUNTER TYPES file #115.6 allows you to record a variety of patient encounters, as well as recall and tabulate for statistical purposes. The Encounters program has two defined encounter types: Nutrition Assessment and Nutrition Status. These are pre-defined, so that activity in either of these programs is automatically tallied under Encounter Statistics. Each facility defines any number of encounter types which reflect the kind of clinical services they provide and the degree of documentation needed. 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 explanations for each program.

There is a relationship between the files in this program and other Nutrition and Food Service files.

Note: The files NUTRITION CLASSIFICATION, NUTRITION STATUS, and ENCOUNTER TYPES are not dependent on data in other files.

Diagram of the Relationship



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.

Dietetic User [FHUSR]

The Dietetic User 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.

AA	Abbreviated Analysis [FHNU5]
DA	Display Assessment [FHASMR]
PH	Review Diet Orders [FHORD2]
PP	Patient Profile [FHORD9]

CR Clinical Management Report [FHASNRR]

MA	Nutrition Admission/Discharge Monitor Report [FHMNADM]
MI	Nutrition Patient Monitor Inquiry [FHMNINQ]
MM	Nutrition Monitor Brief Report [FHMNBRPT]
MR	Nutrition Monitor Statistics Report [FHMNREP]
NA	Nutrition Status Average [FHASNR5]
NS	Nutrition Status Summary FHASNR]
NZ	Nutrition Status Matrix [FHASNR2]
SE	Encounter Statistics [FHASE4]

MI Nutrition Monitor Inquiry [FHMNINQ]

The Nutrition Monitor Inquiry option allows you 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.

Admission: Select the number of the admission date to use.

Device: Select a printer or display a device.

```
This patient has the following admissions:

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)


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
```

MR Nutrition Monitor Statistics Report [FHMNREP]

The Nutrition Monitor Statistics Report option allows you 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.

Begin Date: Enter a date prior to the current date (today's date).

End Date: Enter a date after the begin date.

Device: Select a printer or display a device.

```
Enter beginning date: T-365  (SEP 05, 2000)

Enter ending date: T  (SEP 05, 2001)

DEVICE: HOME// (Printer name)

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%
```

NA Nutrition Status Average [FHASNR5]

The Nutrition Status Average option allows you to view calculated inpatient, nutritional status averages 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: Select the report data to be categorized by Location (W) or Clinician (C).

Starting Date: Date the report begins to search for inpatient status levels.

Ending Date: Date the report ends the search for inpatient status levels.

Device: Enter the name of the printer. This report must be queued, because it is a time consuming process.

```
Print by CLINICIAN or LOCATION? LOCATION// <RET>

Starting Date: T-7 (APR 02, 2005)

Ending Date: T (APR 09, 2005

QUEUE TO PRINT ON
DEVICE: (Printer name)
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											

NS Nutrition Status Summary [FHASNR]

The Nutrition Status Summary 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 are screened and entered the Nutrition Status 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) for a report of the number of patients with their statuses entered by each clinician.

```
Print by CLINICIAN or 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
       ......
```

NZ Nutrition Status Matrix [FHASNR2]

The Nutrition Status Matrix option displays the Nutrition Status levels I to IV of inpatients. Data is viewed as either Status Change Over a period of time where specific start and end dates are entered, or Status Change from Admission. These reports show the change of the status from the time of admission or during specific dates.

Status Change: Select a timeframe for viewing nutrition status changes:
Status Change Over a period of time or Status Change from Admission.

- If you choose 2, the following prompts display:
- 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 you choose 1, the prompts in the example display.

Location: Enter a Location name or ALL.

Starting Date: Date the report begins to search for inpatient status levels.

Ending Date: Date the report ends the search for inpatient status levels.

Device: Select a printer or display device.

Example

```
Select one of the following:

 1. Status Change Over a period of time
 2. Status Change from Admission

Select one to Display: 1 Status Change Over a period of time

Select LOCATION (or All): ALL

Starting Date: T-7 (APR 02, 2005)

Ending Date: T (APR 09, 2005)


Print on 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

SE Encounter Statistics [FHASE4]

The Encounter Statistics option provides a tool to enter and record specific encounters and aggregate data for statistical reports. The option tallies automatic encounters from computer entries, such as Nutritional status and Nutritional assessments, as well as the site-determined encounters entered.

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 Clinicians, which includes all encounter data as listed in Summary for each clinician. Accept the default, because a "Yes" response provides a breakdown of encounters for all clinicians by 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

   List Individual Patient Encounters displays only if the response to Breakdown by Clinicians is YES. NO is the default for List Individual Patient Encounters. If you enter YES, the report lists each clinician name and the types of encounters with the individual patient identification under each.

```
Starting Date: 1/1/02

Ending Date: 5/3/02

Statistics for ALL Clinicians? Y// <RET>
Break-down by Clinician? Y//<RET>

List Individual Patient Encounters? N// <RET>
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
```



```
                                  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
```

EC Enter/Edit Nutrition Classifications [FHASC1]

The Enter/Edit Nutrition Classification option allows you to add and modify nutrition classifications. 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 emphasizes the importance of Nutrition and Food Service as part of the problem list.

The name field is free text, 3-60 characters in length. There is no limit on the number of classifications entered in the file; however, only one classification is selected for each assessment.

```
Select NUTRITION CLASSIFICATION NAME: Vitamin D Deficiency
  ARE YOU 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>
```

EP Enter/Edit Nutrition Plans [FHASC9]

The Enter/Edit Nutrition Plans option allows Clinical Managers to individualize, as well as standardize within their facility the Nutrition Plans section on the Screening form. Specific needs of the facility are listed, as well as providing a standardized form of recognizable planning factors.

The plan name is 3-60 characters. There is a limit of six plans, which you can include to keep the length of the form to one page. The lines before each plan, which provide a check off capability, are automatically included in the program. Enter the information in upper and lower case letters for readability and enter it in the order in which you want the plans to print on the screening form.

Example

```
____ 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:
```

```
Select NUTRITION PLAN NAME: Recommend Nutritional Education
  ARE YOU 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>
```

ET Enter/Edit Encounter Types [FHASE1]

The Enter/Edit Encounter Types option allows you 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 be collected from the administrative dietitians. Due to the innumerable clinical services provided, these clinical products are grouped into seven major Clinical Categories. In a cooperative effort the Clinical Staffing Study Group, Regional Coordinators, VACO, and the Clinical Ad Hoc Group developed these categories.

The Clinical Categories are management tools that utilize the encounters as a data source. Individual encounters point to a specific Clinical Category. Data are generated for the seven established Clinical Categories.

Definitions for the seven Clinical Categories are provided to serve as guidelines in creating the ENCOUNTER TYPES file. The definitions do not imply that you have to create encounters for all of the specific categories mentioned. If you do not create any encounters for a specific Category, data is not tallied for that Clinical Category. You can establish very broad or very specific encounters. The establishment of this file is totally dependent upon the facility's needs and desires. If you create encounters for administrative Nutrition staff, do not point the encounters to a specific Clinical Category. It is not necessary to have a clinician account for an entire period of duty.

Clinical Category Definitions

Screening is a 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 timeframe by the facility's policy and procedure. Patients, who are nutritionally compromised, may require further assessment.

Assessment is a process that includes further review, investigation and evaluation of the patient's data including documentation of such. There are varying degrees of assessments performed. The results of an initial assessment determine whether further or more complex evaluation and/or intervention is needed.

Patient Education is a category that includes the provision of Nutrition and Food Service education to patients and/or their caregivers as individuals or in a group setting. Instructions are further categorized by disease entities, individual instructions and group classes, utilizing the individual encounters.

Examples

- Instruction: Diabetic
- Class: Diabetic

Community is a category that 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 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 is a category that 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 is a category that consists of indirect Nutrition and Food Service care activities performed by the clinician.

Examples

- 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: The examples are possible types of encounters that might point to a specific Clinical Category. You do not need to establish encounters for all of the examples. You can establish broad or specific encounters based upon the need of the facility.

The Enter/Edit Encounter Types option allows you to collect information on numerous patient care activities performed by the clinical dietitians and clinical diet technicians.

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 you can enter. Encounters are applicable to outpatients as well as inpatients.

To determine the types of encounters to enter, each Clinical Manager should 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 encounters, there are other encounters appropriate to record and track.

Examples

- 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

This program is used to record and track a wide variety of educational and administrative activities, such as, in-service training for food service workers, continuing education programs attended, and so on. Again, review of current records aids in determining the encounter type needs.

Initial Time: Enter the average time, in minutes, required to conduct an activity/encounter on an initial basis. This value becomes the automatic default in the Enter/Edit Encounter (EE) option and is changed at the time of entry. Type a whole number between 0 and 999. (This information is 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 is changed at the time of entry. Type a whole number between 0 and 999.

Ask Event Location: Enter "YES" or "NO". A "YES" response generates a prompt to enter the event location whenever this type of encounter is entered in the DIETETIC ENCOUNTERS file (115.7). You can 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: Connect the encounter to a specific Clinical Category. You 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 clinician is prompted to enter each patient's name whenever this type of encounter is entered into the DIETETIC ENCOUNTERS file (115.7).

Ask # Collaterals: This prompt displays when a "YES" response is entered under "Ask Patient Name(s)". Enter "YES" or "NO". A "YES" response generates a prompt to enter the number (0-9) of collaterals associated with each patient when this type of encounter is entered into the DIETETIC ENCOUNTERS file (115.7). This field allows the service to keep track of the number of collaterals seen according to Encounter type.

Ask for Patient Comment: This prompt displays only when a "YES" response is entered under "Ask Patient Name". Enter "YES" or "NO". A "YES" response prompts you to enter a patient comment, or any other information associated with this encounter when this type of encounter is entered into the DIETETIC ENCOUNTERS file (115.7).. It is free text 3-60 characters in length. This information displays in the Patient Inquiry option.

Inactive: The only way to remove an entry from the ENCOUNTER TYPES 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, a non-manager cannot use it.

```
Select ENCOUNTER TYPES NAME: ??

CHOOSE FROM:
   Class - Diabetic
   FOOD-DRUG INSTRUCTION      (** INACTIVE **)
   NUTRITIONAL ASSESSMENT
   STATUS/SCREENING

 Select ENCOUNTER TYPES NAME: Class - Overeaters
  ARE YOU 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?: ??
     CHOOSE FROM:
       Y        YES
       N        NO
ASK EVENT LOCATION?: Y  YES
CATEGORY: ??
     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: ??
     CHOOSE FROM:
       I        INDIVIDUAL
       G        GROUP
       B        BOTH
INDIVIDUAL/GROUP/BOTH: G  GROUP
ASK PATIENT NAME(S)?: ??
    CHOOSE FROM:
       Y        YES
       N        NO
ASK PATIENT NAME(S)?: Y  YES
ASK # COLLATERALS: ??
     CHOOSE FROM:
       Y        YES
       N        NO
ASK # COLLATERALS: Y  YES
ASK FOR PATIENT COMMENT?: ??
     CHOOSE FROM:
       Y        YES
       N        NO
ASK FOR PATIENT COMMENT?: Y  YES
INACTIVE?: <RET>
```

LC List Nutrition Classifications [FHASC2]

The List Nutrition Classifications option alphabetically lists all the entries in the NUTRITION CLASSIFICATION file #115.3. Entries to this file are made using the Enter/Edit Nutrition Classifications (EC) option. Either enter a printer name or press <RET> 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
```

LP List Nutrition Plans [FHASC10]

The List Nutrition Plans option prints a list of the entries in the DIETETIC NUTRITION PLAN file #115.5. Use the Enter/Edit Nutrition Plans (EP) option to make entries to this file.

```
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
```

LS List Nutrition Statuses [FHASC4]

The List Nutrition Statuses option prints all items in the NUTRITION STATUS file #115.4. The program comes with four Nutrition Status levels, which you cannot edit. However, use this option to print the Nutrition Status list.

Nutrition Status Levels:

- I Normal
- II Mildly Compromised
- III Moderately Compromised
- IV Severely Compromised

LT List Encounter Types [FHASE2]

The List Encounter Types option prints all items in the ENCOUNTER TYPES file #115.6. Use the Enter/Edit Encounter Types (ET) option to make entries to this file.

```
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
```

XD Display Selected Drug Classifications [FHSYP2]

The Display Selected Drug Classifications option allows you to display or print all drug classes or codes entered under the "Select Drug Classification" site parameter. Enter a printer name or press <RET> 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
```

XL Display Selected Lab Tests [FHSYP1]

The Display Selected Lab Tests option displays all laboratory tests selected under the laboratory, test site parameter. This list includes specimen type and whether or not to print the test 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
```

XP Enter/Edit Clinical Site Parameters [FHASC8]

The Enter/Edit Clinical Site Parameters option allows each facility to individualize the output on the Nutrition and Food Service Screening form and Nutrition Assessment form by defining the following site parameters. These parameters are 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 display in the English or Metric equivalents. Enter data in English or Metric format and the program converts it to the selected default unit. Enter "E" for results in English measurements, "M" for 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 display on the screening form, which is not already included in the program.

Examples

```
"Food Dislikes", "Food Preferences", "Religious/Ethnic Preferences",   or
"Do you 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" to print a Nutrition Profile following the Screening form. Answer "NO" if you do not want it printed. Enter an "A" (for Ask User) for a prompt that asks whether or not to print the profile.

 # Of Days To Obtain Lab Data: Enter the number of days (1-500) to go back looking for laboratory results. The larger the number of days, the slower the system prints. (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 timeframe. The number selected applies to both screening and assessment. Only the most current laboratory value displays.

Select Lab Test: Select the laboratory tests to display 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, you must identify the specimen type (serum, plasma, or urine) for each test. Some facilities identify tests by one word and require you to enter the specimen type. Other facilities use distinctive names for each type of test; others identify tests as a routine or stat, or specific to an area or machine.

If the facility does not have distinctive names for tests, you may not be able to print both serum and urine results.

Example
The lab has a test called urea. You can select urea once and indicate serum. The program does not allow you to enter urea again and select urine. Thus, you cannot be get both serum and urine values.

Many facilities use distinctive names, i.e., BUN and UNN. You can get both results on the forms because the names are distinctive.

If the facility has multiple named tests, i.e., Albumin-Stat, Albumin-Routine, Albumin-Outpatient, you 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 are ordered by a different process.

Next, you must indicate if the laboratory test value is printed on the screening form, the assessment form or both. All will print on the Nutrition Profile.

Note: If you want the screening form to print on only one sheet, select no more than 12 laboratory tests.

Normal ranges display on the screening and assessment forms and High (H), Low (L) and Critical (*) values are indicated. The date the laboratory test was performed displays. An item prints only if there is a result within the number of days specified. Only the most current value displays. When you select tests that measure the same item, but use different processes, group them by the same "Ident Group" number.

Select Drug Classifications: You can 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 are screened. The actual drug name (generic or brand) displays on the Nutrition Profile. Strength and dosage may display depending on character space availability. If a patient is on a combination of anti-hypertensives, each drug is listed. IV solutions are not included in this program.

This site parameter uses drugs from Pharmacy's DRUG CLASSIFICATION file. For inpatients, medications displays only if the Pharmacy Unit Dose program is in use. For outpatients, medications are retrieved from the Pharmacy Outpatient program.

In this site parameter, enter only the drug classification code. The following are samples of Drug Classifications and codes, which you could include 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, refer to "VA Medication Classification System", available from the Pharmacy Service.

Sample Drug Classification Codes

AD100	Alcohol Deterrents
AM250	Tetracyclin s
BL100	Anticoagul nts
CN500	Antiparkins n Agents
CN602	Monoamine Oxidase Inhibitors
CV000	Cardiovasc lar Medications
CV400	Antihyperte sives
CV350	Antilipemic Agents
CV700	Diuretics
GA200	Laxatives
GA300	Antiulcer A ents
GA400	Antidiarrhe l Agents
HS051	Glucocortic ids
HS500	Blood Gluc se 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. Select either English or metric.

```
ASSESSMENT DEFAULT UNITS: METRIC// <RET>
```

The Screening form makes provision for adding a site-selectable line to the form as the last line under the S: (or subjective) section. If you make an entry, consider the indenting and column usage of the existing lines in determining which line to enter. Press <RET> to bypass the extra line.

```
OPTIONAL SCREENING LINE: Ethnic/Religious Food Pref:
           Replace <RET>
```

You can print a Nutrition Profile following each Screening form. Answer YES if you wish the profile printed, NO if you do not. Answer A (for Ask user) for a prompt asking whether or not to print a profile.

```
PRINT PROFILE AFTER SCREENING?: ASK USER// <RET>
```

In selecting which laboratory results to display, the program allows for the selection of the number of days in the past for which to search data. Selecting 30 as a value and the most recent lab test results obtained in the last 30 days displays.

```
# OF DAYS TO OBTAIN LAB DATA: 180// <RET>
```

Select only those laboratory tests in which the clinical staff is typically interested. A prompt as to whether or not the results are printed on the Assessment report and the Screening form.

```
Select LAB TEST: MAGNESIUM// <RET>
  LAB TEST: MAGNESIUM// <RET>
  SPECIMEN: SERUM// <RET>
  PRINT ON ASSESSMENT?: YES// <RET>
  PRINT ON SCREENING?: YES// <RET>
  PRINT ORDER: 1// <RET>
  SERUM ALBUMIN: NO// <RET>
Select LAB TEST: <RET>
```

Select only those drug classifications in which the clinical staff is typically interested. The actual drug name displays for prescribed drugs. The drug classifications you select, control which drugs display.

The clinical parameters allow for the identification of drug classes that may cause potential food/drug interactions.[1] You specify the drug classification and respond to a series of prompts. Create Alert allows you to create an alert for a potential food/drug interaction..

```
Select DRUG CLASSIFICATIONS: VT100// <RET>
  DRUG CLASSIFICATIONS: VT100// <RET>
  PRINT ON ASSESSMENT: YES// <RET>
  PRINT ON SCREENING/PROFILE: YES// <RET>
  PRINT ORDER: 1// <RET>
  CREATE ALERT: YES// <RET>
Select DRUG CLASSIFICATION:
```

Note: Press <**RET**> at this prompt, to go back to the menu.

`PRINT ON ASSESSMENT:`
You can print the expanded Drug Classification information on the Nutrition Assessment form.

`PRINT ON SCREENING/PROFILE:`
You can print the expanded Drug Classification information on the Nutrition Screening form.

`PRINT ORDER:`
You can choose the print order of the Drug information on the Nutrition Screening report.

[1] Patch FH*5.5*8 September 2007 Expanded the Drug Classification field in the Clinical Site Parameters option.

CREATE ALERT:

You can set up an alert to a potential food/drug interaction using the expanded Drug Classification. It alerts the dietician to a food/drug with a potential food/drug interaction. If set to YES, an alert is created for a patient taking medication with this type of drug. You can also select drug classes for which to send an alert for education about potential food/drug interaction.

Examples

```
8. I  NFSPATIENT,ONE (V0021): Food/drug interaction w/ ASPIRIN 325MG EC TAB

9. I  NFSPATIENT,TWO (V0021): Food/drug interaction w/ ACETAMINOPHEN 650MG TAB

10. I  NFSPATIENT,THREE (V0021): Food/drug interaction w/ ABACAVIR 300MG TAB

11. I  NFSPATIENT,FOUR (V0123): Food/drug interaction w/ THIAMINE 100MG TAB
```

XD Diet Order Management [FHORDX]

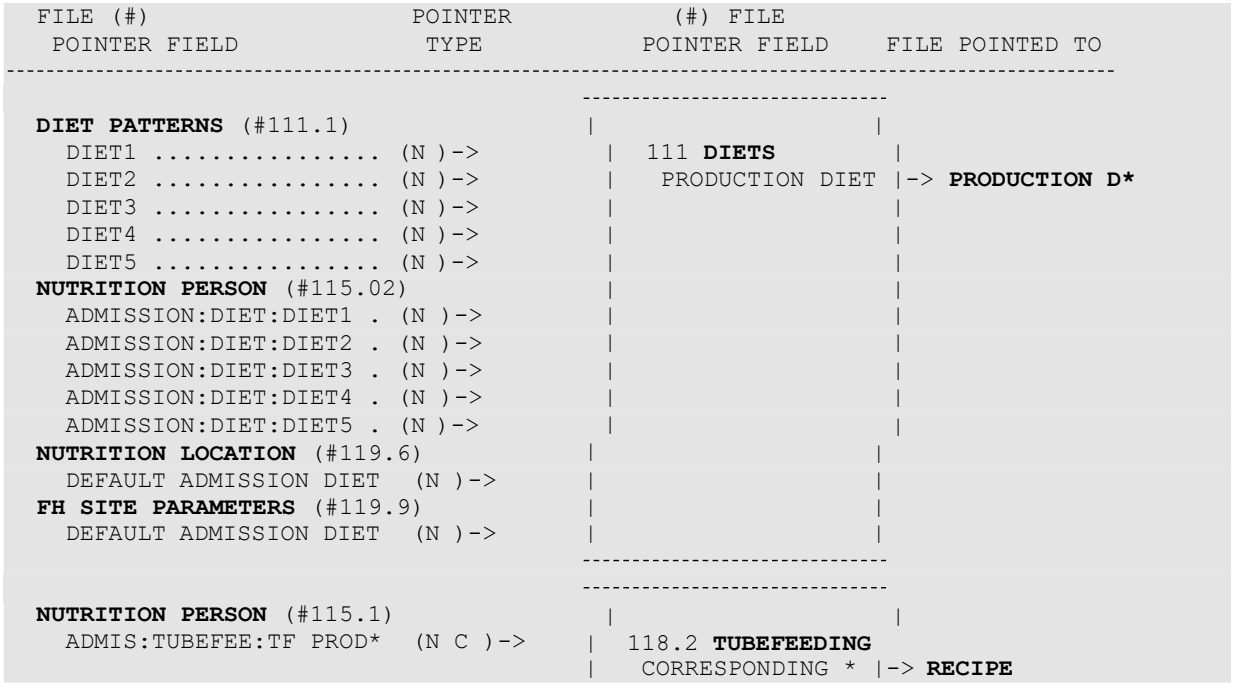
DE	Enter/Edit Diets [FHORD6]
DL	List Diets [FHORD7]
IE	Enter/Edit Isolation/Precautions [FHOR1]
IL	List Isolation/Precaution Types [FHORI2]
TE	Enter/Edit Tubefeeding Products [FHORTF1]
TL	List Tubefeeding Products FHORTF2]

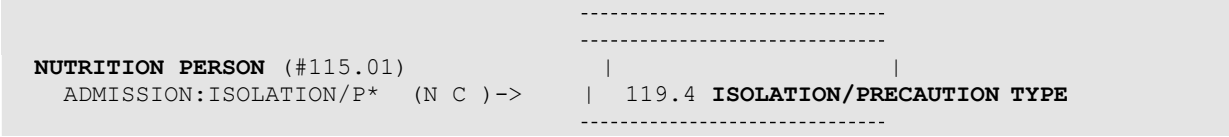
Diet Order Management data controls the Diet Order Entry activity. All diets, tubefeedings, and isolation precautions particular to a facility are added through this menu. Data is entered with a variety of synonyms and/or alternate names or designations, in order to facilitate data entry. Before Diet Order Entry (refer to Diet Orders (DO) in the User Manual) is implemented, files must be built for the individual medical center. The Diet Order Management menu helps you do that.

Managing Diet Orders

The advantage of a facility building its own DIETS file 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 tubefeeding 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.

Diagram of the Relationship





Diet Orders [FHORDM]

Diet Orders allows access to all Nutrition order options normally given to Location personnel and includes the ability to order diets, consults, early/late trays, NPOs, tubefeedings, 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.

OA	Enter Additional Order [FHORO1]
OC	Order Consult [FHORC1]
OD	Order Diet [FHORD1]
OE	Order Early/Late Tray [FHOREL2]
ON	NPO/Hold Tray [FHORD3]
OT	Order Tubefeeding [FHORTF3]
PA	Enter/Edit Patient Reaction Data [GMRA PATIENT A/AR EDIT]
PH	Review Diet Orders [FHORD2]
PI	Enter/Cancel Isolation/Precautions [FHORD4]
PP	Patient Profile [FHORD9]
XE	Cancel Early/Late Tray [FHOREL3]
XN	Cancel NPO/Withhold Order [FHORD12]
XT	Cancel Tubefeeding Order [FHORTF4]

- 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 is processed. This may be written as a Nutrition and Food Service Policy or included in the User Manual, and modified for Location or food service personnel.
- Describe the back-up system used in the event of computer failure. Which lists and reports are 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 needs 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.

  Note: Many employees have no prior experience with the computer.

- Consider hardware and furniture. 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 Nutrition 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 display. 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 displays 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.

DE Enter/Edit Diets [FHORD6]

The Enter/Edit Diets option allows you 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 pre-established in the PRODUCTION DIET file #116.2. To edit that file use the Enter/Edit Production Diets (PE) option in Production Management (XP) menu.

Diets Name: Enter a single-modification diet name, such as 1 Gram Sodium or Low Fat. The program routine provides for combining any five single-modification names into a combination diet. Therefore, do not include multiple-modification names, such as Low Fat, 1 Gram Sodium, initially. Consider such combinations 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. Non-standard, but commonly used diet names are entered in the Alternate Name field. Names must be 3-30 characters in length. Diets having multiple calorie or mineral levels are listed as separate names.

Examples

- DIABETIC 1000
- 1500 KCAL DIABETIC
- 1G SODIUM
- MECHANICAL
- FULL LIQUID

Test diets are also 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 when help is requested using "??". Enter a list of diets into the Diets Name field that reflect all common ordering practices at the facility. In addition, commonly used expressions and abbreviations are included, because Location clerks encounter and use them.

Synonym: A Synonym is a short data entry form to save time. This field is not a required entry. Use common abbreviations and shortened forms of the longer name. Selection of the synonym automatically links with the correct diet name. The synonym cannot exceed 12 characters in length.

Example

```
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 you are 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 are established in policy and clerks are 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. Assign each diet 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 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 with 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.

Example
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 displays *first* on the diet card label used in tray assembly.

Number 2 is assigned to all sodium alterations, number 3 to all calorie alterations (high, low and diabetic) and number 4 to all protein alterations (high or low).

```
1000 Calorie Diabetic, High Protein, 1 Gram Sodium, Mechanical Diet
```

The user-entered order is reconfigured because of the precedence numbers, to display 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. Enter production diets first in the PRODUCTION DIET file #116.2 using the Enter/Edit Production Diets (PE) option. Refer to 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. Name a production diet for every diet name in the DIETS file. The production diet with the lowest tally number is reflected in the Actual Diet Census (DC). Associate every diet name 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 are done or to initiate special product preparation. 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 sends a message to the dietitian assigned to the Location. Location assignment of dietitians is accomplished through the Consult Management (XM) menu. A "NO" or null (<RET>) sends no message.

Abbreviated Label:[1] This is a required entry. Write the abbreviation exactly as you want the diet pattern name to print on outputs, such as reports and labels, and so that the label is readily recognized by everyone. You automatically update diet pattern names when a diet is modified. Diet pattern names are built by using the abbreviated label field of each diet in the pattern. If the abbreviated label is changed, it automatically updates all diet pattern names that contain the modified diet.

[1] Patch FH*5.5*5 May 2007 This option provides functionality to automatically update Diet Pattern names when a diet is modified. Diet Pattern names are built by using the Abbreviated Label field of each diet in the pattern. If the Abbreviated Label is changed, it will now automatically update all Diet Pattern names that contain the modified diet.

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
```

You can delete an alternate name.

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, a dietician cannot select it. To reactivate requires VA FileMan access or intervention by the Site Manager.

Text for Abbreviated Label:[1] The text explains why the Abbreviated Label for a diet changed. The diet pattern containing the diet is updated to reflect the change.

```
Select DIETS NAME:    LOW CALORIE
NAME: LOW CALORIE// <RET>
SYNONYM: LC// <RET>
ASK EXPIRATION DATE?: NO// <RET>
DIET PRECEDENCE: 2//<RET>
PRODUCTION DIET: CALORIE CONTROLLED// <RET>
BULLETIN CLINICIAN?: NO// <RET>
ABBREVIATED LABEL: CAL CON// LOW CAL
Select ALTERNATE NAME: LOW SUGAR// <RET>
INACTIVE?: <RET>

The Abbreviated Label for this Diet has been changed to LOW CAL.
Diet Patterns containing this Diet will now be updated to reflect this change:

CAL CON, FULL LIQ will change to LOW CAL, FULL LIQ
CAL CON will change to LOW CAL
FULL LIQ, CAL CON, KOSHER, ATK will change to FULL LIQ, LOW CAL, KOSHER, ATK

...Diet Patterns have been updated!
```

[1] Patch FH*5.5*5 May 2007 Added text explaining why the Abbreviated Label for a diet changed.

DL List Diets [FHORD7]

The List Diets option allows you 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
```

IE Enter/Edit Isolation/Precautions [FHORI1]

The Enter/Edit Isolation/Precautions option allows you to enter the isolation/precaution types into the file. 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. 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.
This information displays 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 displays on List Early/Late Trays (EL).

Isolation/Precaution Type Name: This field refers to the type of isolation or precaution requested.

Paper or China: This is a required field and designates when paper service or china service is used with the isolation/precaution type.

Delivered by Nurse or FSW: This is a required field that designates when the tray is delivered by nursing or food service personnel.

```
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

     You may enter a new ISOLATION/PRECAUTION TYPE
     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>
```

IL List Isolation/Precaution Types [FHORI2]

The List Isolation/Precaution Types 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
```

TE Enter/Edit Tubefeeding Products [FHORTF1]

The Enter/Edit Tubefeeding Products option allows you to enter and edit data in the TUBEFEEDING file. 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.

Name: Generic identities, such as High Calorie, High Nitrogen tubefeeding are entered, as can product names such as Sustacal or Ensure Plus. If you use generic names in the Name field, they also display on printouts.

Dispensing Unit: Dispensing unit is the most common handling unit of each product in full strength form. Prepackaged items have dispensing units such as can, bottle, bag or quart. You can consider this unit, the unit delivered to the Location. This is required field.

Amount/Unit:[1] This field contains the number of cubic centimeters or grams of product per dispensing unit. You can enter values less than 10. 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 tubefeeding 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, it is 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, but do not display for help and are not printed on outputs. Only the original tubefeeding Name field entry displays on outputs.

Corresponding Recipe: This field associates the product with a recipe in the RECIPE file #114. A recipe is created for a product in order for costs to be calculated, and displays on the List Tubefeedings Products (TL) report. If no recipe is created for the product, a "0.00" displays 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.

```
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>
```

[1] Patch FH*5.5*5 - May 2007 – Modified the AMT/UNIT field of the TUBEFEEDING file (#118.2) to accept values that are less than 10.

```
CORRESPONDING RECIPE: DIET SUPP - VARIETY FLAVORS// <RET>
INACTIVE?: <RET>
```

TL List Tubefeeding Products [FHORTF2]

The List Tubefeeding Products option lists all tubefeeding 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
```

XE Energy/Nutrient Management [FHNUX]

ML	List User Menus [FHNUX]
NE	Enter/Edit Nutrients [FHNU6]
NG	Enter Nutrients (Common Units) [FHNU12]
NL	List Nutrient File [FHNU7]
RE	Recipe Analysis [FHNU11]
RL	List DRI Values [FHNU9]

Energy/Nutrient Management allows you to enter or edit the food items and nutrients included. User menus are listed and recipes not part of the Recipe Management program are analyzed and stored for future reference. 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.

Managing Energy and Nutrients

Because the data in USDA Handbooks 8 and 456 is 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**: Although there are locks on this file, users with edit access to VA FileMan can edit it.

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.

> **Note:** 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.

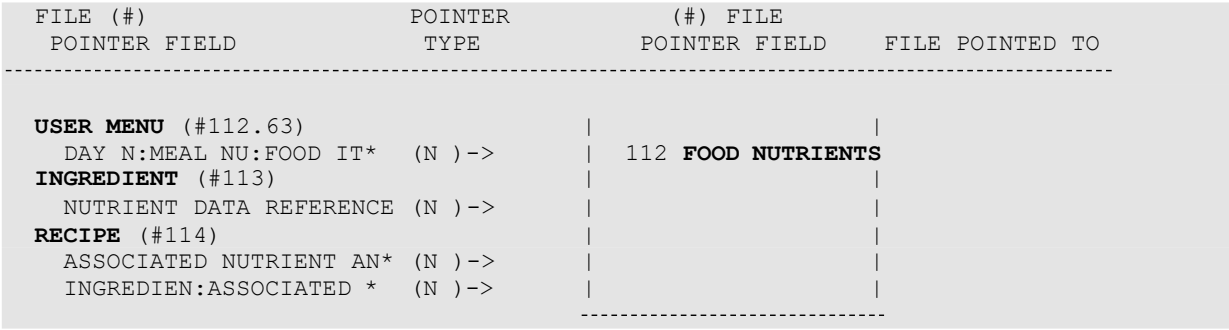
> **Note:** It is strongly recommended that Source of Data be entered for all items added to the FOOD NUTRIENTS file.

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. Customize the items displaying on the Quick List by adding or deleting quick list items to reflect those items frequently used in the facility. To locate food items by more than one name, you can create alternate names or synonyms. Installation of this version of the software does not affect any modifications made to the Quick List in previous versions.

Recipes are 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.

Note: The FOOD NUTRIENTS file **does not** use data from other files. However, the data is used by the USER MENU, INGREDIENT, and RECIPE files.

Diagram of the Relationship



- 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.
- Analyzed recipes 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. The values

under Enter/Edit Nutrients (NE) in the test account are used as a reference to update the values in the live area for the revised recipe. Because 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.

ML List User Menus [FHNU3]

The List User Menus option allows you to print a list of stored user menus. The list contains the name of the menu creator, the date each menu was created, the units (common or grams) in which the menu was entered, and the name of the menu. Use the list of User Menus to identify menus to delete 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
```

NE Enter/Edit Nutrients [FHNU6]

Nutrient values in The Enter/Edit Nutrients option allows you to enter nutrient values in a 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 is added as a convenience food, you may need mathematical calculations of the nutrient values before entry.

Food Nutrients Name: This is a free text 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 is 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 is 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". You can change this field at any time; but, if changed, you 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 is entered for each food item named. It is a common expression, a regional name, or other name.

The alternate name that is automatically associated with the food nutrient name, does not display on the screen, but you can select it.

Alternate Name Quick List: Only a "YES" or "NO" entry is accepted. This feature allows you 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 used in analysis. The 3 options are "EDIBLE" (E), "RAW/RARE" (R) , and "RECIPE" (X).

Nutrient: There are approximately 65 nutrients for which you are prompted while editing a new Food Nutrient. Enter all known values in 100-gram portions. Press <RET> to bypass the nutrient and enter a null value wherever 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 free text of up to 80 characters. 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

Example

Data is "locked" and only a few fields are editable

```
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>
```

Use the Food Nutrient Data Entry Sheet to enter a new nutrient into the file. It helps to make sure you have all the data you 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: ________                 CAFFEINE; MG/100G: ________
CARBOHYDRATE; GM/100G: __                 TOTAL DIETARY FIBER; GM/100G:________
FOOD ENERGY; KCAL/100G: _______           TOTAL TOCOPHEROL; MG/100G: _
WATER; GM/100G: ________                  TRYPTOPHAN; GM/100G: ________
CALCIUM; MG/100G: ________                THREONINE; GM/100G:________
IRON; MG/100G: ________                   ISOLEUCINE; GM/100G: ________
MAGNESIUM; MG/100G: ________              LEUCINE; GM/100G: ________
PHOSPHORUS; MG/100G:________              LYSINE; GM/100G: ________
POTASSIUM; MG/100G: ________              METHIONINE; GM/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:

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, check your work. Using the Abbreviated Analysis (AA), request a 100-gram portion of the item. The resulting values that display are very close to the values entered. Rounding does take place.

Deleting Food Items from the FOOD NUTRIENT File

Any food item you enter, you can also change or delete.

USDA food items included in the file are "locked" and cannot be deleted or changed, even with 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:

1. Delete the User Menu containing the pointer to the deleted item.
2. 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 that was 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.

Report any errors found in the locked USDA data to the regional work group (SIUG) representative. A centralized source reports such information to the USDA. Veterans Administration users make no changes to USDA data.

Look for sources of an error in other user-entered data in additional areas.

- Is the gram weight correct for the common unit?
- Are the nutrient values per 100-gram portion correct?
- Are conversions correct 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.

You must report serious flaws in user-entered data to the regional work group (SIUG) representative, so you can share the information through the Nutrition SIUG Newsletter, *Bits and Bytes*, and the corrected computer tapes.

NG Enter Nutrients (Common Units) [FHNU12]

The Enter Nutrients option allows you 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>
```

NL List Nutrient File [FHNU7]

The List Nutrient File option prints a brief version of the entire 2800-item FOOD NUTRIENTS file, plus any food items the individual medical center 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 starts, you stop it 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

RE Recipe Analysis [FHNU11]

The Recipe Analysis option allows you to analyze the recipes by gram weight for all ingredients. You can also analyze recipes with the Analyze All Recipes (NA) option in Recipe Management (XR). 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 because the variety of other possible units and the conversions necessary to use them 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 is 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 Site Manager can add the Recipe Analysis (RE) option to the menu for any non-manager.

Using this option is similar to using Abbreviated Analysis (AA) with only minor additions.

Title of Recipe: This is free text 3-60 characters in length.

Number of Portions: This is a required field and must be a number, 1-1000. This is the number of portions the recipe yields.

Do You 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: Enter a name from the FOOD NUTRIENTS file.

Amount: Enter a number 1-99999 or a 0 to delete a Food Item. The number is the amount of the item needed in the units, which is either grams or common units.

Final Ingredient List: Once all food items are entered, a list of Food Items displays with a line number to the left. You can edit the list at the "Do you wish to edit this list?" prompt. You can change amounts, delete items, or add items to the list, at the appropriate prompts.

Do You Wish to Store This Recipe in the FOOD NUTRIENTS 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.

Example

```
Title of Recipe: Baked Potato

Number of Portions: 1

Do you 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 you 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 you 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 you wish to analyze another Recipe? NO// <RET>
```

RL List DRI Values [FHNU9]

The List DRI Values option prints the contents of the DRI VALUES file #112.2 for reference.

The list requires a 132-column printer.

```
DEVICE: (Printer name)
DRI VALUES
10-Mar-05  7:47am    Page 1
                       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

DRI VALUES
10-Mar-05  7:47am    Page 2
                      Calcium   Phosphorus   Magnesium  Iron  Zinc   Pantothenic  Copper
Manganese  Sodium  Potassium
Name                    Mg          Mg          Mg     Mg    Mg      Acid Mg      Mg
Mg      Mg         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							

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 margarines, 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.

XM Consult Management [FHORCX]

CE	Enter/Edit Consult Types [FHORC7]
CL	List Consult Types [FHORC8]
CR	Re-Assign Active Consults [FHOEC9]
CX	Consult Statistics [FHORC10]
WE	Enter/Edit Location Assignments [FHORC5]
WL	List Ward Assignments [FHORC6]

Consult Management allows you 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.

Managing Consults

Most facilities use the Consult/Request Service Tracking package for consults from Physicians and treatment team members. The NUTRITION CONSULTS file is used internally in Nutrition and Food Service to communicate and document messages to clinical staff. For example, during tray delivery, the food service worker identifies a problem with a patient's meal, which a dietitian needs to address, or a strange request comes to the diet communication office on the diet activity report.

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.

Diagram of the Relationship

```
 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
                                        ----------------------------
```

CE Enter/Edit Consult Types [FHORC7]

The Enter/Edit Consult Types option allows you to add or modify types of consults. The NUTRITION CONSULTS file #119.5 contains all of the nutritional care activities a station tracks 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/medical personnel 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 you enter in 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

- 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 Tubefeeding
- Other

Brief Name: This field represents a short name or abbreviation of not more than 10 characters. The brief name displays when the active consults is listed for each clinician.
Sample brief names: "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 that a supplement take the same amount of time for every patient, regardless of the disease complexity.

This field determines whether to indicate "Initial" or "Follow-up". If a "Y" (YES) is entered in this field for any consult, the program prompts with "Initial/Follow-up?:". Entering "I" results in treating the consult 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 not presenting the question.

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 is defined as 10 minutes. If the average initial diet instruction requires 40 minutes, the TU for an Initial Consult is 4. 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 with differing TUs for Initial and Follow-up, the "Ask Initial/Follow-up" field contains a "Y" (YES).

The concept of time units is 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 is 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. Deletion of the entry causes "Undefined Errors" throughout other parts of the program. Once an entry is inactivated, you can no longer select it. To reactivate it requires VA FileMan access or intervention by the Site Manager.

```
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

Select NUTRITION CONSULTS NAME: CNH placement/VNA Referral
  ARE YOU 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?: ??
     CHOOSE FROM:
       Y        YES
       N        NO
ASK INITIAL/FOLLOW-UP?: N  NO
TU FOR INITIAL CONSULT: 6
USER TO BULLETIN: <RET>
INACTIVE?: <RET>
```

CL List Consult Types [FHORC8]

The List Consult Types 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  9,2005  15:50    PAGE 1
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
```

CR Re-Assign Active Consults [FHORC9]

The Re-Assign Active Consults option allows you 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 Enter/Edit Location Assignments (WE) option 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.

```
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
```

CX Consult Statistics [FHORC10]

The Consult Statistics option generates a report showing workload distribution and professional activity. It is a management tool. The time period to view completed consults is designated with a choice of breakdown by clinician and a list of individual patient consults.

```
Starting Date: JAN 1 91(JAN 01, 1991)
 Ending Date: DEC 31 91  (DEC 31, 1991)


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
```

WE Enter/Edit Location Assignments [FHORC5]

The Enter/Edit Location Assignments option allows you to add or modify location assignments. To receive consults, a clinician is assigned to each Location. Each Location has one assigned clinician, either a dietitian or nutrition technician, but not 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 the Enter/Edit Consult Types (CE) option. All staff electronically assigned to a Location must also have access to VistA.

Nutrition Location Name: This is the name of the assigned nutrition location. Location assignments are made only when there are corresponding Location entries in the NUTRITION LOCATION file #119.6.

Clinician: This refers to the name of the assigned Dietitian or Diet Technician 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
```

WL List Location Assignments [FHORC6]

The List Location Assignments 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
```

XS Supplemental Feeding Management [FHNOX]

BE	Enter/Edit Bulk Location Feedings [FHNO8]
ME	Enter/Edit Supplemental Feeding Menus [FHNO6]
ML	List Supplemental Feeding Menus [FHNO7]
SE	Enter/Edit Supplemental Feedings [FHNO4]
SL	List Supplemental Feedings [FHNO5]

Supplemental Feeding Management allows you 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.

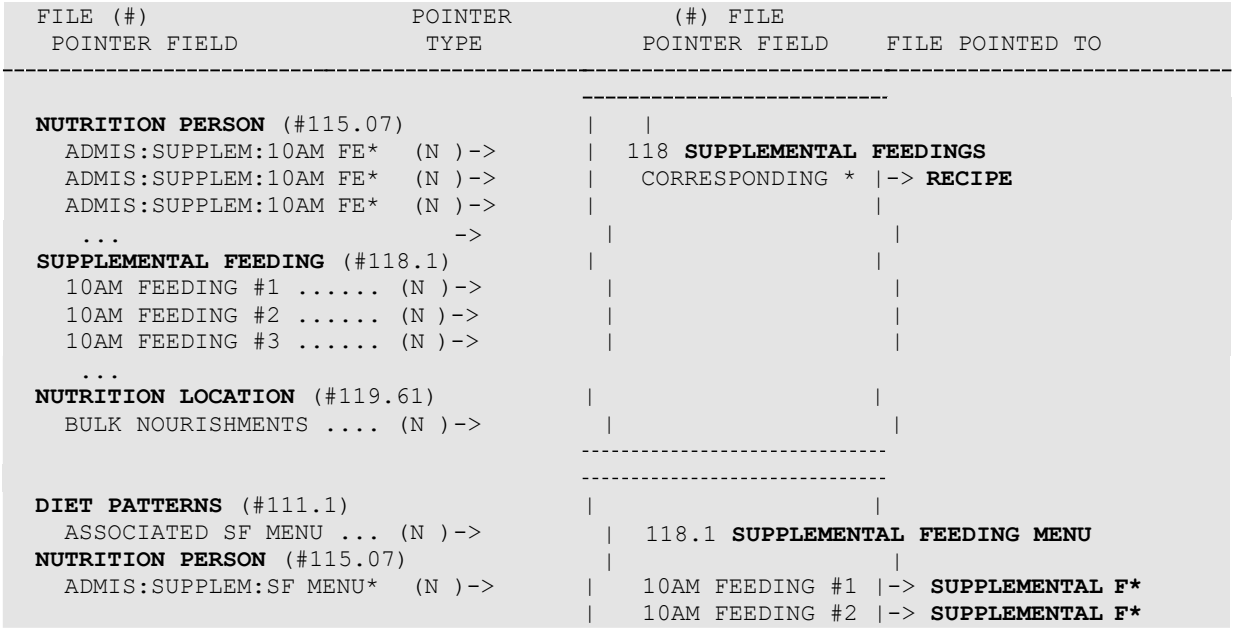
Managing Supplemental Feeding

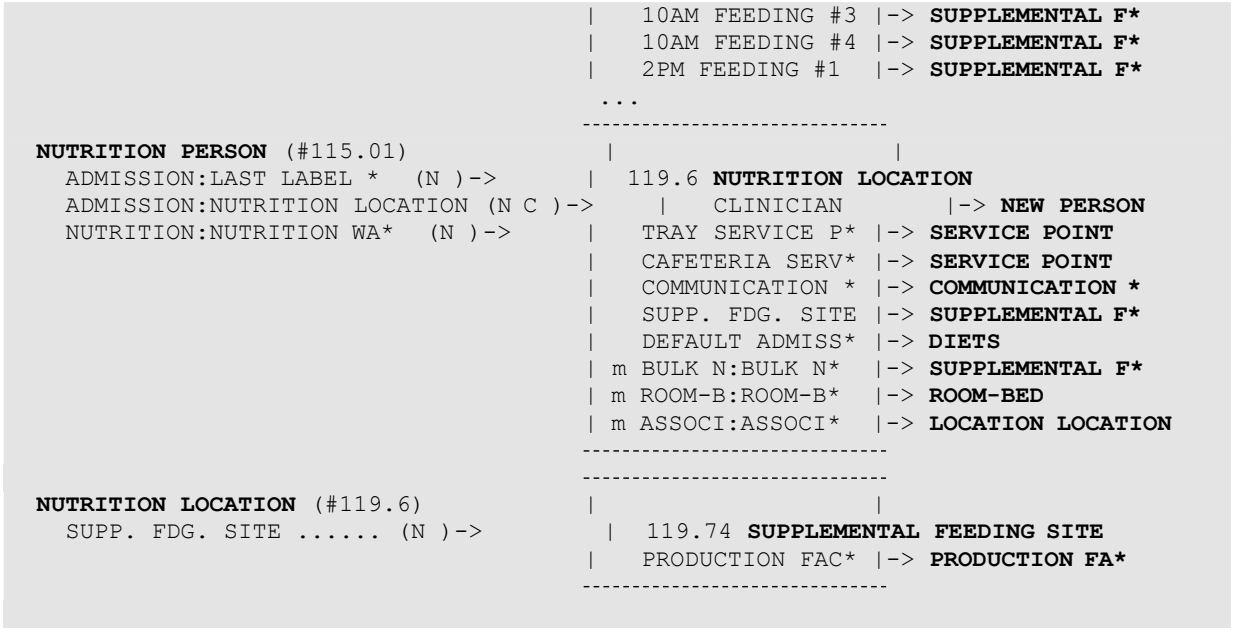
Once associated with a diet pattern, the SF menu automatically goes into effect during diet order entry. If the diet order changes, the SF menu automatically changes to the new menu or is deleted. Bulk Location feedings are also assigned through this program.

There are 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 is built using the Nutrition Facilities (DF) menu, before entering supplemental feedings.

Diagram of Relationships





- 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 is 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.
- 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. You need to cancel the existing order and **reorder** the diet.
- Each supplemental feeding order ordered through the Supplemental Feeding menu is considered an individual order and remains with the patient until cancelled through the Change Patient Supplemental Feeding (SF) option. On the tray ticket, an existing supplemental feeding menu is denoted by “SF” and an individual one is denoted by “SF(I)”. You can check whether a supplemental feeding is associated with a diet pattern through the Supplemental Feeding Inquiry (IN) and History of Supplemental Feeding (SH) options.
- Items for both individual and bulk feedings are included in the supplemental feeding formulary.
- 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 you can delete an existing entry following the // and enter the change.
- Diet orders and supplemental feeding orders are saved and can be retrieved in Patient Data Log (DM).

BE Enter/Edit Bulk Location Feedings [FHNO8]

The Enter/Edit Bulk Location Feedings option allows you to assign bulk food items to a specific Location There must be data in the SUPPLEMENTAL FEEDINGS and NUTRITION LOCATION files before you use this option to change bulk food items or their quantities. You can obtain a printout of bulk feedings using the Print Bulk Feedings/Cost Report (WP or BW) option to monitor quantities and costs for each delivery point.

Nutrition Location Name: Enter Location name from the NUTRITION LOCATION file.

Bulk Nourishment: Enter a Supplemental Feeding from the SUPPLEMENTAL FEEDINGS file.
The default displays previously entered Bulk Nourishments, if any.

Quantity: Enter a whole number, 1-99. The default displays previously entered quantities, if any.

```
Select NUTRITION LOCATION NAME: NEW 3 NORTH

Select BULK NOURISHMENTS: BANANA
   Are you adding 'BANANA' as a new BULK NOURISHMENTS (the 9TH for this NUTRITION
LOCATION)? Y (Yes)

QUANTITY: 2
Select BULK NOURISHMENTS: <RET>

Select NUTRITION LOCATION NAME:
```

ME Enter/Edit Supplemental Feeding Menus [FHNO6]

The Enter/Edit Supplemental Feeding Menus option allows you to add and modify supplemental feeding menus. 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 display 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.

```
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>
```

ML List Supplemental Feeding Menus [FHNO7]

The List Supplemental Feeding Menus option allows you to print the data in the SUPPLEMENTAL FEEDING MENU file. The output is 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
```

SE Enter/Edit Supplemental Feedings [FHNO4]

The Enter/Edit Supplemental Feedings option allows you to add and modify 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. Supplemental feedings must be established first and any changes to it may alter the operation of the entire program.

Use the List Supplemental Feedings (SL) option to obtain a printout of Supplemental Feedings.

Supplemental Feedings Name: The complete name of each food item is 3-20 characters in length. There is no limit to the number of food items you can enter.

Examples

- MILK, WHOLE
- MILK, SKIM
- JUICE OF DAY
- PUNCH - 1/2 GAL

Space on the label is limited. You can include standard portion units or container sizes in the 20-character name, or are 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 to assign a similar name when Supplemental Feedings are entered for patients. This is free text 3-30 characters in length.

Label?: The default answer is "YES". Answer "NO", if you do not want a label. This is a **required** field and indicates whether a label prints 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 and not be ordered for an individual patient. Entering "NO" means it may be ordered for an individual patient or for bulk delivery to a location. Press <RET> to keep 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 you 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.

```
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>
```

SL List Supplemental Feedings [FHNO5]

The List Supplemental Feedings option prints all the data entered in the SUPPLEMENTAL FEEDINGS file #118 using the Enter/Edit Supplemental Feedings (SE) option. Unit costs and dates of last cost change are listed. File a printed copy, so output can 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
```

DF Dietetic Facilities [FHPRG]

CE	Enter/Edit Communication Offices [FHPRO9]
FE	Enter/Edit Production Facilities [FHPRO7]
NE	Enter/Edit Supplemental Fdg. Sites [FHPRO11]
SE	Enter/Edit Service Points [FHPRO8]
SL	List Production/Service/Communication Facilities [FHPRO10]
SP	Modify Site Parameters [FHSITE]
WE	Enter/Edit Nutrition Locations [FHPRO2]
WL	List Nutrition Locations [FHPRO6]

Nutrition Facilities allows you to add new nutrition locations and edit existing nutrition locations. Manual processes for ordering individual special meals, recurring meals for VA patients, non-VA facility patients, and guest meals for outpatients are automated. There are options specialized for the type of meal requested and approved through an authorization process that notifies the requestor via an alert.

Managing Dietetic Facilities

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

Five files 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 you use to enter and edit these files and two list options to view the 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)
```

These files create the “Nutrition Geography” or the manner in which data is compiled for Nutrition reports. All Nutrition information is compiled according to Locations (as defined by MAS) and Delivery Points. There is a 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.

The Nutrition Location groupings of MAS Locations into a single Nutrition Location accommodate each of the various services provided by Nutrition and Food Service, 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: These are the groupings of nutrition locations into subgroups, which provide the best sequencing for processing and distributing supplemental feedings.

Production Facility: These are the 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: This is assembly/serving points, which are intermediate designations between the production facility and inpatients and/or outpatients.

CE Enter/Edit Communication Offices [FHPRO9]

The Enter/Edit Communication Offices option allows you to edit data in the COMMUNICATION OFFICE file #119.73. You can use it to group Nutrition Locations in a format that is most advantageous to the people processing Diet Order Entry (DOE) data. All DOE activity is formatted by data in the DELIVERY POINT file. In some facilities this worked well, but at sites that created multiple Delivery Points for production and only had one or two Diet Offices for processing functions, the Delivery Point designations were cumbersome. This 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. The data and functions for these parameters have not changed, but the location of the prompts 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 create only one Communication Office, however, multiple offices are possible. You may need more than one office 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 is 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.

Production Facility[1]: In order to print separately, use the Enter/Edit Communication Office option to establish a link for a specific Communication Office under a particular Production Facility. If this link is not established, a specific Communication Office is not selectable when entering a CENSUS during the Meal Production Reports option and is not be included or printed in a particular Production Facility.

> **Note:** The following field data is located in the COMMUNICATION OFFICE file.

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.

[1] Patch FH*5.5*3 January 2006 New prompt added to enter/edit a Production Facility.

Example

```
Breakfast Window set at 6:20 a.m.
Noon Window set at 11:30 a.m.
```

- At 3:00 AM, an NPO is entered for Mr. Jones at B. The screen displays effective at DATE and 06:20. NFSPatient's NPO order displays on diet activity reports generated after 6:20 a.m.
- At 7:00 AM, a regular diet is entered for an NFSPatient effective NOW. The program beeps and displays:

```
You have missed the Breakfast mealtime cut off. Do you wish to order a late tray?
(Y/N)
```

1. Select Time: (Late tray window times display, i.e., 1)..., 2)...)
2. Enter YES and select a late tray time if multiple times are available, or if there is only one time available, DONE displays. NFSPatient's diet order displays on the late tray list at the designated time.
3. Enter NO and the regular diet order for NFSPatient goes into effect at 7:00 a.m. and displays on any diet activity reports generated after 7:00 AM, but does not display on the late tray list. Thus, NFSPatient does not receive a regular tray until the noon meal.

   Note: 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 displays, such as the example "JUN 4, 1902-06:20". Echoing back the diet activity cut off time, rather than the actual delivery time for the meal, such as 7:00 a.m., may be confusing. Training may be required to understand this.

4. Enter times for each meal that represent the last time you 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. You can change times at any time.

Provide Bagged Meals?: This field allows the ordering of bagged meals for early or late trays. Enter YES for a prompt to enter a Y or N when ordering an early or late tray, to designate whether or not it is a bagged meal. Enter NO if you do not want the bagged meal prompt to display.

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 display on the Early/Late Tray List (EL). You can change times at any time.

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.

```
Select COMMUNICATION OFFICE NAME: C1-TCC
NAME: C1-TCC// <RET>
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
```

FE Enter/Edit Production Facilities [FHPRO7]

The Enter/Edit Production Facilities option allows you 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 is entered for these fields for each facility. Examine the sample reports in the Production Reports chapter to determine which report format is desirable. You can change the format 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 there is more than one Production Facility, make the names distinct from each other and readily recognizable for the facility.

In order to print separately, use the Enter/Edit Communication Office option to establish a link for a specific Communication Office under a particular Production Facility. If this link is not established, a specific Communication Office is not selectable when entering a CENSUS during the Meal Production Reports option and is not be included or printed in a particular Production Facility.

> **Note:** The following field data is located under this option rather than the Modify Site Parameters option. Full explanations and samples of the reports affected by these site parameters are found in the Production Reports section of the *Nutrition and Food Service User Manual*.

Full Names On Daily Menu?: This field allows you 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 you choose numbering and a production diet cannot receive the regular recipe, the modified recipe name prints instead of the associated regular recipe number.

Enter YES to print full recipe names under each production diet heading on the daily menu. Enter NO to print numbers and some recipe names under the Production Diet headings.

The next four fields affect the way the Meal Production Reports print. Refer to the User Manual under the Production Reports section for an example of these reports.

Separate Production Summary Pages?: The Production Summary (Refer to 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 (refer to 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 (refer to 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 (refer to Meal Production Reports (MR) in the User Manual) can also be printed as a single list or as separate pages for each storeroom location. Enter YES to fill in the storeroom location field for each ingredient in order for the listings to be complete.

```
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>
```

NE Enter/Edit Supplemental Fdg. Sites [FHPRO11]

The Enter/Edit Supplemental Fdg. Sites option allows you to edit the SUPPLEMENTAL FEEDING SITE file #119.74. Nutrition Locations are 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.

Each SF site can set its own Supplemental Feeding Site parameters. Use this option to adjust the parameters 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 was altered.

Supplemental Feeding Site Name: The SF site name is up to 30 characters long.

Short Name: Create a shortened name, 1-6 characters. This shortened name hastens data entry and displays on SF reports.

Production Facility: This mandatory field requires entry of a Production Facility name from the PRODUCTION FACILITY file. The production area 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 time period. 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

```
     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: To separate labels for all items, you must enter YES in the Label field in the SUPPLEMENTAL FEEDINGS file and 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. You can change this parameter 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. You can change this parameter at any time.

```
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>
```

SE Enter/Edit Service Points [FHPRO8]

The Enter/Edit Service Points option allows you 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 has 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 is 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, is designated as two separate Service Points or 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 is appropriately portioned.

A Service Point of cafeteria is also created for outpatients and staff with no Nutrition Locations assigned. This type of service point only has “Other Meals” associated with it, instead of inpatient Locations.

The previous service type of Dining Room (DR) is a designation made for congregate eating areas; however, it is a characteristic of a Location rather than a Delivery Point. A DR designation really deals with the manner of delivery rather than production requirements. This designation is appropriate for trays 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. (refer to Enter/Edit Nutrition Locations for further explanation.)

A maximum of seven Service Points is created. More than seven displaces spacing on some reports.

Service Point Name: The Service Point Name is up to 30 characters. Select a unique name for each Service Point that is 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 is assigned only one Production Facility. If a Service Point actually receives food from two Production Facilities, two distinct Service Points are 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 is 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 diet that are selected. One to 1000 meals are entered for each day and meal time. Additional meals are 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 is 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 is 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.

```
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>
```

SL List Production/Service/Communications Facilities [FHPRO10]

The List Production/Service/Communications facilities 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
```

SP Modify Site Parameters [FHSITE]

The Modify Site Parameters option allows you to modify site parameters. All data previously listed under this option was moved to the PRODUCTION FACILITY file. Each label printer used for Nutrition labels is entered. The device name is entered in the facility's DEVICE file. The size of labels used on this device is also entered. Each device has one label size assigned. There are four sizes available.

1. 3-1/2 x 15/16
2. 4 x 1-7/16
3. 2-5/8 x 1
4. 4 x 1-1/3

All label printers are entered in order to print labels within the Nutrition Program. There are 15 authorizer fields in the FH SITE PARAMETERS (119.9) file.[1]

```
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>
```

[1] FH*5.5*5 May 2007 Ten Authorizer fields were added to the FH SITE PARAMETER file (#119.9), for a total of 15 fields.

```
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>
AUTHORIZOR 6: NFSClinician,Six // <RET>
AUTHORIZOR 7: NFSClinician,Seven // <RET>
AUTHORIZOR 8: NFSClinician,Eight // <RET>
AUTHORIZOR 9: NFSClinician,Nine // <RET>
AUTHORIZOR 10: NFSClinician,Ten // <RET>
AUTHORIZOR 11: NFSClinician,Eleven // <RET>
AUTHORIZOR 12: NFSClinician,Twelve // <RET>
AUTHORIZOR 13: NFSClinician,Thirteen// <RET>
AUTHORIZOR 14: NFSClinician,Fourteen // <RET>
AUTHORIZOR 15: NFSClinician,Fiveteen // <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>
```

WE Enter/Edit Nutrition Locations [FHPRO2]

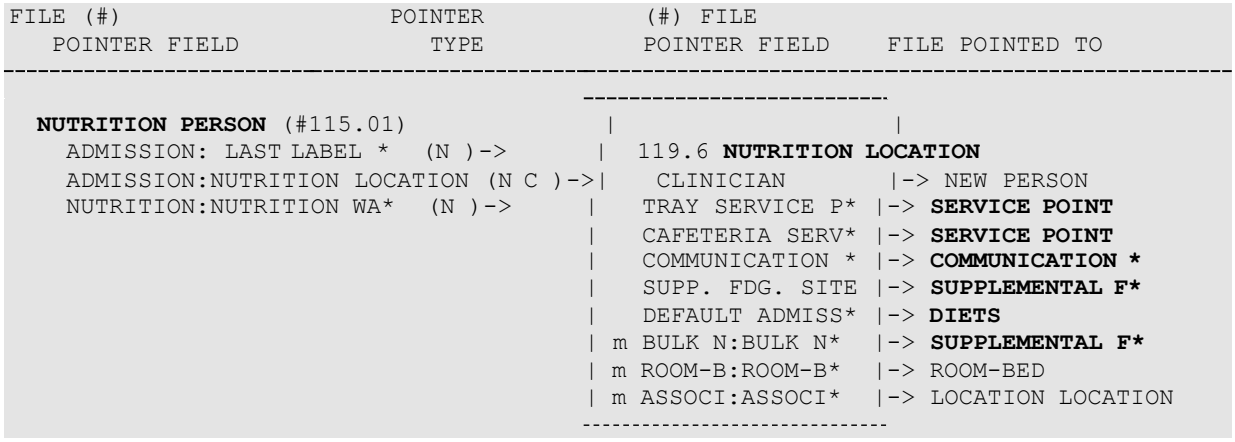
The Enter/Edit Nutrition Locations option allows you to edit data in the NUTRITION LOCATION file (#119.72). This file uses the Medical Administrative Service's LOCATION file #42, and allows stations to aggregate the MAS Locations into Nutrition Locations.

The Enter/Edit Nutrition Locations [FHPRO2] option is used to set up Room-Beds for Outpatient Locations. Once Room-Beds are set up for outpatient locations, the Recurring, Special, and Guest meal order options are used to select a Room-Bed when ordering outpatient meals. The outpatient Room-Bed displays on Tray Tickets and Diet Cards, as well as in other reports and options.

This aggregation accommodates the way in which Nutrition and Food Service wants to deliver services rather than the previous constraints of the MAS designations.

- A Nutrition Location is named as the MAS Location, or a new name familiar to Nutrition and Food Service, which includes one or more MAS Locations.
- Many site parameters that universally apply to all Locations and Delivery Points, are 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 allows for each one to have a separate Nutrition Location from which consults and bulletins are automatically generated.
- The Clinician field is a multiple field, which allows you to assign multiple clinicians to each nutrition location. Each assigned clinician receives the consult, diet, and tubefeeding bulletins.

You can change all parameters in the NUTRITION LOCATION file at any time. This file uses data from many other Nutrition Files: SERVICE POINT, COMMUNICATION OFFICE, SUPPLEMENTAL FEEDING SITE, DIETS, and other VistA files. Any changes to any of these files impact and automatically change the NUTRITION LOCATION file.



The NUTRITION LOCATION file (#119.6) has 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.. Do not delete entries in this file if they are no longer in use, just *inactivate* them.

> **Note:** When you select this option, a list of rooms/beds or MAS Locations may display with a statement that the rooms/beds are not assigned to a Nutrition Location. This helps during installation of the software or whenever MAS adds locations or rooms/beds. The message is a reminder that you 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(s):[1] This multiple field allows you to assign multiple clinicians to each nutrition location. All nutrition consults and/or mailman notifications for special diets and tubefeedings are routed electronically to each assigned clinician. The consult, diet, and tubefeeding bulletins can be sent to more than one dietitian on a unit.

Room-Bed:[2] The Enter/Edit Nutrition Locations [FHPRO2] option must be used to set up Room-Beds for Outpatient Locations. Once Room-Beds are set up for outpatient locations, then the Recurring, Special, and Guest meal order options can be used to select a Room-Bed when ordering outpatient meals. The outpatient Room-Bed will then be displayed on Tray Tickets and Diet Cards as well as other reports and display options. 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. Make sure the correct MAS-LOCATION-ROOM-BED is associated 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 file.

---

[1] Patch FH*5.5*8 September 2007 Changed the Clinician field to Clinician(s) in the Enter/Edit Nutrition Locations option.

[2] Patch FH*5.5*5 May 2007 Modified the Enter/Edit Nutrition Locations [FHPRO2] option to set up Room-Beds for Outpatient Locations, allowing the outpatient Room-Bed to display on Tray Tickets and Diet Cards, as well as in other reports and options.

Tray Service Point: This field uses data from the SERVICE POINT file. Only a Service Point with a trayline designation is entered. 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. Complete this field only if you are also assigning a Cafeteria Service Point to this Location and the facility uses the Forecasting Program. Enter a number 0-120, with no decimals. 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 tray service.

Cafeteria Service Point: Only Cafeteria Service Point names from the SERVICE POINT file are 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 eating in the Cafeteria.

> **Note:** If you enter a Tray Service Point and a Cafeteria Service Point, if you fail to enter any figures under the Forecast % fields, and you run the Forecast Census for Production, you end up with 200% of the census for this Location. The program assumes 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 is also 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, Tubefeeding, 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 parameter is 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 contain a diet from the DIETS file. If a diet is entered, 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, because 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 are normally admitted NPO. **Evaluate the use of this parameter carefully for each Nutrition Location.** If you use this field for this Location, enter a diet name from the DIETS file.

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. A label is generated when Diet Activity is run if no diet order is 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 displays on the Patient Profile and Location Diet Order 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 is entered. Once the name is entered, a quantity prompt displays. Multiple entries are possible.

> **Note:** The next eight fields are clinical parameters that 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 are more appropriate for the type of patients you review.

 # 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 display 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 timeframe, 1-7 days, is best for triggering the NPO review.

 # Days to Review Tubefeedings: Enter the number of days, from 1 to 30, which represents when the patient should display on the DIETITIAN TICKLER FILE for tubefeeding 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 reset for this Tickler rule. Thus, patients with frequent changes usually do not display on a Tickler report. Clinicians are alerted via MailMan bulletins each time

a tubefeeding 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 you want to review a patient's supplemental feeding order. The patient's name displays on the DIETITIAN TICKLER FILE for supplemental review after the designated timeframe.

 # 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 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.

```
Select OPTION NAME: WE   Enter/Edit Nutrition Locations

Select WARD or OUTPATIENT Location: Outpatient Location

Select NUTRITION LOCATION NAME: RADIOLOGY
NAME: RADIOLOGY// <RET>
Select CLINICIAN(S): CLINICIAN1,FH
Select ROOM-BED: MICU-NAN// <RET>
  ROOM-BED: MICU-NAN// <RET>
  DELIVERY ORDER: <RET>
Select ROOM-BED: <RET>
Select ASSOCIATED HOSPITAL LOCATION: OUTPATIENT RADIOLOGY// <RET>
TRAY SERVICE POINT: <RET>
CAFETERIA SERVICE POINT: REMOTE CAFETERIA// <RET>
CAFETERIA FORECAST %: 100// <RET>
DINING ROOM TRAY SERVICE?: NO// <RET>
COMMUNICATION OFFICE: WASH COMM OFFICE//
SUPP. FDG. SITE: SUPPLEMENTAL FEEDINGS//
MAX # OF DAYS: 60// <RET>
NUMBER OF DAYS FOR REVIEW: 21// <RET>
NON-VA FACILITY?: No// <RET>
INPATIENT/OUTPATIENT: Outpatient// <RET>
PRINT ORDER: 3// <RET>
Select BULK NOURISHMENTS: PIE// <RET>
  BULK NOURISHMENTS: PIE// <RET>
```

```
  QUANTITY: 10// <RET>
Select BULK NOURISHMENTS: <RET>
# DAYS TO REVIEW NPO: <RET>
# DAYS TO REVIEW TF: <RET>
# DAYS TO REVIEW SF: <RET>
# DAYS FOR STATUS AFTER ADMIT: <RET>
# DAYS TO REVIEW STATUS I: <RET>
# DAYS TO REVIEW STATUS II: <RET>
# DAYS TO REVIEW STATUS III: <RET>
# DAYS TO REVIEW STATUS IV:
CAFETERIA ON TRAY TICKET: YES// <RET>
INACTIVE?: <RET>
ALERT BMI: <RET>
ALERT TUBEFEEDING: <RET>
ALERT HYPERALS: <RET>
ALERT ALBUMIN: YES// <RET>
ALERT NPO+CLRLIQ: YES// <RET>
Select ALSO SEND ALERTS TO: <RET>

Select OPTION NAME: FHOMSR       Request a Meal

Select Patient (Name or SSN): PATIENT1,FH

Correct? Y// <RET> ES

Select Outpatient Ordering Location: RADIOLOGY

Select Outpatient Room-Bed: ??

   Choose from:
   MICU-NAN        MEDICAL INTENSICE CARE
          WARD(S):     MICU

Select Outpatient Room-Bed: MICU-NAN
Select DIET NAME: OUTPATIENT REGULAR// <RET>
Select Meal: Noon

Is this correct?: Y// Y
```

Outpatient Locations

Outpatient locations are also set up in the NUTRITION LOCATION file (#119.6) (formerly the DIETETIC WARD file).

To set the outpatient locations, use the **Enter/Edit Nutrition Locations** option.

1. Select Dietetics Management Option: **Dietetic Facilities.**

```
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 to create.

```
WARD or OUTPATIENT LOCATION:OUTPATIENT
```

4. Enter the name of the Nutrition Location, a name 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**.

```
NUTRITION LOCATION NAME: SBK TESTING LOCATION Replace
```

6. Optional: 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 view a list of service points from which to choose. If this field is populated, the next field displays.

```
        TRAY FORECAST %:
TRAY FORECAST %. This is the percentage of patients on the ward typically
receiving tray service.
```

9. Enter the Cafeteria Service Point. Type **??** to view a list of service points from which to choose**.** If this field is populated, the next field displays.

```
CAFETERIA FORECAST %:
```

10. Enter the Dining Room Tray Service. Enter **YES** or **NO**. Does the location use dining room tray service? If this field is set to **YES**, the next field displays.

```
DINING ROOM FORECAST %:
```

11. Enter the Communication Office: Enter the Communication Office to link this location to, or enter **??** to view a list of Communication Offices.
12. Enter the Max # of Days.

    Note: This field is optional. If used, it sets to the maximum number of days ahead, to order a recurring meal plan. If this field is set to 365, when ordering a recurring meal, it cannot be ordered beyond one year from the ordering date. If the field is NULL, the default, 999 days is accepted. This field is checked when entering the FROM/TO dates in the Order/Edit Outpatient Meals option.

13. Enter the Number of Days for Review.

    Note: Use this field for the Outpatient Meals Print Meal Plan Expiration List option. Set it to the number of days used for review by the Max # of Days option.

    Example

    If this field is set to 7, when the Print Meal Plan Expiration List option is run, it checks for recurring meal plans that expire within the next 7 days.

14. Enter the Non-VA Facility. Choose from YES (Y) or NO (N).

Note: This is an optional YES/NO field to use when setting up new outpatient locations. If the field is set to YES, the Order/Edit Recurring Meal option uses 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, the Order/Edit option only allows selection of 1 diet from the 5 allowable diets set up in the site parameters.

15. Enter the Inpatient/Outpatient. Enter **O** for Outpatient Locations.
16. Enter the Print Order. Enter a numeric for the print order value.
17. 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?:
```

WL List Nutrition Locations [FHPRO6]

The List Nutrition Locations 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 displays next to the Tray Assembly or Cafeteria designation in parenthesis.

The Also Send Alert To column allows you to list the names of additional clinicians assigned to the Nutrition Location.[1]

```
Select DEVICE: HOME// <RET>     Enter printer device OR
<RET>.

NUTRITION LOCATION ASSIGNMENTS                 OCT  3,2006  10:41    PAGE 1
NAME                             CLINICIAN
                                                          ALSO SEND ALERTS TO
-------------------------------------------------------------------------------------------------------

1AS                              NFSclinician,one
214-2 DOM                        NFSclinician,two
217-2 DOM                        NFSclinician,three
2AS                              NFSclinician,five
                                                          NSFclinician,A
                                                          NFSclinician,B
2ASM                             NFSclinician,six
3AS                              NFSclinician,seven
4AS                              NFSclinician,eight
5NM                              NFSclinician,five
5NP                              NFSclinician,seven
6AS                              NFSclinician,ten
DIALYSIS                         NFSclinician,two
DIGESTIVE HEALTH CLINIC          NFSclinician,four
DOM                              NFSclinician,three
HEMATOLOGY                       NFSclinician,two
HOPTEL MAXIMUM LENGTH            NFSclinician,one
MEALS ON WHEELS                  NFSclinician,C
MICU                             NFSclinician,B
                                                          NFSclinician,C
NEW CLINIC                       NFSclinician,seven
NHCU                             NFSclinician,four
PROSTHETICS CLINIC               NFSclinician,five
RADIOLOGY                        NFSclinician,three
SICU                             NFSclinician,eight
SOLDIER'S HOME                   NFSclinician,ten
                                                          NFSclinician,five
```

[1] Patch FH*5.5*4 November 2006 Added the **Also Send Alert To** column to list the names of additional clinicians.

OM Outpatient Meals [FHMGROM]

SM	Special Meals Menu… [FHOMSMGR]
RM	Recurring Meals Menu… [FHOMRMGR]
GM	Guest Meals Menu… [FHOMGMGR]

The Outpatient Meals menus and options are accessible from the Dietetic Management Menu [FHMGR]. The processes are automated and replace the manual processes for ordering individual special meals, recurring meals for VA patients, non VA facility patients and guest meals for individuals for outpatient services.

Implementation for Outpatient Meals[1]

Site Parameters
Some site parameters need to be set up to allow Outpatient Meals to function properly. Outpatient locations need to be set up in the NUTRITION LOCATION file (#119.6) (formerly the Dietetic Ward file).

> **Note:** Type **??** in any field for more details or a list of available choices.
> **Example**
> OUTPATIENT MEALS DIET1: ?? displays a list of all the available Diets from which to select.

To set the system site parameters, use the *Modify Site Parameters* option.

1. Select the Dietetics Management Option: **System Management.**

```
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 from which to choose. These are the only outpatient diets that are selectable for VA-outpatient locations with OUTPATIENT MEALS DIET1 as the default outpatient diet. Non-VA outpatient locations are able to order any diet from the DIETS file.

[1] FH*5.5*2 January 2006 Added the Implementation for Outpatient Meals section to the ADPAC Guide.

- OUTPATIENT MEALS DIET1:
- OUTPATIENT MEALS DIET2:
- OUTPATIENT MEALS DIET3:
- OUTPATIENT MEALS DIET4:
- OUTPATIENT MEALS DIET5:
- Through Outpatient Meals Diet15

6. Enter clinicians who can authorize special meals. You can enter up to 15; one user in each field. Enter a name or enter **??** for a list of names from the NEW PERSON file (#200).

```
AUTHORIZER 1:
AUTHORIZER 2:
AUTHORIZER 3:
AUTHORIZER 4:
AUTHORIZER 5:
AUTHORIZER 6:
AUTHORIZER 7:
AUTHORIZER 8:
AUTHORIZER 9:
AUTHORIZER 10:
AUTHORIZER 11:
AUTHORIZER 12:
AUTHORIZER 13:
AUTHORIZER 14:
AUTHORIZER 15:
```

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 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 if 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//
```

FH SITE PARAMETERS File (#119.9)

Authorized Personnel: This field is a multiple and holds as many individuals a facility specifies to receive "Authorization Alerts" from unauthorized users, who request 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, set the field to **YES** or **NO**.

- Employee
- Paid
- OOD
- Volunteer
- Gratuitous

Charge: A dollar amount is associated with each meal time for each Guest Meal Classification.

- Breakfast Charge
- Noon Charge
- Evening Charge

Diet Selection (s): A site can designate up to 15 outpatient diets to be selectable for ordering outpatient meals.[1] These are the 15 most common outpatient meals served at the site, selected from the DIETS file (#111).
The Outpatient Meals Diet1 field is the default outpatient meal diet. The fields Outpatient Meals Diet2 through Outpatient Meals Diet15 are deleted if the Outpatient Meals Diet1 field is deleted. You cannot enter data for the 2-15 Diet fields, if there is no data in the Outpatient Meals Diet1 field. Outpatient Meals Diets are edited in 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 are the only diets selectable for VA outpatient nutrition locations; for Non-VA nutrition locations, select from any diet in the DIETS File.

[1] Patch FH*5.5*2 May 2007 Added ten Outpatient Meals Diets to select from the Diets file #111.

NUTRITION PERSON File (#115)
The NUTRITION PERSON file is a file that includes several fields, which assist in defining information to accommodate the outpatient meal menus, options and reports.
The NUTRITION PERSON file (#115) contains the following sub-files.

- RECURRING MEALS
- SPECIAL MEALS
- GUEST MEALS

The following fields are stored in the sub-fields:

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

Name: The field is a free text field and stores either "P" followed by a pointer value to File (#2) or "N" followed by a pointer value to File (#200).

Example
The field stores P27 for IEN #27 in File (#2) or this field stores N1866 for IEN #1866 in File (#200).

Patient: This field contains a pointer to the PATIENT file (#2), if the Nutrition Person is a patient.

New Person: This field contains a pointer to the NEW PERSON file (#200), if the Nutrition Person is not a patient.

Outpatient Location: This field is a pointer to the NUTRITION LOCATION file (# 119.6) to determine the person's location.

SM Special Meals Menu [FHOMSMGR]

RO	Request a Meal FHOMSR]
AM	Authorize a Meal [FHOMSA]
PM	Print Meal Voucher [FHOMSP]
CM	Cancel a Meal [FHOMSC]
MS	Meal Status Report [FHOMSS]

Special Meals Menu allows access to all special meals options within the outpatient meals menu.

RO Request a Meal [FHOMSR]

The Request a Meal option allows you to prompt a patient's name based on a search in the PATIENT file (#2). If you hold the necessary Security Key, the device prompt displays and a ticket prints with the defined default diet from the FH SITE PARAMETER file (#119.9). If you do not want the default diet, select a diet from a pull down list of diets specified in the FH SITE PARAMETER file (#119.9). If you do not hold the Security Key, the request is sent to a pre-defined list of people for approval. Once approved, an alert notifies you that a ticket is printed. When a special meal request is made, the system checks the meal window time for that selected meal, and if necessary, prompts for a late tray.

Example
A breakfast meal is selected and it is within the breakfast meal window times, you are asked about ordering a late tray for that date. If it is past the breakfast window times, a message displays stating that the meal window time has passed.

Special Meal Status: This field stores the status of the special meal request. The allowable statuses are Authorize, Deny, Cancel, and Pending.

Special OE/RR: This field contains the number of the special meal.

Date/Time Special Meal Ordered: This field stores the date/time the special meal was requested.

Special Meal Location: This field stores the location for the special meal requested. This is a pointer to the NUTRITION LOCATION file (#119.6).

Special Meal Diet: This field stores the diet for the special meal requested. This is a pointer to the DIETS file (#111).

Special Meal Requestor: This field stores the name of the person who requested the special meal. This is a pointer to the NEW PERSON file (#200).

Special Meal Authorizer: This field stores the name of the person who authorized the special meal. This is a pointer to the NEW PERSON file (#200).

RM Recurring Meals Menu [FHOMRMGR]

OD	Order/Edit Outpatient Meals [FHOMRO]
EL	Early/Late Tray [FHOMRE]
RO	Review Outpatient Meal [FHOMRR]
PP	Patient Profile [FHORD9]
CM	Cancel Outpatient Meal [FHOMRC]
AO	Additional Orders [FHOMRA]
TF	Tubefeeding [FHOMRT]
PT	Recurring Meal Plan Expiration List [FHOMRP]
RM	Recurring Meals List by Location [FHOMRL]
IP	Outpatient Isolation/Precaution [FHOMIP]
CA	Cancel Additional Order [FHOMRAC]
CE	Cancel Early/Late Tray [FHOMREC]
CT	Cancel Tubefeeding FHOMRTC]

Recurring Meal Menu allows access to all recurring meals options within the outpatient meals menu.

Max # of Days a Meal Plan can be Scheduled: This field is optional. If used, it sets the maximum number of days ahead a recurring meal plan can be ordered; that is, if this field is set to 365, when ordering a recurring meal, it cannot be ordered past one year from the ordering date. If the field is NULL, the default 999 days is accepted. This field checks the FROM/TO dates in the Order/Edit Outpatient Meals option.

Number of Days for Review before Meal Plan Expires: This field is used for the Print Meal Plan Expiration option in the Recurring Meals Menu to list all patients whose meal plan is expiring within the predetermined number of days by each hospital facility.

Recurring Meal Plan Expiration List: This report is 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 is expiring within a specified number of days, as defined in the Nutrition Location file (#119.6).

Non VA Facility: The field is 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 uses this flag to allow selection of up to 5 diets from the DIETS file (#111). If the field is set to "NO", the Order/Edit Outpatient Meals option only allows the selection of one diet from the 5 allowable OUTPATIENT MEALS DIETS defined in the site parameters.

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

GM Guest Meals Menu [FHOMGMGR]

GM	Request a Meal FHOMSR]
PT	Print Guest Meal List [FHOMGP]
CA	Cancel a Guest Meal [FHOMGC]

Guest Meals Menu allows access to all guest meals options within the outpatient meals menu.

Guest Meal Date/Time: This field stores the date/time that the guest meal was requested.

Guest Meal Classification: This field stores 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 stores the specific meal (breakfast, noon, or evening) for which the guest meal was requested.

Guest Meals Report: This report summarizes by Date, Location, Classification, and Number of Meals served by Meal by Classification and cost for each.

SM System Management [FHSYSM]

DF	Create Nutrition File entry for all Inpatients [FHX4]
DL	Update Patient Nutrition Location [FHX5]
FP	Check File Pointers [FHX3]
PD	Purge Nutrition Data [FHPURGE]
RD	Recode Diets for all Inpatients [FHX2]
RI	Check Integrity of Routines [FHX1]
SP	Modify Site Parameters (See Nutrition Facilities)

System Management allows you to check file pointers and routine integrity, purge nutrition data, recode information, and modify site parameters.

Managing the System

There are several activities which recur infrequently, but which the Nutrition ADP Coordinator is able to accomplish without disturbing the IRM staff. The System Management section contains a number of these activities. Use the options carefully because they sometimes alter the data for all patients, as well as take considerable ADP resources. Some of these options take 10-30 minutes to run to completion. Run these options 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 checks if the database and the routines (or programs) are intact. The other three options allow you to make changes 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 is down and patients are admitted without creating the required file entries.
- Recode Diets for all Inpatients (RD) is designed to recode all existing inpatients when changes are made to the PRODUCTION DIET file.

Running Routines

DF Create Nutrition File entry for all Inpatients: Use when you cannot find some known inpatients in the Nutrition system.

FP Check File Pointers: Use whenever you are experiencing undefined errors and especially if you cleaned up files by deleting entries.

PD Purge Nutrition Data: You can run once a year to regain disk space by deleting very old data.

RD Recode Diets for all Inpatients: Run whenever the production-diet tally order is modified or a new production diet is added, and you want the new method of tallying to be effective for existing inpatients.

FI Check Integrity of Routines: Used by ADP staff to ascertain which routines are modified.

DF Create Nutrition File entry for all Inpatients [FHX4]

The Create Nutrition File entry for all Inpatients 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 ordered.

Only run this option when you cannot select some known inpatients for Nutrition orders. Often the entries are created "on the fly" and the system discovers that some inpatients do not have file entries. Running this option is more efficient when a number of inpatients do not have file entries. The cause of this is usually the result of disabled links between the MAS database and the Nutrition database or intermittent functioning.

Selecting the option performs the action. No additional input is required.

```
Create Nutrition File entry for all Inpatients

... done.
```

DL Update Patient Nutrition Location [FHX5]

The Update Patient Nutrition Location option allows you 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 are updated and this option updates them again.

```
Update the Patient Nutrition Location? N// Y

....Done
```

FP Check File Pointers [FHX3]

The Check File Pointers option is used to ensure that file entries are pointed to/used by other fields.

Example
When the RECIPE file asks for equipment used in preparing a recipe, it does not store the name of the equipment. Rather, if the piece of equipment is the 11th entry in the EQUIPMENT file, the RECIPE file knows that EQUIPMENT #11 is used. If you edited the EQUIPMENT file and removed item 11, the RECIPE file has no idea which piece of equipment was originally referred to. This can cause undefined errors and for this reason, entries are normally inactivated rather than deleted.

This option checks whether or not an entry was deleted, but is still pointed to by other files.

Verify Inpatient Data: You can select whether or not file pointers are checked for the entire NUTRITION PERSON file, only inpatients, or no patients at all. The NUTRITION PERSON file contains a number of pointers to diets, supplemental feedings, supplemental feeding menus, isolation types, etc. You should probably check only inpatients. All other files are checked completely.

Type A, I, or N.
- A – all admitted to the hospital
- I – current inpatient only
- N – non-patient files only

```
Verify Patient data (ALL, INPATIENTS, NONE): I

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 any entries indicate something is missing, correct them by editing the file. In the example, the ingredient CAKE, COFFEE points to Vendor 3. There is no way of knowing who that was, because the entry in the FH VENDOR file (#113.2) is missing. Edit the Vendor field in the INGREDIENT file (# 113) by using the Enter/Edit Ingredients option in the Ingredient Management menu and enter an existing vendor.

> **Note**: The default name for Vendor is 3. When the vendor name is not found, its internal number is used. Ignore this and select a new vendor name.

PD Purge Nutrition Data [FHPURGE]

The Purge Nutrition Data option purges old Nutrition data. It completely deletes the data and does not archive it in any way. Once deleted, it is gone. As determined by Nutrition and Food Service officials in VA Central Office, delete data **only** if it is at least 400 days (about 13 months) since the discharge of the patient. You can retain data longer, but do not delete data that is more recent than 400 days, and do not delete data selectively through this option.

Purge To: This field defaults back to the date 400 days ago. However, you can select an earlier date than this. The default date is 400 days prior to today. Accept the default date or enter a date prior to the default.

Requested Start Time: This is the time to begin the purge process. The start time default is NOW, but you can enter a later time. The request to purge nutrition data is queued, because it is a time consuming process. Press <RET> to accept a start time of NOW or enter a date and time greater than NOW.

```
Purge To:  02-01-04  // <RET>

Request will be Queued.
Requested Start Time: NOW// <RET>
```

RD Recode Diets for all Inpatients [FHX2]

The Recode Diets for all Inpatients option allows you to specify the order in which to tally production diets. The PRODUCTION DIET file #116.2 sets a tally order for production diets and creates 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. 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. Selecting the option causes a recode of all existing inpatient diet orders.

Note: When you run this option, you may receive a message like:

```
DOE,JOHN, Admission "#", Diet Order 2 not recoded
```

If it is not a current admission, you can ignore it. If it is a current admission, you need to reorder the diet for the patient.

RI Check Integrity of Routines [FHX1]

The Check Integrity of Routines option verifies that the various Nutrition routines are not altered since distribution. It is important to recognize that official patches, as well as local modifications cause a routine to be flagged as 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
....
```

In the example, any routine name followed by “off by nnnn” was modified.

XF File Manager [FHFILM]

FD	File Dictionaries [FHFIL4]
IE	Inquire to Files [FHFIL3]
PE	Print File Entries [FHFIL1]
SE	Search File Entries FHFIL2]

File Manager allows you to print entries in Nutrition and Food Service files, as well as file dictionaries.
For more information, refer to the latest version of the *VA FileMan User Manual*.

FD File Dictionaries [FHFIL4]

The File Dictionaries option is 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

```
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 you 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)
------------------------------------------------------------------------------------------------------------
7
NAME                            114,.01    FREE TEXT
  0
                                     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
```

IE Inquire to Files [FHFIL3]

The Inquire to Files option provides a quick look at all the data for a specific entry in a file.

```
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.
```

PE Print File Entries [FHFIL1]

The Print File Entries option allows you to select from a file, the fields by which to sort and print the data. For more information on using the print option, refer to the latest version of the *VA FileMan User Manual*.

```
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
     YOU 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
     YOU 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.
```

SE Search File Entries [FHFIL2]

The Search File Entries option provides a way to select file entries that meet a predetermined set of criteria. You need to identify the file, describe the search criteria, specify the combinations of logic for the search, and specify the fields to print. The example contains a search for all recipes that do not contain directions.

Example

```
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

YOU 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
```

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 answers questions
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 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 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 displaying on the CRT; a bright square or underscore character that indicates where the next entry on the keyboard is recorded on the CRT
Data	Characters arranged together in specific patterns, to which meaning is assigned; information
Database	A large file of organized data that users draw upon as a common pool of information

Term	Definition
Data Dictionary	A collection of information about the contents of each file, which includes such information as data type, minimum and maximum length of the entry, and other files and pointers. Also called DD.
Default	An answer or response 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 is stored
Diskette	A small disk
Documentation	A collection of descriptions or procedures, which provide 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 you 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 database 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 that 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

Term	Definition
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 perform the tasks of the VA computer system, including 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 that exists only in memory and is lost when exiting the program
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 that represent 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)	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

Term	Definition
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 that 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 run before it is used live; is used to set up files, training, 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
Utility	A program that performs many tasks of the computer system; Kernel in VistA is the utility that 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; new versions have a higher number and replace earlier ones
Word processing	The use of computers to create, view, edit, store, retrieve, and print text material