What’s in ***YOUR*** Diet Manual?

**FIND:**

* Diet Terminology (diet names and diet orders)
* Guidance on what to serve on house meal and each diet
  + Planning house menu
  + Preparing and serving therapeutic and texture modified diets
  + Individualizing to your facility

**ACT:**

* Read it and identify useful information
* Edit to what you are actually doing (or want to do!)
  + What? Diet names, abbreviations, and what to serve/not serve
  + Which? Choose which diets your will use (often don’t use all diets listed in a diet manual)
  + When? Annually review and note changes; look for updated references
  + Where? During management and quality meetings
  + How? Compare content to what you actually serve; identify diet manual content to use to update your current system; add content pages unique to your operation; complete diet manual approval process

**Implement:**

* + Create easy to follow chart of diet names used
  + Coordinate content of each diet with:
    - menu development
    - diet spreadsheets
    - diet names used on all documents
    - food service software
    - diet tickets
  + Train, educate and evaluate
  + Set up or update binders with hard copies of frequently used information from diet manual
  + Consult facility policy and state regulations for additional directives
  + Maintain dated documents of all work completed