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