



SANTA BARBARA COUNTY
DEPARTMENT OF
Behavioral Wellness
A System of Care and Recovery

**Programmatic
Policy and Procedure**

Policy	Food Services Contract and Meal Orders	Effective:	1/1/12
		Last Revised:	DRAFT
Section	Psychiatric Health Facility (PHF)	Version:	1.1
Sub-Section	Dietary Services		
Director's Approval	_____	Date	_____
	Alice Gleghorn, PhD		
PHF Medical Director's Approval	_____		_____
	Ole Behrendtsen, MD		
Supersedes:	Food Services Contract and Meal Orders eff. 1/1/12		
Approvals:	PHF Medical Practice Committee:	PHF Governing Board:	

1. POLICY

- 1.1. It is the intent of the Psychiatric Health Facility (PHF) to provide meals to patients that meet recognized dietary practices and state and federal guidelines, and comply with orders of the practitioners responsible for patient care.
- 1.2. The total daily diet for patients shall be of the quantity and in the quantity necessary to meet the needs of patients and shall meet the most current Dietary Reference Intakes, adopted from the PHF Diet Manual, adjusted to the age, activity, and environment of the population.
- 1.3. All food shall be of good quality and be selected, stored, prepared, and served in a safe and healthful manner, in accordance with all federal and state rules, regulations, and guidelines.

2. FOOD SERVICES CONTRACT

- 2.1. Food Services Contractor (herein Contractor) will employ or contract with a Registered Dietitian (RD) who shall review meal plans to ensure they meet recognized dietary practices and state and federal guidelines, and comply with orders of the practitioners responsible for patient care.

- 2.2. Contractor's RD shall consult with PHF RD on patient's dietary needs a minimum of four hours quarterly. Contractor's RD shall participate in quarterly meetings with PHF RD and PHF Manager.
- 2.3. Contractor shall provide PHF Manager with the annual Santa Barbara Environmental Health Services Official Food Facility Inspection Report for review by PHF RD and the PHF Governing Body. Contractor shall correct all violations in accordance with the Santa Barbara County Public Health Department environmental health requirements. Contractor shall possess valid food safety certificates for all food handler staff, indicating that **each** has successfully passed an accredited and approved food safety certification course.
- ~~2.4. Contractor shall provide food handler/food safety training to PHF nursing staff annually.~~
- 2.5. Meal times are as follows: Breakfast 7:30 AM; Lunch 12:30 PM; Dinner 5:30 PM; Snack Times are **10:30 AM, 2:30 PM and 8:00 PM.**

3. MEAL ORDERS

- 3.1. Upon admission, Licensed Nursing Staff (LNS) will conduct a screening of patient's nutritional and dietary needs. Admitting psychiatrist will give initial dietary orders. All patients requiring further nutritional assessment will be referred to PHF RD and/or PHF Primary Care Physician (PCP).
- 3.2. The LNS assigned to the patient will place a copy of the initial Physician's Orders as well as subsequent updates in the "Kitchen Inbox."
- ~~3.3. The Recovery Assistant (RA) assigned to Meal Service or Team Leader for the shift will update the "PHF Meal Order Sheet" and fax it to Contractor by 3:00 PM daily for the following day's order. The order will include the total number of meals to be provided, including the number and type of special diets. Orders will be adjusted to account for admissions, discharges, and/or new special diet orders/ modifications by phoning AND faxing changes no later than 6:30 AM for breakfast; 11 :30 AM for lunch; and 4:30 for dinner.~~
- 3.4. A ~~six-week menu~~ **7 day menu**, including portions, will be provided by Contractor. A copy of ~~each monthly~~ **the** menu will be provided to PHF **RD** ~~two~~ **one** weeks in advance.
 1. Menu items and portion sizes will be approved by Contractor's RD and reviewed by PHF RD.
 2. Any menu substitutions will be pre-approved by Contractor's RD.
- 3.5. Contractor will provide meals according to prescribed diet upon notice from PHF.
 1. When special diets are ordered, the ~~pre-approved meal plans~~ **the 7 day menu** will serve as a guide.
 - a. ~~In addition, Contractor will prepare Meals to~~ will meet the needs of clients with allergies, intolerances, and special preferences, upon request.
 - 2. Staff will contact Contractor's service director for a special food order when therapeutic diets are needed.**

- 3.6. Contractor will provide floor stock, including ~~and~~ food and disposable ware. PHF RD will be responsible for weekly monitoring of floor stock. Contractor will be responsible for managing floor stock costs to ensure that budget is not exceeded.
- 3.7. A diet manual will be kept in the nurse's station and the kitchen, accessible to PHF staff at all times.

ASSISTANCE

Psychiatric Health Facility Registered Dietician.

RELATED POLICIES

Meal Pick-Up and Service

REVISION RECORD

DATE	VERSION	REVISION DESCRIPTION
10/11/19	1.1	Modified to reflect current processes. Deleted Section 3.3

Culturally and Linguistically Competent Policies

The Department of Behavioral Wellness is committed to the tenets of cultural competency and understands that culturally and linguistically appropriate services are respectful of and responsive to the health beliefs, practices and needs of diverse individuals. All policies and procedures are intended to reflect the integration of diversity and cultural literacy throughout the Department. To the fullest extent possible, information, services and treatments will be provided (in verbal and/or written form) in the individual's preferred language or mode of communication (i.e. assistive devices for blind/deaf).