

FIRST: FILL OUT YOUR TRAINING SLIP

CLASS: NTR	CEI-CMHA TRAINING UNIT 3200 REMY DR. – LANSING, MI 48906 (517) 323-9610 FAX (517) 327-0396	DATE: TODAY'S DATE
WORKSITE:		INSTRUCTOR: MY NAME IS:
PRINT YOUR NAME: PRINT YOUR NAME SO WE CAN READ IT!		

DAY 1 - IN	LUNCH	DAY 1 - OUT	DAY 2 - IN	LUNCH	DAY 2 - OUT
ARRIVAL TIME					

REQUIREMENTS	RESULTS	IF INCOMPLETE:	
TEST		MAKE UP BY:	RETAKE BY:
DEMO		RETAKE CLASS	
RETEST		RETAKE CLASS	
MAKE UP TEST		RETAKE BY:	TAKE CLASS
WAIVER TEST		TAKE CLASS	

COMMENTS:

YES	Gray area for new employees only!	T.U. initials	SIGN HERE:	YOUR SIGNATURE
	If this is the your first class at the Training Unit, please circle "yes"	LAST FOUR DIGITS OF SS##	LAST FOUR DIGITS	HIRE DATE: BEGIN DATE

White = T.U. Files

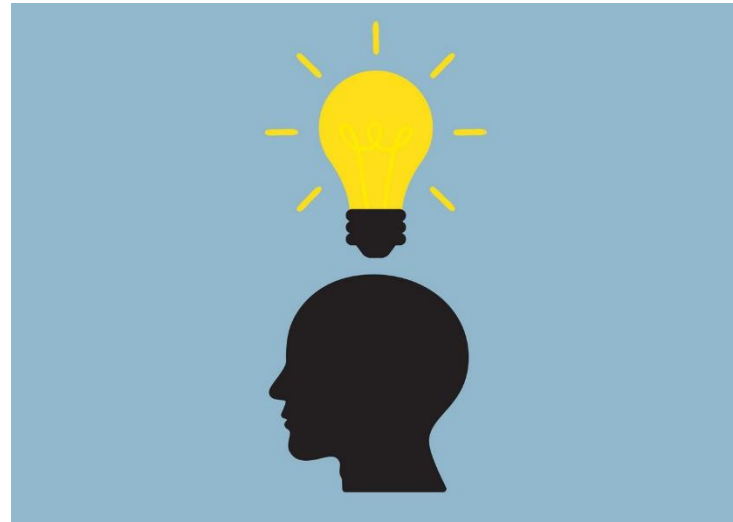
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Nutrition Basics: What You Need to Know When Working in Group Homes

Presented By: CMH Dietitians

What You Will Learn Today:

- What influences food choices
- Food Groups/Nutrients
- Basics of Label Reading
- Swallowing Disorders/Issues
- Care Plans/Special Diets
- Menus and Meal Prep
- Food Borne Illnesses
- Food Safety
- Kitchen Safety



Factors that Influence Food Choice:

- Ethnic Background or Religion
- Budget/Coupons
- Media messages
- Availability
- Convenience in Preparation/Motivation
- Peer Group/Status
- Available Equipment
- Cooking Skills
- Reading Skills
- Health Conditions
- Activity Level
- Age
- Location
 - Home vs. restaurant
- Holidays
- Family Food Preferences
- Altered taste due to medication side effects
- ****Attitude of planners**

Meals as Learning Model- Skills

- ▶ Staff= role models/peers
 - ▶ Set good example - eat healthy when with them!
 - ▶ Eat with individuals
 - ▶ Be present/engaged
 - ▶ Use “family style meals” when appropriate

- ▶ Help to develop appropriate skills and improve healthy habits
 - ▶ Individuals can be encouraged to assist with all aspects of mealtime including meal preparation, set up, and clean up.
 - ▶ Encourage good manners at mealtime including eating while sitting down, eating slowly, and alternating food and fluids.



Meals as Learning Model- Socialization

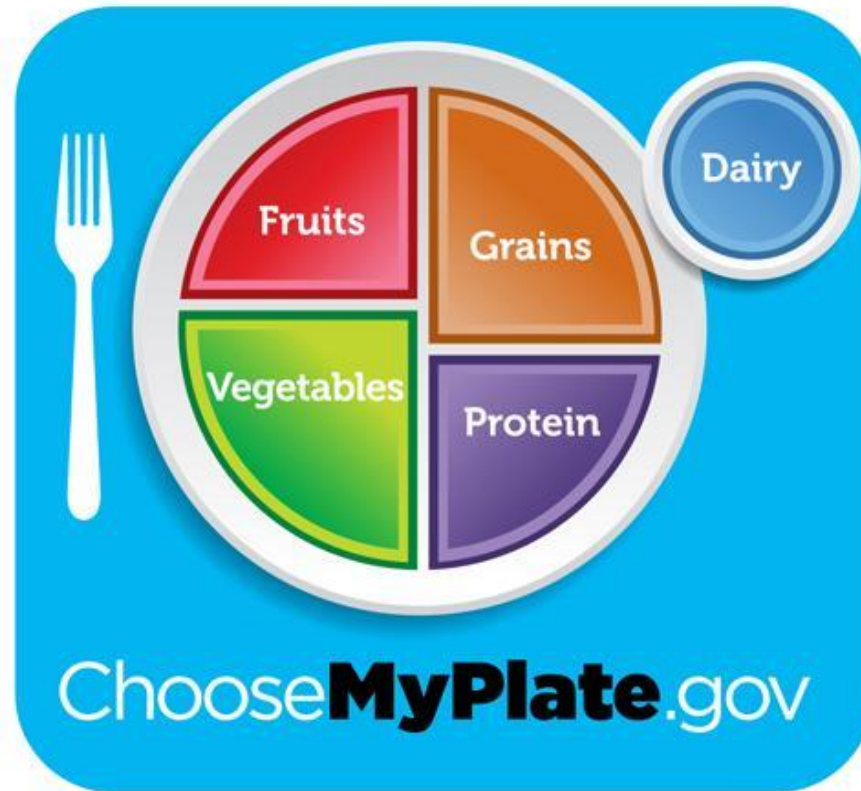
- ▶ Encourage healthy food choices/activities outside of home, set the example!



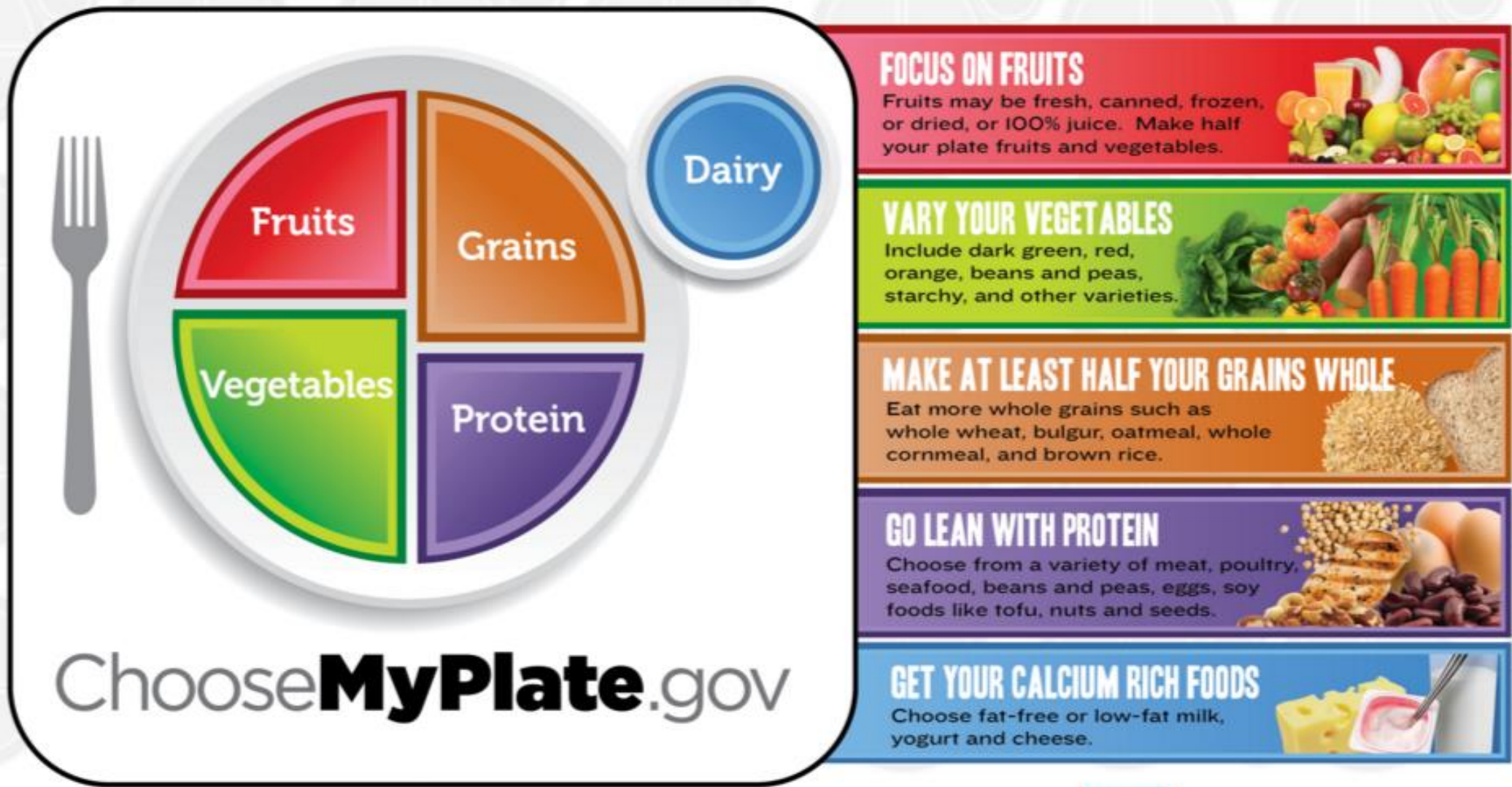
- ▶ Staff are role models in the homes. Set a good example by making healthy choices yourself - especially when working.

MAKING GOOD FOOD CHOICES

- ▶ 5 Food Groups
- ▶ Key Nutrients
- ▶ Food Labels



MyPlate Guidelines



Fruits

Grains

Vegetables

Protein

Dairy

FOCUS ON FRUITS
Fruits may be fresh, canned, frozen, or dried, or 100% juice. Make half your plate fruits and vegetables.

VARY YOUR VEGETABLES
Include dark green, red, orange, beans and peas, starchy, and other varieties.

MAKE AT LEAST HALF YOUR GRAINS WHOLE
Eat more whole grains such as whole wheat, bulgur, oatmeal, whole cornmeal, and brown rice.

GO LEAN WITH PROTEIN
Choose from a variety of meat, poultry, seafood, beans and peas, eggs, soy foods like tofu, nuts and seeds.

GET YOUR CALCIUM RICH FOODS
Choose fat-free or low-fat milk, yogurt and cheese.

Choose **MyPlate**.gov

Vegetables	Fruits	Grains	Dairy	Protein Foods
<p>Eat more red, orange, and dark-green veggies like tomatoes, sweet potatoes, and broccoli in main dishes.</p> <p>Add beans or peas to salads (kidney or chickpeas), soups (split peas or lentils), and side dishes (pinto or baked beans), or serve as a main dish.</p> <p>Fresh, frozen, and canned vegetables all count. Choose “reduced sodium” or “no-salt-added” canned veggies.</p>	<p>Use fruits as snacks, salads, and desserts. At breakfast, top your cereal with bananas or strawberries; add blueberries to pancakes.</p> <p>Buy fruits that are dried, frozen, and canned (in water or 100% juice), as well as fresh fruits.</p> <p>Select 100% fruit juice when choosing juices.</p>	<p>Substitute whole-grain choices for refined-grain breads, bagels, rolls, breakfast cereals, crackers, rice, and pasta.</p> <p>Check the ingredients list on product labels for the words “whole” or “whole grain” before the grain ingredient name.</p> <p>Choose products that name a whole grain first on the ingredients list.</p>	<p>Choose skim (fat-free) or 1% (low-fat) milk. They have the same amount of calcium and other essential nutrients as whole milk, but less fat and calories.</p> <p>Top fruit salads and baked potatoes with low-fat yogurt.</p> <p>If you are lactose intolerant, try lactose-free milk or fortified soymilk (soy beverage).</p>	<p>Eat a variety of foods from the protein food group each week, such as seafood, beans and peas, and nuts as well as lean meats, poultry, and eggs.</p> <p>Twice a week, make seafood the protein on your plate.</p> <p>Choose lean meats and ground beef that are at least 90% lean.</p> <p>Trim or drain fat from meat and remove skin from poultry to cut fat and calories.</p>

For a 2,000-calorie daily food plan, you need the amounts below from each food group.
To find amounts personalized for you, go to ChooseMyPlate.gov.

<p>Eat 2½ cups every day</p> <p>What counts as a cup? 1 cup of raw or cooked vegetables or vegetable juice; 2 cups of leafy salad greens</p>	<p>Eat 2 cups every day</p> <p>What counts as a cup? 1 cup of raw or cooked fruit or 100% fruit juice; ½ cup dried fruit</p>	<p>Eat 6 ounces every day</p> <p>What counts as an ounce? 1 slice of bread; ½ cup of cooked rice, cereal, or pasta; 1 ounce of ready-to-eat cereal</p>	<p>Get 3 cups every day</p> <p>What counts as a cup? 1 cup of milk, yogurt, or fortified soymilk; 1½ ounces natural or 2 ounces processed cheese</p>	<p>Eat 5½ ounces every day</p> <p>What counts as an ounce? 1 ounce of lean meat, poultry, or fish; 1 egg; 1 Tbsp peanut butter; ½ ounce nuts or seeds; ¼ cup beans or peas</p>
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Grains

- ▶ Examples: Wheat, Rye, Barley, Oats, Rice, etc.
- ▶ Look for “whole grain” or “whole wheat” for more fiber and nutrition
- ▶ Portions are 1 slice bread; ½ bagel/English muffin; ½ cup rice
- ▶ Why Good?
 - ▶ Contains fiber- makes you feel full
 - ▶ Help moderate blood sugar, cholesterol, blood pressure, etc.
 - ▶ Help keep bowel movements regular



Meat & Beans (Protein)

- ▶ Examples: Eggs, Chicken, Tofu, Nuts, Fish, Beef, Legumes, Pork, Cheese, etc
- ▶ If using packaged deli meats be careful of the sodium (salt) content. Purchase lower sodium deli meat.
- ▶ Good for: muscles, bone, brain development, healing
- ▶ Portions:
 - ▶ 1oz = 1 egg, 1 slice of deli meat
 - ▶ 3oz = a deck of cards (typical portion of chicken, pork, beef)



Fruits

- ▶ Examples: Bananas, berries, grapes, oranges... 'Eat the Rainbow'
- ▶ Portion is 1 piece (orange, apple, pear) or ½ cup of canned/frozen.
- ▶ Canned vs. Fresh vs. Frozen - the same nutrition, but canned fruit will have more sugar added
- ▶ Syrup vs. Own juice - always look for fruit canned in light or own syrup. Drain before serving and rinse if possible.
- ▶ Sugar content - diabetics must watch serving sizes as fruit is high in sugar!
- ▶ Good for: Vitamins/minerals that support the immune system, healthy skin and provides good fiber source



Vegetables

- ▶ Examples: Carrots, Broccoli, Cauliflower, Green Beans, tomatoes, etc... 'Eat the Rainbow'
- ▶ Portion is ½ cup.
- ▶ Canned vs. Fresh vs. Frozen - same nutrition, but canned will have more sodium (salt)
- ▶ If using canned, buy low sodium or rinse vegetables after draining
- ▶ Good for: Vitamins/minerals that support immune system, healthy skin and good fiber source



Dairy

- ▶ Examples: Milk, cheese, yogurt
- ▶ Whole, 2%, skim milk all have the same amount of Vitamin D! The difference is the amount of fat/calories.
- ▶ Dairy vs. Plant-based 'Milks' - plant based "milks" have to add calcium. Plant based drinks can have very different calorie and fat/carb amounts than dairy milk.
- ▶ Portion is 1 cup of milk; 2/3 cup yogurt.
- ▶ Drinking/eating dairy every day helps reduce bone loss.
- ▶ Seizure meds rob bones of calcium!
- ▶ Good for: Bones, cardiac health, muscle contractions, electrolyte balance



Fats

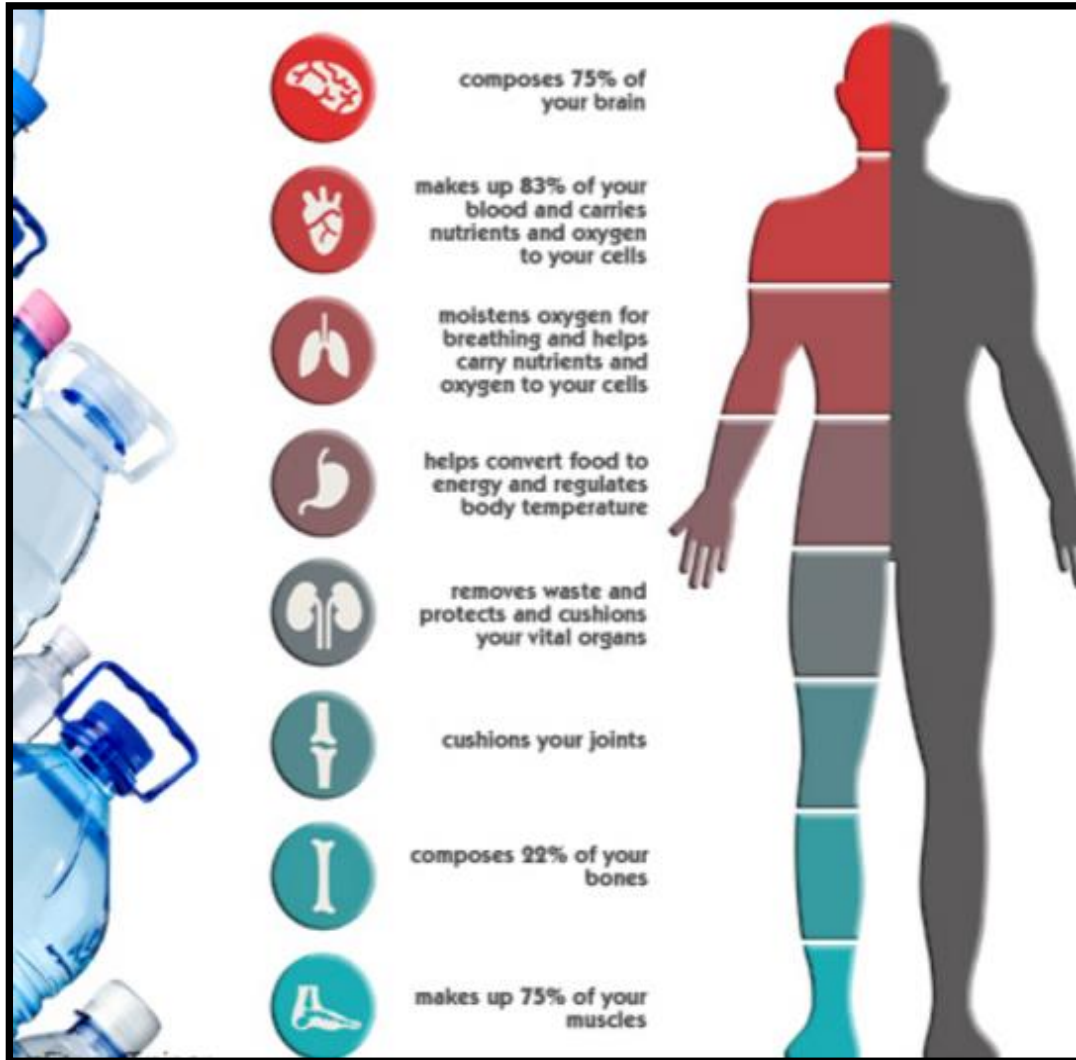


- ▶ Butters, margarine, oils, mayonnaise, salad dressing
 - ▶ Portion size 1 teaspoon to 1 tablespoon depending on the product
 - ▶ Read labels for portion size
 - ▶ Use healthier fats such as olive oil and olive oil blend butters to reduce saturated fats and improve good fats
- ▶ Nuts, avocado, salmon/fish
- ▶ Portion size is 1 teaspoon for butter/oil; 1-2 Tablespoons for salad dressing/mayonnaise.

What is a Nutrient??????

- ▶ **Macro Nutrients:** Protein, Carbohydrates, Fats
 - ▶ Get energy (calories) from the food to move the body and build muscle
- ▶ **Micro Nutrients:** Vitamins and Minerals
 - ▶ Don't get energy (calories) from these, but are important for many functions in the body.
 - ▶ Micronutrients are essential for health! They help with the immune system, wound healing, bone health, and yes - mental health!
- ▶ **Water!** The body cannot absorb nutrients if the body is not hydrated.

Key Nutrients: WATER



- ▶ Body= 60-70% WATER!!
- ▶ The body cannot properly absorb nutrients without water! People cannot gain needed weight or build muscle without adequate hydration.
- ▶ Needed intake per day depends on:
 - ▶ Activity - being more active requires more water
 - ▶ Environmental factors - summer heat means more fluids needed!
 - ▶ Medications - many medications cause constipation

Dehydration - what happens in the body:

- ▶ Constipation - The body cannot eliminate fecal matter without enough water.
- ▶ “Brain Fog” or confusion - the brains needs water to function!
- ▶ Urinary Tract Infections - if the body can't get rid of waste products fast enough bacteria will build up in the bladder causing infection.
- ▶ Decreased ability for the body to fight any infection.
- ▶ Decreased ability for the body to heal wounds.

How to Improve Fluid intake

- ▶ If you are thirsty they are thirsty!
- ▶ Have water/flavored water available at all times.
- ▶ Do not comment about someone's need to use the restroom after drinking. Be sensitive to their needs!
- ▶ Offer fluids between meals, not just at meals.
- ▶ For those who tend to refuse fluids, try offering fluids with med administration.



Choose health. Drink water.

WATER!



- Drinks such as soda/pop, juice, Gatorade, etc are very high in sugar.
- These high sugar drinks add a calories, but are not nutritious for the body.
- Better choices, are water, flavored water, sparkling water



The California Department of Public Health, with funding from the United States Department of Agriculture's Supplemental Nutrition Assistance Program - USDA SNAP produced the material. These institutions are equal opportunity providers and employers. For more nutrition information, visit www.CalChamberofCommerce.org.



LABEL READING

Understanding how to read Nutrition Facts is important because:

- It helps you provide proper portion sizes for individuals
- It helps you decide how much to buy of each product when shopping



Nutrition Facts

1

4 servings per container
Serving size 1 cup (82g)

2

Amount per serving
Calories 250

3

% Daily Value*

4

Total Fat 8g	10%
Saturated Fat 1g	5%
<i>Trans Fat</i> 0g	
Cholesterol 0mg	0%
Sodium 160mg	7%
Total Carbohydrate 37g	13%
Dietary Fiber 4g	14%
Total Sugars 12g	
Includes 10g Added Sugars	20%

5

Protein 3g	
Vitamin D 2mcg	10%
Calcium 260mg	20%
Iron 8mg	45%
Potassium 235mg	6%

The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

1. UNDERSTAND the Serving Size

Serving size is equivalent to saying “portion” or “helping.” The information listed on the Nutrition Facts label is based on a typical serving in common measurements like cups, ounces, or pieces.



Nutrition Facts	
4 servings per container	
Serving size	1 cup (82g)

Be sure to look at the number of servings in the container. Even small containers may have more than one serving. If you eat more or less than the serving listed, you must multiply or divide the nutritional values by the number of servings you eat.

For example, if you take 3 serving sizes of something, multiply it by the calories, fat, and carbohydrates consumed in the whole meal.

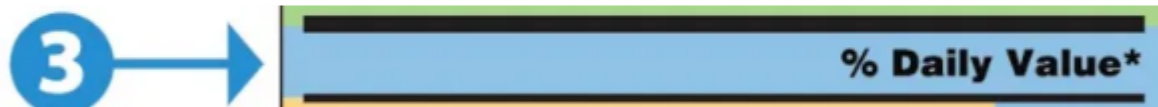
2. EVALUATE the Calories Per Serving

The calories listed are for one serving of the food. For example, if you eat 2 servings of this item, you must double the calories per serving (250 calories x 2 servings = 500 total calories).



3. Be AWARE OF PERCENT DAILY VALUES

This section tells you how the nutrients in one food serving contribute to your daily diet. Use it to choose foods that are high in the nutrients you should get more of and low in those you should get less.



Tip: 5% daily value or less is low, and 20% or more is high. Percent Daily Values on the Nutrition Facts label is based on a 2,000-calorie diet. Your % Daily Value may be higher or lower depending on your daily calorie needs.

Signs of Poor Nutrition or Changes in Nutrition Status

- ▶ Weight loss (sometimes weight gain)
- ▶ Abnormal blood work
- ▶ Increased fatigue/lethargy
- ▶ Skin wounds
- ▶ Constipation/diarrhea
- ▶ Strong smelling urine
- ▶ Changes in appetite



As staff you are the clinician's eyes on what is happening with those we support. Be on the lookout for these problems and document/report!

Medications and Food Interactions

- ▶ Every medications - even Aspirin - can have a drug/nutrient interaction.
- ▶ Review directions for which meds:
 - ▶ Taken on empty stomach
 - ▶ Must be taken with food
 - ▶ Must be separated from other meds or certain foods
 - ▶ Cause grapefruit or other food reactions - do certain foods needs to be avoided?



Nutrition Care Plans



- Nutrition Care Plans are in place for anyone who is receiving CMH Nutrition Services
- The Care Plans gives guidance for how to improve the person's nutritional health based on their needs.
- Staff must be familiar with each individual's care plan and be able to implement it in the home.
- The dietitian is available to provide training regarding the person's nutritional health needs.

What You Might See in a Nutrition Care Plan

- Intake Guidelines
 - GERD, Increased Fiber, etc...
- Texture chart
- Diet Orders
 - Diets are recommended by the dietitian and ordered by the physician. A diet cannot be started without a signed doctor order.
- Mealtime tips and guidelines
- Documentation requirements i.e. BM Chart, Fluid Intake, etc
- Physical activity recommendations
- Snack tips and suggestions

WEIGHTS!

- ▶ Dietitians, nurses, and physicians monitor a consumer's weight as a key part of their overall health.
- ▶ It is **ESSENTIAL** that accurate weights are done every time!
 - ▶ Why?? Because reporting/recording an incorrect weight may result in unnecessary changes in medications and/or diet
- ▶ Weighing someone who cannot easily stand on a scale is not always easy
 - ▶ Use the same scale each time.
 - ▶ If in a wheel chair- know the wheel chair weight and whether the chair usually has the arm rests, foot rests, or backpack on it.
 - ▶ Same amount of clothing/shoes, backpacks, coats, pump bags, etc. each time.



Weights: what to do with the number you get?

- ▶ All weights should be documented in the person's record.
- ▶ What to do if there is more than a 5# weight difference??
 - ▶ Should be reweighed immediately to confirm weight change
 - ▶ Confirm wheel chair weight
 - ▶ Document weight
 - ▶ Contact clinicians/home manager if weight change is confirmed.



Swallowing and Such...



What is Dysphagia?

- ▶ Dysphagia means any problem a person may have with swallowing (food, liquids, and/or saliva). Swallowing problems can lead to aspiration.
- ▶ Aspiration: When food or fluids that should go into the stomach go into the lungs instead. Usually when this happens the person will cough in order to clear the food or fluid out of their lungs.
- ▶ Dysphagia is a common problem for many of the people that we support and has many causes.
 - ▶ Neurological, respiratory, cancer, gastrointestinal, acute infections, behaviors/awareness, etc.
 - ▶ It can be temporary or permanent.



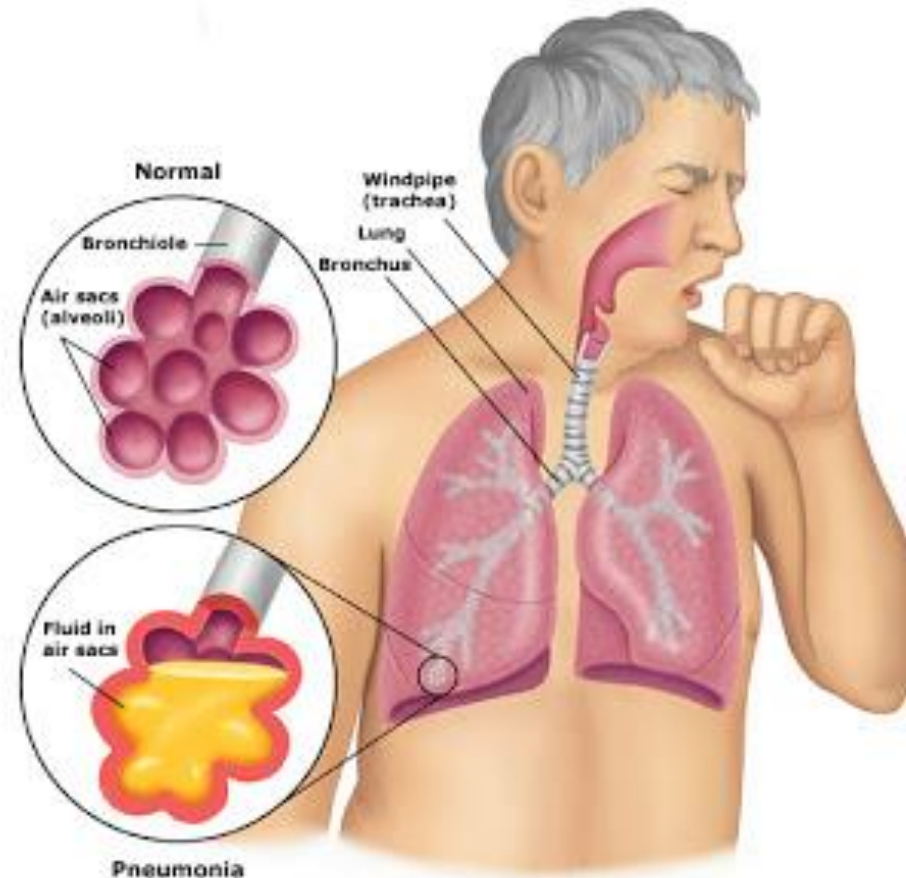
What is Silent Aspiration?



- ▶ Sometimes when a person aspirates they do not cough at all = “silent aspiration.”
- ▶ Approximately 40% of people who aspirate are “silent aspirators.”
 - ▶ They show no signs or symptoms but are in danger.
- ▶ **What happens if they DO silently aspirate?!?**
 - ▶ Person may develop aspiration pneumonia and becoming seriously ill.

What is Aspiration Pneumonia?

- ▶ Frequent aspiration causes damage to the lungs if not treated.
- ▶ They can develop an infection in their lungs including pneumonia
- ▶ Repeat pneumonias can cause permanent lung damage and the inability to get enough oxygen



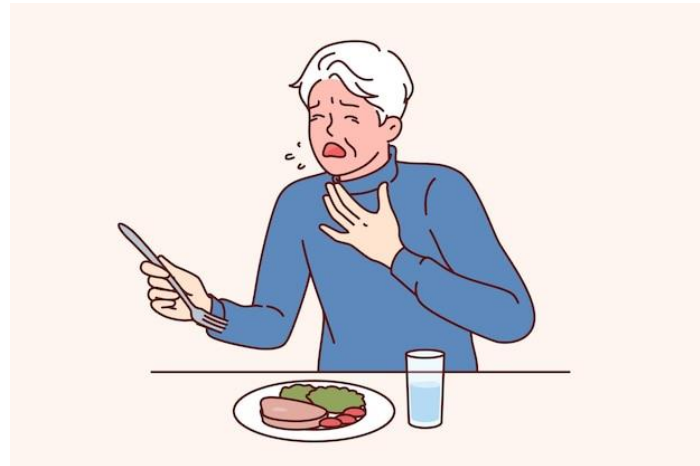
Signs of Chewing or Swallowing Problems

- ▶ Signs may include:
 - ▶ Coughing during or right after eating or drinking
 - ▶ Wet or ‘gurgly’ sounding voice during or after eating or drinking
 - ▶ Extra effort or time needed to chew or swallow
 - ▶ Food or liquid leaking from the mouth or getting stuck in the mouth
 - ▶ Pneumonia
 - ▶ Weight loss or dehydration (urine color)



What if you are concerned?

- ▶ If you see concerns or issues with the person's chewing/swallowing please contact:
 1. Case Manager
 2. Group Home Manager
 3. Speech Pathologist and Registered Dietitian (if on team)
 4. DOCUMENT!



Choking/Swallowing Risk Factors

▶ Difficulty Swallowing

- ▶ Gagging on food and/or liquids

▶ Medications

- ▶ Some cause fatigue

- ▶ Some cause muscles to relax making swallowing more difficult

▶ Medical Diagnosis

- ▶ Reflux - reflux can result in aspiration when stomach contents come back up the esophagus

- ▶ Cerebral palsy - may have difficulty maintaining head position which can cause swallowing problems.

- ▶ Narrowing of the throat - food may get stuck in throat

- ▶ Tongue placement/tongue thrust - person may have a problem moving food around the mouth to chew/swallow



Choking/Swallowing Risk Factors

▶ Environmental Factors

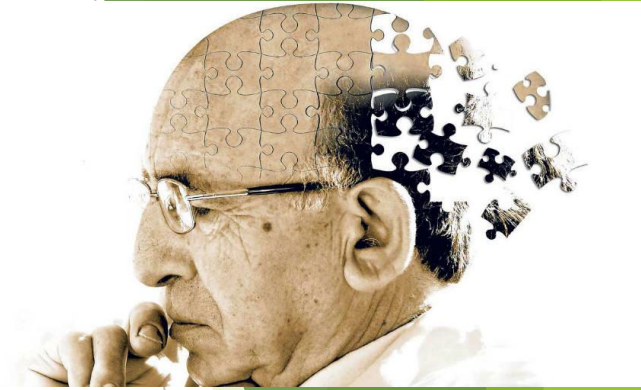
- ▶ Distractions during eating - turn off the TV! Limit other activities in the home while individuals are eating.
- ▶ Rushing while eating - don't rush people to finish. Make sure to give plenty of time at meals before next activity.
- ▶ Improper positioning - people should be sitting upright in a chair or a wheel chair.

▶ Risky Actions:

- ▶ Grabbing food not intended for them
- ▶ Pica



Choking/Swallowing Risk Factors



Cognitive/Alterations in Cognitive Status

- ▶ Alzheimer's/dementia - person may forget why they are at the table or how to use utensils.
- ▶ Psychiatric episodes - person may become impulsive and behave differently at mealtimes including rushing through meals, eating food not meant for them
- ▶ Awake/Alertness - change in sleep/wake cycle may result in person being tired at mealtimes

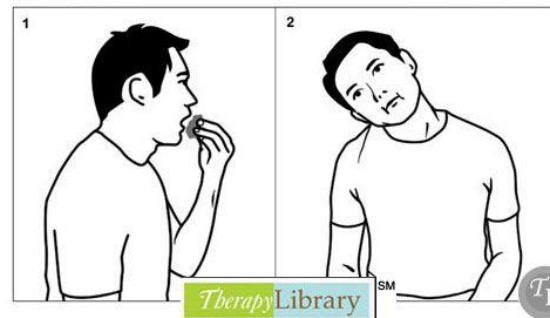
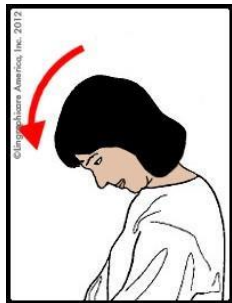
To Prevent Choking

- ▶ What are some precautions staff can take to prevent a choking emergency?
 - ▶ Follow Care Plans/Guidelines!
 - ▶ Meals should be eaten at the table
 - ▶ Process food and fluids to the correct texture
 - ▶ Keep meals quiet and free of distractions
 - ▶ Monitor consumers closely while eating
 - ▶ This includes those who don't seem at risk!



Safety Equipment/Positioning

- ▶ Smaller sized utensils that stop large amount of food from being scooped at any one time
- ▶ Small plates to prevent large amounts of food being served at once
- ▶ Occupational Therapists can recommend...
 - ▶ Adaptive Equipment that can improve the person's ability to eat safely and more independently at meals
 - ▶ Positioning options to allow for improved chewing/swallowing



Thickeners

- Fluid/Food thickeners are used to modify the consistency of fluids/pureed foods
- Most thickeners add calories to food and can lead to rapid weight gain
 - This is a concern for diabetics as most powder thickeners are starch based and can cause an increase in blood sugar levels.
 - Diabetics should use a non starch based thickener such as Simply Thick or DysphagiaAid.



Food and Fluid Texture Charts



- ▶ If person has an altered texture diet there should be texture chart in the home to help guide staff on what foods can or cannot be served.
- ▶ The Food Texture Chart also gives guidance as to how to process the food so it is safe to eat for the individual!
- ▶ Not all foods can be properly processed to the needed texture
 - ▶ If the food cannot be processed a substitute should be provided.

Food Texture Chart

CEI-Community Mental Health Board
Community Services for the Developmentally Disabled
Food Texture Chart

Texture → Food to be Modified ↓	LEVEL 4 PUREE 4	LEVEL 5 MINCED & MOIST 5 Formerly known as "ground" 1/8" size pieces	LEVEL 6 SOFT & BITE SIZE PEDIATRIC 6 Formerly known as finely chopped 1/4" size pieces	LEVEL 6 SOFT & BITE SIZE ADULT 6 Formerly known as chopped 1/2" size pieces
Meat	Moist, soft, smooth, no lumps. Baby food or pudding like texture.	Moist, soft ground meat texture. Remove hard chunks. Add moisture when processing.	Moist 1/4" pieces. Avoid bacon	Moist 1/2" pieces. Avoid bacon
Hot Dogs	Puree to a smooth texture using water or preferred condiments to achieve texture	Avoid or grind again adding preferred condiments to make a cohesive mass that is not crumbly.	Cut into 1/4" size pieces, not in a coin shape	Cut into 1/2" pieces, not in a coin shape
Cheese	Use pureed cottage cheese, grated parmesan mixed with moisture or cheese sauce	Shred cheese and mix with moisture or use cheese sauce.	Shredded cheese only or melted.	1/2" size pieces
Peanut Butter	Avoid	With approval only.	smooth only	smooth only
Rice	Use baby rice cereal	Use baby rice cereal	Moistened with sauce or gravy	No changes
Cereal/ Bread/ Pasta	Smooth pureed texture, may use hot cereals if needed, avoid bread with nuts, seeds and remove crusts before processing. May use barley baby cereal instead of pasta for very smooth texture.	Serve soaked in milk with pieces no bigger than 1/8". Drain off excess milk before serving. Avoid seeds and nuts.	1/4" size pieces, must be moistened.	1/2" pieces
Fruit (canned or dried)	Smooth baby food consistency.	Fork mash or process to texture like chunky applesauce. Add thickener or mashed potato flakes. No dried fruit, coconut and any hard to chew fruits.	1/4" size pieces. Avoid dried fruits	1/2" size pieces. Avoid dried fruits.
Fresh fruit	Process to smooth pureed consistency, no lumps no pulp. May substitute fruit juice for grapes, oranges, grapefruit or pineapple.	Mash soft ripe fruit without skin, melon, banana, peach, plum. Process berries in a food processor and add thickening agent to form a cohesive mass. Avoid raw apples, grapes, oranges or pineapple, and grapefruit.	Cut into 1/4" pieces. Soft fruits only. Shred apples in a food processor and mix with a sauce. Avoid raw grapes, oranges, pineapple, and grapefruit.	Cut into 1/2" pieces. Shred apples in a food processor and mix with a sauce. Avoid raw grapes, oranges, pineapple, and grapefruit
Fresh Vegetables	Cook until soft and process in food processor until smooth. Avoid corn or use grits mixed with milk.	Cook until soft, mashable texture. Avoid vegetables with hulls, and seeds like peas, corn and tomatoes. Substitute juice or add thickener if runny.	1/4" pieces. Remove tough skins, seeds and strings. Steam or cook vegetables before chopping. Use of shredded raw vegetables with permission from SLP/RD.	1/2" pieces. Remove tough skins, seeds and strings. Steam or cook vegetables before chopping. Use of shredded raw vegetables with permission from SLP/RD.
Cooked or canned vegetables	Process smooth to a mashed winter squash texture. Avoid corn or use grits.	Process in food processor until appropriate size. Add thickener if runny. Avoid baked potato skins, fried potatoes or crispy hashbrowns.	1/4" pieces moist	1/2" pieces moist.
Crackers and snacks	NO NUTS, POPCORN OR SNACK CHIPS, GUM Pudding, applesauce, smooth yogurt, custard textures.	NO NUTS, POPCORN OR SNACK CHIPS, GUM. Crush cookies/ crackers and moisten or add milk, water or juice. May also moisten brownies (without nuts, cakes, cupcakes). Puddings, yogurt, cheese cake, ice cream.	NO NUTS, POPCORN OR SNACK CHIPS. Snacks include those listed in Levels 4/5 plus Cheerios, Kix, plain donuts, cookies, fruit & cream pies, cakes all of which are moistened. Avoid all sticky snacks including marshmallow and gum.	NO NUTS, POPCORN OR SNACK CHIPS. Snacks include those listed in Levels 4/5 plus Cheerios, Kix, plain donuts, cookies, fruit & cream pies, cakes all of which are moistened. Avoid all sticky snacks including marshmallow and gum.

Modified Thickened Liquid Levels



Level 1 Slightly Thick

Level 1 Slightly Thick:

- Are thicker than water
- Can flow through a straw
- Whole milk and nectars are naturally slightly thick



Level 2 Mildly Thick

Formally known as “nectar-thick”

Level 2 Mildly Thick:

- Are “Sippable” by cup or straw
- Needs some effort to drink through a straw

Modified Thickened Liquid Levels



3

Level 3 Moderately Thick:

- Can be drunk from a cup or taken by spoon.
- Requires effort to drink through a straw
- Has a smooth texture with no lumps
- Drips slowly through fork prongs

Level 3 Moderately Thick

Formally known as “honey-thick”



4

Level 4 Extremely Thick:

- Holds shape on spoon
- Cannot be drunk by cup
- Usually eaten by spoon
- Falls off spoon in a single spoonful when tilted
- Is not sticky

Level 4 Extremely Thick:

Formally known as “pudding-thick”

Why Use Cycle Menus???

- ▶ Cycle menus are designed to be a balanced intake of all food groups to meet the person's general nutritional health needs
- ▶ Takes texture needs into consideration so that most people can eat the food prepared
- ▶ Saves time and money
- ▶ **Required** for licensed facilities
- ▶ Allows for use of one menu for many of the specialty diets
- ▶ Easy to use especially with staff changes



“But they hate that meal!!”

- ▶ Just because it is on the menu doesn't mean that individuals have to eat it if they don't like it.
 - ▶ **BUT, it is up to them, NOT YOU!**
 - ▶ **Staff must maintain a positive attitude about the food being served!!!!**
- ▶ Dietitians are willing to help make changes that can benefit everyone in the home and make mealtimes more pleasurable.



“We don’t have potatoes for dinner, now what?!”



- ▶ When is it ok to substitute menu items??
 - ▶ To take advantage of seasonal foods
 - ▶ Holidays, birthdays, special occasions
 - ▶ Use extra purchased food before expiration
 - ▶ Take advantage of weather - grilling, picnics, etc...
- ▶ **NOT FOR STAFF CONVENIENCE OR STAFF’S DISLIKE OF FOOD!**

How to Substitute Menu Items

- ▶ A food should be substituted for another food in the same food group:
- ▶ Fruit for a fruit, vegetable for a vegetable, etc. Examples:
 - ▶ Green vegetable for a green vegetable (green beans for broccoli)
 - ▶ Citrus fruit for a citrus fruit (orange juice for grapefruit juice)
 - ▶ Chicken for turkey



“WHAT?!? I have to do food prep tonight??”

One of many staff duties to ensure the health and well being of the people we serve

Coming into your shift:

- Check menu - Do you have everything you need for the meal(s)?
- Check if the food is ready to prep/thawed?
- Check recipes to determine how long you will need to prep/cook food



Licensed Home Meal Schedules

****These are Licensing Requirements!****

- ▶ Not more than 14 hours between dinner and breakfast
- ▶ Not less than 10 hours between breakfast and dinner
 - ▶ Example: If dinner is served at 5:30p, breakfast must be served by 7:30a
- ▶ Exceptions for holidays and weekends - **16 hours** between dinner and breakfast if a nourishing evening snack is given



Meal Preparation

Organization is the key to successful meal prep!!

1. Wash hands when you enter the kitchen!
2. Read menus and recipes
3. Check for supplies
4. Organize work space and decide what order food needs to be prepared
5. Make sure proper foods have been pulled for the next shift/day if thawing is needed.

Food Prep to Service Timing



Food must be served within 20 minutes once off/out of the heating or cooling source.

This means: Once the food is finished cooking and is no longer on the stove top, in the oven, or in the refrigerator/freezer and is sitting at room temperature staff must have the food portioned, in the proper texture, and in front of the individual within 20 minutes.

How do you do this???? Be smart! While the food is cooking prepare the other foods you need for the meal such as:

- portion/process the fruits and place back in the fridge
- have the plates, cups, and silverware set out

Equal Measures

COOKING CONVERSION CHART

Measurement

CUP	ONCES	MILLILITERS	TABLESPOONS
8 cup	64 oz	1895 ml	128
6 cup	48 oz	1420 ml	96
5 cup	40 oz	1180 ml	80
4 cup	32 oz	960 ml	64
2 cup	16 oz	480 ml	32
1 cup	8 oz	240 ml	16
3/4 cup	6 oz	177 ml	12
2/3 cup	5 oz	158 ml	11
1/2 cup	4 oz	118 ml	8
3/8 cup	3 oz	90 ml	6
1/3 cup	2.5 oz	79 ml	5.5
1/4 cup	2 oz	59 ml	4
1/8 cup	1 oz	30 ml	3
1/16 cup	1/2 oz	15 ml	1

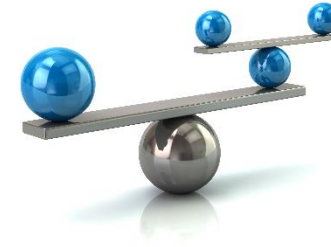
Temperature

FAHRENHEIT	CELSIUS
100 °F	37 °C
150 °F	65 °C
200 °F	93 °C
250 °F	121 °C
300 °F	150 °C
325 °F	160 °C
350 °F	180 °C
375 °F	190 °C
400 °F	200 °C
425 °F	220 °C
450 °F	230 °C
500 °F	260 °C
525 °F	274 °C
550 °F	288 °C

Weight

IMPERIAL	METRIC
1/2 oz	15 g
1 oz	29 g
2 oz	57 g
3 oz	85 g
4 oz	113 g
5 oz	141 g
6 oz	170 g
8 oz	227 g
10 oz	283 g
12 oz	340 g
13 oz	369 g
14 oz	397 g
15 oz	425 g
1 lb	453 g

Keeping Everything Equal!



- ▶ Recipes have amounts of each ingredient lists in cups, ounces, teaspoons, etc.

Read each recipe carefully to ensure that the proper amount is added

- ▶ Pay attention to how you are documenting in the records

120ml is NOT the same as 120oz!

Inaccurate documenting results in confusion regarding the person's health status

This may result in unneeded changes in their medications or unnecessary medical visits.

Food Borne Illness - also known as Food Poisoning...



Your Responsibility for Safe Food

- ▶ Handling food safely is one of the most important responsibilities that direct care staff have.
- ▶ Medically fragile consumers cannot easily recover for food borne illnesses.
- ▶ If someone has nausea, vomiting, diarrhea, or cramps, notify a health professional immediately
- ▶ Food Borne Illness can be life threatening!!

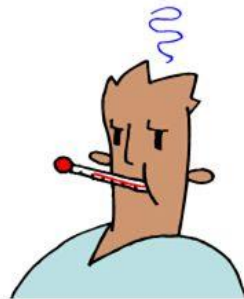


Food Borne Illness

Signs and symptoms



Upset stomach



Fever



Diarrhea



Vomiting



Dehydration
(sometimes severe)

Recipe for Safe Food Preparation

1. Wash Hands and maintain hygiene
2. Keep foods at safe temperatures
3. Avoid Cross Contamination



Personal Hygiene

- ▶ Wash hands with hot soapy water
- ▶ Use gloves if you have cuts on your hands
- ▶ Avoid food preparation if you are ill
- ▶ Keep hair pulled back and nails clean (no peeling nail polish!)
- ▶ Keep clothes clean

safe Cooking

Good cooks keep everything in the kitchen clean - this is called food hygiene

BEFORE YOU START

- Wash your hands with warm water and soap then dry them. Make sure your nails are clean;
- ✓ before you start to cook
- ✓ after handling raw food
- ✓ after going to the toilet
- ✓ when you cough, sneeze or blow your nose

Do not lick your fingers!

Even though you can't see them, microbes on your hands can quickly spread and make you or other people ill. Keep your hands clean.

Did you know that a sneeze can travel at over 100 miles per hour!

An apron keeps food clean and protects your clothes. Look at people who handle food in shops. What do they wear on their heads? Why?

What could you do to make sure your food technology area is a safe place?

CLEANING UP

- ✓ Wash and tidy up as you go along.
- ✓ Keep surfaces clean.
- ✓ Always use clean cloths and tea towels.
- ✓ Wash all utensils with hot, clean, soapy water.
- ✓ Begin with the cleanest dishes.
- ✓ Use a clean tea towel or paper towels for drying.
- ✓ Wrap up food waste and seal in a bag before throwing away.

Water should be hot but still comfortable to your hands. Cold water does not clean well. Can you think why?

ALWAYS REMEMBER

- ✓ Do not rush or run in the cookery area.
- ✓ Keep tidy and organised.
- ✓ Take care with hot pans and dishes.
- ✓ Be care ful with sharp knives.
- ✓ Think! - keep your mind on what you are doing.
- ✓ Use special oven gloves when moving hot dishes or pans.
- ✓ Listen to instructions and follow them carefully.

Never use a damp or dirty tea towel. Can you think why?

HAND WASHING

Washing hands is the single best way to prevent the spread of bacteria

When to wash your hands:

- ▶ After using a tissue, coughing, or sneezing
- ▶ After handling hair
- ▶ After using the bathroom or assisting people in and out of the bathroom
- ▶ After eating or smoking
- ▶ After moving a wheelchair
- ▶ Before preparing food or whenever you leave and return to the kitchen.
- ▶ After handling raw food
- ▶ After handling dirty dishes
- ▶ Before handling clean dishes



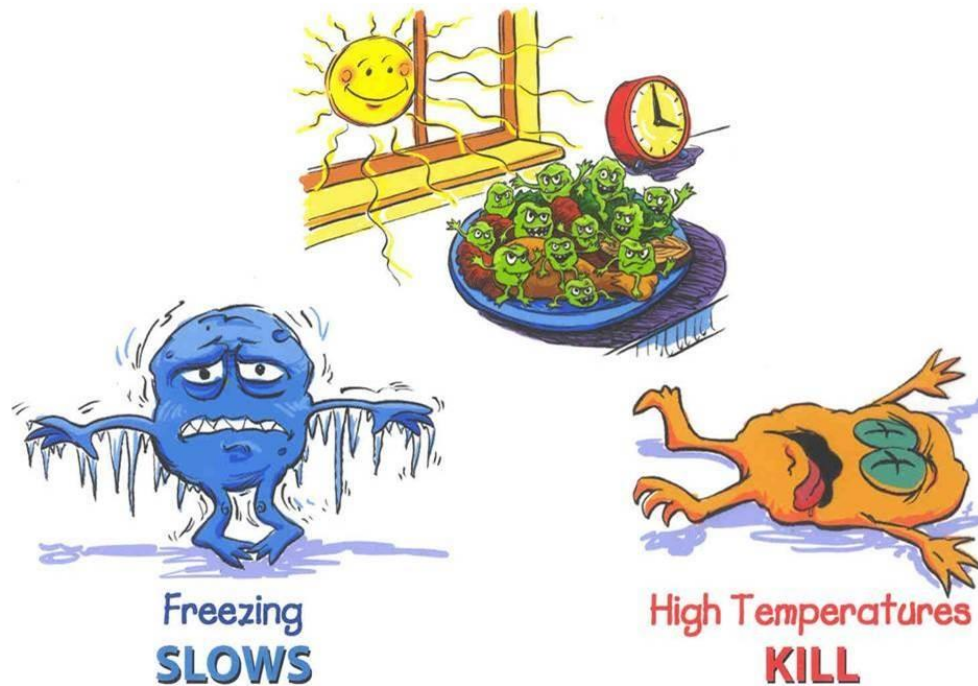
Time and Temperature Rules

- ▶ Refrigerate or freeze perishable* food.
- ▶ Do not let perishable food sit out on the counter/table.
- ▶ Label everything (food name and date)
- ▶ Put left overs in fridge right away!
- ▶ Use shallow containers for all foods to speed up cooling time.
- ▶ **NEVER NEVER NEVER** defrost or marinate any food on the counter at room temperature.
 - ▶ Use refrigerator, cold running water or microwave to defrost.
 - ▶ Cook foods to the proper internal temperature. Use a thermometer!



Cooling food slows bacteria down, but does not kill bacteria

Heating food to high temperatures kills bacteria!



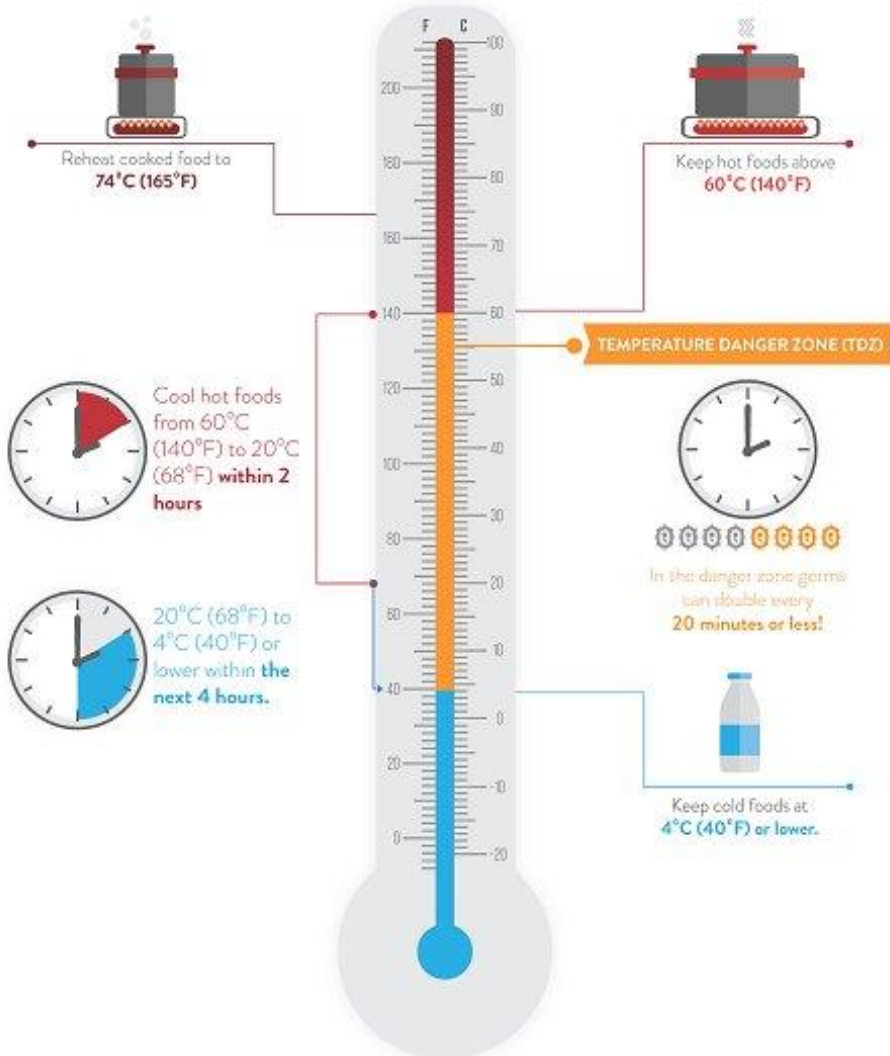
The Danger Zone

- ▶ Range of temperature that allows bacteria to rapidly grow
- ▶ Danger zone range = **40-140 degrees F**
- ▶ Food must be stored either below 40 degrees or over 140 degrees.
- ▶ Food should not be held at room temperature for longer than 20 minutes.
- ▶ Every refrigerator should have a functioning thermometer!!

-Your Essential-

GUIDE TO THE DANGER ZONE

Dangerous germs that make people sick can grow very fast on food that sits in the temperature danger zone. Keep food out of the temperature danger zone as much as possible.



Proper Cooling

- ▶ Any food cooked in a large pot or pan must be separated into containers no more than 4” deep to speed cooling
- ▶ Do not cool foods at room temperature!!
 - ▶ Foods must be put into the refrigerator/freezer right after the meal



When in Doubt, Throw it out!



What is Cross Contamination?

- ▶ The spread of bacteria or other contagion from one spot to another with harmful effect
- ▶ Examples include:
 - ▶ Using a cutting board for dicing vegetables after cutting up raw chicken on the same board.
 - ▶ Wiping hands on a dirty towel then handling bread to make a sandwich.
 - ▶ Using the same knife to cut cooked meat and raw meat.
 - ▶ Putting raw meat on top of ice cubes in the freezer.



How to prevent Cross Contamination?!

- ▶ See Handwashing slide - Wash hands!!!
- ▶ Use separate cutting boards for raw and cooked food
- ▶ Wash, rinse, and sanitize all food preparation equipment in between uses
- ▶ Store raw meats on the bottom shelves of the refrigerator
- ▶ Store raw/thawing meats in the refrigerator in a leak proof container



Leftover Rules

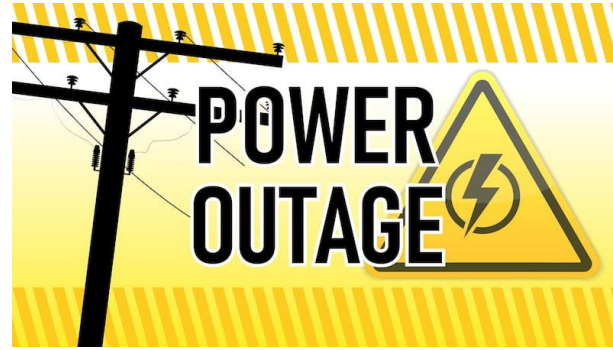
- ▶ Use within 48 Hours if stored in the refrigerator.
- ▶ Reheat all leftovers to 165 degrees.
- ▶ Use ice packs and insulated lunch bags for packed meals.
- ▶ LABEL and DATE all leftovers put in fridge/freezer

The image displays seven overlapping labels for labeling leftovers, one for each day of the week. Each label is color-coded and includes the following fields:

- MONDAY (Lundi • Lunes):** ITEM: _____, NAME: _____ QTY: _____, DATE: _____, USE BY: _____
- TUESDAY (Mardi • Martes):** ITEM: _____, NAME: _____ QTY: _____, DATE: _____, USE BY: _____
- WEDNESDAY (Mercredi • Miércoles):** ITEM: _____, NAME: _____ QTY: _____, DATE: _____, USE BY: _____
- THURSDAY (Jeudi • Jueves):** ITEM: _____, NAME: _____ QTY: _____, DATE: _____, USE BY: _____
- FRIDAY (Vendredi • Viernes):** ITEM: _____, NAME: _____ QTY: _____, DATE: _____, USE BY: _____
- SATURDAY (Samedi • Sábado):** ITEM: _____, NAME: _____ QTY: _____, DATE: _____, USE BY: _____
- SUNDAY (Dimanche • Domingo):** ITEM: _____, NAME: _____ QTY: _____, DATE: _____, USE BY: _____

Each label also features checkboxes for AM and PM next to the DATE and USE BY fields. The labels are arranged in a cluster, with some overlapping. At the bottom of each label, there is a small logo and the text "www.nationalchecking.com".

POWER OUTAGES!



- ▶ Food can remain safe in the REFRIGERATOR for up to 4 hours when the power is out.
- ▶ DO NOT OPEN FRIDGE DURING THE FIRST 4 HOURS
- ▶ After 4 hours the food must be transferred to cooler or another refrigerator with power.
- ▶ Food can remain safe in the FREEZER for ~24 hours when the power is out
- ▶ Do not open freezer during that time.

Kitchen Clean Up! Preventing Cross Contamination



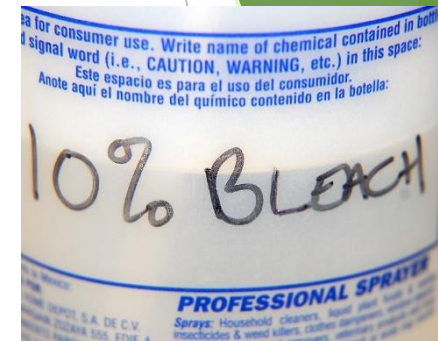
Bleach is your friend!

- ▶ A properly made bleach solution will disinfect **WITHOUT** ruining clothes
- ▶ A properly made bleach solution will **NOT** have a strong bleach smell!
- ▶ Bleach solution has the advantage of killing germs instantly.
- ▶ Most other “disinfecting” solutions (such as Lysol, Pine-Sol, ‘Multi-purpose cleaner’, etc.) **are not safe for food contact surfaces.**
 - ▶ Read product label to determine if the disinfecting cleaner can be used on food contact surfaces!



4 Step Process for Hand Washing Dishes

1. Wash in soapy water
2. Rinse with clean warm water
3. Sanitize
 - $\frac{1}{4}$ tsp bleach to 1 pint (2 cups) water (spray bottle)
 - 2 T. Bleach to 4 gallons water (sink)
4. Air dry



DO NOT RINSE OFF BLEACH SOLUTION!

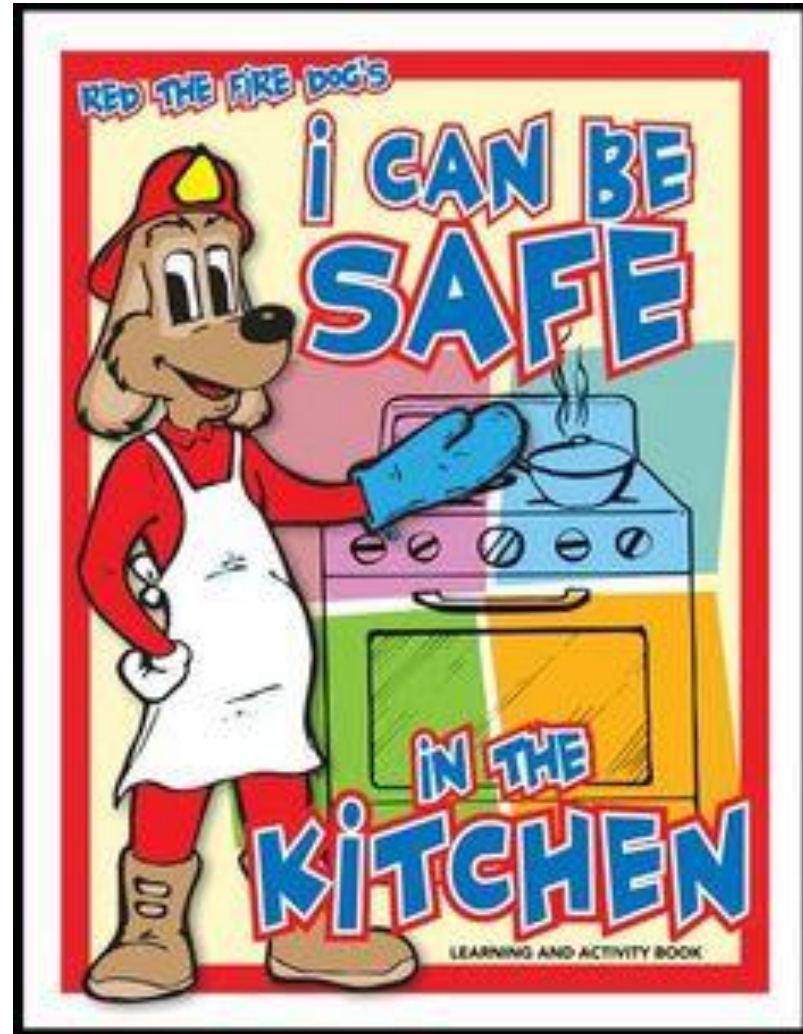
DRYING DISHES

- Acceptable ways to dry dishes
 - Dry cycle on dishwasher
 - Air dry
 - Single use paper towel

DO NOT USE CLOTH DISH TOWEL -
cloth towels can transfer bacteria

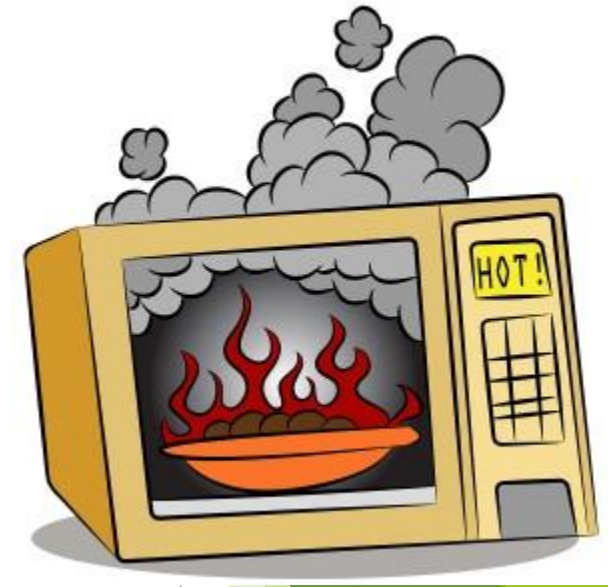


KITCHEN SAFETY



Microwave Safety

- ▶ Use Microwave safe containers - if the container heats up, but the food doesn't the container is not microwave safe. Read container labels.
- ▶ Use potholders to remove food containers from microwave
- ▶ Avoid super heating water in microwave - water heated in a cup may erupt and cause serious burns!
- ▶ Water heated in the microwave may not bubble when boiled - do not keep heating it!
- ▶ Food heats unevenly - stir several times while heating
- ▶ NEVER put metal in the microwave!



Falls

- ▶ Keep floors clean and free of clutter
- ▶ Eliminate slippery throw rugs
- ▶ Use step stool or ladder
- ▶ Use non skid backing on rugs
- ▶ Seek medical attention for injuries



Cuts



- ▶ Keep knives sharp and use properly - sharper knives are safer!
- ▶ Use locked drawers if needed
- ▶ Don't try to catch a falling knife
- ▶ Don't soak knives, clean them immediately
- ▶ Sweep up broken glass - do not pick up pieces with your hands.
- ▶ Use a wet paper towel to catch small shards of glass.



Electrical Safety

- ▶ Know how to properly operate the equipment
- ▶ Water and electricity do not mix!
- ▶ Avoid damaged electrical cords.
- ▶ Do not tug on cord, staple cord, or burning cord
- ▶ Use outlet properly



Hazardous Chemicals



- ▶ Food and Chemicals do not mix! Store food away from any toxic materials - **including cleaning supplies**
- ▶ Read labels and use chemicals properly
- ▶ Never transfer chemicals to another container not meant intended to hold chemical.
- ▶ Never mix chemical cleaning products.
- ▶ Use grills/charcoal grills/hibachis outside only as they emit Carbon Monoxide.

Fires



- ▶ Every kitchen must have a functioning fire extinguisher - know where it is!
- ▶ If a fire starts on the stove, turn off the heat and keep pan covered.
- ▶ **Never use water to extinguish a stove fire - grease can spread flames.**
- ▶ Never carry a pan with burning contents.

Test Time

