



Administrative Policies and Procedures: 22.2

Subject:	Medical and Religious Modified Diet Orders for Youth in Youth Development Centers
Authority:	TCA 37-5-105(3); 37-5-106
Standards:	ACA: 4-JCF-4A-04, 4-JCF-4A-06, 4-JCF-4A-07, 4-JCF-4A-18
Application:	To All Department of Children's Services Youth Development Center Superintendents, Health Clinic Personnel, Food Service Managers and Employees
Policy Statement:	
All youth in Department of Children's Services (DCS) Youth Development Centers (YDC) shall be provided modified diets as ordered by a physician according to the <u>American Dietetic Association Manual of Clinical Dietetics</u> to meet individual medical nutritional needs. Menus shall also be modified to meet established religious practices for youth upon request.	
Purpose:	
To provide guidelines to ensure therapeutic and religious diets are prepared and served to youth according to written orders by a physician or other health care provider according to federal and state laws and/or as required by established religious practices.	
Procedures:	
A. Medical diet orders	<ol style="list-style-type: none"> 1. Medically modified diets are prescribed by authorized medical or dental personnel. Each initial Modified Diet Request (form CS-0069) is accompanied by a picture of the youth for food service staff to be able to provide the diet as ordered to the youth. 2. Modified diets must be ordered only when a medical or dental condition precludes the youth from eating foods on the regular menu or when proper treatment requires alteration of a regular diet. 3. Modified diets must not be ordered to accommodate youth food preference or special requests not available on the regular meal plan.
B. Proper menus and preparation	<ol style="list-style-type: none"> 1. If the diet modification is not included on the standard modified diet spreadsheet the Food Service Manager or designee will contact the DCS Registered Dietitian to provide a meal plan to meet the specific diet as ordered by physician.

	<ol style="list-style-type: none"> 2. Modifications made to the menus need to be simple changes and should conform as closely as possible to the foods served on the master menu. 3. Advance notice must be given for the diet to begin with the next scheduled meal or must be delivered to the Food Service Manager or designee two (2) hours prior to meal service.
<p>C. Meal service and supervision</p>	<p>Youth with ordered modified diets will be offered an appropriate meal by food service staff in the cafeteria. If the meal is served in an area other than the cafeteria, the service of the modified diet must be supervised by the staff in that area.</p>
<p>D. Responsibility for meal service</p>	<ol style="list-style-type: none"> 1. Modified diet orders are confidential medical information and are maintained for staff only on a need-to-know basis. 2. The Food Service Manager or designee will be responsible for reporting noncompliance with modified meals served by food service staff in the cafeteria/dining room. When the youth is served in another area, the staff in that area is responsible for reporting noncompliance to YDC health services administrator.
<p>E. Refusal of modified meals by youth</p>	<ol style="list-style-type: none"> 1. If a youth refuses a chronic medical modified diet order, the meal serviced to the general population is provided. The food service personnel will document on form CS-0069, Modified Diet Request the youth's refusal of the modified diet and the clinic is notified by telephone following the meal service. 2. The Food Service Manager or designee will follow up in writing by contacting the YDC Health Services Administrator or designee by email of the youth's refusal of the modified diet including the date and the meal refused. 3. Acute care modified diets (e.g., as clear liquid, full liquid, mechanical soft, or any other diet ordered as acute, etc.), must be served only as ordered. The only changes that will be provided, must be specified in writing, by authorized health care personnel on form CS-0069, Modified Diet Request.
<p>F. Renewal and cancellation</p>	<ol style="list-style-type: none"> 1. Renewal Modified diets are renewed <u>quarterly</u>. Form CS-0069, Modified Diet Request must be renewed in writing by appropriate medical or dental personnel in the YDC clinic. 2. Cancellation Modified diets is canceled in writing on form CS-0069, Modified Diet Request by appropriate medical or dental personnel.

<p>G. Allergy diets</p>	<ol style="list-style-type: none"> 1. Only medical professionals are authorized to prescribe an allergy diet. Parental verification is required before an allergy diet can be prescribed. A picture of the youth must be attached to each initial modified diet on form CS-0069 Modified Diet Request, before food service staff can provide the diet as ordered to the youth. 2. Allergy diets must be ordered when it is medically necessary and verified by a physician. 3. Allergy diets must not be ordered to accommodate youth food preference or special requests not available on the regular meal plan. 4. Allergy diets are not required to be renewed.
<p>H. Religious diet modifications</p>	<ol style="list-style-type: none"> 1. Staff, designated by the Superintendent, or chaplain, in YDC's with a chaplain or clergy, familiar with the facility operations, completes the religious modified diet request section of form CS-0069, Modified Diet Request. 2. Food services will provide simple modifications for religious meals that conform as closely as possible to the master menu. 2. If the youth is noncompliant with a religious diet order, the staff person providing the religious diet order is notified by email of noncompliance by the food service manager or designee.
<p>G. Maintenance of modified diet orders</p>	<p>YDC's must maintain a copy of all modified diet orders in the Food Services area in a secure file for three (3) years plus the current year, for a total of four (4) years to remain on file.</p>

<p>Forms:</p>	<p><u>CS-0069, Modified Diet Request</u></p>
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<p>Collateral Documents:</p>	<p><i>American Dietetic Association Manual of Clinical Dietetics</i> <u>Records Disposition Authority (RDA)-2888 Food Service Program Files</u></p>
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