

 <p style="text-align: center;"><b>POLICIES AND PROCEDURES</b></p> <p style="text-align: center;"><b>State of Tennessee Department of Intellectual and Developmental Disabilities</b></p>	<p style="text-align: center;"><b>Policy #: 100.1.13</b></p>	<p style="text-align: right;"><b>Page 1 of 3</b></p>
<p><b>Policy Type: Intermediate Care Facilities for Individuals with Intellectual Disabilities</b></p>	<p><b>Effective Date:</b> September 15, 2015</p>	
<p><b>Approved by:</b></p> <p style="text-align: center;"></p> <p>Commissioner</p>	<p><b>Supersedes:</b> Policy # 211</p> <hr/> <p><b>Last Review or Revision:</b> Reviewed August 12, 2013; Revised May 13, 2015</p>	
<p><b>Subject: Mealtime Supports</b></p>		

- I. **AUTHORITY:** Tennessee Code Annotated (TCA) 4-4-103, TCA 4-3-2708, TCA 33-3-101, TCA 33-1-103, Section 1905 (d) of the Social Security Act, and 42 CFR 483.420-480.
- II. **PURPOSE:** The purpose of this policy is to assure persons supported in the Department of Intellectual Disabilities (DIDD) Intermediate Care Facilities (ICFs/IID) and the Day One ICF/IID Unit of Harold Jordan Center (HJC) receive adequate nutrition in a safe manner that supports choice-making.
- III. **APPLICATION:** This policy is applicable to employees, contract employees and volunteers who provide services and supports to persons residing in DIDD ICFs/IID and the Day One ICF/IID Unit at HJC.
- IV. **DEFINITIONS:**
  - A. **Basic Nutrition and Doctor - Prescribed Diets Resource** shall mean a basic nutritional manual incorporating Academy of Nutrition and Dietetics (AND) guidelines, but also includes person-centered approaches on how to involve the person. This manual also assists in brainstorming ideas when the person does not like the "diet" and offers many suggestions to assist staff. This resource can be found on the DIDD website.
  - B. **Direct Support Professionals (DSPs)** shall mean persons who are employed by DIDD or by an agency contracted with DIDD to provide day-to-day care and support of persons participating in DIDD services.
  - C. **Doctor - Prescribed Diet** shall mean restrictions or limitations prescribed by the person's physician intended to correct or prevent a nutritional deficiency or health issue.
  - D. **Individual Support Plan (ISP)** shall mean a person centered document that provides an individualized, comprehensive description of the person supported as well as guidance for how to accomplish unique outcomes that are important to the individual in achieving a good quality of life in the setting in which they reside.
  - E. **Modified Diet** shall mean alterations to the texture or consistency of food or fluid to enable the person to take in adequate oral nutrition and to eat safely.
  - F. **Staff Instructions** shall mean a set of written instructions providing direction for direct support staff on how to complete specific tasks with the person so they are done consistently each time the task is completed.
- V. **POLICY:** Mealtime supports shall be provided to ensure persons supported receive adequate nutrition, eat and drink as independently as possible, experience safe and

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enjoyable meals of their choice, have menus to support healthy diets including modified and specially-prescribed diets, include favorite food items (unless contraindicated) and are assured food items and equipment are handled in a safe and sanitary manner complying with established standards.

**VI. PROCEDURES:****A. Mealtime Planning**

1. A dietitian shall review the nutritional status of each person supported at least annually as part of the ISP process.
2. Diets (including regular, modified and doctor-prescribed) and corresponding menus shall be developed with:
  - a. Input from the person;
  - b. Input from the conservator/family, when applicable;
  - c. Observations from the direct support professionals;
  - d. Consultation from a dietitian;
  - e. Consultation with or evaluation by the appropriate discipline experienced in evaluating eating, swallowing, and/or adaptive equipment, as needed;
  - f. Consultation with a behavior analyst for behavioral-related mealtime issues, as needed; and
  - g. Data obtained from a nutritional assessment/review.
3. Menus shall:
  - a. Be prepared in advance and available for review;
  - b. Provide a variety of foods with appropriate portions at each meal;
  - c. Be different for the same days of the week;
  - d. Be adjusted for seasonal change and special occasions; and
  - e. Be kept on file for at least thirty (30) days.
4. Menus shall be implemented as written. If menu substitutions are made, they shall have comparable nutritive value; and meet the modification needs of the person supported.
5. Each person supported shall have the opportunity to have second helpings, make choices and substitutions while being supported to make healthy choices with a balance of what is documented.
6. Each person supported shall be encouraged to participate in meal planning, meal preparation, and clean-up.
7. Meals shall be served and structured to encourage and facilitate the social experience of dining, unless otherwise specified in the person's ISP.

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8. Persons supported shall be provided the necessary adaptive equipment, positioning equipment and assistance for meal time as outlined in their ISP and/or staff instructions.
  9. The person supported shall eat in an upright position unless otherwise specified in their ISP and/or staff instructions.
  10. Sufficient trained staff shall be available to provide support at mealtimes. If needed, written staff instructions for assisting a person during mealtime shall be followed.
  11. Each person supported shall be offered at least three (3) meals each day at regular times comparable to typical mealtimes within the following parameters:
    - a. No more than fourteen (14) hours shall pass between a substantial evening meal and breakfast the following day.
    - b. No less than ten (10) hours shall pass between breakfast and the evening meal.
    - c. Sixteen (16) hours between a substantial evening meal and breakfast may pass on weekends and holidays, if a nourishing snack, consistent with the person's diet is provided at bedtime.
- VII. CQL STANDARDS:** People are treated with dignity and respect. People are safe. People have supports to manage their own health care. People have choices.
- VII. REVISION HISTORY:** Reviewed August 12, 2013
- IX. TENNCARE APPROVAL:** NA
- X. ATTACHMENTS:** NONE