

MEAL PLANNING AND FOOD PURCHASING POLICY

PURPOSE

To enhance the quality of life of the people served by supporting, teaching healthy eating and independence in choosing healthy meal planning and food purchasing.

SCOPE

This policy applies to all supports and services provided by LADD.

POLICY

It is the policy of LADD to promote healthy choices and support independence in the process of meal planning and preparation by teaching, guiding and coaching the people supported to participate according to their ability.

STANDARDS AND DEFINITIONS

It is important the people we support are involved in developing a nutritious menu, shopping and cooking their own food to help them live long lives. The people we support rent or own their own home; hence, have full access to all areas of their home including Kitchen, Dining Room, and Living Room. Licensed Homes are leasing a room while still providing access to use the home with a group of individuals.

Meal planning sessions should be encouraged so that employees can assist the person to make healthy, nutritious selections while incorporating the choices of the people they live with. Cookbooks and menus are available for review at any time and use of the internet, public libraries or other resources for menu items should be utilized.

Some people we support require a feeding tube. A feeding tube is a medical device used to provide nutrition to people who cannot obtain nutrition by mouth, are unable to swallow safely or need nutritional supplementation. Feedings are prescribed by a doctor and employees must follow the doctor's script which indicates the amount of feeding and times of feeding. The people we support should be able to choose which staff administer their feeding as well as indicate where they would like for their feeding to occur in the program.

Additionally, some people we support require supplemental nutrition that is prescribed by their doctor such as Ensure or Carnation. When these come in a variety of flavors the person should be able to pick out what flavor they wish to have.

Alternate choices are available if a person does not want the meal previously planned or does not want that particular meal now.

Food purchasing is based on budgets, recipes, nutrition and meal preference. Employees must ensure meals are nutritionally balanced, as well as be familiar with and follow any special diets, special preparations and any equipment needs for the people supported; coaching people to choose to eat healthy foods, encouraging a healthy lifestyle. Employees must also be aware of the amounts specified if the person has any dietary restrictions. It is important to understand that all people have access to food at any time unless there are modifications documented in the Person-Centered Plan.

For shared staffing supports, LADD provides additional funds for employees to eat along with people served to assist in coaching them in a natural, family style manner so employees are active participants. Employees are expected to assist based on the ability of people served and/or prepare meals and snacks along with the people supported. All people can choose whether they want to eat alone or with their housemates, or wherever they choose to eat as long as there are no safety issues or modifications documented in the Person-Centered Plan.

PROCEDURE

1. On a routine basis, the person and support staff will meet as a group to plan their menu for the week.
 - a. Interests in healthy meal planning, recipes and cooking vary by person. This means some people may look at this as more of a hobby and some may view it as a chore. Therefore, it is important to meet the needs of the people by creating time for discussions about healthy meals and shopping when the person wants to.

- b. If needed, due to the person supported schedules or special needs, the support staff may meet individually with the person supported and bring their choices and preferences to the meal planning group meetings for them.
2. When possible the meal-planning meeting will be led by a person supported. Support staff will assist as needed in the discussion so all people have the opportunity to give their individual ideas for foods they would like to prepare for the meal planning period.
3. In preparation for the planning meeting the support staff should assist the people to inventory the standard items they currently have in the home for the operation of the home. Items include things like garbage bags, dish soap, laundry soap, aluminum foil, seasonings etc. (each home is unique in the items used to operate the home and support staff should assist the people to develop a list of these items). From this inventory, support staff can assist the people to identify the items that will need to be placed on their shopping list to purchase.
 - a. It may also be beneficial to keep a running list in the home that support staff and people supported keep of the items they have used the last of and need replaced or are running low and will need to be replenished.
4. The planning meeting should begin with a review of items that have already been placed on the shopping list from the inventory that was completed.
5. The next step of the planning meeting should consist of a review of the budget in place for this meal-planning period and any coupons, sales for the week, coaching for the need to stay within their budget.
6. During the next portion of the meeting, a discussion of ideas and suggestions will occur so that a menu of meals can be developed for each day of the meal planning period accounting for breakfast, lunch and dinner making sure each meal is balanced and nutritionally sound. Support staff should encourage the people to use cookbooks, recipes and pictures of different foods to do so. The menu of meals should be documented in the format agreed to by the people living at the home.
 - a. Support staff may need to transfer this format into a document that can be used by staffing supports to assist the people later in the meal-planning period to prepare the meals they have agreed upon.
 - b. The menu must be dated and signed by people supported and support staff that assisted to prepare it. If a person is unable to sign, staff will list who all sat and participated in the discussion/planning.
7. Support staff will assist the people to identify the items that will need to be purchased to prepare the meals they have identified. Support staff will assist the people to add these items to the shopping list that has been started already.
8. Support staff will assist the people to add any other items to the shopping list such as drinks, snacks or desserts of their choice coaching healthy alternatives and coaching to stay within the person's budget and not otherwise restricted through the Person Centered Plan.
9. Support staff will then assist in the review of internet ADs for sales, Sunday newspaper flyers and coupons to find the best value.
10. The meeting will conclude with an agreed upon schedule to shop for the items. This will be included on the Location Calendar per the Community Access Policy.
11. The menu and shopping list are to be written at least 1 week in advance and placed in each apartment/home in a visible place (i.e. the refrigerator) so that people supported have access to reference.
 - a. At the end of the week, the shopping list and menu will be put in the Menu Guide to be kept for 1 year. The shopping lists and menus will then be purged according to the Purge Grid.
12. At any time and with Supervisor approval the process specified above may be altered to accommodate the needs of the person supported.