

Care Level Menu Templates

Description

Care level menu templates will automatically be published to your site for Spring/Summer and Fall/Winter menu cycles.

Menu Guidelines

- ✓ **Independent Living**
Lunch & Dinner include: 2 entrées, 2 starches, 2 vegetables & 2 dessert
Restaurant-Style with soup and salad rotation
5 week cycle
- ✓ **Assisted Living**
Lunch & Dinner include: 2 entrées, 1 starch, 1 vegetable & 1 dessert
Soup and salad rotation
4 week cycle
- ✓ **Skilled Nursing**
Lunch & Dinner include: 2 entrées, 1 starch, 1 vegetable & 1 dessert
4 week cycle
- ✓ **Memory Care**
Lunch & Dinner include: 1 entrée, 1 starch, 1 vegetable & 1 dessert
Easily hand-held food items
4 week cycle

Nutrition Guidelines

The menu includes the following:

- 7 oz protein daily (1 oz at breakfast, 3 oz at lunch, 3 oz at dinner)
**2 ounce protein portions will continue to be used for salad sandwiches, omelet/quiches & pasta dishes.*
- 6 grain servings daily
- 3 vegetable servings daily
- 3 fruit servings daily
- 3 milk servings daily

The Regular/No Added Salt diet is planned in accordance with the Recommended Daily Allowance (RDS) for females ≥ 70 years old.

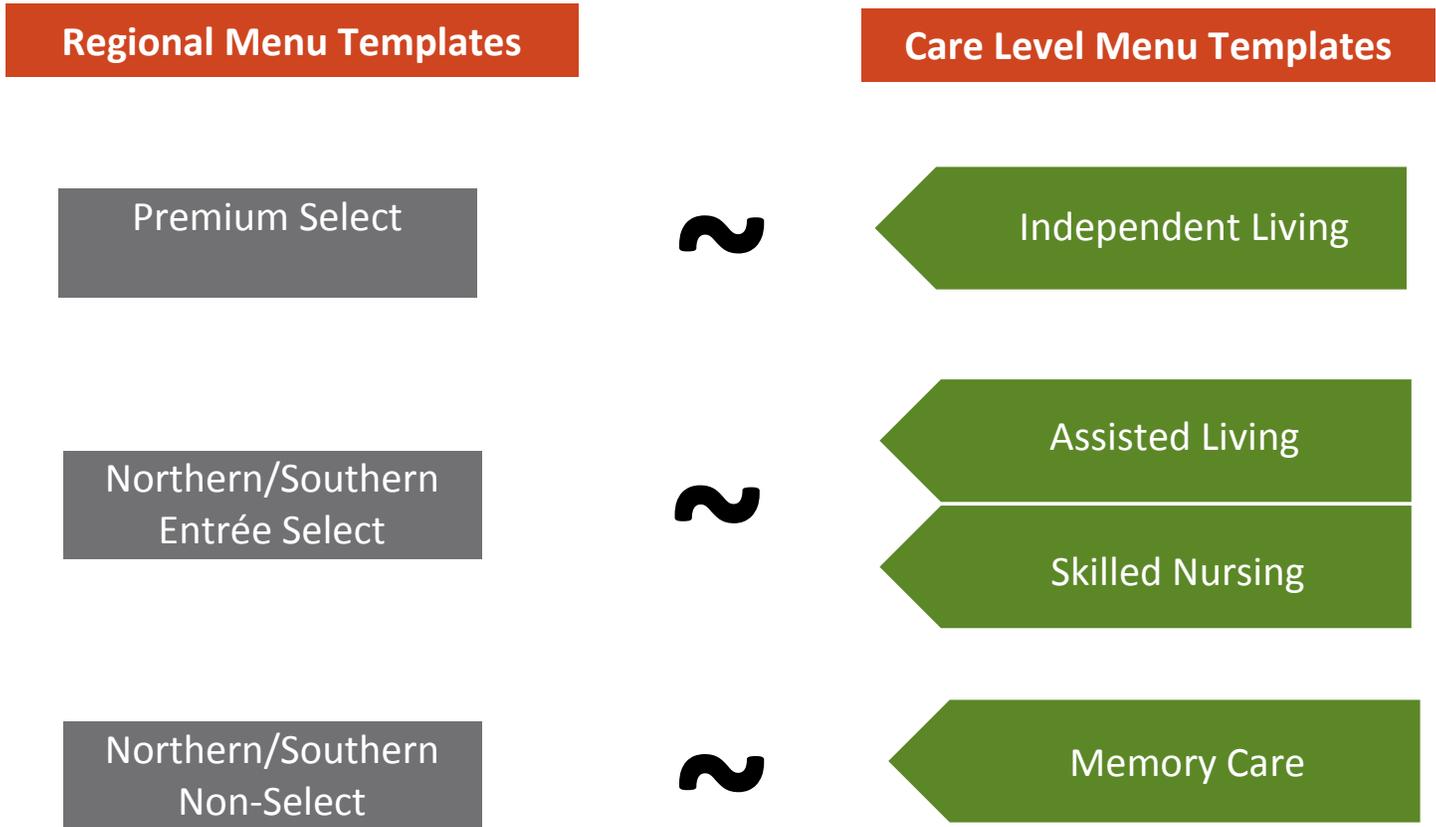
Note: Customer is responsible for revision of menus to meet federal and state regulatory agency guidelines and for applicability to an individual patient(s). This suggested menu framework is not dietary guidance. USF dietitians are not able to provide RD signature or license number for menus and materials under any circumstances.

Mapping to Care Level Menu Templates

Description

Care Level menu templates are set up similarly to the Regional menu templates. Care Level templates do not need to be used based on type of care provided at your facility. Use the menu template mapping below to determine which menu best suits your menu needs.

HINT: Follow the Menu Changes → Copy Template Menu Quick Guide to change the name of the menu.



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Menu Changes

Background: Use the steps below to copy a US Foods template menu and make basic menu changes including remove/replace/add recipes and swap meals.

Copy Template Menu:

1. From the homepage, go to  [Manage Menu Cycles](#). Click the radio button next to the template menu you want to customize. Click [Copy Cycle](#) button. First, click on the Regular/No Added Salt Diet and use the Select button to move the diet over to the box on the right. Continue this step for all diets included on the menu. Select which Meals 'All Meals' to the right. Click [Copy](#).
 - ✓ Under #2, update the name of your menu.
 - ✓ Under #5, choose your cycle menu dates.
 - ✓ Under #7, estimated PRD range should be used as a reference point only - update as needed. Click [Done](#).

Important: Therapeutic diets are assigned to your cycle menu when the menu is copied. DO NOT assign thickened liquids, tube feeding or NPO diets.

Replace a Recipe on the Menu

1. From the homepage, navigate to [Cycle Menu Planning](#) and click on  [Week at a Glance](#).
Hint: Make sure the correct Menu Cycle is chosen. If not, navigate to [Switch Cycle](#).
2. Click directly on the recipe to be changed. Make sure the box *Spread changes to other diets* is checked. Then click [Replace](#).
3. Search for the recipe to be used as a replacement. Click the radio button next to correct recipe. Click [Select Item as Replacement](#) then click [Replace](#).
Hint: Make sure to select  recipes to put on the menu, not  ingredients.

Add a Recipe to the Menu

1. Navigate to [Cycle Menu Planning](#) and click on  [Week at a Glance](#).
2. Click [Add](#) button. Select Cycle Days and Meals to add the desired recipe. Make sure the box *Spread changes to other diets* is unchecked. Click [Next](#).
3. Search for the recipe to be added. Click [Go](#).
Hint: Make sure to select  recipes to put on the menu, not  ingredients.
4. Check the box next to the recipe to be added. Click [Add Checked Items](#). Then click [Done](#).
5. Click on the  [Pencil Icon](#) in the top right corner of the meal the recipe was added to.
6. Use the   [Arrows](#) to move the recipe up or down in the listed menu items.
7. Update the spread line for the new item. The spread line will determine the order the recipe will appear on the menu.
Important: DO NOT change the spread lines for other recipes.
8. Click on the checkbox next to the added recipe. Click [Spread Checked](#). Make sure all diet restrictions in use are under *Spread To* on the right. Use the [Select](#) and [Remove](#) buttons to adjust. Click [Next](#). The system will list any missing recipe replacements – these must be coded before proceeding. Click [Next](#). Click [Spread](#).

Remove a Recipe from the Menu

1. Navigate to **Cycle Menu Planning** and click on  **Week at a Glance**.
2. Click directly on a recipe. Make sure the box ***Spread changes to other diets*** is checked.
3. Click **Remove**.

Swap Cycle Days

1. Navigate to **Cycle Menu Planning** and click on  **Week at a Glance**.
2. Click on the **Swap** button.
3. Select the Cycle Day(s).
4. Select the desired Meal.
5. Select the desired Target Cycle Day(s).
6. Select the desired Target Meal.
7. Click **Swap**.