




## What To Do During A State Inspection

**Background:** The BluePrint Menu Management System will provide you with menu reports you may need during a survey. Be aware of your state and local food service regulations and know your facility's policies & procedures.

### Steps:


1. Navigate to **Reports** and select  **Menu Reports**.
2. Select a Report from one of the following available report types:


 **Diet Spread Report** - This report will list the regular diet menu items on the left side of the report and will list portion sizes to the right of those items. It will list therapeutic diets and their corresponding menu items to the right of the regular menu. If needed, you can print this report with a scoop size legend. Therapeutic diet replacements have been set up by registered dietitians at US Foods. Ask your menu solutions specialist for our diet guide if a description of each diet is needed.

 **Week at a Glance Report** - This report will list your meals in a weekly calendar format. You may need to post this report or another at-a-glance report in your dining rooms. Print this report with menu dates listed at the top so the inspector knows this is a current menu. To adjust menu dates, navigate to 'Manage Menu Cycles', click directly on your menu, and change your menu dates in section 5.

### Nutrition Analysis Reports

- ▲ **Average Cycle Nutrition Analysis By Diet** - This will display the daily, weekly, and overall average nutritional content of a menu. This can be printed for any diet. For selective menus, only the main menu items will be calculated into the nutritional averages.
- ▲ **Detailed Menu Cycle Nutritional Analysis** - This will display the nutritional content of every recipe on a menu and provide meal & daily averages. This can be printed for any diet. By default, the system will display BluePrint Nutrition Goals. You can adjust the nutrients that print on nutrition reports by selecting a new nutrition goal. Contact your menu solutions specialist if you need to set up custom nutrition goals.

 **Recipe Book** - This report allows you to print all recipes from a cycle menu in 5 different quantifications of your choice. We recommend the 'Menu Planning Group - default portions only' sort option so each recipe only prints once. All recipes have critical control points indicated in the recipe instructions if applicable.

3. Follow the prompts for the report you select.
4. To print, once the report has generated in PDF format, click on the  printer icon on the gray toolbar at the bottom of the screen.

**Note:** Standard BluePrint menu templates provide a minimum of 3 vegetable servings, 3 fruit servings, 3 cups milk, 6 grain servings and 6 ounces of high quality protein each day. Reference the Menu Template Framework sheet for the meal patterns of all BluePrint template menus.

**Note:** Customer is responsible for revision of menus to meet federal and state regulatory agency guidelines. Menu Solutions dietitians are not able to provide RD signature or license number for menus and materials under any circumstances.