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TO: FOOD SERVICE DIRECTOR

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### MONTHLY UPDATE AND DIETARY IN-SERVICE

**The In-Service Topic for the month is:** Sanitizer Buckets

Please do the following:

1. Since most facilities sign off on the policy manuals in January OR at the Annual Meeting, PLEASE review your policy manual with your RD to assure your forms are included and that any policies you have added are included in the manual.
2. PLEASE REQUEST a generic email address for yourself:
  - a. We are starting to load all sorts of handy info into our website such as in-services, policies and posting menus serv-safe links...
  - b. To access these with a password you will need a facility email address (NOT personal email such as [joe@yahoo.com](mailto:joe@yahoo.com) or [joe@fidelitynursingcenter.com](mailto:joe@fidelitynursingcenter.com)). In other words: NO PERSONAL NAMES
  - c. Example of proper email address : [dietary@fidelitynursingcenter.com](mailto:dietary@fidelitynursingcenter.com)
  - d. Often your business office person can help with this. It is easy 😊
  - e. SEND IT TO US as soon as you get it!!!! DON'T FORGET

#### Survey Focus:

1. Completed staff competency checklists, especially if a surveyor finds an error. S/he will ask to see if you trained the person on this.  
Reminder: as mentioned before ALL staff must have annual competency checklists completed. Make life easy by utilizing the FREE CAHF website for the video trainings, since these qualify as the competencies. Surveyors must respect these. Go to: [www.cahf.org/Dietary](http://www.cahf.org/Dietary) ; Look for "Dietary Service Project"
2. Labeling and dating. It is sooo easy for them to pick at. Remember: salt has NO expiration date, so don't let them nail you on that one. We are expanding our shelf life list a lot, and it will soon be uploaded to the website.. We recommend that you assign a cook to check labels and date in the refrigerator daily and have the person to receives deliveries and puts them away to check labels and dates.  
**Teach ALL staff to check the date of every food item they handle** to assure are within appropriate shelf life.
3. For those facilities requiring Food Handler Certificates, assure they are up-to-date and on file, or even posted. All assisted living facilities require certificates for all dietary staff.
4. Surveyors are asking staff to demonstrate handwashing and other skills. So be ready. Spot check your staff skills by asking them to demonstrate a skill relevant to their responsibilities.
5. Please keep training staff on the IDDSI techniques
6. As survey approaches, be aware that the CASPER report will help prepare your dietitian for which residents will be reviewed by the surveyors. ALSO if you watch the dates on it, you will see that the surveyors will download it a day or so before they arrive for survey!!!