Flag Special Diet Tracking

Dietary data can be collected –

- On every resident or only those residents who are being closely monitored
- For every meal including snacks and supplements or only meals or only supplements
- As a percentage only or with detail on how much was offered and how much was consumed
- Liquids measured in cc, oz, or ml
- Using the default food/liquid buttons or using your facility custom buttons

You can combine these options in various ways – totals only for those residents who do not have a special dietary need while simultaneously collecting detailed data for those residents who are nutritionally compromised. It can become confusing for staff to know/remember what data to collect on which resident. To assist you with this, we have developed a method for flagging individual residents with requirements for diet/liquid data collection. **This is an ALERT ONLY. It does not restrict the buttons staff can access.**

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Set-up

Resident Observations 3.0 – Task Management – Flag Special Diet Tracking

The table will open with the residents listed in alpha order by last name. The resident, unit, and room display along with a designation of T – track total or D – track detail for any alerts that have been set. The default is for no alert (no specific tracking).

If you have a facility policy regarding dietary documentation, you may only have to place alerts on those residents who vary from the norm.

All residents are tracked. This screen will alert staff of special needs.
* - Click on the column headings to change the order of the records.

* Alert Track?	* Name	* Unit	* Room	Track All	Meal Solids	Meal Liqs	Snack Solids	Snack Liqs	Supp Solids	Supp Liqs
Y		01	7B						D	D
Y		01	402	D						
Y		01	543		D	D				
Y		01	501A				D	D		
Y		01	503C		T	T	D	D		
N		01	502A							
N		01	F-1							
N		01	502B							
N		01	802							
Y		04	245	T						
Y		01	003W				T	T		
N		01	F-4							
N		02	999							
N		02	08D							
N		02	002							

| Find | | Edit | Clear | | Report | D=Track Detail T=Track Totals | | OK |

ADD AN ALERT TO A RESIDENT
Highlight a resident in the list and then press the EDIT button.

Click to alert aides that they must track EVERYTHING using DETAIL or TOTALS

| Detail | Totals | ① |

OR – Click to alert aides they MUST track specific items using DETAIL or TOTALS ②

Aides MUST track all FOODS given with MEALS (includes supplements)	Detail	Totals	No Al
Aides MUST track all LIQUIDS given with MEALS (includes supplements)	Detail	Totals	No Alert
Aides MUST track all FOODS given with SNACKS (includes supplements)	Detail	Totals	No Alert
Aides MUST track all LIQUIDS given with SNACKS (includes supplements)	Detail	Totals	No Alert

OR – Click to alert that ONLY SUPPLEMENTS are tracked using DETAIL or TOTALS ③

| Aides MUST track FOOD SUPPLEMENTS given with MEALS and | Detail | Totals | No Ale |
| Aides MUST track LIQUID SUPPLEMENTS given with MEALS and | Detail | Totals | No Alert |

OK

Area 1 – If you want to set an alert for ALL diet/liquid observations to be tracked using DETAIL or ALL to be tracked using TOTALS, press the corresponding button.

You may wish to choose this option if one unit does it one way and another unit does it another way. For consistency you may wish to remind everyone to use the same method. Or, you may have a resident who is nutritionally compromised, and it is very important to you to be sure everyone knows that all data should be collected with DETAIL.

Area 2 – This section allows you to set alerts for foods, liquids, and snacks as individual categories. You have four options and they can be combined however you need. These would include any supplements you have assigned.
1. Food items with meals (breakfast, lunch, dinner buttons)
2. Liquid items with meals (breakfast, lunch, dinner buttons)
3. Food items with snacks
4. Liquid items with snacks

Area 3 – The best option for tracking just supplements is to use DETAIL. This would indicate to staff that you expect them to document any button that you have flagged as "supplement" under meals or snacks. You may do this whether you are using the default labels for various foods/liquids (supplement, supplement 6 oz, supplement 8 oz) or are using your own customized labels (ensure, boost, fortified cookie, etc.). This method allows supplement information to flow through to the on-time nutrition risk reports

If you set the alert to just supplement TOTALS, there is no ability to create custom buttons for supplements. Staff will only enter a percentage and you would have to assume that they only are referencing supplements.

Decide what type of alert you wish to set for this resident, then press the corresponding buttons. Remember, this does not impact what buttons they see or have access to. It is only a reminder. How do you want them to document for this resident that is different from their "typical" documentation?

REMOVE ALERTS
Removing All Alerts
Highlight the resident in the table and then press the CLEAR button. It will reset to default which is for no alerts.

Edit the Alerts
If you want to change the type of alert or add additional alerts to a resident, highlight that resident in the table and then press the EDIT button. To remove an alert from a line, click the NO ALERT button. To change from DETAIL to TOTALS (or the reverse) click the corresponding button for the new type of alert. To add a new alert, click the alert for the new line.

LOCATE A RESIDENT
You may scroll through the list or you may click the FIND button to pop a resident selection screen. Begin typing in the last name of the resident. Double click the highlighted name or press the PRESS HERE TO SELECT RESIDENT button. You will be returned to the table and the correct resident will be highlighted.

REPORT BUTTON
At the bottom of the table you will see a REPORT button. Whatever sort option you have selected for the table will be the way the report will print. If you clicked on room, the report will print in unit/room order. If you clicked on Alert Tracking, all of the N(o) will print followed by the Y(es). If you clicked on name, the report will be in alpha order. Those columns with * will sort when you click on the header in that column.

Data Entry from Within ResObs

TASKS AND OBSERVATIONS
All staff members will continue to add their PIN and select the resident when collecting data from within Resident Observations. If the chosen resident has an ALERT, the background will turn a pinkish color and the Diet Tracker button should look like this.
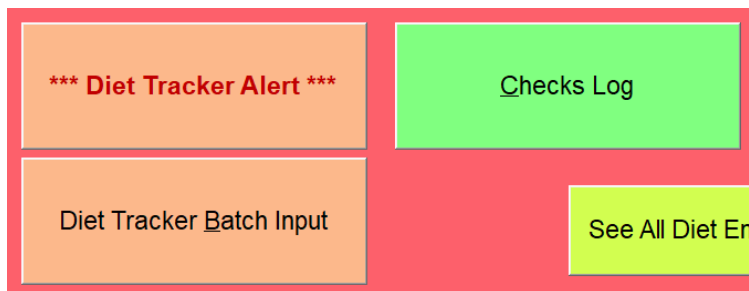
Once they click the DIET TRACKER ALERT button, they will see specific instruction at the top of the window in a white bar just under the resident's name.

In th example below, the staff member is instructed to track DETAIL for all meal and snack liquids only. That means that all liquids for this resident should be tracked using the buttons on the *RIGHT* side of the screen.

Meal and Snack buttons contain supplements so this instruction would include supplements as well. There is no specific instruction for food in this example so you would rely on your faciilty protocols for tracking that.

Another resident may be set up this way-

Staff members are instructed to track DETAIL for both food and liquid supplements only. This would mean you intended for them to use the buttons on the RIGHT side of the screen but only collect the detail for the buttons within meals or liquid that pertained to supplements (whether using the default button labels or your customized buttons).

Many combinations are possible to give you flexibility.

SHIFT END CHECK
If a staff member elects to record an entry for EATING during the shift end, they also have the option of adding DIET TRACKING information. Once they add the ADL tracking information, they can then click the DIET TRACKING button. If an alert has been set, the background color will change to pinkish and the button will look like this -
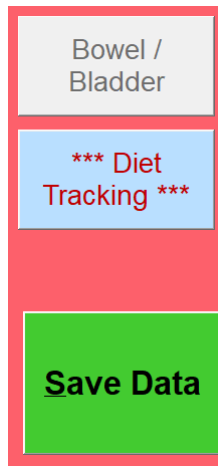
Data Entry from Care Center

For those entering data through the Care Center, they will make sure they are logged in correctly (does their name appear in the upper right corner of the Care Center?) and then press the RESOBS button and select ENTER DIETARY INFORMATION from the list of action items on the left side of the screen. When the tracking window opens, they will see the same alert bar (just under the resident's name) –

The example above shows that you want all information for this resident to be tracked using the TOTALS buttons. This means staff should only use the buttons on the *LEFT* of the window.

Impact of Discharge from Facility

When a resident is discharged from the facility and a census record is created, all alerts are removed. When the resident returns, you will evaluate their nutrition needs and then set new alerts where appropriate.

Analytics/Reports – Dietary Reports

DIETARY DETAIL and LIQUID DETAIL

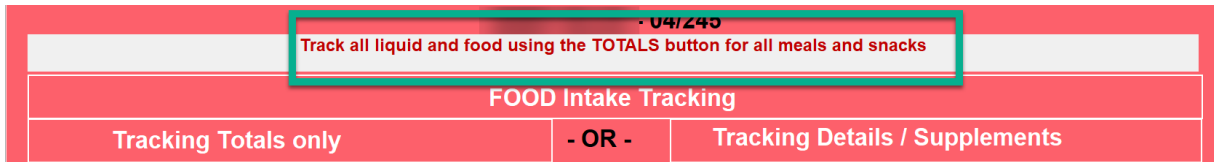These two reports allow you to print information for any resident whether currently in-house or not. Each resident will be displayed on a separate page. If you use the totals side only, you will only see a single percentage. If you use the detail side, you will see a percentage for each type of food/liquid that was documented, the amount offered, and the amount consumed. A daily average and a report average will be calculated. If the resident is in-house and currently has an alert, that information will appear at the top of the report.

ALERT DIETARY and ALERT LIQUID

Only those residents who are currently in-house and have an alert in place will display in this set of reports. The reports are the same as the Dietary and Liquid Detail reports. The only difference is in the selection of residents. If you only need to set alerts on a subset of your resident base, then only those residents will be in the selection list. The detail reports above allow you to select any resident – in-house or discharged, alert set or no alert.

ALERT QUICK CHECK

This is meant to be a mid-shift or end-shift oversite quick report to give you an opportunity to remind staff to record data before the end of their shift. Hopefully this will lead to increased accuracy in your documentation and ultimately better nutritional care for your residents.

You have a preselected list of all residents who have been assigned a special diet flag for food, liquid, snacks, and/or supplements. You may opt to see only your shift, the past shift, or the last 24 hours. You may further filter to view SUPPLEMENTS ONLY or any DETAIL RECORDS.

Note, this report does NOT show you the detail (use the dietary detail and liquid detail for that). It only tells you that a detail record exists.

For example, if you select SUPPLEMENTS ONLY and CURRENT SHIFT, the report will show you the list of all residents who have been assigned a detail supplement flag. For each of those residents, you will have three columns – dietary, liquid, excused. If staff choose a supplement detail button and record data at any time during the shift you will see a notation:

- B, b = breakfast, a supplement detail button was chosen under the category of breakfast.
- L, l = lunch, a supplement detail button was chosen under the category of lunch.
- D, d = dinner, a supplement detail button was chosen under the category of dinner.
- S, s = snack, a supplement detail button was chosen under the category of snack
- B, L, D, S, b, l, d, or s under the excused column means an excuse was recorded for that meal. Caps indicate solids, lower case indicate liquids.

If no DETAIL supplement information was recorded at all, the line will be blank and yellow. This does not necessarily mean that no data exists at all for the resident. If the staff recorded detail using non-supplement buttons, it will not show because you have asked for just supplements. Example below:

Supplement Detail Check
For: 02/20/19 06:30 to 02/20/19 11:52

Resident	Unit/Room	SUPPLEMENT only records Dietary	Liquid	Excused	
AAA B,	01/7B		s		
ABOUT,	01/402		s	B,b	
ADMITTED,	01/543	B		L	
AHSPRING JR,	01/501A				
ALCOTT,	01/503C				
ALDRICH,	01/502A				
BONOW,	01/F-4	B	l		

Two residents had excuses, one from breakfast solid and liquid and one from lunch solid. Two received liquid supplements through the snack supplement buttons, one through the lunch supplement button. Two received supplements through the breakfast dietary solid buttons. Three residents have detail flags set but no detail supplement records. They are shown in yellow. This does not mean that they have no breakfast or lunch data, only that there is no detail supplement data. You would need to know if this is accurate – perhaps the resident tolerates or is more cooperative later in the afternoon or evening and that is a better time. In that case, you would expect to see blank supplement records in the morning.

If you select DETAIL RECORDS and CURRENT SHIFT, the report will show you the list of all residents who have been assigned a special diet flag. You will see the same three columns as above. This time, if any detail button was chosen, supplement or non-supplement, it will appear on the report in those first two columns. You will also see a fourth column which will tell you if there is data that has been tracked as TOTALS rather than detail. If a resident has had a DETAIL flag set but staff make an error and record the dietary data as TOTALS only, the residents name will appear in the list, but it will show in the "NO DETAIL" column to indicate TOTALS tracking.

For comparison, we used the same shift and the DETAIL RECORDS option. Illustration below:

Diet Input Check
For: 02/20/19 06:30 to 02/20/19 12:01

Resident	Unit/Room	ALL detail records			
		Dietary	Liquid	Excused	No detail
AAA B,	01/7B	B,L	b,l,s		
ABOUT,	01/402	L	l,s	B,b	
ADMITTED,	01/543	B,B	b	L	
AHSPRING JR,	01/501A				
ALCOTT,	01/503C				
ALDRICH,	01/502A				
BLUE,	04/245			L	B,L,B,b
BOB,	01/003W				
BONOW,	01/F-4	B	l		
CALLAHAN,	01/501B				S,s

You have more data shown this time for the top three residents because it is reflecting any type of detail record, including the non-supplement buttons. The fourth, fifth, and sixth records are still blank. If these residents should have had a detail record during this shift, you will need to remind the staff member responsible for the data entry to complete the information prior to the end of shift. If any of these residents had their supplement on another shift and you don't track any other dietary information, then this may not be a problem. The seventh and last residents have no detail in the first two columns but do have information in the NO DETAIL column. This would indicate that some dietary data has been recorded but as TOTALS and not DETAIL.

Tip: To see only the residents on your unit, when the list of residents appears, rather than clicking one by one to select for the report, press the MARK UNIT button and select your unit. It will automatically place a check next to each resident who is on that unit.

Translation

Below are examples to show you how the instruction can correlate between the resident set-up and the data entry screens.

Keep in mind that these are alerts only. They do NOT limit the buttons that display, nor do they control the data entry. You may direct staff to use DETAIL, but that will not prevent them from recording information on the TOTALS side, for example. It will require training so that everyone is interpreting the alerts in the same way.

Buttons **1** and **2** pertain to the ALL of the documentation. If you mark 1, you are indicating that you wish staff to only use buttons on the *RIGHT* side of the screen. If you mark 2, you are indicating that you wish staff to only use the buttons on the *LEFT* side of the screen.

FOOD Intake Tracking

Tracking **Totals** only	- OR -	Tracking **Details** / Supplements

2 Tracking **Totals** only — OR — Tracking **Details** / Supplements **1**

| Breakfast | Dinner | | Breakfast / Supplements | Dinner / Supplements |
| Lunch | Snack | | Lunch / Supplements | Snack / Supplements |

NOT SERVED

| Breakfast | Dinner |
| Lunch | Snack |

FLUID IntakeTracking

Tracking **Totals** only — OR — Tracking **Details** / Supplements

| Breakfast | Dinner | | Breakfast / Supplements | Dinner / Supplements |
| Lunch | Snack | | Lunch / Supplements | Snack / Supplements |

NOT SERVED

| Breakfast | Dinner |
| Lunch | Snack |

Cancel   See Diet Entries   Return

Buttons **3 through 10** pertain to select documentation – all meals (breakfast, lunch, dinner) for food, all meals for liquid, snacks for food, and snacks for liquid. You may use any combination of these buttons. For example, food for both meals and snacks may be totals only and liquids for both meals and snacks may be detail. Or, you may only want to track both meal/snack liquids and wish that documentation to be detail.

FOOD Intake Tracking

Tracking Totals only — OR — Tracking Details / Supplements

| **4** Breakfast | **4** Dinner | | **3** Breakfast / Supplements | **3** Dinner / Supplements |
| **4** Lunch | **8** Snack | | **3** Lunch / Supplements | **7** Snack / Supplements |

NOT SERVED

| Breakfast | Dinner |
| Lunch | Snack |

FLUID IntakeTracking

Tracking Totals only — OR — Tracking Details / Supplements

| **6** Breakfast | **6** Dinner | | **5** Breakfast / Supplements | **5** Dinner / Supplements |
| **6** Lunch | **10** Snack | | **5** Lunch / Supplements | **9** Snack / Supplements |

NOT SERVED

| Breakfast | Dinner |
| Lunch | Snack |

Cancel   See Diet Entries   Return

Buttons **11 through 14** refer to the individual items within each of the meal/snack buttons. You may be using the default labels, or you may be using your own customized labels for these buttons. Below is an example using the default buttons.

Selecting any of the food buttons on the *DETAIL* side (shown as 3, 7 in the data entry screen above) will bring up the defaults (or your custom screen). You are indicating that you wish staff to document any item identified as a supplement (yours may not use the generic term "supplement". You may have a more specific food type or brand, but you have identified to us that it is a supplement for tracking.)

Selecting any of the fluid/liquid buttons on the *DETAIL* side (shown as 5, 9 in the data entry screen above) will bring up the defaults (or your custom screen). You are indicating that you wish staff to document any item identified as a liquid supplement.

BREAKFAST Food Details for: - 01/018

Eggs		Meat	
Pancakes		Rice/Pasta	
Cereal	Yogurt	Potato	Dessert
Bread/Roll	Fruit	Vegetable	Crackers
	Jello		Chips
	Sandwich		Supplement (11)

Cancel   Clear All   Done
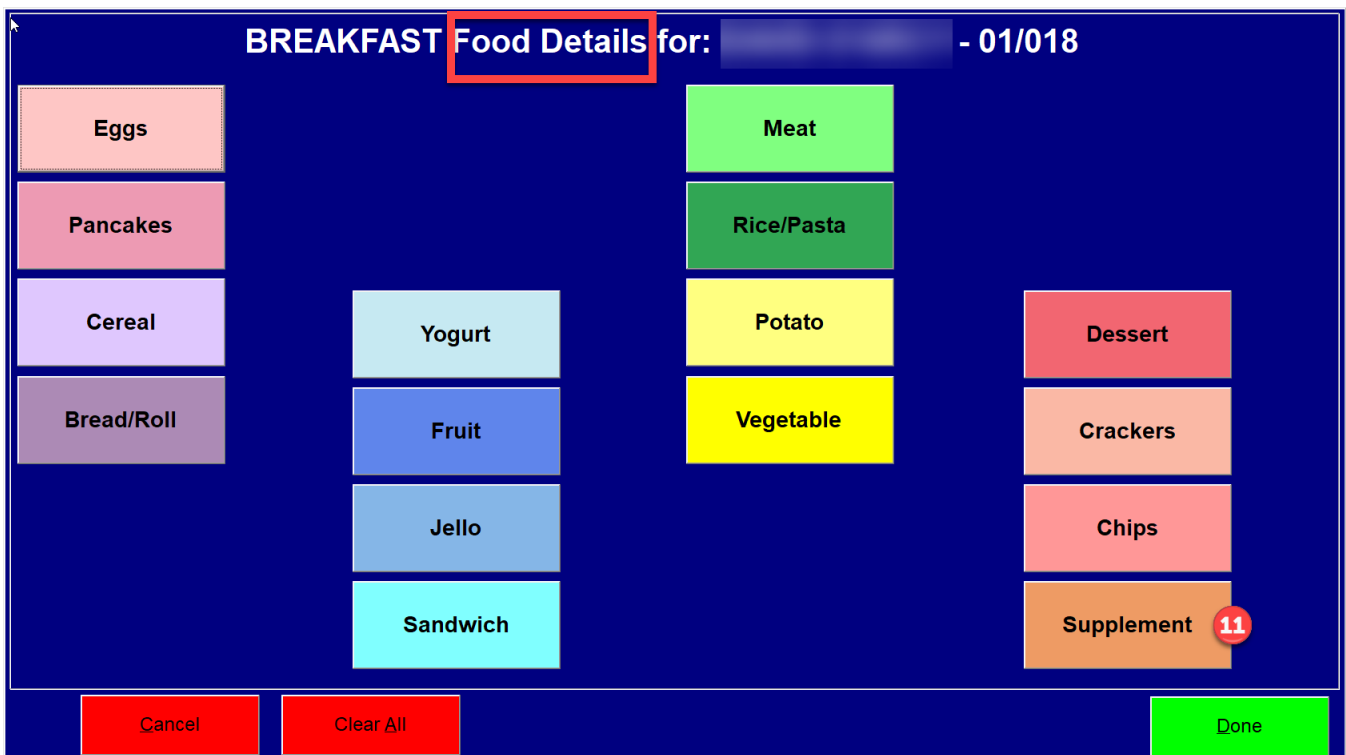
BREAKFAST Liquid Details for: ▇▇▇▇▇ - 01/018

Juice/Water (4 oz)		Soda (12 oz)	
Juice/Water (6 oz)		Ice Cream (4 oz)	
Juice/Water (8 oz)	Juice/Water (12 oz)	Soup (6 oz)	Supplement (8 oz) 13
Juice/Water (10 oz)	Milk (8 oz)	Supplement (6 oz) 13	Supplement (12 oz) 13
	Coffee/Tea (8 oz)		Misc Liquid (6 oz)
	Soda (8 oz)		Misc Liquid (8 oz)

Cancel   Clear All   Done

Notes for tracking Supplement TOTALS:

Selecting any of the buttons on the *TOTALS* side (shown as 4, 6, 8, 10 in the data entry screen above) will allow you to indicate a simple percentage for food or a percentage, measured total, or calculated total for fluid. There are no detail buttons to show a type of food, a food group, a supplement, etc so you are unable to differentiate a supplement from a regular meal. If you use this option, you will need to assume that whatever they indicate for this resident will be a supplement. These data entries will NOT be included in any of the on-time nutrition risk reports.

The best way to track supplements is by using the DETAIL. When this is combined with customized buttons, you get the most information and the supplement flags will pass the information through to reports.

BREAKFAST Food total for: ▇▇▇▇ - 01/018

How much of the whole meal was eaten?

Did not touch	0%	12
Ate a little	25%	
Ate half	50%	
Ate most	75%	
Ate it all	100%	

Cancel

FLUID Intake Tracking

BREAKFAST Liquids for resident: _____ - 01/018

14

| Percent only | Just enter the PERCENT (%) of the total liquids offered. |

- OR -

| Measured Total only | Enter the TOTAL number of OZs or CCs/MLs consumed. |

- OR -

| Calculate a Total | CALCULATE the intake by entering the total offered and percent consumed. |

Cancel