



# BEST PRACTICES FOR NUTRITION, FOOD SERVICE & DINING IN LTC

## OSNAC MENU EVALUATION & APPROVAL TOOL FOR LTC – JULY 2022

<b>Home:</b>			
<b>Nutrition Manager:</b>		<b>Menu Cycle:</b>	
<b>Consulting RD:</b>		<b>Year:</b>	

CRITERIA BEING REVIEWED	YES or NO
<b>77 (1) Every licensee of a long-term care Home shall ensure that the Home's menu cycle:</b>	
<ul style="list-style-type: none"> <li>is a minimum of 21 days in duration; 77(1)(a)</li> </ul>	
<ul style="list-style-type: none"> <li>includes menus for regular, therapeutic and texture modified diets for both meals and snacks; 77(1)(b)</li> </ul>	
<ul style="list-style-type: none"> <li>includes a choice of beverages at all meals and snacks; 77(1)(c)</li> </ul>	
<ul style="list-style-type: none"> <li>includes a minimum of one entrée and side dish at all three meals and dessert at lunch and dinner; 77(1)(d)</li> </ul>	
<ul style="list-style-type: none"> <li>includes a choice of other available entrees and side dishes at all three meals and a choice of other desserts at lunch and dinner, to meet residents' specific needs or food preferences; 77(1)(e)</li> </ul>	
<ul style="list-style-type: none"> <li>includes a choice of snacks in the afternoon and evening; 77(1)(f)</li> </ul>	
<ul style="list-style-type: none"> <li>provides for a variety of foods every day, including fresh produce and local foods in season 77(1)(g)</li> </ul>	
<b>77 (2) The licensee shall ensure that, prior to being in effect, each menu cycle:</b>	
<ul style="list-style-type: none"> <li>is reviewed by the Residents' Council for the Home; 77(2)(a)</li> </ul>	
<ul style="list-style-type: none"> <li>is evaluated by, at a minimum, the nutrition manager and registered dietitian who are members of the staff of the home; 77(2)(b)</li> </ul>	
<ul style="list-style-type: none"> <li>is approved for nutritional adequacy by a registered dietitian who is a member of the staff of the home, and who must take into consideration:               <ul style="list-style-type: none"> <li>(i) subsection 1</li> <li>(ii) the residents' preferences, and</li> <li>(iii) current Dietary Reference Intakes (DRIs) relevant to the resident population 77(2)(c)</li> </ul> </li> </ul>	
<b>77 (3) The licensee shall ensure that a written record is kept of the evaluation under clause (2)(b) that includes the date of the evaluation, the names of the persons who participated in the evaluation, a summary of the changes made and the date that the changes were implemented</b>	



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<b>77 (4) The licensee shall ensure that each resident is offered a minimum of:</b>	
<ul style="list-style-type: none"> <li>• three meals daily; 77(4)(a)</li> </ul>	
<ul style="list-style-type: none"> <li>• a between-meal beverage in the morning and afternoon and a beverage in the evening after dinner; 77(4)(b)</li> </ul>	
<ul style="list-style-type: none"> <li>• a snack in the afternoon and evening 77(4)(c)</li> </ul>	
<b>77 (5) The licensee shall ensure that the planned menu items are offered and available at each meal and snack</b>	
<b>77 (6) The licensee shall ensure that an individualized menu is developed for each resident whose needs cannot be met through the home's menu cycle</b>	
<b>77 (7) The licensee shall ensure that meals and snacks are served at times agreed upon by the Residents' Council and the Administrator or the Administrator's designate.</b>	
<b>77 (8) The licensee shall ensure that food and beverages, including water, that are appropriate for the residents' diets are accessible to staff and available to residents on a 24-hour basis.</b>	
<b>OTHER MENU CONSIDERATIONS</b>	
<ul style="list-style-type: none"> <li>• Standardized recipes and production sheets are available for all menus / menu items</li> </ul>	
<ul style="list-style-type: none"> <li>• Standard portion sizes and corresponding scoops are indicated for all menu items for all therapeutic and texture modified menus</li> </ul>	
<ul style="list-style-type: none"> <li>• Modified texture menus follow the main menu as closely as possible and offer equivalent nutrients</li> </ul>	
<ul style="list-style-type: none"> <li>• The cultures and ethnicities of the resident population are considered during the menu planning and appropriate cultural foods are included on the menu</li> </ul>	
<ul style="list-style-type: none"> <li>• Menu substitutions are of comparable nutritional value</li> </ul>	
<ul style="list-style-type: none"> <li>• There is a documented planned approach to monitoring resident satisfaction with meals including plate waste, surveys, etc.</li> </ul>	



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Dietary Reference Intakes (DRI)		
Nutrient	Recommended Target / Day	Average / Day
Energy / Calories	2000 kcal	
Protein	10-35% Cal	
Carbohydrates	45-65% Cal	
Fat	30-35% Cal	
Fibre	25-30 g	
Sodium	3500 mg or less	
Calcium	1200 mg	
Iron	8 mg	

*\*Vitamin D: parameters for Vitamin D values are based on the RDA. As needs can often not be met through food intake alone. Supplementation of 400 IU/day for adults over age 50 is recommended*

*\*Protein: for the frail elderly, 100g/day is recommended*

*\*Nutrient Analysis includes standard meal and snack menu but is based on the main meal choice only*

*\*Menu should meet >75% DRI daily for micronutrients with average of 100% over full menu cycle*

NUTRITION MANAGER			
Comments			
Signature		Date	

CONSULTING REGISTERED DIETITIAN			
Comments			
Signature		Date	

Include the following in this package and forward to the NM and Administrator to remain on file for a period of 1 year:

1. Signed Menu Evaluation & Approval Tool
2. Approved Menu with approved Permanent Menu Changes and substitutions
3. Menu Evaluation & Approval Cover Letter
4. Residents Council Minutes for menu

REFERENCES
<ul style="list-style-type: none"> <li>• Canada's Food Guide (2019). Retrieved from: <a href="https://food-guide.canada.ca/en/">https://food-guide.canada.ca/en/</a></li> <li>• Dietary Reference Intakes (2010). Retrieved from: <a href="https://www.canada.ca/en/health-canada/services/food-nutrition/healthy-eating/dietary-reference-intakes/tables.html">https://www.canada.ca/en/health-canada/services/food-nutrition/healthy-eating/dietary-reference-intakes/tables.html</a></li> <li>• Dietitians of Canada (2019). Best Practices for Nutrition, Food Service, and Dining in LTC Homes.</li> </ul>



## BEST PRACTICES FOR NUTRITION, FOOD SERVICE & DINING IN LTC

- Dietitians of Canada (2019). Menu Planning in Long Term Care with Canada's Food Guide
- OSNAC/FNAT Best Practices for Menu Planning & Dining Service in LTC 2022
- ONTARIO REGULATION 246/22 made under the FIXING LONG-TERM CARE ACT, 2021 (March 31, 2022)
- Seasons Care Dietitian Network Inc. (2022), RD Menu Approval Tool