

	Title: Service Recipient Wellness	Index Number: 02.01.05.00
		Pages: 6
Function: Person-Centered Care	Related Standards/Procedures: 905 KAR 1:300; Standards for Child Caring Facilities, Section 5; 3	Effective Date: August 1991
		Reviewed Date:
Policy: Care and Treatment	Supersedes: 25.02.7, August 1991, 24.02.5, May 1991, 21.06, May 1990	Revised Date: April 2024

Purpose

Home of the Innocents enriches the lives of children and families with hope, health, and happiness. Four core values ground our work. We value compassion, focusing on the worth and dignity of all who benefit from or work at the Home. We value wellness, embracing the whole health of all who are served by or serve at the Home. We value empowerment, cultivating strength and resilience. We value excellence, striving to ensure our efforts tomorrow are better than they were today. The Home is committed to being a values-led organization that asks its team members to uphold these standards in all aspects of their work.

Home of the Innocents is committed to providing an environment that promotes wellness, proper nutrition, nutrition education and promotion, and regular physical activity. Home of the Innocents shall provide each service recipient with a nourishing, palatable, well-balanced diet that meets the service recipient's daily nutritional and special dietary needs, in accordance with established national guidelines, taking into consideration the preferences of service recipients. Home of the Innocents shall employ or contract with qualified individuals who have the appropriate competencies and skills to carry out the functions of food and nutrition services including but not limited to a qualified dietitian and/or another qualified professional who shall be accountable for food and nutrition services. Food and drink shall be procured, stored, prepared, distributed, and presented by methods that ensure food safety, attractiveness, and palatability that meets regulatory guidelines and national standards of food safety.

Scope

This procedure applies to all Home of the Innocents' programs.

Procedure

I. Nutritional Programming

- A. Home of the Innocents, in partnership with Jefferson County Public Schools, shall curate a comprehensive nutrition program consistent with USDA National School Lunch Program following all federal and state requirements.
- B. This program shall consist of:
 1. Breakfast, lunch, snacks, and beverages on JCPS school days that meet established nutrition guidelines.



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2. Physical education courses and/or opportunities for developmentally appropriate physical activity.
 3. Curriculum and programs for grades K-12 designed to educate service recipients about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.
- C. The Director of Dietary or designee shall provide an annual report to ensure compliance with this procedure that may include:
1. Assessment of school/agency environment regarding wellness.
 2. Evaluation of food services program.
 3. Listing of activities and programs conducted to promote nutrition and physical activity.
 4. Recommendations for procedure or program revisions.
 5. Suggestions for improvement.
 6. Feedback received from organization team members, service recipients, guardians, and community members.
- D. The Director of Dietary shall conduct an assessment at least every three years, or more often as needed, on the content and implementation of this procedure. This triennial assessment, along with this procedure, shall be made available in an easily understood manner on Home of the Innocents website and shall include the following:
1. The extent of the compliance of this procedure.
 2. Updating this procedure with best practices for Service Recipient Wellness.
 3. Any progress updates on goals made within the last assessment period.

II. Staffing

- A. Home of the Innocents shall employ, train, and retain individuals with appropriate competencies and skills sets to carry out the functions of food and nutrition services taking into consideration the individualized needs of service recipients in accordance with facility assessments and annual plans.
- B. Home of the Innocents shall ensure sufficient personnel are available to carry out the functions of food and nutrition services safely and effectively.

III. Menus

- A. Menus that meet the nutritional needs of service recipients and adhered to guidelines set forth by the U.S. Department of Agriculture and are:
1. prepared in advance,
 2. followed,
 3. updated periodically,
 4. reflect, based on reasonable efforts, the religious, cultural, and ethnic needs of service recipients,
 5. reviewed by a qualified nutrition professional or nutritional accuracy, as required by



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- program,
6. do not limit the service recipient's right to make personal dietary choices.
- B. Menus shall be planned at least one (1) full week in advance, dated, and posted. Menus shall be kept for one (1) year.
 - C. Menus shall include three (3) meals per day and nourishing snack options.

IV. Food and Drink

- A. Home of the Innocents shall give service recipients access to foods and beverages that meet established nutrition guidelines.
- B. Home of the Innocents shall prepare food and drink by methods that conserve nutritive value, flavor, and appearance, and that is palatable, attractive, and appetizing temperature.
- C. Food and drink shall be stored, prepared, distributed, and served in such a manner that preserves the nutritive value of food and does not compromise its safety or otherwise destroy its integrity and that meets professional standards of food service safety.
- D. Food and drink shall be prepared and presented in a form that is designed to meet the service recipient's individual needs accommodating allergies, intolerances, and preferences.
- E. Drinks, including water, and other liquids shall be consistent with service recipients' needs and preferences, to the extent possible, and sufficient to maintain hydration.
- F. Therapeutic or mechanically altered diets shall be made available to service recipients when prescribed by a physician or prescribing clinician.
- G. Only pasteurized milk and milk products, and U.S. government inspected meat shall be served to the service recipients.

V. Meals

- A. Home of the Innocents residential service recipients shall be served meals that:
 1. Meet the nutritional guidelines of the U.S. Department of Agriculture that include foods from the five basic food groups; and
 2. Satisfy the quantity required to meet the needs of each service recipient as to age, activity, and prescribed diet or Individual Treatment Plan.
- B. Meals shall be provided at least three (3) times per day and regular times comparable to normal mealtimes in the community or in accordance with service recipients' needs and treatment plan, and, to the extent possible, references and requests. Meals shall be offered at set times each day so that at least one (1) hot meal a day is not hurried and shall allow for conversation and proper digestion.
- C. Meals shall be provided at regular intervals with no more than fourteen (14) hours will pass



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between the substantial evening meal and breakfast the following day. Nourishing snacks may be provided and may be a part of overall daily food needs but may not replace a regular meal. Within the KCC, if a service recipient is provided a nourishing snack at bedtime, then sixteen (16) hours may pass between the evening meal and breakfast the following day.

- D. Meals shall be provided at a table whenever possible and at a height that corresponds to the needs of the service recipient. Surfaces, where meals are consumed, shall be sanitized per facility instructions. Home of the Innocents shall provide a clean and safe environment to consume meals.
- E. Service recipients shall be encouraged to eat the food and drink provided but shall not be subjected to coercion or pressured to eat or drink. Substitute items shall be provided when possible and shall be a similar nutritive value.
- F. Service recipients who have not had opportunities to learn how to handle food, or who are incapable of handling food with utensils and adaptive equipment, shall be served in a manner that is not embarrassing or subjects the service recipient to ridicule.
- G. Food, or withholding food, shall not be used as a punishment.
- H. In the case where Independent Living Skills are a focus of care and treatment, Residential Treatment service recipients may assume some responsibility in meal planning and food preparation. Program or dietary team members shall provide appropriate education, instruction and/or direct supervision when service recipients assume any responsibility for meal preparation or service to ensure food safety.
- I. The same food shall be served to service recipients and to team members, unless a food is not suitable for a person because of the individual's age, dietary restriction, or religious preference/guideline.
- J. Service recipients shall have access to and be encouraged to wash or sanitize their hands before and after preparing or consuming meals and snacks.

VI. Food Safety and Nutritional Guidelines

- A. Home of the Innocents Food and Nutrition Services shall adhere to standards and guidelines outlined in the Pediatric Nutrition Care Manual and shall adhere to facility, local, state, and federal food safety standards, and guidelines.
- B. Home of the Innocents Food and Nutrition Services shall follow the United States Department of Agriculture (USDA) nutrition requirements as outlined by school lunch program.
- C. Home of the Innocents Food and Nutrition Services shall have routine inspections to ensure compliance with facility, local, state, and federal guidelines, and regulatory requirements. A written report of these inspections made by municipal, county, or federal authorities shall be kept on file and be available for inspection upon request.



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- D. The same food safety guidelines that are followed by Home of the Innocents Food and Nutrition Services shall be followed whenever food or drinks are brought into the facility by outside sources including but not limited to vendors, donors, families, and team members. Program desktop instruction shall contain guidelines for how programs handle food brought in from outside sources.

VII. Physical Activity and Education

- A. Service Recipients shall be offered daily availability to participate in a variety of age-appropriate and ability-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits.
- B. Home of the Innocents, in partnership with Jefferson County Public Schools, shall develop, implement, and maintain a physical education program consistent with curriculum regulations and Health, Safety, and Physical Education academic standards.

References

State Operations Manual Appendix PP – Guidance to Surveyors for Long Term Care Facilities (Revised February 3, 2023) (<https://www.cms.gov/medicare/provider-enrollment-and-certification/guidanceforlawsandregulations/downloads/appendix-pp-state-operations-manual.pdf>) [Accessed April 4, 2024]

922 KAR 1.300 Standards for Child Caring Facilities (Updated March 21, 2023) [Accessed April 4, 2024]

National School Lunch Program – 42 U.S.C. Sec. 1751 et seq.
<https://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter13&edition=prelim>

Dietary Guidelines for Americans 2020-2025.
https://www.dietaryguidelines.gov/sites/default/files/2020-12/Dietary_Guidelines_for_Americans_2020-2025.pdf