



Administrative Policy No. 8.13

Subject: Food Service Policy for Patients and Residents

Information Contact: Chief, Office of Administrative Resources
Operations Support and Services Division
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Authorizing Source: Executive Order (EO) 13-06, Improving the Health and Productivity of State Employees and Access to Healthy Foods in State Facilities

Effective Date: July 1, 2014

Revised: New ¹ Housekeeping 2/17/16

Approved By: Original signed by Dana Phelps
Senior Director, Policy & External Relations

Purpose

The Department of Social and Health Services (DSHS) supports efforts to create a healthy environment for patients and residents in DSHS residential facilities and hospitals. DSHS ensures access to healthy menus served to these individuals. Food and beverages served must meet defined nutritional guidelines in accordance with Executive Order 13-06, and must fully implement the nutritional guidelines in DSHS residential facilities and hospitals by December 31, 2016.

Executive Order 13-06 requires state agencies to participate on the Health Care Authority (HCA) Washington Wellness Team. Participation and compliance makes agencies eligible to apply for the HCA Work Well and the Department of Health Healthy Nutrition Guidelines Choose Well-Live Well Awards.

Scope

This policy applies to DSHS Administrations that provide meals in state-operated residential facilities and hospitals.

Additional Guidelines and References

- Executive Order [13-06](#)
- DOH, [Choose Well – Live Well](#) Healthy Nutrition Guidelines for Institutions and Healthy

Nutrition Guidelines Implementation Guide for Agencies

- DOH [Healthy Nutrition Guidelines for Institutions](#)
- U.S. Department of Agriculture's (USDA) [Dietary Guidelines for Americans, 2010](#) (DGA 2010)
- U.S. General Services Administration [Health and Sustainability Guidelines for Federal Concessions and Vending Operations](#)

Policy Requirements

This policy requires DSHS facilities to comply with Executive Order 13-06 and DOH Guidelines for food, beverages, and snacks served by DSHS to patients and residents. All meals must meet the Healthy Nutrition Guidelines as defined by DOH. DSHS appointed individuals are responsible for overseeing the implementation and monitoring of the [Institution Implementation](#).

General Requirements

1. Each administration providing meals in state-operated residential facilities and hospitals must appoint a designee to oversee, implement, and monitor the implementation of the DOH [Healthy Nutrition Guidelines](#).
2. Designees must review the DOH Choose Well – Live Well [Healthy Nutrition Guidelines for Institutions](#) and the [Implementation Guide for Institutions](#).
3. Designees are required to assess each facility using the DOH Choose Well – Live Well [Institution Guide Assessment](#) by September 1, 2014.
 - a. Designees must ensure facilities follow the [Food and Beverage Standards](#) and [Healthy Standards for Scheduled Snacks](#).
4. Designees must develop an Implementation Plan by December 31, 2014.
 - a. Implementation Plans must address how facilities will:
 - i. Emphasize fruits, vegetables and whole grains.
 - ii. Use less processed foods that contain added sugar and sodium.
 - iii. Use healthy cooking techniques such as baking, roasting, broiling, grilling, poaching, steaming, and stir frying.
 - iv. Reduce/eliminate the use of deep fryers.
 - v. Serve high-calorie items in smaller portions, if provided.
 - vi. Work toward reducing sodium content.
 - b. Implementation Plans must address how each Administration will allow for excluded populations such as facilities currently participating in the USDA National School Lunch Program, seniors, patients and residents under therapeutic care, food for disaster or emergency response, religious/cultural diets, and celebratory and special occasions utilizing [DOH Excluded Populations and Exceptions](#).
5. Designees must develop a communication plan for residents and staff regarding the

participation in the Choose Well – Live Well program by January 31, 2015.

6. Designees must conduct a 2nd assessment utilizing the DOH Choose Well – Live Well [Institution Guide Assessment](#) by September 1, 2015 to determine compliance.
7. Designees must update Implementation Plans by December 31, 2015.
8. Administrations must fully implement the DOH Choose Well – Live Well [Healthy Nutrition Guidelines for Institutions](#) by December 31, 2016.

¹ Updated hyperlinks

Official DSHS