

FACILITY TOOL

Diet Order-to-Plate Verification Checklist

Trace a current diet, texture, allergy, or restriction from the authorized order through nursing and dietary sources, census, production, meal ticket, resident identification, substitution, and the plate served.

HOW TO USE

Mark each item Yes, No, Not Applicable, or Needs Follow-up in your working copy. Add evidence, an owner, and a recheck for every gap. Do not use this public blank template to transmit resident information.

Order and source reconciliation

- ☐ The current authorized diet, texture, allergy, and restriction information is identified.
- ☐ Nursing and dietary sources agree on the current instruction.
- ☐ Recent changes show when they were received, entered, communicated, and verified.
- ☐ Obsolete lists, tickets, labels, and informal copies are removed or reconciled.

Census and production

- ☐ The current census and dining location information reach dietary before production and service.
- ☐ Production counts reflect current residents, absences, returns, room changes, and special diets.
- ☐ Late changes have a visible process that reaches production and service staff.
- ☐ The process identifies who verifies that a change was received and implemented.

Ticket, tray, and resident identification

- ☐ The meal ticket or service cue contains current diet, texture, allergy, and restriction information.
- ☐ The correct ticket remains with the correct tray or service path.
- ☐ Resident identification occurs before service using the facility's approved method.
- ☐ Memory-care and communal-dining workflows do not rely on the resident to correct an error.

Substitutions and exceptions

- ☐ Substitutions are checked against the current diet, texture, allergy, and restriction.
- ☐ Missing items, refusals, intake concerns, or unavailable products have an escalation path.
- ☐ An exception remains visible until an appropriate alternative or follow-up is completed.
- ☐ Recurring mismatches are analyzed at the source or handoff where they begin.

Point-of-service verification

- ☐ The served plate matches the current authorized information in the sample.
- ☐ The verification records the source checked, service observed, mismatch if any, and action taken.
- ☐ A failed sample triggers immediate correction and a defined scope check.
- ☐ Recheck evidence confirms the control works on another shift, meal, or resident sample as appropriate.

Working notes

Use a secure facility or family working copy when recording any resident-specific details. Keep the public blank tool free of identifying information.

Secure sample reference	_____
Meal / service sampled	_____
Current order source	_____
Nursing source	_____
Dietary source	_____
Plate result	_____
Exception and action	_____
Owner and recheck	_____

Action and verification log

Action / control	Owner	Due	Evidence / result

Scope disclaimer

This tool is a general process-control aid. It does not replace emergency care, treating-clinician judgment, legal advice, or facility-specific regulatory review. It does not establish a treating relationship or guarantee compliance or outcomes. Use authorized secure methods for resident-identifying information and records.

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