IDDSI is pleased to provide some suggestions for the types of tasks and timeframes needed for implementation of the IDDSI framework

This guide provides a cross-sector overview for coordination between Clinicians/Health Professionals + Food service/Catering + Industry. The master guide allows you to see at a glance what each sector is doing at each stage of the implementation process and is coded as per the table below.

Food Service/Catering	
Industry	
Health Care Professionals/Clinicians	

Individual guides for each sector are also available from the IDDSI website.

Please find below a 12-month calendar of events. There are six key tasks with subheadings below each.

The key tasks include:

1. Becoming familiar with the IDDSI: Website and resources
2. Forming IDDSI Implementation teams: Suggestions on cross sector stakeholder consultations and teams
3. Determining IDDSI implementation tasks and personalising your own 'IDDSI Implementation Calendar'
4. 'Spread the word': Education about IDDSI for key stakeholders
5. 'Check out the food and drinks': Map existing products to determine their IDDSI label and level using IDDSI audit tools; developing menu items and recipes etc.
6a. Industry labeling considerations: including production schedule and stock management
6b. Clinical communication: including review of clinical assessment tools, chart entries, an patient education material

The tasks run at the same time so it is important to look down the whole list. The Implementation guide is a *suggestion*! Please feel free to customize the tasks and timeframes to suit your own needs. Colours and shading have been used on the implementation guide to help make it easier to identify different tasks and timeframes; the colours have no other meaning or purpose.

IDDSI will be updating resources regularly so please be sure to register to receive our e-bites (newsletters).

Visit : www.IDDSI.org

IDDSI Implementation Guide: Cross Sector Master Guide

Cross-sector key	Food Service and Catering												
	Industry												
	Clinicians and Health Care Professionals												
TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	**Launch!**
1. Become familiar with IDDSI													
Become familiar with the IDDSI website www.iddsi.org	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨
Download the IDDSI app	▨												
Sign up for IDDSI newsletters (e-bites)	▨												
Review key IDDSI resources: Detailed definitions; Testing methods; FAQs; Resources	▨	▨	▨				▨			▨		▨	
2. Form IDDSI implementation teams													
Form a local IDDSI Team (Food Service/Catering; Industry; Clinical/Healthcare)	▨												
Join or create 'workplace wide' multidisciplinary IDDSI team that includes everyone affected by IDDSI implementation	▨												

2

Cross-sector key	Food Service and Catering												
	Industry												
	Clinicians and Health Care Professionals												
TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	**Launch!**
As appropriate to your facility, consider asking a patient/resident/family member to join the multidisciplinary IDDSI team	Clinicians												
Meet with leadership/management to receive necessary permission and keep them informed	Food Service / Clinicians						Food Service / Clinicians			Food Service / Clinicians		Food Service / Clinicians	Food Service / Clinicians
Consultation by Industry team with customers about their needs regarding products and labels		Industry	Industry										
Consultation between Industry/manufacturers and clinical/food service teams about challenging recipes/ingredients, labeling changes				Food Service / Industry / Clinicians	Food Service / Industry / Clinicians	Food Service / Industry / Clinicians	Food Service / Industry / Clinicians	Food Service / Industry / Clinicians	Food Service / Industry / Clinicians	Food Service / Industry / Clinicians	Food Service / Industry / Clinicians		
Industry partners connect with Food Service/Catering and Clinicians to support preparation for full scale transition to IDDSI								Industry	Industry	Industry	Industry	Industry	

3. Determine implementation tasks and 'IDDSI Calendar' – convene, divide and conquer

	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
Determine implementation tasks and timeline	Food Service / Industry / Clinicians												
Create an 'IDDSI Calendar of Events'	Food Service / Clinicians	Industry											

IDDSI Implementation Guide: Cross Sector Master Guide

Cross-sector key

- Food Service and Catering Industry
- Industry
- Clinicians and Health Care Professionals

TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
Determine the need for IDDSI translation documents for languages other than English *(see resources)		●	●	●			●			●			
Determine which team/s will be responsible for which tasks – review and refine	●	●			●			●		●		●	
Have regular local IDDSI meetings	●	●	●	●	●	●	●	●	●	●	●	●	●
Have regular meetings of 'workplace wide' multidisciplinary team	●	●	●	●	●	●	●	●	●	●	●	●	●
Draft policy and procedures for IDDSI implementation	●	●	●	●	●	●	●	●	●	●	●	●	●
Identify possible challenge areas and contingency plans			●	●	●	●	●	●	●	●	●	●	●
Meeting between Clinicians/Health care professionals and Food Service/Catering Teams to review diet order/entry system				●	●								
Develop plans for necessary modification of diet order/entry system				●	●	●	●						

IDDSI Implementation Guide: Cross Sector Master Guide

Cross-sector key	Food Service and Catering (purple) / Industry (orange) / Clinicians and Health Care Professionals (blue)												
TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
Develop dates for changes to chart entry				Food Service/Clinicians	Food Service/Clinicians	Food Service/Clinicians	Food Service/Clinicians	Food Service/Clinicians					
Determine a 'GO LIVE' date for full scale IDDSI implementation (review as needed)				Food Service/Clinicians			Food Service/Clinicians			Food Service/Clinicians			
Industry to consult customers (Food Service/Catering/Clinicians) regarding their target date for full scale IDDSI implementation at their facilities		Industry						Industry		Industry		Industry	
Industry to determine a 'GO LIVE' manufacturing date for full scale IDDSI implementation of products and labels (review as needed)				Industry			Industry			Industry		Industry	
All sectors to advertise 'GO LIVE' date for IDDSI friendly products and labels											All sectors	All sectors	All sectors
Develop monitoring tools of products and labels for post 'GO LIVE' date											All sectors	All sectors	All sectors

Cross-sector key	Food Service and Catering / Industry / Clinicians and Health Care Professionals												
TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	**Launch!**
4. 'Spread the Word ' – IDDSI Education													
Place IDDSI Posters around facility *(See resources)	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨
Schedule short IDDSI presentations for key staff as per below * (see resources)	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨	▨
• What is IDDSI?*	▨	▨											
• Why IDDSI and IDDSI Testing Methods*		▨	▨										
• IDDSI Detailed definitions*			▨	▨									
Develop ongoing IDDSI orientation/ education packages for new staff				▨	▨	▨							
Provide IDDSI education sessions to customers on modification of product labels and/or directions for use						▨	▨	▨	▨	▨	▨	▨	▨

IDDSI Implementation Guide: Cross Sector Master Guide

Cross-sector key													
	Food Service and Catering Industry												
	Clinicians and Health Care Professionals												
TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	**Launch!**
Present results of IDDSI testing of foods and drinks currently offered in workplace to Clinical Healthcare Team and 'Workplace wide' Team				█	█								
Present upcoming changes to clinical assessment tools, charting and communication systems					█	█							
Connect 'Workplace wide' team with industry regarding labeling needs and education materials					█	█							
Discuss with staff upcoming changes regarding industry labels, recipe modification, holding/plating, delivery processes						█	█	█					
Develop education sessions for IDDSI diet order entry, changes to industry labels and audit processes					█	█	█	█					
Meet with Nursing and catering teams and develop patient area audits						█	█	█					
Prepare health professional team for changes to clinical assessment tools, charting, communication systems, patient education material, diet order entry									█	█	█	█	█

Cross-sector key	Food Service and Catering Industry												
	Clinicians and Health Care Professionals												
TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	**Launch!**
Prepare entire Food Service and Catering team for full scale IDDSI implementation									▓	▓	▓	▓	▓

5. Check out the Food and Drinks

	12	11	10	9	8	7	6	5	4	3	2	1	Launch!
Review of current products, menu, recipes and map to IDDSI terminology using IDDSI audit Tools *(see resources)	▓	▓	▓	▓									
Design transitional/dual labeling AND/OR product information sheets for customer education			▓	▓	▓	▓	▓	▓					
Connect and collaborate with customers for product testing feedback			▓	▓	▓	▓	▓	▓					
Incorporate IDDSI Testing methods: *When to test, frequency of testing during production/holding*			▓	▓	▓	▓	▓	▓					
Revise recipes as required					▓	▓	▓	▓	▓	▓	▓	▓	
• Develop procedures for modifying products to meet IDDSI levels and review	▓	▓	▓	▓	▓	▓	▓	▓	▓				

IDDSI Implementation Guide: Cross Sector Master Guide

Cross-sector key	Food Service and Catering Industry												
	Clinicians and Health Care Professionals												

TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
• Develop and trial recipes, food production, holding times and review with IDDSI Audit tools				▓	▓	▓	▓	▓	▓	▓	▓		
• If possible, offer to assist customers with on-site healthcare setting testing/auditing							▓	▓	▓	▓	▓		
Consult clinicians and health care professionals about developing patient education materials/handouts				▓	▓	▓	▓	▓	▓	▓	▓		
Review assembly, plating and delivery systems					▓	▓	▓						
Consider pilot testing a ward/area/section for IDDSI Diet order entry, production, assembly, and delivery for evaluation and review of processes							▓	▓					
Develop plans for full scale IDDSI diet order entry, production, assembly and delivery systems								▓	▓	▓	▓		
Develop and trial monitoring tools to ensure correct food and drinks go to correct people										▓	▓	▓	▓

Cross-sector key	Food Service and Catering Industry / Clinicians and Health Care Professionals												
TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	**Launch!**
6a. Industry labeling considerations													
Determine feasibility of 'dual labeling' that includes old and new terminology (also called 'transitional labeling) OR determine a date to move straight to 'IDDSI only' labeling, with supporting education materials	▓												
Inform customers of whether dual/transitional labeling will be used AND/OR the date when 'IDDSI only' labeling will come into effect			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	
Introduction of dual/transitional labeling (if being used)					▓	▓	▓	▓	▓				
Develop *timeline and production schedule* for depletion of old products stock and		▓											
Develop *strategy* for stock depletion in warehouse or changeover and share with relevant teams			▓										

Cross-sector key	Food Service and Catering Industry												
	Clinicians and Health Care Professionals												
TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	**Launch!**
Develop strategy for stock depletion or changeover in customer settings and share with Food service and Catering Staff and health Care teams				▨	▨	▨	▨	▨	▨	▨			
Phase in 'IDDSI only' labels and/or inform customers of when 'IDDSI only' labeled products will be available									▨	▨	▨	▨	▨
Meet with food service/catering/clinicians to finalise 'GO LIVE' plans for product delivery and stock changeover										▨	▨	▨	▨
6b. Clinical communication													
Review Clinical assessment tools, charting and communication systems that will be affected by IDDSI	▨	▨											
Consider dual labeling of food textures and liquid thickness in clinical notes and using IDDSI stickers on items *(See resources)		▨	▨	▨	▨	▨	▨						
Revise clinical assessment tools, charting and communication systems, patient education and diet order entry to include IDDSI			▨	▨	▨	▨	▨	▨	▨				

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Cross-sector key	Food Service and Catering												
	Industry												
	Clinicians and Health Care Professionals												
TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	**Launch!**
Review patient education materials/handouts					■	■	■	■	■	■			
Consult Information Technology services on diet or clinical notes coding in electronic systems as needed *(see resources)					■	■	■	■	■	■			
Introduce new patient education materials/handouts *(see resources)										■	■	■	■
Introduce and trial revised clinical assessment tools, charting and communication systems (revise as needed)										■	■	■	■

Tools to assist	
IDDSI PowerPoint presentations http://iddsi.org/resources/	Examples: • What is IDDSI? • IDDSI Framework Descriptors and Testing Methods • Implementation resources and tools
IDDSI Posters http://iddsi.org/resources/	Examples: • What is IDDSI? • Flow Test Poster • Country specific adoption posters

IDDSI Implementation Guide: Cross Sector Master Guide

Tools to assist	
IDDSI Tools http://iddsi.org/resources/	Examples: • Manufacturer labelling guidelines • IDDSI Audit tools • IDDSI Colour codes (RGB, CMYK, Pantone) • IDDSI triangles for download to stickers • "This will soon be called…" transitional label sticker templates • IDDSI Abbreviations for Food Service Software • Country specific conversion charts (e.g. National Dysphagia Diet to IDDSI) • Flow test card template and printing instructions • Patient education materials/handouts (available soon, watch e-bites for launch)
IDDSI Translations http://iddsi.org/translations/	The IDDSI Framework and testing documents are being translated into 27 different languages. Visit the website to view IDDSI in languages other than English
IDDSI Webinars and IDDSI videos http://iddsi.org/resources/	Visit the IDDSI YouTube channel