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

Please find below a 12-month calendar of events. There are five 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.

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: Food Service and Catering

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 Food Service and Catering IDDSI team	░												
Join or create your 'workplace wide' multidisciplinary IDDSI team that includes your Food Service/Catering team, Clinical Team/Health Care providers and all others affected by IDDSI implementation	░												
Meet with leadership/management to receive necessary permissions and keep them informed	░						░			░		░	

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Consult industry/manufacturers about challenging recipes/ingredients, labeling changes				▓	▓	▓	▓	▓	▓	▓	▓		
3. Determine implementation tasks and 'IDDSI Calendar' – convene, divide and conquer													
Determine implementation tasks and timeline	▓												
Create an 'IDDSI Calendar of Events'		▓											
Determine the need for IDDSI translation documents for languages other than English *(see resources)		▓	▓				▓			▓			
Determine which team/s will be responsible for which tasks	▓				▓			▓	▓	▓		▓	
Have regular Food Service and Catering IDDSI team meetings	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Draft Policy & Procedures for IDDSI Implementation in Food Service and Catering	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Meet regularly with 'workplace wide' multidisciplinary IDDSI team	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓

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Identify possible challenge areas and contingency plans			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Meet with Clinicians/Health care workers to review diet order/entry system				▓	▓								
Develop plans for necessary modifications of diet order/entry systems				▓	▓	▓	▓	▓					
Determine a 'GO LIVE' date for full scale IDDSI implementation (review as needed)				▓	▓		▓	▓		▓			
Advertise 'GO LIVE' date											▓	▓	▓
Develop monitoring tools for post 'GO LIVE' date											▓	▓	▓
4. 'Spread the Word ' – IDDSI Education													
Place IDDSI Posters in kitchens, offices etc. (see resources section below)	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Schedule short IDDSI presentations to Food Service and Catering Staff as per below: *(see resources)	▓												

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!
• What is IDDSI?*	▓	▓											
• Why IDDSI and IDDSI Testing Methods*		▓	▓										
• IDDSI Detailed definitions*			▓	▓									
Develop ongoing IDDSI orientation/ education packages for new staff				▓	▓	▓							
Present results of IDDSI testing of foods and drinks currently offered to Food service Team and 'Workplace wide' Team				▓	▓								
Connect 'Workplace wide' team with industry about labelling 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, production and assembly							▓	▓					
Prepare entire Food Service and Catering team for full scale IDDSI implementation									▓	▓	▓	▓	▓

5. Check out the Food and Drinks

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 current menu, recipes and map to IDDSI terminology using IDDSI audit Tools *(see resources)		▓	▓	▓									
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				▓	▓			▓	▓				
• Develop and trial recipes, food production, holding times and review with IDDSI Audit tools				▓	▓	▓	▓	▓	▓	▓	▓		
Review assembly, plating and delivery systems					▓	▓	▓						
Consider pilot testing a ward/area/section for IDDSI Diet order entry, production, assembly and delivery								▓					
Develop plans for full scale IDDSI diet order entry, production, assembly and delivery systems								▓	▓	▓	▓		

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Develop and trial monitoring tools to ensure correct food and drinks go to correct people													

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 Tools http://iddsi.org/resources/	Examples: • IDDSI Audit tools • IDDSI Abbreviations for Food Service Software • Country specific conversion charts (e.g. National Dysphagia Diet to IDDSI) • IDDSI triangles for download to stickers • Flow test card template and printing instructions • "This will soon be called…" transitional label sticker templates
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

Tools to assist	
IDDSI Webinars and IDDSI videos http://iddsi.org/resources/	Visit the IDDSI YouTube channel