

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 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.
6. Industry labelling considerations: including production schedule and stock management

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

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 an Industry IDDSI Team	█												
Consult customers about their needs from your products and labels		█	█										
Consult food service and health care teams about challenging recipes/ingredients				█	█	█	█	█	█	█	█		
Connect with Food Service/Catering and Clinicians to support preparation for full scale transition to IDDSI								█	█	█	█	█	

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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 section)		█	█	█									
Determine which team/s will be responsible for which tasks – review and refine	█	█			█			█		█		█	
Consult customers (Food Service/ Catering/ Clinicians) regarding their target date for full scale IDDSI implementation at their facilities		█						█		█		█	
Determine a 'GO LIVE' manufacturing date for full scale IDDSI implementation of products and labels (review as needed)				█			█			█			
Advertise 'GO LIVE' date for IDDSI friendly products and labels											█	█	█
Develop monitoring tools of products and labels for post 'GO LIVE' date											█	█	█

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4. 'Spread the Word ' – IDDSI Education													
Begin IDDSI Education sessions for company team members, company associates, customers (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					█	█	█	█	█	█	█	█	█
5. Check out the Food and Drinks													
Test your products and map to IDDSI terminology using IDDSI audit Tools*	█	█	█	█									
Design transitional/dual labeling AND/OR product information sheets for customer education			█	█	█	█	█						

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Connect and collaborate with customers for product testing feedback													
Revise in-house recipes as required with feedback from food service/catering and health care professional teams													
<ul style="list-style-type: none"> Develop procedures for modifying products to meet IDDSI levels and review 													
<ul style="list-style-type: none"> Develop and trial recipes, food production, holding times and review with IDDSI Audit tools 													
<ul style="list-style-type: none"> 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													
6. 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													

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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 <i>timeline and production schedule</i> for depletion of old products stock and		█											
Develop <i>strategy</i> for stock depletion in <u>warehouse</u> or changeover and share with relevant teams			█										
Develop strategy for stock depletion or changeover in <u>customer settings</u> 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										█	█	█	█

Tools to assist	
IDDSI PowerPoint presentations http://iddsi.org/resources/	Examples: <ul style="list-style-type: none"> • What is IDDSI? • IDDSI Framework Descriptors and Testing Methods • Implementation resources and tools
IDDSI Posters http://iddsi.org/resources/	Examples: <ul style="list-style-type: none"> • What is IDDSI ? • Flow Test Poster • Country specific adoption posters
IDDSI Tools http://iddsi.org/resources/	Examples: <ul style="list-style-type: none"> • 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