

All public health services should select the Policy directive assessment type, and not the standard Healthy Choices assessment type when completing FoodChecker assessments for the Policy directive.

On FoodChecker, health services have two assessment options, Policy directive or the 'standard' Healthy Choices option.

The **Policy directive assessment flow** is relevant for public health services with vending machines and/or in-house managed retail food outlets. This assessment type will review your foods and/or drinks against the Policy directive targets, and only assessments using this flow can be submitted via the Progress tracker for Department of Health Policy directive reporting.

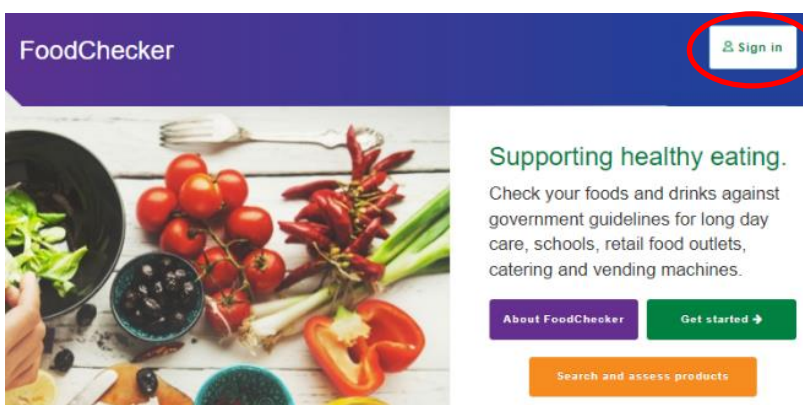
The **Healthy Choices assessment flow** is relevant if you have a commercially managed retail food outlet or are a private health service. This assessment will show the percentages for food and drinks combined, unlike the Policy directive flow which separates them and has different percentage targets for Green, Amber and Red drinks.

The assessments you complete using FoodChecker are not visible or submitted to the Victorian Department of Health until you finalise reporting using the Progress tracker tool.

## Steps to complete a FoodChecker report

The following steps demonstrate how to complete a FoodChecker assessment using the Policy directive targets for foods and drinks for your health service:

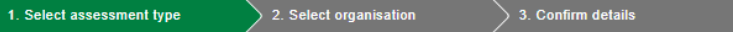
### SCREENSHOT



### INSTRUCTIONS

#### STEP 1: Starting your assessment

To begin, log in to your health service FoodChecker account.



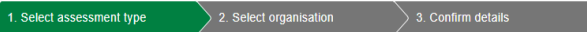
Select an organisation type to assess

Victoria

Buttons for organisation types: Long day care, School, Health services (circled in red), Sports and recreation centres, Tertiary education, Workplaces, All other retail outlets, catering and vending.

STEP 2: Select Health services

Select an organisation type to assess. Public health services in Victoria reporting for the Policy directive should select 'Health services'.



Health services - Select criteria

The [Healthy choices policy directive for Victorian public health services](#) contains mandatory requirements for the foods and drinks supplied to staff and visitors in public hospitals and health services, via:

- all vending machines
- any retail food outlets, such as cafes, kiosks, restaurants that are managed directly by the health service
- items purchased by staff and visitors from patient/resident menus
- all catering provided by the service to staff and visitors.

It does not apply to inpatient and residential aged-care meals, private hospitals and health services, or food and drinks brought from home for personal consumption.

Please select your preferred assessment criteria:

Two selection boxes: 'Healthy choices: policy directive for Victorian public health services' (circled in red) and 'Healthy Choices guidelines'. Each has a 'Select' button.

STEP 3: Selecting the Policy directive flow

Select 'Healthy choices: policy directive for Victorian public health services' flow to ensure your assessment uses the Policy directive targets.

Using the Policy directive flow ensures your assessments can be submitted as part of Department of Health reporting in the Progress tracker.

If you want to use previous FoodChecker assessments completed in the Healthy choices flow for Policy directive reporting, you will need to re-do them in the Policy directive flow. You will need to start a new FoodChecker assessment as information cannot be carried across from a previous Healthy choices assessment.

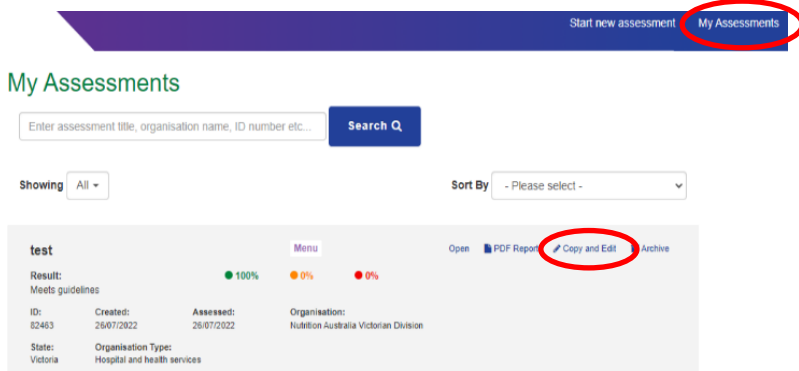
Four assessment options with images and buttons: Assess full menu, Assess vending machine, Assess a recipe, Search & assess products.

STEP 4: Selecting your Policy directive assessment type

Choose your assessment type to begin assessing your foods and/or drinks in FoodChecker.

To assess the contents of your vending machine, select 'Assess vending machine'. If you have a mixed vending machine (food and drink), only the drinks component needs to be assessed for this 2022 reporting period. (You can still add food if you like, however only the drinks results will be used in your 2022 report).

To assess your drinks fridge or other drinks in your retail outlet/s select 'Assess full menu'.



Smoothies/milkshakes or other cold drinks made onsite should be added as a recipe into a full menu assessment.

**STEP 5: View/edit and complete your assessment/s**

To see your assessments, select 'My Assessments.' To make changes to your assessment, select the 'Copy and Edit' function.

You can complete as many assessments as you like.

Make a note of the assessment/s you wish to nominate for each food outlet and vending machine for Policy directive reporting in the Progress tracker, including the assessment ID number, assessment name and date submitted.

## Helpful Resources

For more help on how to use FoodChecker, check out the Healthy Eating Advisory Service support videos:

[Products versus recipes](#)

[Viewing past assessments](#)

[Finding and assessing products](#)

[Using the copy and edit function](#)