

Agency:

Date:

Surveyor:

Entrance Form

Purpose: Surveyors may use this form to document information as they begin their survey of a hospice, including information about staff, policies and procedures, and patients.

Directions: Fill in the appropriate information below.

Table 1. Entrance Form Information

Hospice Staff Information
Provider Number: Time:
Name and Position of Person(s) Interviewed:

1. Who prepares the meals?
2. If off-site, how is meal transportation done?
3. How do you assure the patient has a freedom-of-choice diet?
 - How many meals and snacks does the facility offer each day (at least three meals and snacks)?
 - Meal times
 - At what time is the evening meal served?
 - At what time is breakfast served?
 - If the patient desires frequent, small meals, are meals individually scheduled?
4. How do you assure foods are prepared and served using methods that conserve nutritive value, flavor, and appearance?
5. How do you assure patients with difficulty chewing or swallowing receive foods they can safely eat?

Agency:

Date:

Surveyor:

Entrance Form

6. Who is available to assist patients who require assistance with meals?

7. How do you assure the patient receives the correct tray and the correct diet?

8. Is food served at preferable temperatures (hot foods served hot and cold foods served cold) as discerned by the patient and customary practice?

9. Who reviews menus for special prescribed diets (must be dietician, physician, Registered Nurse, or nutritionist)?

10. Is food available 24/7 to meet patient needs and requests?

11. How are the Interdisciplinary Group (IDG) kept informed of the patient's response to the prescribed diet?

(State Operations Manual Appendix M - Guidance to Surveyors: Hospice 2015)