Facility:

Date:

Surveyor:

Items Needed for Survey

Purpose: Surveyors may use this checklist to identify information collected during the entrance task when performing a hospice survey.

Directions: Check off information collected.

Table 1. Information Required

Information Required	☑
Annual statistical report	☐
Current hospice license	☐
Schedule of visits for all disciplines for current week	☐
Current list of patients with start of care date and diagnosis for all offices (include if home or nursing home, if possible)	☐
List of patients for: (all offices)	☐
• Acute inpatient	
• Respite	
• Discharge	
• Transfer	
• Death	
• Revocation (Medicare)	
• Continuous Care (Medicare)	
Admission packet	☐
Complaint and/or grievance file	☐
List of current employees with title and date of hire—all sites	☐

Facility:

Date:

Surveyor:

Items Needed for Survey

Information Required	☑
List of volunteers with date of hire—all sites	☐
Proof of in-service training for:	☐
• Hospice staff/volunteers	
• Contract employees	
• Nursing homes	
Interdisciplinary Group (IDG) minutes and attendance	☐
Governing body minutes for past year	☐
Quality Assurance Performance Improvement (QAPI)	☐
Infection control program	☐
Safety and/or Emergency Preparedness Plan—proof of rehearsal at all office locations	☐
List of contracts and addresses for:	☐
• Inpatient Acute/Respite (with license # and Medicare provider # for Skilled Nursing Facility or Hospital)	
• Durable Medical Equipment (DME)—with Medicare provider	
• Pharmacy	
• Therapy providers	
Total census:	☐
Number patients living at home:	☐
Number patients living in facility:	☐

Facility:

Date:

Surveyor:

Items Needed for Survey

Information Required	☑
Census for each satellite office—if applicable	☐
Map of service area	☐
Volunteer hours/direct patient care hours/percent/cost savings	☐
The total number of inpatient days used by Medicare beneficiaries who elected hospice coverage in a 12-month period (cannot exceed 20%)	☐
E-mail verification of administrators e-mail address	☐

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