

Group Home Quality Assurance Check List

Facility: _____ **Date:** _____ **Completed by:** _____

Yes= in compliance N/O = Not observed N/A= Not Applicable CI= Corrected immediately MAJ=Major Violation No= Violation

Management	Yes	No	Comments
Facility has current copy of policy and procedures readily available for staff? Reviewed and approved annually?			
Facility has current copy of diet manual available for staff? The diet manual is not more than 5 years old? The diet manual is reviewed and approved by the dietitian annually?			
Facility has a current copy of menus and cookbook? Menus and cookbook are updated per industry standards?			
Policy and Procedures, diet manual and menus are reviewed and approved at least annually by management/ and or consultant dietitian?			
A file of temperature logs is maintained and kept for 1 year?			
A current list of diet orders is maintained and updated as needed by facility ?			
A quality assurance check list is completed at least annually? Records are maintained for 5 years?			
The facility has an effective method of communication for new admissions, diet changes, weight changes etc. ?			
Menu			
Is the Menu posted and dated? Records kept for 30 days?			
Is the Menu followed? Are all food included? Substitutions kept to a minimum?			
Is the Weekly, Daily spread sheets and recipes available? Does the staff know how to follow the menus, spread sheets and recipes?			
Are the recipes followed?			
Are texture modified diets served correctly?			
Are therapeutic diet orders served correctly?			
Is there a Disaster Menu Plan?			
Is there a 3 day menu supply available for all clients? (provides all diet plans)			
Is the Disaster menu plan clearly labeled, dated and rotated every 6 months?			
Is the substitution log present? Are substitutions logged correctly?			
Are nourishments and supplements offered as prescribed?			
Is the staff aware of special diet plans?			

Is the staff aware of the food allergies and food intolerances? Are appropriate substitutions made?			
Is correct portion control used? Are the appropriate portion sizes served?			
Is the HS snack offered?			
Is there a variety of fruits and vegetables served?			
Are Holiday menus available?			
Are appropriate substitutions made for consumers refusing foods?			
Nutritional Assessments			
Is the Dietitian notified of new admission? Is the initial assessment completed within 30 days of admission?			
Is the nutritional assessment completed at least every 6 months or more frequently as needed? Available in the chart?			
Are dietary recommendations follow up on by the Registered nurse? Effectively communicated?			
Is the dietitian notified of consumer's changes of condition?			
Are weights recorded in medical records at least monthly?			
Are heights checked recorded annually? (every 3 months for under 22 years) ?			
Are dietary intake recorded? Bowel movements?			
Is the staff trained on prevention, identification and management of choking / aspiration?			
Meal Service			
Food is only provided by facility? No outside food?			
Does the facility have a plan for a gastroenteritis outbreak?			
Are meal times posted? Is the meal time gap between dinner and breakfast less than 14 hours?			
Is family style meal service used when appropriate?			
Do all clients eat in the dining room together unless other wish specified?			
Does the facility follow the hydration policy?			
Does the staff know the facility isolation policy?			
Are special adaptive equipment available and used ?			
Is the dining area clean, homelike, well lite, ventilated, quiet and have the appropriate amount of space?			
Are foods prepared close to mealtime and not too far in advance? Are the hot foods hot and the cold foods cold?			
General Food Safety			
Are foods purchased from a reputable supplier?			

When shopping are least non-perishable foods selected first followed by refrigerated and finally frozen?			
Are meats and produce in supermarket placed in a plastic bag to prevent cross contamination in shopping cart/ bag?			
Are foods taken directly home after purchasing?			
Is the food stored away from any chemicals?			
Is hot soapy clean water used to clean dishes? Dishes must be submerged in hot soapy water.			
Is only the regular or pot scrubber cycle used with the dish machine to clean dishes?			
Is the kitchen free of pest or rodents?			
Does the kitchen sink have hot water? Soap? Drying Rack?			
Are the dishes properly washed in the dishwasher or sink? Allowed to air dry?			
Are food contact spaces and cleaned and sanitized after use?			
Fire extinguisher free of clutter and tag is up to date.			
First Aid Kit available and well maintained.			
Hot and Cold water available?			
Plumbing working?			
No chemicals are stored near food?			
No evidence of infestation rodents or pest?			
Food Storage			
Are foods put away in a timely manner?			
Is a first in first out rotation system used when storing foods?			
Is the refrigerator free from expired dairy products?			
Are foods in the refrigerator labeled, dated and stored in an air tight container?			
Are meats thawed in the refrigerator on the lower shelf in a deep dish?			
Does the kitchen have a thermometer?			
Are thermometers present in the refrigerator and freezer?			
Refrigerator, pantry, and freezer shelves are cleaned and organized?			
Is the temperature of the refrigerator 40 degrees or less?			
Is the temperature of the freezer 0 degrees or less?			
Are the temperature logs present?			
Are TCS stored in the refrigerator or freezer?			
Are there any expired foods in the refrigerator or pantry?			

Are the hot foods stored hot and cold foods stored cold?			
Trash cans are clean, covered and changed as needed?			
Are TSC foods left out at room temperature for more than 2 hours? (this includes rice, prepared foods, etc.)			
Are perishable foods stored in the refrigerator?			
Are eggs stored in the refrigerator in their original container?			
Is the pantry free of dented cans?			
Bulk containers are made of food grade materials? scoops are stored in bulk containers?			
Personal Cleanliness			
Are the cooks free from illness?			
Are the cooks free from cuts and sores?			
Do the cooks using proper hand washing techniques?			
Gloves properly used?			
Staff free from disease that may spread through food?			
Do the cooks wash hands after using the phone, rest room, or handling trash?			
Are adequate soap and paper towels available for hand washing?			
Do the cooks with cuts and sores cover and sore or cuts with a bandage and wear gloves when handling food?			
Do the cooks use gloves when handling ready to eat foods?			
Do the cooks tie back long hair when handling food?			
Do the cooks remove dangly jewelry prior to handling food?			
Do the cooks wear clean unsoiled clothes?			
Staff uses proper food tasting techniques to avoid contaminating food?			
Do consumers wash hands prior to eating food?			
Equipment/Utensils			
Is the cutting board free from deep cuts and grooves?			
Is the cutting board cleaned and sanitized between uses? Appropriate material?			
Is the equipment clean and sanitized after use?			
Are dishes and cups free from chips and cracks?			
Are all pots and pans handles in good shape?			
Are blenders and food processors taken apart and properly cleaned after each use?			
Is the kitchen clean and organized?			
Food Handling			
Are pot holders available for removing hot items?			

Are pot holders clean and dry?			
Are only pasteurized eggs served to sensitive populations when they are not completely cooked? (no runny yolks)			
When taking meat to the BBQ, is a clean plate used to remove meat from the BBQ?			
Is debris removed from canned goods prior to opening cans?			
Are fruits and vegetables washed before peeling or cutting?			
Are meats, poultry and eggs are NOT washed prior to preparing?			
Cooks do not taste or consume raw cookie dough?			
Prevention of Cross Contamination			
No returned food is reserved.			
Food surface properly cleaned and sanitized between handling raw meat, seafood or poultry and ready to eat foods.			
Food does not come in contact with contaminated surfaces, hands or equipment.			
Food is in good condition, safe and unadulterated condition. No signs of biological chemical or physical contamination.			
Time and Temperature Relationships			
Thermometers used and calibrated.			
Hot food hot kept (140 F degrees or above), or cold food cold (40 F degrees or below).			
Potential Hazardous Cooked Foods cooked to proper temperature.			
Cooling Potentially Hazardous Foods proper procedures used. Cooling logs present.			

Comments:
