| **Agency:** | **Date:** |
| --- | --- |
|  | **Review Period:** |
| **CHART REVIEW** | **YES** | **NO** | **NA** | **INFORMATION FOR MONITOR** | **MANUAL REFERENCE** |
| Is the dining site in compliance with state and local fire and safety standards? |  |  |  |  | 300.19 |
| Are inspection reports maintained on file? |  |  |  |  | 300.19 |
| Are instructions for personal safety in case of emergency posted in a visible area that can be seen by all service recipients? |  |  |  |  | 300.19.1 |
| If the provider permits leftover meals, do they have a posting stating “For Your Safety Food removed from the Center must be kept hot or refrigerated immediately” |  |  |  |  | 300.19.1 |
| Has the provider solicited the advice of meal participants annually? |  |  |  |  | 300.19 |
| Are service recipient’s given the opportunity to confidentially contribute to the cost of their meal per policy? |  |  |  |  | 300.19.1 |
| Do meals meet the temperature guidelines for both hot and cold foods? |  |  |  |  | 300.19.1 |
| Is the provider following policy regarding nutritional supplements which prohibits them as a meal unless provided with the regular meal? |  |  |  |  | 300.19.1 |
| Are providers providing meals five or more days of the week between 11am and 1pm? |  |  |  |  | 300.19.1 |
| Are hours of service posted in an area that can be seen by service recipients at the facility? |  |  |  |  | 300.19.1 |
| Is the congregate facility accessible to service recipients? |  |  |  |  | 300.19.1 |
| Is the congregate facility clean? |  |  |  |  | 300.19.1 |
| Did the provider maintain required documentation for temporary pick up meals due to illness, appointments, etc.? |  |  |  |  | 300.19.1 |
| Are meals being served at least 250 days a year within a nutrition provider’s target area? |  |  |  |  | 300.19.1 |
| Does the provider have policies and procedures for providing emergency meals? |  |  |  |  | 300.19.1 |
| If there have been any closures, relocations or reductions in meal service days, was there a public comment opportunity? |  |  |  |  | 300.19.1 |
| Is nutrition education provided to service recipients a minimum of quarterly? |  |  |  |  | 300.19.4 |
| Was at least one nutrition education focused on food safety? |  |  |  |  | 300.19.4 |
| Was nutrition education documented per policy? |  |  |  |  | 300.19.4 |
| Was nutrition education documented in SAMS? |  |  |  |  | 300.14 and 300.19.4 |
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