

An Invaluable Tool: How to Crosswalk Your Policies & Procedures with NCCHC Standards

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Disclosure and Disclaimer

Wendy is employed by NCCHC; therefore, she has a relevant financial relationship with a commercial interest.



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Learning Objectives

After this training session, participants will be able to:

- 1) State why and when a Policy & Procedure (P & P) - NCCHC Standards crosswalk is beneficial
- 2) Describe how to create a P & P - NCCHC Standards crosswalk
- 3) Discuss how to maintain the crosswalk going forward



General Information on P & P



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Common P & P Questions

Do we need a P & P on standards that do not apply to us?

- ✓ **No**; however, if you are not sure a standard applies to you, feel free to reach out to NCCHC and double check: info@ncchc.org



Examples of Applicability Intricacies

Example 1: We do not house females in our facility; however, we do have them for up to 72 hours before they can be transferred to another facility

- ✓ The Contraception and Care of the Pregnant Inmate standards do apply to you



Examples of Applicability Intricacies

Example 2: We are not the intake facility, so the Receiving Screening is done before the inmates are transferred to our facility; however, we do periodically have parole violators that report here

- ✓ The Receiving Screening AND the Transfer Screening standards both apply to you



Common P & P Questions

Do we need an individual P & P for each individual NCCHC standard?

- ✓ **No**; however, each standard **MUST** be identified and addressed somewhere in your P & P
- ✓ Having a crosswalk reference tool is ideal, but not required



Why & When Should I Have a Crosswalk?



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Why & When Should I Have a Crosswalk?

Questions to ponder:

- ✓ Does your facility have P & P numbering that is not the exact same as the NCCHC manual standards numbering?
- ✓ Does your facility have health services P & Ps, as well as custody P & P on several topics within the NCCHC manual?
- ✓ Does your facility have P & Ps that are broad in scope and cover multiple topics versus an individual P & P for each topic?



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Why & When Should I Have a Crosswalk?

If you answered “Yes” to any of those questions...

Your facility can benefit from a Policy and Procedure Crosswalk



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What is a P & P Crosswalk?



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What is a P & P Crosswalk?



- ✓ A guide that tells the reader the specific policies for your facility that are addressed in each applicable NCCHC standard
- ✓ Ever wonder what policy applies to a specific NCCHC standard you are looking at and don't know because it is not overly obvious?
- ✓ Remember = **it is not required**; however, it is very helpful and can be a great time-saver for you



Who is it for / Who Uses it?

The crosswalk is a resource tool that is used by:



- ✓ Your staff when looking at an NCCHC standard
- ✓ You / your facility when updating P & P
- ✓ You / your survey team during an NCCHC survey when comparing your P & P to NCCHC standards for compliance purposes



Creating a P & P Crosswalk



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What is Included in a P & P Crosswalk?

The following information is included as the minimum:

- ✓ NCCHC Standard Number and Title
- ✓ Health Services Policy Number
- ✓ Facility Policy Number



What is Included in a P & P Crosswalk?

Some facilities also incorporate additional information to make the document more comprehensive and resourceful:

- ✓ Specific section within your / your facility policy where standard is incorporated
- ✓ Documents / forms that apply to the involved NCCHC standard and where this information is stored / filed



What is Included in a P & P Crosswalk?



Main Focus =

This document is a REFERENCE TOOL to help you track where each standard and their respective compliance indicators are addressed in your policies and procedures.



Sample P & P Crosswalk

Policy Procedure Crosswalk

NCCHC Standard		Medical Policy #	Additional Details on Location within the Medical Policy	Jail Policy #	Additional Details on Location within the Jail Policy	Documents / Additional Information
A-01	Access to Care	300.4	Section 1.2	CJC-402	Section 402.1.f	
A-02	Responsible Health Authority	300.4	Section 1.3b			
A-03	Medical Autonomy	300.4	Section 1.3c			
A-04	Administrative Meetings and Reports	306		CJC-204		Mtg minutes saved in G drive, MAC Meeting folder and Staff Meeting folder
A-05	Policies and Procedures	Manual	Full Manual	Manual	Full Manual	Health Services = Hard copies in Nurses Station & Charge RN Desk; electronically saved on Sharepoint / Jail = Sharepoint
A-06	Continuous Quality Improvement Program	307				
A-07	Privacy of Care					
A-08	Health Records					
A-09	Procedure in the Event of an Inmate Death					
A-10	Grievance Process for Health Care Complaints					



Maintaining Your P & P Crosswalk



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Maintaining Your Crosswalk Going Forward

Now that you have your crosswalk created and all filled in, any time changes are made to any of the policies reported on the document, verify the corresponding information and update when needed.

The hardest work is getting it created and documenting all the information for each NCCHC standard. Updates that occur after that, are quick and easy!



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Any Questions...
Just Ask!



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THANK YOU!

If you have any additional questions, you can reach out to NCCHC
info@ncchc.org

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