

CHA, CHIP, and SOTCH Submissions

All electronic documents and requests related to CHA, CHIP, and SOTCH submissions must be sent to the following email address:

CHA.SOTCH@dhhs.nc.gov

The North Carolina Local Health Department Accreditation Program and the NC Department of Health and Human Services (NC DHHS) Consolidated Agreement require local health departments to complete a **Community Health Assessment (CHA)** at least once every **48 months**.

The year of the CHA marks the start of the CHA-CHIP-SOTCH Cycle.

Community Health Assessment (CHA)

Due date: First Monday in March

Submission Steps

1. Create a new **Scorecard Cycle** in Clear Impact Scorecard.
2. Upload a **PDF version of the CHA** to the Community Health Assessment section of the new Scorecard.
3. Name the file using the following format:
COUNTY_{YEAR}_CHA.pdf (e.g., *AVERY_2024_CHA.pdf*).
4. Copy and paste the **Executive Summary** into the note fields in Scorecard.
5. Email **CHA.SOTCH@dhhs.nc.gov** to notify staff that the CHA has been uploaded and is ready for review.

Additional Requirements

- If requesting an extension, submit the request in writing to CHA.SOTCH@dhhs.nc.gov before the due date.
 - Review the document for spelling and grammatical errors before uploading.
 - Receipt of documents will be acknowledged within two weeks. If you do not receive confirmation, contact the HNC 2030 Resource Center at **HNC2030@dhhs.nc.gov**.
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Community Health Improvement Plan (CHIP)

Timing and Due Dates

- The CHIP must be created in Clear Impact Scorecard **within six months** of the CHA.
- If the CHA is submitted by the first Monday in March, the CHIP is due by the **first Monday in September (Labor Day)**.

Core Requirements

- The CHIP must demonstrate key characteristics of **Results-Based Accountability (RBA)** including data and narrative that tell a concise story of how people are better off because of the improvement plan.
- All baseline data (indicators and performance measures) should be updated at least annually (typically during SOTCH reporting).
- All Programs must have one or more performance measures.
- Performance measures are optional for non-Program objects (e.g., Policy, Strategy, Activity, Coalition Task Force).
- All object types must include:
 - A clear description
 - Identification of partners
 - An annual progress note

Submission Steps

1. Review all note fields for spelling, grammar, and clarity.
2. Download a fully expanded copy of the CHIP (including all notes).
3. Name the file COUNTY_{YEAR}_CHIP.pdf (e.g., *AVERY_2025_CHIP.pdf*).
4. Email the file to **CHA.SOTCH@dhhs.nc.gov** by the due date.

Extensions

- Extension requests must be submitted in writing before the due date.
- An extension for the CHA does not automatically extend the CHIP.

Confirmation

- Receipt will be acknowledged within two weeks. If no confirmation is received, contact **HNC2030@dhhs.nc.gov**.
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State of the County Health Report (SOTCH)

A SOTCH report is required in years when a CHA is *not* submitted. It documents annual progress on CHIP performance measures.

Due Date

- First Monday in March (in non-CHA years)

Example Timeline

- CHA submitted: A 2023 CHA was submitted March 2024
- CHIP submitted: September 2024
- First SOTCH (for 2024 data): March 2025
- Second SOTCH (for 2025 data): March 2026

Submission Steps

1. Create the SOTCH in Clear Impact Scorecard.
2. Download a fully expanded copy (including all notes).
3. Name the file COUNTY_{YEAR}_SOTCH.pdf (e.g., *AVERY_2025_SOTCH.pdf*).
4. Email the file to **CHA.SOTCH@dhhs.nc.gov** by the due date.

Additional Requirements

- Extension requests must be submitted in writing before the due date.
 - Review all note fields for spelling, grammar, and clarity.
 - Receipt will be acknowledged within two weeks. If no confirmation is received, contact **HNC2030@dhhs.nc.gov**.
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Consultation, Training, and Technical Assistance

Consultation, training, and technical assistance are available year-round upon request. Contact the **HNC 2030 Resource Center** at **HNC2030@dhhs.nc.gov** to schedule.

Available Training Opportunities

- **RBA Training** (required for Scorecard users): Offered through North Carolina AHEC.
- **CHA Institute**: Held twice annually (Spring and Fall). Covers North Carolina's *Twelve Steps of the Community Health Assessment*.
- **Scorecard School for CHIPs**: Offered during summer months prior to September CHIP deadlines.
- **Scorecard School for SOTCH Reports**: Offered during winter months prior to March SOTCH deadlines.

Staff are encouraged to monitor emails from the HNC 2030 Resource Center for training announcements.

Last Updated: January 22, 2026