

## **CHA/CHNA Submission**

The North Carolina Local Health Department Accreditation Program requires local health departments to conduct a community health assessment at least every 48 months. Health departments collect data consistent with (1) benchmarks set forth in the accreditation guidance, and (2) guidance in the Consolidated Agreement between local health departments and the Department of Health and Human Services. Health departments that collaborate with hospitals may elect to submit a joint community health needs assessment to produce an assessment every three years.

Local health directors or their designees are asked to notify the CHA program director in January of the assessment year if they intend to conduct an assessment. This assures that an assessment gathers its primary and secondary data over a 6-12-month period and facilitates a timely submission of that report by the first week in March following the year of assessment.

Community health assessments are due by the first Monday in March following the year of assessment. Requests for an extension to submit the assessment must be made in writing prior to the due date.

Submit documents and requests pertaining to these documents through one email address:

[CHA.SOTCH@DHHS.NC.GOV](mailto:CHA.SOTCH@DHHS.NC.GOV)

You do not need to send a hard copy of the document to the state. Receipt of your email will be acknowledged within one week. If you have not had your email acknowledged within one week, please contact the program director via email/telephone.

## **CHA Program Director**

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