

CHIP Submission

The North Carolina Local Health Department Accreditation Program requires local health departments to conduct a community health assessment at least every 48 months. Community health improvement plans must follow within six months of the CHA submission.

Local health departments are encouraged to use Results Based Accountability and Clear Impact Scorecard™ for documentation. Training for both RBA and Scorecard™ is available. Alternatively, local health departments may use the designated form posted on the DPH website: <https://schs.dph.ncdhhs.gov/units/lidas/>.

Community health improvement plans (CHIPs) are due by the first Monday in September, or no later than six months after submission of the CHA. Requests for an extension to submit the CHIPs must be made in writing prior to the due date.

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

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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