

SOTCH 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. State of the County Health Reports (SOTCHs) are due in years when a community health assessment is not submitted.

Local health departments are encouraged to use Results Based Accountability and Clear Impact Scorecard™ for tracking progress made on community health improvement plans. Training for both RBA and Scorecard™ is available. The required components of the SOTCH can be found in the SOTCH Checklist posted on the DPH website: <https://schs.dph.ncdhhs.gov/units/ldas/>.

SOTCH reports are due annually the first Monday in March unless submitting a comprehensive community health assessment. Requests for an extension to submit the SOTCH 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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