

The 2025–2030 Prevention Agenda Cycle: Evaluation Information for Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), and Community Service Plan (CSP) Submissions.

How will my submission be reviewed?

Once you have submitted your Community Health Assessment (CHA)/Community Health Improvement Plan (CHIP)/Community Service Plan (CSP) and the Excel spreadsheet workplan, the plans will undergo a two-part review process:

1. **Narrative Review:** The CHA/CHIP/CSP narrative will be reviewed in full. Using the [*Community Health Planning Guidance for 2025-2030*](#)—including Appendix A: *CHA/CHIP/CSP Self-Assessment Checklist*—The Prevention Agenda team will evaluate whether all required components have been addressed.
2. **Workplan Review:** The Excel workplan will be reviewed using a color-coded rubric. This rubric assesses the selected interventions, families of measures, and addressed health disparities. Each color applied to the cells on your returned workplan will reflect the evaluation of that component, as described in **Table 1** below. Any written feedback on your CHA/CHIP/CSP document will be sent with the workplan feedback.

Table 1: Workplan Evaluation Rubric

Color Code	Level	Intervention	Family of Measures	Disparities
Green	Strong- No changes recommended	Selected an evidence-based, best-practice, or promising practice intervention with a clear and credible citation	Included intermediate measures to track progress.	Explicitly addressed disparities among disproportionately affected or underserved/high risk populations (e.g., Race/ethnicity, Health care access, Geography, Disability status, Age and Gender, etc.)
Yellow	Needs Strengthening- additional information recommended to support intervention chosen	Selected an intervention with potential, but lacking sufficient evidence or missing a citation	Missing intermediate measures but included basic input/output measures to track progress	N/A
Red	Weak / Incomplete	Selected intervention is incomplete, missing, or shown to have harmful or negative consequences	Missing all type of measures or included unclear measures	Does not address disparities

What will I receive after the evaluation?

After the evaluation is completed, the following documents will be emailed to the CHIP/CSP liaison contact listed in your workplan:

- A letter with feedback
- Color-coded workplan

How should I use the feedback?

The provided feedback to your CHA/CHIP/CSP and Excel workplan is intended to help your organization strengthen your plan and implementation effort. You are encouraged to review this feedback and consider how it can be incorporated into your plans to maximize impact.

What if I have questions?

Please contact the Prevention Agenda team at prevention@health.ny.gov