



Friday, November 8, 2024

Dear Hospital Chief Executive Officers, Local Health Department Commissioners, and Directors,

The purpose of this letter is to inform you of an important update regarding the timeline for launching the 2025-2030 Prevention Agenda, New York's State Health Improvement Plan (SHIP). The New York State Department of Health (NYSDOH) has extended the planning period to February 28, 2025. Consequently, the implementation phase will now begin on March 1, 2025, instead of January 1, 2025 as originally scheduled. [The 2025-2030 Prevention Agenda](#) includes new priority areas that were not part of previous cycles. This additional time will allow us to develop action plans for each of these areas and provide comprehensive guidance to support effective implementations for all partners.

With the timeline extension, NYSDOH is clarifying submission requirements and deadlines for the Community Health Assessment (CHA), Community Health Improvement Plan (CHIP), and Community Service Plan (CSP) for the 2025-2030 Prevention Agenda:

- **For Local Health Departments (LHDs):**
 - **Deadline:** LHDs must submit the CHAs by December 2025, and the CHIPs may be submitted either along with the CHAs by December 2025 or separately by June 2026. Any extension requests must be submitted at least one week before the due date.
 - **Requirements:** CHIPs must align with and fully comply with all required components outlined in the [2025-2030 Community Health Improvement Planning Guidance](#).

- **For Hospitals:**
 - **Deadline:** Hospitals must submit the **2025-2027 CHA/CSP** by December 2025.
 - **Requirements:** The NYSDOH recognize that some hospitals may face challenges in fully adopting the 2025-2030 Community Health Improvement Planning Guidance for the **2025-2027 CSP** cycle due to the updated timeline. After consultation with HANYS and GNYHA, we are providing the following options:
 - **Hospitals on a Calendar Year:** 2025-2027 CSPs must align with and fully comply with all required components outlined in the Community Health Improvement Planning Guidance.
 - **Hospitals on a Fiscal Year:** These hospitals are encouraged to align their 2025-2027 CSPs with the Community Health Improvement Planning Guidance as closely as possible. Priorities must be selected from the [2025-2030 priority list](#), with a focus on implementing evidence-based interventions. Additionally, hospitals should ensure their plans incorporate key elements such as goals, objectives, indicators, and methods for tracking and assessing progress.

We understand that the new timeline may impact local collaborative efforts. However, we strongly encourage all LHDs and partner hospitals/hospital systems to maintain strong collaboration in identifying local priorities and selecting interventions. These local collaborative efforts are crucial for achieving the Prevention Agenda's goals, reducing health disparities, and improving the health and well-being of all New Yorkers. The Department continues to explore additional measures to further enhance collaboration and strengthen alignment.

We appreciate your dedication and resilience in advancing public health initiatives across New York. Should you have any questions or need further clarification, please contact the Office of Local Health Service at prevention@health.ny.gov or 518-473-4223.

Thank you once again for your commitment to building a healthier New York.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim McDonald MD MPH". The signature is fluid and cursive, with the first name "Jim" written in a larger, more prominent script.

James V. McDonald, M.D., M.P.H.
Commissioner of Health

A handwritten signature in black ink, appearing to read "Elizabeth Whalen". The signature is written in a cursive, flowing script.

Elizabeth Whalen MD, MPH, DipABLM
Medical Director, Office of Public Health