

Public Health Excellence Shared Services

Revised May 15, 2024

Overview

Workplan Structure

Welcome to the FY25 Public Health Excellence Share objective through clearly defined objectives and actions, efficiency, and equity of public health service delivery.

In this workplan, you will find detailed instructions and a "Instructions" tab for easier navigation. This year, we have added PHE Grant Requirements (3) into the workplan which will be outlined in the workplan.

Additionally, we are introducing three groups of objectives:

- **Sustainability Objectives**
(Choose at least **1**)
- **Performance Standards Objectives**
(Choose at least **3**)
- **Elective Objectives**

Workplan Resources: Smartsheet PHE Resources

Shared Services Coordinators (SSCs) will receive a link to the Workplan materials. The following materials should be reviewed:

- FY25 Workplan Content Menu
- FY25 PHE Budget Template
- Racial Equity Guidance Document
- Staffing Chart Guidance for Job Classification and F
- FY25 Scoring Rubric
- FY25 Engagement Scope
- Capacity Assessment Key Findings Documents (9 to
- PHE Staff Waiver Request Form

Additional PHE Workplan Resources

[Capacity Assessment Interactive Data Dashboard](#)

[Self-Assessment Tool and Self-Assessment Addendu](#)

[Performance Standards for Local Public Health](#)

[Request Form for New PHE and FTH Allowable Expe](#)

Support

If you have any questions about how to complete th
of Local and Regional Health General Line (email: Lo

Services Grant Program FY25 Workplan

ed Services Grant Program Workplan! This document is designed to help your Shared Services Arrangement (SSA) achieve the program's activities. The PHE Grant Program aims to enhance the capacity of proposed Shared Services Arrangements to improve the effectiveness, y.

nd tabs to guide you through the process. You can navigate through the document one tab at a time or use the links provided on the e are introducing some new features, including collecting additional information about your SSA, incorporating h are already filled out (PHE Grant Requirement A-C), and a "Workplan Content Menu" of objectives and activities which will aid in filling

ectives as described below.

These objectives focus on initiatives aimed at ensuring the long-term viability and collaborative utilization of resources within SSAs. These objectives aim to foster resilience, efficiency, and equitable distribution of services among participating entities.

These objectives focus on working to achieve the Massachusetts Performance Standards for Local Public Health and act as measurable goals for assessing the efficiency and quality of public health services. These objectives aim to guarantee that participating entities adhere to established performance criteria, thereby improving service delivery.

These objectives offer flexibility for SSAs to tailor objectives according to their unique goals and community needs. SSAs have the option to either craft their own objectives that align closely with their SSA's mission or select from pre-written Elective Objectives if they prefer. This category allows SSAs to customize their approach while ensuring alignment with overarching program objectives.

ce List

lk via email to access Smartsheet. SSCs will be prompted to create an account and navigate to the PHE Resource List to retrieve all FY25 be utilized in order to successfully complete the FY25 Workplan template:



e FY25 Workplan or need support, please do not hesitate to **contact your assigned Program Coordinator** and/or email or call the Office
calRegionalPublicHealth@mass.gov; phone: 617-753-8018).

Public Health Exce

Instructions

Workplan Completion

Use the links below to navigate through the Workplan. The workbook has been set **Grant Requirements**), **at least 1 Sustainability Objective**, **3 Performance Standards**

If your SSA would like to add additional objectives for any of the objective groups, :

- This can be done by "right-clicking" on an objective tab at the bottom of the sheet
- Similarly, if you need to add additional activities to better suit your SSAs work, y

Descriptions of the Workplan Tabs

1	<u>About</u>	<i>This tab explains the structure of th</i>
2	<u>Instructions</u>	<i>This tab outlines how the workplan</i>
3	<u>SSA Summary Information</u>	<i>This tab requests responses to spec</i>
4	<u>SSA Staffing Information</u>	<i>This tab requests SSA staffing infor</i>
5	<u>Grant Administration</u>	<i>This tab has PHE Grant Requiremer</i>
6	<u>Governance</u>	<i>This tab has PHE Grant Requiremer</i>
7	<u>FPHS Review</u>	<i>This tab has PHE Grant Requiremer</i>
8	<u>Sustainability 1</u>	<i>This tab allows the SSA to choose 1</i>
9	<u>Sustainability 2</u>	<i>This tab allows the SSA to choose 1</i>
10	<u>Performance Standard 1</u>	<i>This tab allows the SSA to choose 1</i>

11 Performance Standard 2

This tab allows the SSA to choose 1

12 Performance Standard 3

This tab allows the SSA to choose 1

13 Elective 1 (Not Required)

This tab allows the SSA to use the v

Illence Shared Services Grant Program FY25 Workplan

up to already include all required objectives for workplan completion (**SSA Summary Information**, **SSA Staffing Information**, **3 PHE Objectives**, and an **Elective Objective** tab that is NOT REQUIRED.

simply make a copy of the associated tab.

set and choose "Move or copy" and then click the checkbox "Create a copy".

you can do so by copying (highlighting the entire row) and pasting rows to the bottom of the worksheet.

the FY25 Workplan, provides useful reference links, and resources.

should be completed and links to all of the workplan tabs.

specific SSA information.

information for all PHE Grant funded staff and ALL Lead and Support staff assigned to activities in this workplan.

at 1 pre-filled objective and activities. SSAs should fill in staff lead (and support, if needed) and anticipated start and end dates.

at 2 pre-filled objective and activities. SSAs should fill in staff lead (and support, if needed) and anticipated start and end dates.

at 3 pre-filled objective and activities. SSAs should fill in staff lead (and support, if needed) and anticipated start and end dates.

(1 of 2) Sustainability Objective from the Workplan Content Menu. SSAs should fill in activities, staffing, and start and end dates.

(2 of 2) Sustainability Objective from the Workplan Content Menu. SSAs should fill in activities, staffing, and start and end dates.

(1 of 3) Performance Standard Objective from the Workplan Content Menu. SSAs should fill in activities, staffing, and start and end dates.

(2 of 3) Performance Standard Objective form the Workplan Content Menu. SSAs should fill in activities, staffing, and start and end dates.

(3 of 3) Performance Standard Objective form the Workplan Content Menu. SSAs should fill in activities, staffing, and start and end dates.

Workplan Content Menu or create their own Elective Objective. SSAs should fill in activities, staffing, and start and end dates.



Public Health Excellence Shared Services Grant Program FY25 Workplan

Shared Services Arrangement Information

Use the dropdown menus to the right of the questions below to complete the requested information for your Shared Services Arrangement.

SSA Data Collection: This information aims to collect background information and the extent of collaboration and level of sharing.

SSA Data Collection

SSA Name: Charles River Public Health District

Lead Entity/Vendor Name

Does your SSA have a fully executed unexpired IMA or equivalent? In progress

How often does your SSA governance board meet? Monthly

Does any municipality in your SSA have an Inspectional Services Department (ISD)? No

If "yes" to the question above, please provide a list of municipalities within your SSA that have an ISD.

Please indicate your current level of sharing services among SSA member municipalities. Only sharing services paid for by the PHE Grant.

Please provide a list of all PHE funded staff who have MAVEN access.	First Last	First Last
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Please provide a list of all PHE funded staff who have MIIS access.	First Last	First Last
Please list all PHE funded staff who are vaccinators (either through COLOR or another platform).	First Last	First Last
What is considered to be a Full Time Equivalent (FTE) in your host community?	37.5	
Which training hub does your SSA belong to?	North Central & MetroWest FTH	

[Click to Return to Instructions Tab](#)

ngement.

within your SSA.

Town of Needham

First Last	First Last	First Last
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First Last	First Last	First Last
First Last	First Last	First Last

Public Health Excellence Shared Services Grant Program FY25 Workplan

Shared Services Arrangement Staffing

Fill in the chart with staffing information for your Shared Services Arrangement. Use the drop-down menus where they

PHE Grant Funded Staff: This section aims to get an understanding of PHE Grant funded staff in your SSA

Lead and Support Workplan Staff: This information aims to get an understanding all the Lead and Support

Additional Instructions:

- 1. **Start Date:** Enter the actual start date of the staff member, even if it is before the beginning of the fiscal year.
- 2. **Role Changes:** Any staff member who changes roles should be listed as a new staff member in a new row.
- 3. **Open Positions:** List any open job positions:
 - For open positions, leave the columns for start date, end date, "Is this staff paid by any other source", and "Is this staff a contractor?" blank.
 - Type 'Open Position' in the Staff Name column.
- 4. **Budget Alignment:** This staffing chart should match all funded positions in your budget.
- 5. **Job Classification and Program Area:** When filling out columns J (Job Classification) and K (Job Program Area), refer to the attached document on how to accurately select Job Classification and Job Program Area.
- 6. **Contact:** If the person completing this form has any questions about Job Classification and Program Area, please contact the PHE Grant Manager.

PHE Grant Funded Staff -- Please provide the following information for ALL PHE-Funded shared staff
**including contractors*

	Staff Name (First Last)	Title	Annual Salary	Start Date	End Date
Staff 1	Kerry Dunnell	Manager -Shared Services &	\$52,161.46	25-Jul-23	

Staff 2	Sam Menard	Manager Shared Services &	\$19,001.10	14-Aug-23	
Staff 3	Regional	Environmental Health I	\$61,836.50	01-Jul-24	
Staff 4		Regional Public Health Nur	\$47,917.00		
Staff 5	Jen Casey	Administrative Specialist	\$15,316.80	08-Jul-24	
Staff 6					
Staff 7					
Staff 8					
Staff 9					

Lead and Support Workplan Staff -- Please provide the following information for ALL Lead and Support staff outlined in this workplan.

	Staff Name	Title	Which municipality/ organization is this staff employed by?
Staff 1			
Staff 2			
Staff 3			

Staff 4

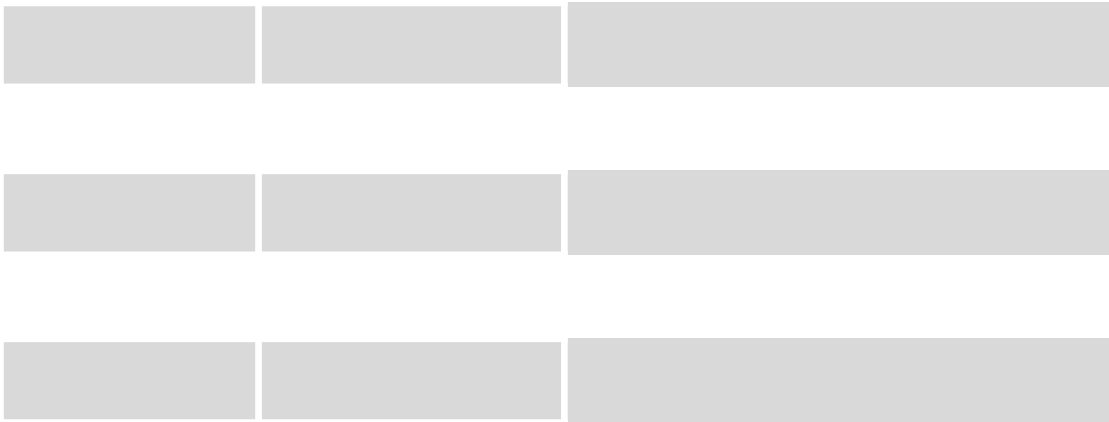
Staff 5

Staff 6

Staff 7

Staff 8

Staff 9



in

[Click to Return to](#)

r are available and fill in the rest of the information manually.

(at any level of funding).

t staff outlined in this workplan. Please include ALL staff that are listed as Lead and/or Support for all activities within this workplan.

al year.
ow.

ources? (other than PHE Funds)", and "Which communities does this staff member serve?" blank.

i Area), refer to the Staffing Chart Guidance via the Smartsheet PHE Resource List. This document provides guidance
ea, contact Cassandra Andersen at Cassandra.B.Andersen@mass.gov

f (at any level of funding)

Average Hours/Week	FTE	Job Classification	Job Program Area	Budget Line Item Category	Which municipality/ organization is this staff employed by?
18.75	Full Time	ared Services Coordinator	Shared Services Coordinat		Needham

7.50	Full Time	Environmental Health Worker		Health Inspector	Needham
28.13	Full Time	Environmental Health Worker		Health Inspector	Needham
18.75	Full Time	Registered Nurse		Nurse	Needham
7.50	Full Time	and Administrative Support Staff		Administrator/Clerk	Needham

[Instructions Tab](#)

**Is this staff paid by
any other sources?
(other than PHE
Funds)**

Yes; grant funding

**Which communities does this staff
member serve?**

All

Yes; grant funding

All

Yes; grant funding	All
--------------------	-----

Yes; grant funding

All

Yes; grant funding	All
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Instructions

Overview The 3 **PHE Grant Requirement** objectives and associated activities are essential components mandated by the Public Health Excellence (PHE) Grant Program. They outline specific criteria and actions that grantees must fulfill to meet programmatic requirements and ensure alignment with grant goals.

Directions These objectives and associated activities will be pre-filled and locked in the associated tabs in the Workplan for FY 25 completion (tabs PHE Grant Requirements 1, 2, and C3. Please fill in the following details:

- Assign a Staff Lead (and Support Staff, if desired)
- Enter Projected Start and Projected End Date for each activity
- Update the Actual Start Date and Actual End Date as the activity progresses
- Update any progress notes as needed in the Q1-Q4 Activity Progress Notes sections
- Update the Q1-Q4 status according to the quarter with one of the following dropdown options: Not started, In progress, Stalled, Completed

Objective #	Objective Description								
PHE Grant Requirement 1	Grant Administration: Complete/perform all PHE Grant Program contractual requirements for the upcoming fiscal year								
Activity	Activity Description	Staff Lead Name (First Last)	Support Staff Name (First Last)	Start Date	End Date	Q1 Status	Q2 Status	Q3 Status	Q4 Status
A	Attend monthly PHE Grantee meetings – ensure attendance of lead municipality and Shared Services Coordinator (SSC), or a designated alternate.	Kerry Dunnell	Sam Menard	7/1/2024	6/30/2025	Not started	In progress	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
B	Submit a list of Participating Municipalities to Program Coordinator by July 31st and notify Program Coordinator within 30 calendar days of a change in Participating Municipalities.	Administrative Specialist	Kerry Dunnell	7/15/2024	7/31/2024	Not started	In progress	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
C	Maintain Letters of Commitment (LOC) from all Participating Municipalities in the SSA.	Administrative Specialist	Kerry Dunnell	7/1/2024	6/30/2025	Not started	In progress	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
D	Complete and submit PHE quarterly reports in collaboration with your Shared Services Coordinator and all municipalities within the SSA.	Kerry Dunnell	Sam Menard	7/1/2024	6/30/2024	Not started	In progress	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
E	Governing bodies established through the Intermunicipal Agreement (IMA), shall meet a minimum of once per quarter.	Kerry Dunnell	Sam Menard	7/1/2024	6/30/2024	Not started	In progress	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
F	Send annual notification to all Participating Municipalities no later than October 31st of each grant year. Such notification shall be substantially consistent with Attachment 1 of the PHE Engagement Scope in terms of required language and addressee list. Proof of notification shall be submitted to Program Coordinator no later than November 15th of each fiscal year.	Kerry Dunnell	Administrative Specialist	7/15/2024	11/15/2025	Not started	In progress	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
G	Ensure that all Participating Municipalities maintain 100% continuous MAVEN coverage which means that each Participating Municipality has an active, designated MAVEN user and back-up user.	Regional Public Health Nurse	Sam Menard	8/1/2024	9/30/2024	Not started	In progress	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here

Objective #	Objective Description								
PHE Grant Requirement 2	Governance: Execute and maintain IMA or equivalent								
Does your SSA have an existing IMA or equivalent?			No						

Activity	Activity Description	Staff Lead Name (First Last)	Support Staff Name (First Last)	Start Date	End Date	Q1 Status	Q2 Status	Q3 Status	Q4 Status
A	If you haven't already done so, Complete the Technical Assistance Request Form and select "IMA development"			10/1/2023	10/1/2023	Completed	Completed	Completed	Completed
				10/1/2023	10/1/2023	Add notes here	Add notes here	Add notes here	Add notes here
B	Working with Massachusetts Association of Health Boards (MAHB), draft IMA in accordance with PHE Engagement Scope.	Kerry Dunnell		10/15/2023	10/15/2023	Completed	Completed	Completed	Completed
				10/15/2023	10/15/2023	Add notes here	Add notes here	Add notes here	Add notes here
C	Circulate draft to Participating Municipalities and schedule a meeting to review and discuss.	Kerry Dunnell		1/1/2024	4/30/2024	Completed	Completed	Completed	Completed
				1/1/2024	4/30/2024	Add notes here	Add notes here	Add notes here	Add notes here
D	Working with MAHB, incorporate edits and	Kerry Dunnell		Projected Start Date	Projected End Date	Not started	In progress	Not started	Not started

D	revisions as needed.			Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
E	Request legal review by host municipality and subsequently legal review by Participating Municipalities in consultation with MAHB.	Kerry Dunnell	Administrative Specialist	1/5/2024	5/1/2024	Completed	Completed	Completed	Completed
				1/5/2024	5/17/2024	Add notes here	Add notes here	Add notes here	Add notes here
F	Schedule Board of Health and Select Board meetings as necessary to approve and execute final version of IMA. Provide IMA in advance of meetings and ensure adequate representation at meeting to answer questions.	Kerry Dunnell	Administrative Specialist	7/15/2024	8/31/2024	Not started	In progress	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
G	Submit a fully executed IMA to Program Coordinator no later than October 31, 2024	Kerry Dunnell	Administrative Specialist	9/1/2024	9/1/2024	Not started	In progress	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here

Objective #	Objective Description
PHE Grant Requirement 2	FPHS Review: Participate in trainings, a capacity and expertise review (SSA-level), and cost reporting related to the Foundational Public Health Services (FPHS)

Activity	Activity Description	Staff Lead Name (First Last)	Support Staff Name (First Last)	Start Date	End Date	Q1 Status	Q2 Status	Q3 Status	Q4 Status
A	Attend Foundational Public Health Services (FPHS) Framework review trainings and technical assistance meetings, and gather necessary documents (e.g., municipal budgets).	Kerry Dunnell	Sam Menard	Projected Start Date	Projected End Date	Not started	Not started	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
B	Have your Shared Services Coordinator facilitate discussions with your SSA about capacity and expertise within the FPHS Foundational Areas and Foundational Capabilities to prepare for the capacity and expertise SSA-level review and cost reporting.	Kerry Dunnell	Administrative Specialist	9/1/2024	10/1/2024	Not started	Not started	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
C	Complete the FPHS Shared Services Review collaboratively with your SSA (early 2025).	Kerry Dunnell	Sam Menard	10/1/2024	2/1/2025	Not started	Not started	Not started	Not started
				Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here

Objective #	Sustainability Objective 2 Description
Sustainability 2	2 -Strategic Planning: Develop a shared vision to inform future work

Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date	Q1 Status	Q2 Status	Q3 Status	Q4 Status
A	workshops to identify service gaps, resource constraints, ensure SSA sustainability, and opportunities for collaboration among SSA	Workplan Menu	Kerry Dunnell	Administrative Specialist	8/15/2024	2/15/2024	Not started	Not started	Not started	Not started
					Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
B	Develop a strategic vision and mission statement that aligns with the goals of the SSA and reflects the collective interests of all municipalities.	Workplan Menu	Kerry Dunnell	Administrative Specialist	8/15/2024	2/15/2024	Not started	Not started	Not started	Not started
					Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
C	Present findings of strategic planning process to each community board of health.	Custom	Kerry Dunnell	Regional Environmental Health Inspector	3/1/2024	3/31/2024	Not started	Not started	Not started	Not started
					Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
D	Evaluate existing contracted services and identify opportunities for merging (combining similar contracts) or expansion (expanding existing contracts to serve additional municipalities) within the SSA.	Workplan Menu	Regional Environmental Health Inspector	Kerry Dunnell	9/1/2024	3/31/2024	Not started	Not started	Not started	Not started
					Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here

Objective #	Sustainability Objective 1 Description
Sustainability 1	5 - Inventory Management: Establish an inventory management system to streamline procurement processes and accurately monitor all purchases

Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date	Q1 Status	Q2 Status	Q3 Status	Q4 Status
A	Develop an SOP and/or implement a transparent tracking mechanism for inventory management related to the <u>PHE Grant Program related purchases.</u>	Workplan Menu	Sam Menard	Kerry Dunnell	7/1/2024	8/31/2024	Not started	Not started	Not started	Not started
					Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
B	Itemize all purchases made by the SSA purchases, ensuring comprehensive documentation of procurement transactions.	Workplan Menu	Sam Menard	Administrative Specialist	7/1/2024	7/31/2024	Not started	Not started	Not started	Not started
					Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
C	Train staff members on the newly established inventory management procedures.	Workplan Menu	Sam Menard	Kerry Dunnell	10/1/2024	10/31/2024	Not started	Not started	Not started	Not started
					Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
D	Implement quarterly audits to refine the process, maintain accuracy, and identify any discrepancies.	Workplan Menu	Sam Menard	Kerry Dunnell	1/1/2025	6/30/2025	Not started	Not started	Not started	Not started
					Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here

Objective #	Performance Standards Objective 1 Description						Topic Area				
Performance Standard Objective 1	1 - Enhance staff capacity to effectively meet mandated inspectional requirements and enforce regulations, in alignment with the Performance Standards for Local Public Health						Environmental Health	Environmental Health Subcategory 1 (If Applicable)			
	This Performance Standards Objective was selected as a result of:		CART Assessment								
	Racial Equity Consideration:		CLAS Standards	At MA DPH, CLAS Standards are used as Program Management Quality Improvement (PMQI) tool to advance health and racial equity, by collecting and analyzing data engaging community authentically, diversifying workforce to represent community as well as ensuring language access and meaningful two-way communication.							
								Q1-Q4 Progress and Notes			
Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?	Is This Activity Related to the Racial Equity Consideration?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date	Q1 Status	Q2 Status	Q3 Status	Q4 Status
A	Have all member municipalities complete the Self-Assessment for updated staffing needs.	Workplan Menu	Yes	Regional Environmental Health Inspector	Administrative Specialist	7/1/2024 9/30/2024		Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
B	Create an SOP for how member municipalities request inspectional support.	Workplan Menu	Yes	Regional Environmental Health Inspector	Sam Menard	7/1/2024	8/31/2024	Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
C	Create a system for managing and supervising staff that offers clear guidance on job responsibilities, mechanisms for support, and mentoring. Guidance should also include ways to handle conflicts in the SSA.	Workplan Menu	Yes	Kerry Dunnell	Sam Menard	7/1/2024	10/31/2024	Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
D	Create an SOP for hiring. This should include procedures for securing approval at both the SSA and municipal levels, drafting and approving job descriptions, posting mechanics, selecting final candidates, salary expectations, incorporating workforce regulations, addressing future education and training needs, and ensuring fair and equitable hiring practices.	Workplan Menu	Yes	Sam Menard	Kerry Dunnell	7/1/2024	10/31/2024	Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
E	Carry out the hiring plan, making sure to follow the set timelines, procedures, budget limits, while also ensuring representative diversity.	Workplan Menu	Yes	Sam Menard	Kerry Dunnell	7/1/2024	6/30/2025	Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here

Objective #	Performance Standards Objective 1 Description						Topic Area				
Performance Standard Objective 2	4 - Disease Control and Prevention: Ensure adherence to infectious disease case investigation requirements, while enhancing staff training, capacity, and quality improvement initiatives						Disease Control and Prevention	N/A			
	This Performance Standards Objective was selected as a result of:		CART Assessment								
	Racial Equity Consideration:		CLAS Standards	At MA DPH, CLAS Standards are used as Program Management Quality Improvement (PMQI) tool to advance health and racial equity, by collecting and analyzing data engaging community authentically, diversifying workforce to represent community as well as ensuring language access and meaningful two-way communication.							
								Q1-Q4 Progress and Notes			
Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?	Is This Activity Related to the Racial Equity Consideration?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date	Q1 Status	Q2 Status	Q3 Status	Q4 Status
A	Develop standardized protocols for case investigations, outlining clear steps for immediate disease acknowledgment within 48 hours and routine disease acknowledgment within 7 days.	Workplan Menu	Yes	Regional Public Health Nurse	Kerry Dunnell	10/1/2024	12/31/2024	Not started	Not started	Stalled	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
B	Assess staffing and workload to allocate resources effectively for infectious disease investigations and epidemiology, adjusting staffing models as needed for sustainability and ensuring coverage with backup staff when necessary.	Workplan Menu	Yes	Regional Public Health Nurse	Kerry Dunnell	10/1/2024	12/31/2024	Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
C	Establish mechanisms for ongoing monitoring and evaluation of infectious disease case investigation activities and epidemiological trends to maintain high standards of quality and efficiency, identifying and addressing areas for improvement as necessary.	Workplan Menu	Yes	Regional Public Health Nurse	Kerry Dunnell	10/1/2024	6/30/2024	Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
D	Create a comprehensive resource hub on infectious disease case investigation procedures, including proper documentation, communication protocols, and epidemiological data reporting requirements.	Custom	Yes	Regional Public Health Nurse	Administrative Specialist	10/1/2024	6/30/2025	Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here

Public Health Excellence Shared Services Grant Program FY25 Workplan

[Click to Return to Instructions Tab](#)

Instructions

Overview The [3 Performance Standards Objectives](#) focus on working to achieve the Massachusetts Performance Standards for Local Public Health and act as measurable goals for assessing the efficiency and quality of public health services. These objectives aim to guarantee that participating entities adhere to established performance criteria, thereby improving service delivery.

Directions

SSAs will choose 3 of the Performance Standards Objectives to include in the workplan. SSAs will choose an objective **from the dropdown menu**. Then they will choose the Performance Standards Category (e.g., Environmental Health) and (if applicable) Performance Standards Subcategory (e.g., Title 5) they would like to focus on under the Topic Area heading. SSAs can then decide whether they would like to use the activities associated with that objective from the Workplan Content Menu (copy and paste) or edit them to be more specific to their needs.

SSAs who opt to select more than 3 Performance Standards objectives should duplicate the tab before filling in the table below.

Racial Equity Consideration:

- Refer to the document titled ""FY25 PHE Grantee Workplan: Racial Equity Guidance Document""
 - This document contains various themes and corresponding considerations related to racial equity
- In cell E10 select the racial equity theme that is most relevant to your chosen Performance Standards objective and applicable to your SSA
- Once a theme is selected in cell E10, cell F10 will automatically populate with the associated racial equity consideration
- Ensure that at least one activity is directly related to the selected racial equity theme and consideration

Please fill in the following details:

- Determine whether the activity was selected from the Workplan Content Menu or if it is Custom
 - If the activity was selected from the Workplan Content Menu but was edited slightly, still select 'Workplan Content Menu' from the dropdown to reflect its origin
- Assign a Staff Lead (and Support Staff, if desired)
- Enter Projected Start and Projected End Date for each activity
- Update the Actual Start Date and Actual End Date as the activity progresses
- Update any progress notes as needed in the Q1-Q4 Activity Progress Notes sections
- Update the Q1-Q4 status according to the quarter with one of the following dropdown options: Not started, In progress, Stalled, Completed

Objective #	Performance Standards Objective 1 Description						Topic Area					
Performance Standard Objective 3	3 - Facilitate targeted training opportunities for staff members to address gaps in meeting the Performance Standards Standards for Local Public Health.						Tobacco Use Prevention	N/A				
	This Performance Standards Objective was selected as a result of:		Self Assessment									
	Racial Equity Consideration:		CLAS Standards	At MA DPH, CLAS Standards are used as Program Management Quality Improvement (PMQI) tool to advance health and racial equity, by collecting and analyzing data engaging community authentically, diversifying workforce to represent community as well as ensuring language access and meaningful two-way communication.								
								Q1-Q4 Progress and Notes				
Activity	Activity Description		Is this activity selected from the Workplan Menu or is it custom?	Is This Activity Related to the Racial Equity Consideration?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date	Q1 Status	Q2 Status	Q3 Status	Q4 Status
A	Utilize tools such as the SSA Capacity Assessment Results Toolkit (CART) and Performance Standards Self-Assessment Tool		Workplan Menu	Yes	Regional Environmental	Sam Menard	7/1/2024	9/30/2024	Not started	In progress	Not started	Not started

A	Performance Standards Self-Assessment Tool and Addendum to identify areas for improvement within the SSA	Workplan Menu	Yes	Environmental Health Agent	Sam Menard	Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
B	Seek out training resources, such as TRAIN MA, to ensure all necessary staff members complete relevant trainings addressing identified gaps in meeting the Performance Standards within the SSA.	Workplan Menu	Yes	Sam Menard	Regional Environmental Health Agent	10/1/2024	6/30/2024	Not started	In progress	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
C	Create and utilize a system to gather input from staff members on the effectiveness and relevance of completed training sessions, utilizing this feedback to improve the selection of future training opportunities.	Workplan Menu	Yes	Sam Menard	Regional Environmental Health Agent	9/1/2024	9/30/2024	Not started	In progress	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
D	Encourage cross-training and tagalong inspections among SSA member municipalities.	Workplan Menu	Yes	Sam Menard	Regional Environmental Health Agent	7/1/2024	6/30/2024	Not started	In progress	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here

Public Health Excellence Shared Services Grant Program FY25 Workplan

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Instructions

Overview The **Elective Objectives** offer flexibility for SSAs to tailor objectives according to their unique goals and community needs. SSAs have the option to either craft their own objectives that align closely with their SSA's mission or select from pre-written Elective Objectives if they prefer. This category allows SSAs to customize their approach while ensuring alignment with overarching program objectives.

SSAs may select 1 or more Elective Objective(s) to include in the workplan. SSAs have the option to (1) select any of the pre populated Objectives and Activities from the Workplan Content Menu, or (2) create their own.

SSAs who opt to select more than 1 Elective Objective should duplicate the tab before filling in the table below.

- Directions**
- Racial Equity Consideration:**
 - Refer to the document titled "FY25 PHE Grantee Workplan: Racial Equity Guidance Document"
 - This document contains various themes and corresponding considerations related to racial equity
 - In cell E10 select the racial equity theme that is most relevant to your chosen Performance Standards objective and applicable to your SSA
 - Once a theme is selected in cell E10, cell F10 will automatically populate with the associated racial equity consideration
 - Ensure that at least one activity is directly related to the selected racial equity theme and consideration
- Please fill in the following details:**
 - Determine whether the activity was selected from the Workplan Content Menu or if it is Custom
 - If the activity was selected from the Workplan Content Menu but was edited slightly, still select 'Workplan Content Menu' from the dropdown to reflect its origin
 - Assign a Staff Lead (and Support Staff, if desired)
 - Enter Projected Start and Projected End Date for each activity
 - Update the Actual Start Date and Actual End Date as the activity progresses
 - Update any progress notes as needed in the Q1-Q4 Activity Progress Notes sections
 - Update the Q1-Q4 status according to the quarter with one of the following dropdown options: Not started, In progress, Stalled, Completed

Objective #	Type and Equity Consideration	Elective Objective Description (choose from dropdown or write your own)									
Elective Objective 1	Option 1: Choose from the dropdown:	7- Education, Training, and Credentialing: Assess and plan for all staff to work towards meeting the Workforce Standards									
	Option 2: Open field for SSA-developed objective:										
	Racial Equity Consideration	CLAS Standards	At MA DPH, CLAS Standards are used as Program Management Quality Improvement (PMQI) tool to advance health and racial equity, by collecting and analyzing data engaging community authentically, diversifying workforce to represent community as well as ensuring language access and meaningful two-way communication.								
Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?	Is This Activity Related to the Racial Equity Consideration?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date	Q1 Status	Q2 Status	Q3 Status	Q4 Status
A	Document all current municipal and shared staff's progress in completing all appropriate/equived business in alignment	Workplan Menu	Yes	Regional Environmental Health Inspector	Sam Menard	9/1/2024	9/30/2024	Not started	In progress	Not started	Not started

A	appropriate/required trainings in alignment with the Workforce Standards for Local Public Health.	Workplan Menu	Yes			Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
B	Ensure all staff within the SSA have completed ICS100/NIMS 700 and for those with a leadership role, ICS 200.	Workplan Menu	Yes	Regional Environmental Health Inspector	Administrative Specialist	10/1/2024	4/1/2024	Not started	In progress	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
C	Ensure staff who have worked for local or state public health for at least 7 years, but who do not meet these requirements, request a Workforce Development Standards Waiver.	Workplan Menu	Yes	Regional Environmental Health Inspector	Administrative Specialist	10/1/2024	12/31/2024	Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
D	Ensure all employees have an TRAIN MA account.	Workplan Menu	Yes	Regional Environmental Health Inspector	Administrative Specialist	Projected Start Date	Projected End Date	Not started	Not started	Not started	Not started
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here
E	LPH and SSA prioritize integrating and completing Local Public Health Training Program Tier 1 Foundational Knowledge TRAIN MA, Tier 2 Local Public Health Intensive Training and Tier 3 Applied Practice Local Public Health Training Hub into onboarding plans for all new hires.	Workplan Menu	Yes	Kerry Dunnell	Sam Menard	10/1/2024	3/31/2024	Not started	In progress	Stalled	Completed
						Actual Start Date	Actual End Date	Add notes here	Add notes here	Add notes here	Add notes here