

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 moved PHE Grant Requirements (3) into the workplan which is now part of 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

- 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 10)
- PHE Staff Waiver Request Form

Additional PHE Workplan Resources

[Capacity Assessment Interactive Data Dashboard](#)

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

[Performance Standards for Local Public Health](#)

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

Support

If you have any questions about how to complete the FY25 Workplan of Local and Regional Health General Line (email: [Local and Regional Health General Line](#))

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

activities 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:

Response required

Lead Entity/Vendor Name

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

Response required

How often does your SSA governance board meet?

Response required

Does any municipality in your SSA have an Inspectional Services Department (ISD)?

Response required

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.

Response required

Please provide a list of all PHE funded staff who have MAVEN access.

First Last

First Last

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?	Response required	
Which training hub does your SSA belong to?	Response required	

[Click to Return to Instructions Tab](#)

gement.

within your SSA.

First Last	First Last	First Last

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					

Staff 2

Staff 3

Staff 4

Staff 5

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

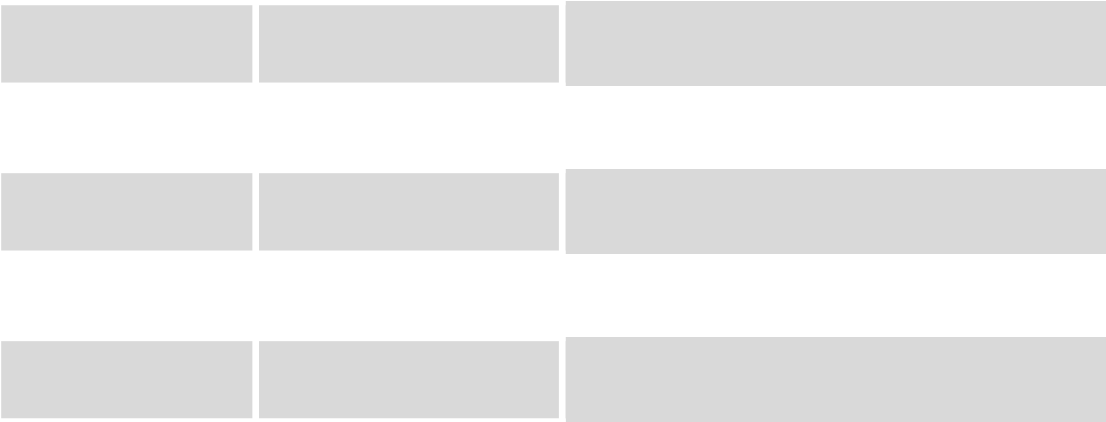
Staff 5

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?



[Instructions Tab](#)

Is this staff paid by any other sources? (other than PHE Funds)	Which communities does this staff member serve?

1. Introduction

2. Background

3. Methodology

4. Results

Public Health Excellence Shared Services Grant Program

Instructions

Overview The **3 PHE Grant Requirement** objectives and associated activities and actions that grantees must fulfill to meet programmatic requirements

Directions These objectives and associated activities will be pre-filled and local 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
- Update the Q1-Q4 status according to the quarter with one of the following: Not Started, In Progress, Completed

Objective #	Objective Description
PHE Grant Requirement 1	Grant Administration: Complete/performance all PHE Grant Program c

Activity	Activity Description	Staff Lead Name (First Last)
A	Attend monthly PHE Grantee meetings – ensure attendance of lead municipality and Shared Services Coordinator (SSC), or a designated alternate.	
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.	
C	Maintain Letters of Commitment (LOC) from all Participating Municipalities in the SSA.	
D	Complete and submit PHE quarterly reports in collaboration with your Shared Services Coordinator and all municipalities within the SSA.	
E	Governing bodies established through the Intermunicipal Agreement (IMA), shall meet a minimum of once per quarter.	
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.	
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.	

Program FY25 Workplan

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are essential components mandated by the Public Health Excellence (PHE) Grant Program
ents and ensure alignment with grant goals.

ked in the associated tabs in the Workplan for FY 25 completion (tabs
etails:

progresses
ress Notes sections
ie following dropdown options: Not started, In progress, Stalled,

contractual requirements for the upcoming fiscal year

Support Staff Name (First Last)	Start Date	End Date	Q1 Status	Q2 Status
	7/1/2024	6/30/2025	Not started	In progress
	Actual Start Date	Actual End Date	Add notes here	Add notes here
	Projected Start Date	7/31/2024	Not started	In progress

	Actual Start Date	Actual End Date	Add notes here	Add notes here
	7/1/2024	6/30/2025	Not started	In progress
	Actual Start Date	Actual End Date	Add notes here	Add notes here
	7/1/2024	6/30/2024	Not started	In progress
	Actual Start Date	Actual End Date	Add notes here	Add notes here
	7/1/2024	6/30/2024	Not started	In progress
	Actual Start Date	Actual End Date	Add notes here	Add notes here
	Projected Start Date	11/15/2025	Not started	In progress
	Actual Start Date	Actual End Date	Add notes here	Add notes here
	Projected Start Date	Projected End Date	Not started	In progress
	Actual Start Date	Actual End Date	Add notes here	Add notes here

[Return to Instructions Tab](#)

i. They outline specific criteria and

Q3 Status	Q4 Status
Not started	Not started
Add notes here	Add notes here
Not started	Not started

Public Health Excellence Shared Services Grant Program

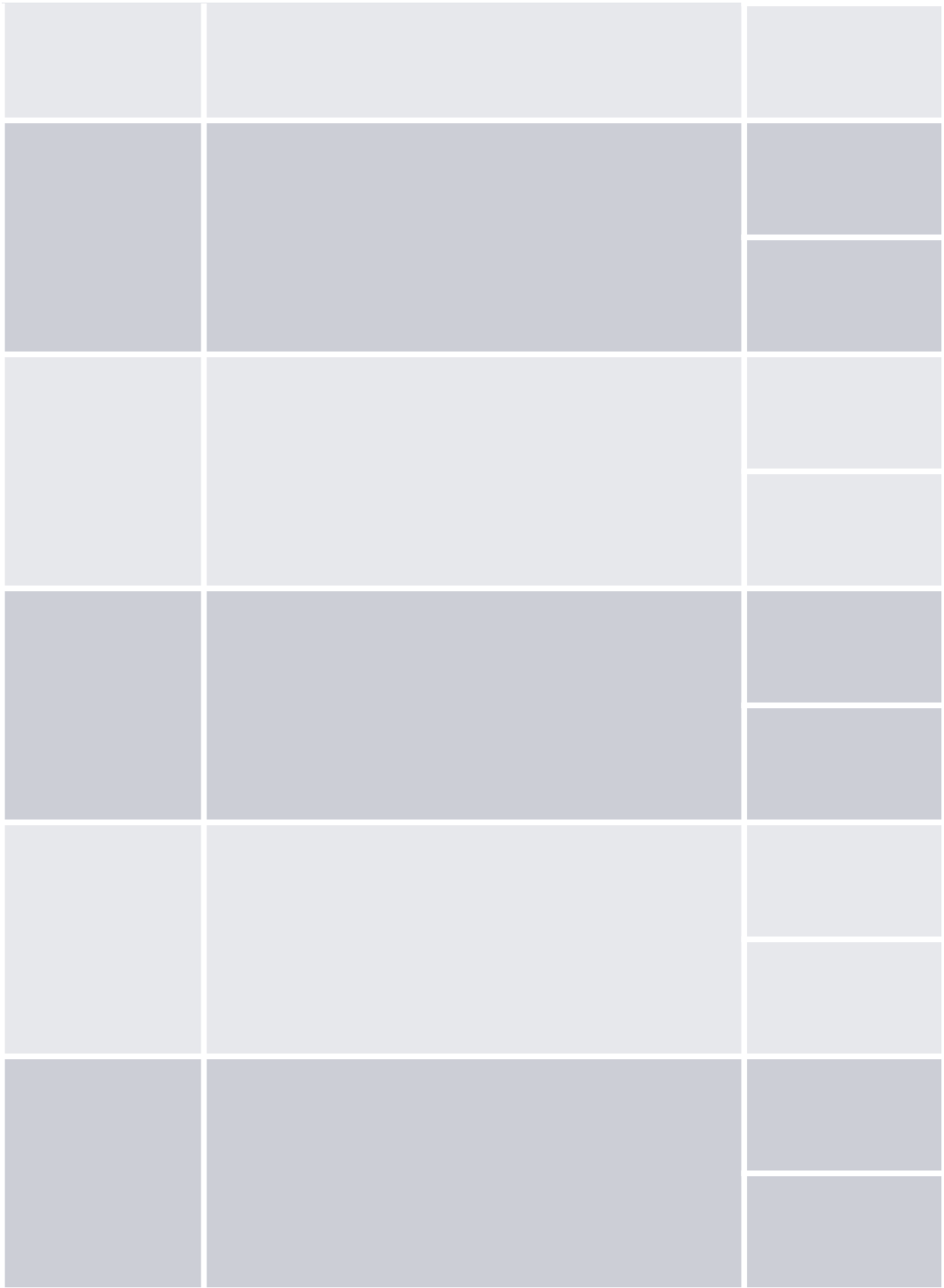
Instructions

Overview The **3 PHE Grant Requirement** objectives and associated activities and actions that grantees must fulfill to meet programmatic requirements

Directions These objectives and associated activities will be pre-filled and local 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
- Update the Q1-Q4 status according to the quarter with one of the following: Not Started, In Progress, Completed

Objective #	Objective Description
PHE Grant Requirement 2	Governance: Execute and maintain IMA or equivalent
Does your SSA have an existing IMA or equivalent?	



Program FY25 Workplan

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are essential components mandated by the Public Health Excellence (PHE) Grant Program
ents and ensure alignment with grant goals.

ked in the associated tabs in the Workplan for FY 25 completion (tabs
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ress Notes sections
ie following dropdown options: Not started, In progress, Stalled,

Response Required

	Projected Start Date	Projected End Date	Not started	In progress
	Actual Start Date	Actual End Date	Add notes here	Add notes here
	Projected Start Date	Projected End Date	Not started	In progress

[illegible]

[Return to Instructions Tab](#)

1. They outline specific criteria and

Not started	Not started
Add notes here	Add notes here
Not started	Not started

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Public Health Excellence Shared Services Grant Program

Instructions

Overview The **3 PHE Grant Requirement** objectives and associated activities and actions that grantees must fulfill to meet programmatic requirements

Directions These objectives and associated activities will be pre-filled and local health departments must complete the following activities for each PHE Grant Requirement 1, 2, and C3. Please fill in the following directions:

- 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
- Update the Q1-Q4 status according to the quarter with one of the following: Not Started, In Progress, Completed

Objective #	Objective Description
PHE Grant Requirement 2	FPHS Review: Participate in trainings, a capacity and expertise review

Activity	Activity Description	Staff Lead Name (First Last)
A	Attend Foundational Public Health Services (FPHS) Framework review trainings and technical assistance meetings, and gather necessary documents (e.g., municipal budgets).	
B	Have your Shared Services Coordinator facilitate discussions with your SSA about capacity and expertise within the FPHS	

D	Foundational Areas and Foundational Capabilities to prepare for the capacity and expertise SSA-level review and cost reporting.	
C	Complete the FPHS Shared Services Review collaboratively with your SSA (early 2025).	

Program FY25 Workplan

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are essential components mandated by the Public Health Excellence (PHE) Grant Program
ents and ensure alignment with grant goals.

ked in the associated tabs in the Workplan for FY 25 completion (tabs
etails:

progresses
ress Notes sections
ie following dropdown options: Not started, In progress, Stalled,

iew (SSA-level), and cost reporting related to the Foundational Public Health Services (FPH

Support Staff Name (First Last)	Start Date	End Date	Q1 Status	Q2 Status
	Projected Start Date	Projected End Date	Not started	Not started
	Actual Start Date	Actual End Date	Add notes here	Add notes here
	Projected Start Date	Projected End Date	Not started	Not started

	Actual Start Date	Actual End Date	Add notes here	Add notes here
	Projected Start Date	Projected End Date	Not started	Not started
	Actual Start Date	Actual End Date	Add notes here	Add notes here

[Return to Instructions Tab](#)

i. They outline specific criteria and

s)

Q3 Status	Q4 Status
Not started	Not started
Add notes here	Add notes here
Not started	Not started

Add notes here	Add notes here
Not started	Not started
<i>Add notes here</i>	<i>Add notes here</i>

Public Health Excellence Shared Services Grant Program

Instructions

Overview The **Sustainability Objectives** focus on initiatives aimed at ensuring the success of participating entities.

SSAs will choose at least 1 of the Sustainability Objectives to include from the Workplan Content Document (copy and paste) or edit them

SSAs who opt to select 1 Sustainability objective should delete the Sustainability Objectives section from the Workplan Content Document

Directions Please fill in the following details:

- Determine whether the activity was selected from the Workplan Content Document
 - o If the activity was selected from the Workplan Content Menu Item, please include the following information:
- 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 section
- Update the Q1-Q4 status according to the quarter with one of the following:

Objective #	
Sustainability 1	

Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?
A		Response Required

B		Response Required
C		Response Required
D		Response Required
E		Response Required
F		Response Required
G		Response Required
H		Response Required

ID		Response Required
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am FY25 Workplan

he long-term viability and collaborative utilization of resources within SSAs. These objectives aim to fo

in the workplan. SSAs will choose the an objective **from the dropdown menu** and can decide whether to be more specific to their needs.

sustainability 2 tab or leave it blank. SSAs who opt to select more than 2 Sustainability objectives should

ontent Menu or if it is Custom
but was edited slightly, still select 'Workplan Content Menu' from the dropdown to reflect its origin

ogresses
is Notes sections
ollowing dropdown options: Not started, In progress, Stalled, Completed

Sustainability Objective 1 Description

Choose Sustainability Objective from Dropdown

Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date	Q1 Status
		Projected Start Date	Projected End Date	Not started
		Actual Start Date	Actual End Date	Add notes here

[illegible]

		Actual Start Date	Actual End Date	<i>Add notes here</i>
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[Click to Return to Instructions Tab](#)

ster resilience, efficiency, and equitable distribution of services among

they would like to use the activities associated with that objective

duplicate the tab before filling in the table below.

Q2 Status	Q3 Status	Q4 Status
Not started	Not started	Not started
Add notes here	Add notes here	Add notes here

[illegible]

Add notes here

Add notes here

Add notes here

Public Health Excellence Shared Services Grant Program

Instructions

Overview The **Sustainability Objectives** focus on initiatives aimed at ensuring the health and well-being of participating entities.

SSAs will choose 1 of the Sustainability Objectives to include in the v Workplan Content Menu (copy and paste) or edit them to be more s

SSAs who opt to select 1 Sustainability objective should delete the Su

- Directions** Please fill in the following details:
- Determine whether the activity was selected from the Workplan Content Menu or if the activity was selected from the Workplan Content Menu I
 - 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
 - Update the Q1-Q4 status according to the quarter with one of the f

Objective #	
Sustainability 2	

Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?
A		Response Required

B		Response Required
C		Response Required
D		Response Required
E		Response Required
F		Response Required
G		Response Required
H		Response Required

ID		Response Required
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am FY25 Workplan

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ustainability 2 tab or leave it blank. SSAs who opt to select more than 2 Sustainability objectives should

ontent Menu or if it is Custom
but was edited slightly, still select 'Workplan Content Menu' from the dropdown to reflect its origin

ogresses
is Notes sections
ollowing dropdown options: Not started, In progress, Stalled, Completed

Sustainability Objective 2 Description

Choose Sustainability Objective from Dropdown

Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date	Q1 Status
		Projected Start Date	Projected Start Date	Not started
		Actual Start Date	Actual End Date	Add notes here

		Projected Start Date	Projected End Date	Not started
		Actual Start Date	Actual End Date	<i>Add notes here</i>
		Projected Start Date	Projected Start Date	Not started
		Actual Start Date	Actual End Date	<i>Add notes here</i>
		Projected Start Date	Projected End Date	Not started
		Actual Start Date	Actual End Date	<i>Add notes here</i>
		Projected Start Date	Projected Start Date	Not started
		Actual Start Date	Actual End Date	<i>Add notes here</i>
		Projected Start Date	Projected End Date	Not started
		Actual Start Date	Actual End Date	<i>Add notes here</i>
		Projected Start Date	Projected Start Date	Not started
		Actual Start Date	Actual End Date	<i>Add notes here</i>
		Projected Start Date	Projected End Date	Not started

		Actual Start Date	Actual End Date	<i>Add notes here</i>
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[Click to Return to Instructions Tab](#)

ster resilience, efficiency, and equitable distribution of services among

would like to use the activities associated with that objective from the

duplicate the tab before filling in the table below.

Q2 Status	Q3 Status	Q4 Status
Not started	Not started	Not started
Add notes here	Add notes here	Add notes here

[illegible]

Add notes here

Add notes here

Add notes here

Public Health Excellence Shared Services Grant Program

Instructions

Overview The **3 Performance Standards Objectives** focus on working to achieve the health services. These objectives aim to guarantee that participating entities

SSAs will choose 3 of the Performance Standards Objectives to include in Environmental Health) and (if applicable) Performance Standards Subcategory associated with that objective from the Workplan Content Menu (copy and

SSAs who opt to select more than 3 Performance Standards objectives should

- Directions**
- Racial Equity Consideration:**
- Refer to the document titled "FY25 PHE Grantee Workplan: Racial Equity Consideration" o This document contains various themes and corresponding considerations
 - In cell E10 select the racial equity theme that is most relevant to your community
 - Once a theme is selected in cell E10, cell F10 will automatically populate
 - Ensure that at least one activity is directly related to the selected racial equity theme

- Please fill in the following details:**
- Determine whether the activity was selected from the Workplan Content Menu o If the activity was selected from the Workplan Content Menu but was not selected as a result of the Performance Standards Objective
 - 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
 - Update the Q1-Q4 status according to the quarter with one of the following

Objective #	Performance Standards Objectives	
Performance Standard Objective 1	Choose Performance Standards Objective	
	This Performance Standards Objective was selected as a result of:	
	Racial Equity Consideration:	Theme

Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?
A		Response Required
B		Response Required
C		Response Required
D		Response Required
E		Response Required
F		Response Required

I		Response Required
G		Response Required
H		Response Required

FY25 Workplan

Massachusetts Performance Standards for Local Public Health and act as measurable goals that all local public health departments adhere to established performance criteria, thereby improving service delivery.

the workplan. SSAs will choose an objective **from the dropdown menu**. Then they will choose a category (e.g., Title 5) they would like to focus on under the Topic Area heading. SSAs can then add, delete, or edit them to be more specific to their needs.

could duplicate the tab before filling in the table below.

by Guidance Document"
operations related to racial equity
chosen Performance Standards objective and applicable to your SSA
with the associated racial equity consideration
equity theme and consideration

it Menu or if it is Custom
was edited slightly, still select 'Workplan Content Menu' from the dropdown to reflect its o

sses
tes sections
ving dropdown options: Not started, In progress, Stalled, Completed

Objective 1 Description	
Selected Objective from Dropdown	Performance Standards
Response Required	Consideration

Is This Activity Related to the Racial Equity Consideration?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
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Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date

[Click to Return to Instructions Tab](#)

ls for assessing the efficiency and quality of public

pose the Performance Standards Category (e.g.,
n decide whether they would like to use the activities

origin

Topic Area	
Standard Category	Environmental Health Subcategory 1 (If Applicable)

<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>
Not started	Not started	Not started	Not started
<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>
Not started	Not started	Not started	Not started
<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>

Public Health Excellence Shared Services Grant Program

Instructions

Overview The **3 Performance Standards Objectives** focus on working to achieve the health services. These objectives aim to guarantee that participating entities

SSAs will choose 3 of the Performance Standards Objectives to include in Environmental Health) and (if applicable) Performance Standards Subcategory associated with that objective from the Workplan Content Menu (copy and paste)

SSAs who opt to select more than 3 Performance Standards objectives should

- Directions**
- Racial Equity Consideration:**
- Refer to the document titled "FY25 PHE Grantee Workplan: Racial Equity Consideration" o This document contains various themes and corresponding considerations
 - In cell E10 select the racial equity theme that is most relevant to your community
 - Once a theme is selected in cell E10, cell F10 will automatically populate
 - Ensure that at least one activity is directly related to the selected racial equity theme

- Please fill in the following details:**
- Determine whether the activity was selected from the Workplan Content Menu o If the activity was selected from the Workplan Content Menu but was not selected as a result of the Racial Equity Consideration
 - 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
 - Update the Q1-Q4 status according to the quarter with one of the following

Objective #	Performance Standards Objectives	
Performance Standard Objective 2	1 - Enhance staff capacity to effectively meet mandated inspection requirements	
	Performance Standards Objectives	
	This Performance Standards Objective was selected as a result of:	
	Racial Equity Consideration:	Theme

Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?
A		Response Required
B		Response Required
C		Response Required
D		Response Required
E		Response Required
F		Response Required

I		Response Required
G		Response Required
H		Response Required

FY25 Workplan

Massachusetts Performance Standards for Local Public Health and act as measurable goals that all local public health departments adhere to established performance criteria, thereby improving service delivery.

the workplan. SSAs will choose an objective **from the dropdown menu**. Then they will choose a category (e.g., Title 5) they would like to focus on under the Topic Area heading. SSAs can then add, delete, or edit them to be more specific to their needs.

could duplicate the tab before filling in the table below.

by Guidance Document""
operations related to racial equity
chosen Performance Standards objective and applicable to your SSA
with the associated racial equity consideration
equity theme and consideration

it Menu or if it is Custom
was edited slightly, still select 'Workplan Content Menu' from the dropdown to reflect its o

sses
tes sections
ving dropdown options: Not started, In progress, Stalled, Completed

Objective 1 Description	
nal requirements and enforce regulations, in alignment with the for Local Public Health	Environme
CART Assessment	
	Consideration

Is This Activity Related to the Racial Equity Consideration?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response			Projected Start Date	Projected End Date

Required			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date

[Click to Return to Instructions Tab](#)

als for assessing the efficiency and quality of public

pose the Performance Standards Category (e.g.,
n decide whether they would like to use the activities

origin

Topic Area	
Mental Health	Food Protection

<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>
Not started	Not started	Not started	Not started
<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>
Not started	Not started	Not started	Not started
<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>

Public Health Excellence Shared Services Grant Program

Instructions

Overview The **3 Performance Standards Objectives** focus on working to achieve the health services. These objectives aim to guarantee that participating entit

Directions SSAs will choose 3 of the Performance Standards Objectives to include in Environmental Health) and (if applicable) Performance Standards Subcate associated with that objective from the Workplan Content Menu (copy an

SSAs who opt to select more than 3 Performance Standards objectives sh

- Racial Equity Consideration:**
- Refer to the document titled ""FY25 PHE Grantee Workplan: Racial Equi
 - o This document contains various themes and corresponding consid
 - In cell E10 select the racial equity theme that is most relevant to your ch
 - Once a theme is selected in cell E10, cell F10 will automatically populate
 - Ensure that at least one activity is directly related to the selected racial c
- Please fill in the following details:**
- Determine whether the activity was selected from the Workplan Center
 - o If the activity was selected from the Workplan Content Menu but v
 - 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 progres
 - Update any progress notes as needed in the Q1-Q4 Activity Progress No
 - Update the Q1-Q4 status according to the quarter with one of the follow

Objective #	Performance Standards C	
Performance Standard Objective 3	Choose Performance Standard	
	This Performance Standards Objective was selected as a result of:	
	Racial Equity Consideration:	Theme

Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?
A		Response Required
B		Response Required
C		Response Required
D		Response Required
E		Response Required
F		Response Required

I		Response Required
G		Response Required
H		Response Required

FY25 Workplan

Massachusetts Performance Standards for Local Public Health and act as measurable goals that all local public health departments adhere to established performance criteria, thereby improving service delivery.

the workplan. SSAs will choose an objective **from the dropdown menu**. Then they will choose a category (e.g., Title 5) they would like to focus on under the Topic Area heading. SSAs can then add, delete, or edit them to be more specific to their needs.

could duplicate the tab before filling in the table below.

Guidance Document""
Considerations related to racial equity
Chosen Performance Standards objective and applicable to your SSA
Consistent with the associated racial equity consideration
Racial equity theme and consideration

it Menu or if it is Custom
was edited slightly, still select 'Workplan Content Menu' from the dropdown to reflect its o

sses
tes sections
ving dropdown options: Not started, In progress, Stalled, Completed

Objective 1 Description	
Selected Objective from Dropdown	Performance Standards
Response Required	Consideration

Is This Activity Related to the Racial Equity Consideration?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response			Projected Start Date	Projected End Date

Required			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date

[Click to Return to Instructions Tab](#)

ls for assessing the efficiency and quality of public

pose the Performance Standards Category (e.g.,
n decide whether they would like to use the activities

origin

Topic Area	
Standard Category	Environmental Health Subcategory (If Applicable)

Q1-Q4 Progress and Notes

[illegible]

<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>
Not started	In progress	Not started	Not started
<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>
Not started	In progress	Not started	Not started
<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>	<i>Add notes here</i>

Public Health Excellence Shared Services Grant Prog

Instructions

Overview The **Elective Objectives** offer flexibility for SSAs to tailor objectives select from pre-written Elective Objectives if they prefer. This cate

SSAs may select 1 or more Elective Objective(s) to include in the w
SSAs who opt to select more than 1 Elective Objective should dupl

- Directions**
- Racial Equity Consideration:**
- Refer to the document titled "FY25 PHE Grantee Workplan: Raci:
o This document contains various themes and corresponding
 - In cell E10 select the racial equity theme that is most relevant to
 - Once a theme is selected in cell E10, cell F10 will automatically p
 - Ensure that at least one activity is directly related to the selectec
- Please fill in the following details:**
- Determine whether the activity was selected from the Workplan
o If the activity was selected from the Workplan Content Mer
 - 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
 - Update any progress notes as needed in the Q1-Q4 Activity Prog
 - Update the Q1-Q4 status according to the quarter with one of th

Objective #	Type and Equity Consideration	
Elective Objective 1	Option 1: Choose from the dropdown:	
	Option 2: Open field for SSA-developed objective:	

	Racial Equity Consideration	
--	------------------------------------	--

Activity	Activity Description	Is this activity selected from the Workplan Menu or is it custom?
A		Response Required
B		Response Required
C		Response Required
D		Response Required
E		Response Required

F		Response Required
G		Response Required
H		Response Required

Program FY25 Workplan

according to their unique goals and community needs. SSAs have the option to either create a new category or select an existing category. This category allows SSAs to customize their approach while ensuring alignment with overarching program goals.

Workplan. SSAs have the option to (1) select any of the pre populated Objectives and Activities from the dropdown menu, or (2) create a new Objective and Activity. Select the tab before filling in the table below.

"Racial Equity Guidance Document"
Considerations related to racial equity
your chosen Performance Standards objective and applicable to your SSA
populate with the associated racial equity consideration
of racial equity theme and consideration

Content Menu or if it is Custom
you but was edited slightly, still select 'Workplan Content Menu' from the dropdown to reflect

progresses
Progress Notes sections
the following dropdown options: Not started, In progress, Stalled, Completed

Elective Objective Description (choose from dropdown menu)
Choose Elective Objective from dropdown menu

Theme	
-------	--

Is This Activity Related to the Racial Equity Consideration?	Staff Lead Name & Title	Support Staff Name & Title	Start Date	End Date
Response Required			Projected Start Date	Projected Start Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected Start Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date

Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date
Response Required			Projected Start Date	Projected End Date
			Actual Start Date	Actual End Date

[Click to Return to Instructions Tab](#)

ft their own objectives that align closely with their SSA's mission or
rogram objectives.

ies from the Workplan Content Menu, or (2) create their own.

ect its origin

or write your own)

own

Consideration

Q1 Status	Q2 Status	Q3 Status	Q4 Status
Not started	In progress	Not started	Not started
Add notes here	Add notes here	Add notes here	Add notes here
Not started	In progress	Not started	Not started
Add notes here	Add notes here	Add notes here	Add notes here
Not started	Not started	Not started	Not started
Add notes here	Add notes here	Add notes here	Add notes here
Not started	Not started	Not started	Not started
Add notes here	Add notes here	Add notes here	Add notes here
Not started	In progress	Stalled	Completed
Add notes here	Add notes here	Add notes here	Add notes here

Not started	In progress	Stalled	Completed
Add notes here	Add notes here	Add notes here	Add notes here
Not started	In progress	Stalled	Completed
Add notes here	Add notes here	Add notes here	Add notes here
Not started	In progress	Stalled	Completed
Add notes here	Add notes here	Add notes here	Add notes here

