

Reporting Guidance

Metric	Metric Description
Number of presentations to municipal decision-makers to propose local policy strategies	Number of presentations of model regulation and tobacco industry tactics given to municipal decision-makers to build support for local policy change during the reporting period. Please note municipality.
Number of municipalities for which model policy has been changed/created	Number of municipalities where work has been done to draft new regulations/ordinances that include model regulation language. Please note municipality.
Number of tobacco retail density policies passed	Number of municipalities that have passed density policies. Please note municipality.
Number of cigar pricing and packaging policies passed	Number of municipalities that have passed cigar pricing policies. Please note municipality.
Number of BOH collaborative meetings held	Number of BOH collaborative/regional meetings held to discuss policy initiatives and program priorities during the reporting period. If single city program, list number of meetings with Board/Health Commission or other equivalent
Number of investigations made to smoke-free workplace law complaints	Follow-up investigation to complaints made to the BOH program directly or requests made from MTCP's complaint line
Number of retailer inspections conducted	100% of all stores are to be completed by end of year
Number of compliance checks conducted	100% of all stores are to be completed by end of year. See protocol for more information
Number of follow-up visits conducted from violations of previous compliance checks and inspections	Required to complete within 3-6 months of violation. See protocol for more details
Local BOH/DOR collaboration	Please note any collaborations with DOR. Please note municipality.
Equity Narrative	Note how equity was considered in reaching metric- could be professional development, change in approach to work, change in conversations, etc. Note successes and barriers
Progress Narrative	Please report any successes or barriers and noteworthy specifics. Include specific municipalities where work was conducted
Racial Equity Metric	Report on metrics submitted on FY25 work plan

Policy Reporting

Metric	Metric #	Equity Narrative	Progress Narrative (including successes and barriers)	Contract Manager Comments
Number of presentations to municipal decision-makers to propose local policy strategies	Q1	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
	Q4	Q4	Q4	Q4
Number of municipalities for which policy has been changed/created	Q1	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
	Q4	Q4	Q4	Q4
# of tobacco retailer density policies passed(specify specific policy)	Q1	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
	Q4	Q4	Q4	Q4
# of cigar pricing packaging policies passed	Q1	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
	Q4	Q4	Q4	Q4
Number of BOH	Q1	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q2	Q2	Q2	Q2

collaborative meetings held	Q3			
	Q4			
	Notes Q1			
	Notes Q2			
	Notes Q3			
	Notes Q4			

Enforcement and Surveillance Report

Metric	# Complete	Equity Narrative	Progress Narrative (including successes and barriers)	Contract Manager Comments
Number of Investigations made to Smoke Free Workplace Law complaints				
	Q1	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
Number of retail inspections completed				
	Q1	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
Number of compliance checks completed with youth buyers				
	Q1	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
Number of follow up visits conducted from violations of previous compliance checks and/or inspections				
	Q1	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3

	Q4	Q4	Q4	Q4
Local BOH and DOR Collaboration	Q1	Q1	Q	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
	Notes Q1			
Notes Q2				
	Notes Q3			
	Notes Q4			

Racial Equity Development Reporting

Skill Area	Equity Narrative	Progress Narrative (including successes and barriers)	Contract Managers Comments
	Q1	Q1	Q1
	Q2	Q2	Q2
	Q3	Q3	Q3
	Q4	Q4	Q4
	Q1	Q1	Q1
	Q2	Q2	Q2
	Q3	Q3	Q3
	Q4	Q4	Q4
	Q1	Q1	Q1
	Q2	Q2	Q2
	Q3	Q3	Q3
	Q4	Q4	Q4
Notes Q1			
Notes Q3			
Notes Q4			
Notes Q5			