

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 None. MVRPH communities have all considered NFG, six of seven have adopted the policy. Waiting for Medford to vote.	Q1 This region is playing a leadership role in NFG as a way to combat the tobacco industry's relentless attack on our youth with new, appealing, cheap, high nicotine products. There are more minority youth in our two largest communities so it is especially impotaant that we adopt this tobacco contol policy in those communities. Special attnetion has been given to Medford to move this policy along	Q1 Great work. Glad to see it is in communities with comprehensive regulations in place as well
	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 None. Expected Medford to vote on NFG but they tabled it until next meeting.	Q1 N/A	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 NONE All have permit cap. Three have strictest policy in the state - no new permits. Period. No grace period for change of ownership.	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 NONE All seven cominites in this collaborative have cigar minimum price regualtion.	Q1 N/A	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
	Q4	Q4	Q4	Q4
Number of BOH	Q1	Q1 Formal HD quarterly meeting Sep. 25 but other opportunities exist for regular communication and updates. HDs continue to show interest in new tobacco (and non-tobacco) products and allow for time to discuss/address. Local state legislators also interested in keeping informed.	Q1 I am fortunate in this area that the HD's pay attnetion to youth risk behavior data and care about youth substance use and are willing to pass innovative regulations to reduce access - not just tobacco but also THC-infused seltzer, and most recently the huge flavored whippets that have entered the marketplace.	Q1 Your region is progressive and comprehensive for sure
	Q2	Q2	Q2	Q2
	Q2	Q2	Q2	Q2

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

I will continue to try to be an advocate to programs outside of my region
whenver ever asked by peers or other prevention professionals.

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 Secondhand smoking complaints are investigated and follow-up on without regard to status of the person filing the complaint or the person or entity being complained about. Many times I don't even know the race, ethnicity, legal status, etc. of the caller. I haven't had any calls that required any non	Q1 These are the worst calls. Many come from tenants in multi-unit housing which means the property owner or management company must resolve the complaint. We can only ask what their protocol is and if they are following protocol. I have referred callers to the Smoke-free housing help line. Many of these calls are repeat calls and we often hear two very different stories depending on who we are talking to.	Q1 Complaints are tough, especially SFH. Thanks for your thoughtful and caring follow up
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
Number of retail inspections completed	Q1 51	Q1 Winchester, Reading and Melrose (my smallest communities) are complete. Wakefield is half done. I am pushing hard to complete inspections in the six communities that have already adopted NFG before I go back to do retailer education. I am doing inspections out of order because Medford has not yet passed NFG. I will leave them until last and focus on communities that have passed NFG.	Q1 See "Equity Narrative". I simply take the list of stores in any particular town and inspect based on the stores listed. Same with compliance checks. No extra inspections or extra compliance checks except for failed	Q1 Seems smart. Just make sure to ensure a presence in the stores throughout the year which will seem to happen with NFG educational round but just be aware
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
Number of compliance checks completed with youth buyers	Q1 135	Q1 I am intentionally ahead of scheduled on both inspections and compliance checks as I am very aware that a huge portion of my time in this next quarter will be taken up with retailer education as six of my seven communities (and maybe seven) will be implementing NFG effective 1/1/2025.	restricting youth access to nicotine products. We know that if we put off initiation until later years there is less likelihood of ever becoming addicted. Since smoking rates are higher in black and brown communities this policy will impact black and brown communities even more.	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 2	Q1	Q1	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3

	Q4	Q4	Q4	Q4
Local BOH and DOR Collaboration	Q1 NONE	Q1 While there were several collaborative situations last year, none have happened yet this year. I know my DOR agent and we have each other on speed dial. He's great to work with.	flavored products, or something new that we havne't seen before. I can't say there is an equity angle. It's watever we find in the store, not who owns the store or who the customers are or the neighborhood it's in.	Q1 Good to hear.
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
	Notes Q1	Trained two new youth buyers. Will be meeitng with City-wide PTO presidents at which time I will describe youth buyer opportunity so that there continues to be a "farm team" ready to go. Also will pitch to 84's in this region as well as to MVPH Youth Group. Also, will conitnue to be alert to products that may be of concern to HD's (THC-infused seltzers last year and Galaxy Gas this year) as they rely on feet-on-the-gound reports.		
Notes Q2				
Notes Q3				
Notes Q4				

Racial Equity Development Reporting

Skill Area	Equity Narrative	Progress Narrative (including successes and barriers)	Contract Managers Comments
	Q1 Continue to watch for opprotunities to all do current knowledge and to refresh past learning experiences.	Q1 Working on a New England Innocence project to free unfairly imprisoned jail inmates, most of whom are people of color. Continue to attend regular meetings of FBLM (Friends of Black Lives Matter) as well as particaapting in trainings offered by City of Melrose or by the Mystic Valley Public Health Collaborative.	Q1 Great stuff.
	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			