

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 important that we adopt this tobacco control policy in those communities. Special attention 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	compelling report on how this policy in particular is aimed at improving the health of low income, mostly immigrant communities which we share with interested communities.	where all municipalities have all of the updated regulations and six of seven have adopted NFG. Nine presentations and/or testimony in non-Mystic Valley Region communities, some of which adopted NFG.	Q2 Would love to see the report by the doc.
	Q3	NFG. Tri Town Council among others. Several presentations coming up in the next week. Lee/Lennox/Stockbridge, Mansfield, Hopkinton to name a few.	provided testimony, both written and in person or virtually for all. I also presented NFG, and/or provided testimony in other communities that have not yet adopted NFG (see above).	Q3 Interesting to see the communities considering NFG.
	Q4	meetings in Lennox, Lee, Lee/Lennox/Stockbridge, Mansfield, Hopkinton (2), Provincetown, Hardwick, Bellingham Town Meeting, and most recently North Reading (2) and Rockport.	"what/why/how", as well as our experience in the MVRPH region since other than Brookline we have the most experience with this policy. Inquiries come from fellow Tobacco Prevention Program managers, TPM, THK, ASH, and others	Q4 Thank you for being a support and ally. Seems like lots of discussions are happening. If you have a standard presentation I would love to see it.
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	Same as above	Lennox, Needham, Manchester, Westchester, and Chelsea all adopted NFG. I provided testimony, both written and in person or virtually for all. I also presented NFG, and/or provided testimony in other communities that have not yet adopted NFG (Lisington, Belmont, Somerville).	Q2 The Task force and you have been busy. Please make sure to continue to keep all funded BOHs looped in and coordinate efforts with them.
	Q3	Q3	Q3	Q3
	Q4	Same as above. (See Policy Reporting section.)	nicotine pouch restrictions but want to get NFG under our belts first, though retailers seem to be "getting it".	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	N/A	All of my communities have a permit cap. Three communities have the most progressive permit cap in the state.	Q2
	Q3	N/A	Q3	Q3
	Q4	Same	Same as previous quarters	
# of cigar pricing/packaging policies passed	Q1	Q1 NONE. All seven cominites in this collaborative have cigar minimum price regulation.	Q1 N/A	Q1
	Q2	N/A	All of my communities have cigar minimum price regulation.	Q2
	Q3	N/A	All of my communities have cigar minimum price regulation.	Q3
	Q4	Q4	Q4	Q4
Number of BOH collaborative meetings held	Q1	Q1 formal H2 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 attention 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
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
Notes Q1				
Notes Q2				
Notes Q3				
Notes Q4				

whenever 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 items 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	regard to who made the complaint or who might have been smoking or where they were allegedly smoking, whenever there are complaints that need to be investigated.	N/A No complaints of workplace smoking this quarter. Several SFH (Smoke-Free Housing) complaints investigated.	Q2 Thank you for following up on the complaints.
	Q3	regard to who made the complaint or who might have been smoking or where they were allegedly smoking, whenever there are complaints that need to be investigated.	workers and customers in the on-premises site visit as well as the impact on allowing marijuana smoking may have on the state's very important smoke-free workplace law.	Q3 SFNPL are important and it is good for the CCC to be reminded
	Q4	Same as prior quarters.	N/A NOTE: No SFMP complaints but one Smoke-Free Housing complaint, plus follow-up calls on two prior SFH complaints.	Q4 Thank you for following up on the complaints
Number of retail inspections completed	51	the complete, was not to that point. I am planning to do a complete inspection 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 check. 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
	27	The same protocol is followed for every retail store inspection - driven by the POST retail store education form.	retailer education regarding the new policy as well as new sign delivery -- a total of 122 stores. Also helped Bonny Carroll by conducting retailer education and sign delivery for twenty-two stores in Chelsea.	Q2 So glad to seem stores are complaint. That is good news.
	61	he same protocol is followed for every retail store inspection - driven by the POST retail store education form.	Worked with DOR to effect a confiscation or all flavored products. A few sign violations. No vapes with more than 3% nicotine found in any family friendly stores. No Newport New-menthols.	Q3 Glad to see stores are compliant
	59	SAME as prior quarters	Similar to last quarter - a few sign violations. Several new store owners which required extra retailer education. Malden stores were the focus of the past month or so, interesting to see how we put off inflation 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.	Q4 I am glad to see that retailers/owners are aware and understand NFG. Hopefully that continues and results in great compliance
Number of compliance checks completed with youth buyers	135	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.	we put off inflation 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
	238	The same protocol is followed for every compliance check - driven by the POST Enforcement form.	discrete. Or they pick up on my youth buyers and are savvy enough to only sell to "known" youth. I mix up my visits - a male one time, a female the next. After school, early evening, Saturday afternoon, Sunday morning, even holidays.	Q2 That was a good idea to get data before the new reg. Curious to see what rates will be going forward. Any plans to add some older youth? Maybe students from Tufts are looking for a side gig?
	139	The same protocol is followed for every compliance check - driven by the POST Enforcement form.	Magistrate.	Q3 Interesting notes on the checks this quarter. Lots of changes so I also wonder if that effected the sales rate.
	83	SAME as prior quarters	Need to start recruiting for next year. I'll lose two youth who did a lot of checks with me over the past two years.	Q4 Good, hopefully no appeals will happen
Number of follow up visits conducted from violations of previous compliance checks and/or inspections	2		Conducted compliance checks for a little more than half of Malden stores. No sales. Conducted compliance checks in all Medford stores. Four	Q1
	10	Since follow-ups are prescribed by the workplan there is no wiggle room to treat a minority owned stores (or minority employees) differently than other employees.	Q1	Q2 We will be working on translation solutions this year. What languages would be helpful even though most speak English?
	16	Since follow-ups are prescribed by the workplan there is no wiggle room to treat a minority owned stores (or minority employees) differently than other employees.	Six of the sixteen follow-up visits (some compliance checks, some re-inspections) were at the same problem store.	Q3 Thanks for following up. Keep POST updated with the information
	4	SAME as prior quarters	Routine follow-ups. Nothing special to report. New vape store owner in Malden. Will do another follow-up to make sure he/she understand all local and state regs. Recent visit with clerk was worrisome.	Q4 OK
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.	products or flavored products, or something new that we haven't seen before. I can't say there is an equity angle. It's whatever 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 meeting with Citywide PIO 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 B4's in this region as well as to MVPH Youth Group. Also, will continue 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 feed-on-the-ground reports.	prevention activities and policies: working with Chris Hamilton and Anthony Chul, their are no working at the recent conference in Springfield in November, which resulted in interest from some HD's who admitted they were not really thinking about the policy before hearing our presentation. Also attended several interesting workshops/presentations including one by the Fall River Food Inspector who explained his personal safety routine. Participated in, along with Adelle Ramos, Stoneham's School Safety Night. Answered questions from fellow Tobacco Program Managers and provided input to the NFG Guidance Doc recently released by MTCP. I've also provided NFG info to many of my colleagues and their HD's or Boards, Etc.	Buy as usual! Thanks for supporting programs around the state. Remember to check in with myself and Rachel for talking points for podcasts, presentations, etc. We are here to support and keep messaging consistent.
	Q2	I've also provided NFG info to many HD's, Board members, and Substance Prevention colleagues, and others beyond the MV region. And we continue to receive media inquiries which I refer to Anthony Chul for response.		supporting programs around the state. Remember to check in with myself and Rachel for talking points for podcasts, presentations, etc. We are here to support and keep messaging consistent.
	Q3	Assisted in training of new Brookline Tobacco Program Manager. Conducted special inspections in Arlington, Belmont and		supporting programs around the state. Remember to check in with myself and Rachel for talking points for podcasts, presentations, etc. We are here to support and keep messaging consistent.
	Q4	Usual assortment of MTCP Zoom and off-site meetings, plus ASH, TFM (in-person this quarter), etc.; applied for MHOA workshop (approved) and NCTOH Conference (approved); honored by MASS Commission on Women at the State House June 26; applied for Alcohol Education Foundation grant to help		supporting programs around the state. Remember to check in with myself and Rachel for talking points for podcasts, presentations, etc. We are here to support and keep messaging consistent.

Racial Equity Development Reporting

Skill Area	Equity Narrative	Progress Narrative (including successes and barriers)	Contract Managers Comments
	Q1 Continue to watch for opportunities 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 FELM (Friends of Black Lives Matter) as well as participating in trainings offered by City of Melrose or by the Mystic Valley Public Health Collaborative.	Q1 Great stuff!
	Same as Q1	Time allows. Chris Bontic from ASH has become more personally involved in NIG activities in Massachusetts - even providing testimony at some public hearings.	Q2 Those are all good orgs to follow and learn from. Great points and completely agree about Chelsea. Interesting to see how it goes there.
	Q3	Time allows. And I attend local meetings as much as I can - Melrose Racial Justice Coalition, NE Innocence Project though my attendance this year has been very sporadic.	Q3 OK
	Same as prior quarters	activities important, they provide fertile ground for networking both to spread the word about our tobacco prevention work but also to engage advocates for policy change.	Q4 Great groups to be part of. We should talk further about how work strategically and maybe more formally on these SDOH/tobacco connections with these partners.
	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 Q2			
Notes Q4			
Notes Q5			
