Melrose Workplan Tracker FY2026

Objectives	Description (pre-filled)	Activity	Objective Drop Down	Racial Equity Theme	Racial Equity Activity	This objective was selected due to	Performance Standards Topic Area	Environmental Health Subcategory (if applicable)	Selected Activity	Staff Lead	Support Staff	Start Date	End Date	T1 Status	T1 Progress Notes	T2 Status	T2 Progress Notes	T3 Status	T3 Progress Notes
Grant Administration	PHE Grant Requirement 1: Grant Administration: Demonstrate/ensure all PHE Grant Program contractual requirements for the upcoming fiscal year																		
		A. Attend monthly PHE Grantee meetings – ensure attendance of lead municipality and Shared Services Coordinator (SSC), or a designated alternate.								Deanna Wu	achu@cityofmelrose.org	07/01/25	06/30/26						
		B. Maintain Letters of Commitment (LOC) from all Participating Municipalities in the SSA.								Deanna Wu	achu@cityofmelrose.org	07/01/25	06/30/26						
		C. Complete and submit PHE triannual reports in collaboration with your Shared Services Coordinator and all municipalities within the SSA.								Deanna Wu	Gruha Patel	07/01/25	06/30/26						
		D. Governing bodies established through the Intermunicipal Agreement (IMA) shall meet a minimum of once per quarter.								Deanna Wu	achu@cityofmelrose.org	07/01/25	06/30/26		Enter date(s) of governing body's meeting(s).		Enter date(s) of governing body's meeting(s).		Enter date(s) of governing body's meeting(s).
		E. 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.								Deanna Wu	achu@cityofmelrose.org	07/01/25	11/15/25						
		F. 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. Back up user should be a person that has been trained to perform active case investigation and follow-up and could actively investigate a case of disease in their back up capacity. Preferably a public health nurse or regional epidemiologist.								Gruha Patel	Deanna Wu	07/01/25	06/30/26						
Governance	PHE Grant Requirement 2: Governance: Execute and maintain IMA or equivalent																		
		A. Assess and update existing IMA or equivalent (e.g., Health District bylaws) for your SSA.								Deanna Wu	achu@cityofmelrose.org	10/01/25	01/30/26						
		B. Review SSA services and responsibilities planned for FY26. If these services and/or responsibilities are not covered in the existing IMA or equivalent Scope of Services section or exhibit, request legal technical support or work with municipal attorney to address.								Deanna Wu	achu@cityofmelrose.org	07/01/25	09/30/25						
		C. Review IMA or equivalent for expiration dates (if applicable) as well as annual review/ assessment requirements and perform accordingly. Request technical support or work with municipal attorney as needed to renew or amend.								Deanna Wu	achu@cityofmelrose.org								
		D. Submit revisions to the IMA or equivalent to your Program Coordinator within 30 calendar days of full execution.								Deanna Wu	achu@cityofmelrose.org	02/02/26	03/03/26						
FPHS Review	Foundational Public Health Services (FPHS) Review: Review and utilize the data from the FPHS Shared Services Review																		
		A. Using template provided by OLRH, Shared Services Coordinator to email the FPHS Preliminary Results slide deck to all Participating Municipality Board of Health members and health directors who did not attend the SSAs 2025 preliminary results meeting with BME. (T1)								Deanna Wu		7/1/2025	10/31/25	Complete	Completed on 5/29/2025.				
		B. In advance of governance board discussion, Shared Services Coordinator meet with a technical support provider to review results and prepare for the meeting. Work with the technical support provider to select at least one discussion topic from the FPHS Discussion Facilitation Guide.								Deanna Wu	Gruha Patel	7/1/2025	10/31/2025						
		C. Ensure that FPHS FY25 Report appears on the agenda and is discussed during at least one governance board meeting. Representative to facilitate discussion using the FPHS Discussion Facilitation Guide about increased capacity for partnerships, collaboration, or service sharing, both internal and external.								Deanna Wu	achu@cityofmelrose.org	7/1/2025	10/31/2025						
SAPHE 2.0 Reporting	Ensure each participating municipality is fully prepared to meet the annual SAPHE 2.0 reporting requirements																		
		A. Shared Services Coordinator (SSC) and heads of participating municipalities to attend the annual SAPHE 2.0 reporting introductory webinar(s)/technical assistance meeting(s) (late 2025-early 2026 / T2)								Deanna Wu	achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	11/1/2025	2/28/2026						
		B. SSC to notify Participating Municipalities of SAPHE 2.0 reporting requirements (OLRH to provide template email). (Estimated T1/T2/T3)								Deanna Wu	achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	7/1/2025	10/31/2025						
		C. SSC or equivalent shall ensure SAPHE 2.0 reporting compliance of all participating municipalities (January - February 2026 / T2)								Deanna Wu	achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	11/1/2025	2/28/2026						
		D. SSC to ensure that all PHE funded staff complete LPH Workforce Survey. SSC to support OLRH in encouraging local public health staff employed by participating municipalities to complete LPH Workforce Survey (Estimated T2)								Deanna Wu	achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	11/1/2025	2/28/2026						
		E. Vendor shall ensure that Participating Municipalities fully onboard to METRIK and complete inspections for available modules (e.g., Food Inspections, Bathing Beaches, Lab Results, Housing, etc.) in FY26. OR upload documents following instructions from OLRH to complete the document review process. (Estimated T3)								Deanna Wu	achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	3/1/2026	6/30/2026						
METRIK	Participate in the onboarding process to METRIK																		
		A. If inspectional software costs are currently paid through PHE Grant funds and your municipality will not be assuming this expense, work with relevant groups (e.g., municipal IT staff, health department staff, administrators, etc.) to retire existing inspectional systems/software in coordination with METRIK onboarding. Begin planning for the offboarding of existing inspectional software. This includes but is not limited to data migration, license closure, and internal staff communication, in alignment with METRIK guidance.								Deanna Wu	achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	TBD	TBD						
		B. Facilitate conversations with key municipal contacts (e.g., such as public health directors, department heads, SSCs, and IT leads, etc.) using guidance from the METRIK team, to understand and confirm each municipality's adoption plans for METRIK. Separately, support onboarding by assisting key municipal contacts with the timely submission of required documentation for user provisioning. Escalate any concerns or delays with meeting submission deadlines as needed.								achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	Deanna Wu	TBD	TBD						
		C. Coordinate with key municipal contacts to ensure that all PHE-funded staff attend required METRIK trainings. Encourage participation from additional relevant groups (e.g., municipal IT staff, health department staff, administrators, etc.) to ensure comprehensive onboarding and effective system use. Municipalities should designate a training coordinator to track participation and ensure completion is documented to DPH.								Deanna Wu	Gruha Patel	TBD	TBD						
Sustainability 1	Communication & Engagement/Raise awareness of shared services and impact to local resident and communities		Sustainability 1	Community Engagement: partner with community-based organizations, extending reach to historically under-resourced populations & enhancing FPHS delivery capabilities	Cultivate municipal support and buy-in from stakeholder groups (prioritizing municipal stakeholders, like health department staff and municipal leadership)														
Sustainability Racial Equity Theme	Community Engagement: partner with community-based organizations, extending reach to historically under-resourced populations & enhancing FPHS delivery capabilities																		
Sustainability Racial Equity Activity		Cultivate municipal support and buy-in from stakeholder groups (prioritizing municipal stakeholders, like health department staff and municipal leadership)																	
		A. Improve awareness of your shared service arrangement and services provided to key partners in your communities (e.g., LBOHs, Select Boards, Finance Committees, Town Administrators/Managers/Mayors, local legislators, nonprofits, coalitions, and other community partners). Consider use of newsletters, press releases, articles, presentations at public meetings, and quarterly memos targeted for appropriate audience(s) showing value and benefits of shared services.							☑	Deanna Wu	achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	10/01/25	06/30/26						
		B. Prepare monthly and/or quarterly activity reports, showing delivery of shared services to each Participating Municipality. Circulate to appropriate audiences to advance awareness of the SSA and benefits to local residents and communities.							☑	Gruha Patel	Deanna Wu	10/01/25	06/30/26						
		C. Prepare an annual report of SSA activities and delivery of shared services (inspections, enforcement actions, etc.). Consider distributing these materials strategically during the annual budget cycle, to advance support of funding to local public health.							☑	Deanna Wu, Gruha Patel	achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	09/01/25	12/31/25						
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Sustainability 2	Expanded Sharing of Internal Services: Explore opportunities for expanded sharing of services		Sustainability 3	Environmental Justice: Allocate resources equitably to close gaps in environmental protections and access.	Prioritize support to communities with EJ BG														
Sustainability Racial Equity Theme	Environmental Justice: Allocate resources equitably to close gaps in environmental protections and access.																		
Sustainability Racial Equity Activity		Prioritize support to communities with EJ BG																	
		A. Utilizing FPHS Shared Services Review Results, review shared staff capacity and expertise in FPHS Service Delivery Tool to identify strengths and areas of improvement.							☑	Gruha Patel	Deanna Wu	07/01/25	12/31/25						
		B. Assess the level of shared service adoption of each Participating Municipality and identify opportunities for improved sharing of services. Identify and address barriers to sharing services if applicable.							☑	Deanna Wu	Gruha Patel	07/01/25	06/30/26						
		C. Identify municipal staff capacity to support SSA through training (e.g. mentoring, shadowing opportunities), back-up support, and limited inspectional capacity or other support.							☑	Deanna Wu	achu@cityofmelrose.org, Jen Murphy, Laura Viasuk, MaryAnn O'Connor	07/01/25	06/30/26						
		D. Consider sharing of services beyond existing PHE funded shared staff. Develop a request process for Participating Municipalities and appropriate municipal or regional Standard Operating Procedures.							☐										
		E. Develop standard operating procedures, activities, and fees across Participating Municipalities to ensure consistency and equity in service delivery.							☐										
		F. If applicable, request Legal TA through OLRH to review expanded sharing of resources.							☐										

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		G. Engage with Participating Municipalities Boards of Health to approve proposed standard operating procedures, activities, and fees across municipalities to ensure consistency and equity in service delivery.							☐										
		H. [Applicable for SSAs that have municipalities with Inspectional Services Department (ISD)] Collaborate with the Inspectional Services Department (ISD) to discuss sharing existing resources in areas where staffing is needed for the SSA.							☐										
		I. Work to adopt regional uniform local regulations (such as septic, private well, environmental review, and outside consultant regs) to create a level playing field and cohesive regulatory program that better justifies having an SSA-wide fee schedule.							☐										
		J. Consider offering additional services at the SSA level, such as Certified Public Water Supply Operator, Licensed Site Professional, and Certified Wastewater Treatment Plant Operator, to Towns within the SSA that are having staffing issues with finding qualified and credentialed part-time employees to fill these roles.							☐										
		Custom Activity Option							☐										
⊕ Sustainability 3 (optional)			Select Sustainability Objective	Select Equity Theme	Enter Racial Equity Activity														
⊖ Performance Standards 1	Facilitate targeted training opportunities for staff members to address gaps in meeting the Performance Standards		Performance Standards 3	Workforce Diversity: Cultivate a work culture of diversity and belonging, that values different viewpoints and lived experiences to improve employee satisfaction & retention	Develop systems for providing support and mentorship during the workday for employees.	Self Assessment	Environmental Health	Food Protection											
Performance Standards Topic Area	Environmental HealthFood Protection																		
Performance Standards Racial Equity Theme	Workforce Diversity: Cultivate a work culture of diversity and belonging, that values different viewpoints and lived experiences to improve employee satisfaction & retention																		
Performance Standards Racial Equity Activity		Develop systems for providing support and mentorship during the workday for employees.																	
		A. Utilize tools such as the SSA Capacity Assessment Results Toolkit (CART) and Performance Standards Self-Assessment Tool and Addendum to identify areas for improvement within the SSA concerning [insert PS category/subcategory].							☑	Gruha Patel	Deanna Wu	07/01/25	12/31/25						
		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.							☑	Deanna Wu	achui@cityofmelrose.org, Jen Murphy, Laura Vlasuk, MaryAnn O'Connor, Skyler Lesser-Roy, Steve Casey, Terry Kennedy	07/01/25	06/30/26						
		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.							☐										
		D. Work with the Training Hubs and/or coordinate tagalong inspections for knowledge sharing with all Participating Municipalities.							☑	Dan Thompson	Deanna Wu, Skyler Lesser-Roy, Steve Casey, Terry Kennedy	07/01/25	06/30/26						
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		Custom Activity Option							☐										
⊖ Performance Standards 2	Disease Control and Prevention: Ensure adherence to infectious disease case investigation requirements, while enhancing staff training, capacity, and quality improvement initiatives		Performance Standards 4	Workforce Diversity: Cultivate a work culture of diversity and belonging, that values different viewpoints and lived experiences to improve employee satisfaction & retention	Develop systems for providing support and mentorship during the workday for employees.	Foundational Public Health Services Review	Disease Control and Prevention												
Performance Standards Topic Area	Disease Control and Prevention																		
Performance Standards Racial Equity Theme	Workforce Diversity: Cultivate a work culture of diversity and belonging, that values different viewpoints and lived experiences to improve employee satisfaction & retention																		
Performance Standards Racial Equity Activity		Develop systems for providing support and mentorship during the workday for employees.																	
		A. Assess FPHS Shared Service Review Preliminary Results to identify any gaps in Assessment & Surveillance Foundational Capability service delivery and understand staff capacity and expertise							☑	Gruha Patel	Deanna Wu	07/01/25	12/31/25						
		B. Assess staffing and workload across SSA to allocate resources effectively for infectious disease investigations and epidemiology, work within SSA to adjust staff sharing as needed for sustainability and ensure MAVEN coverage with backup staff when necessary.							☑	Deanna Wu	achui@cityofmelrose.org, Gruha Patel, Heidi Gerostergios, Jen Murphy, kdacampo@winchester.us, Laura Vlasuk, MaryAnn O'Connor, Melissa Lowry, mfamagna@cityofmaldan.org, sbrown@wakefield.ma.us	07/01/25	06/30/26						
		C. Connect with local public health nurse consultants to understand local resources and processes for communicable disease response							☑	chassearobin@umass.edu, Deanna Wu, Gruha Patel	Heidi Gerostergios, kdacampo@winchester.us, Melissa Lowry, mfamagna@cityofmaldan.org, sbrown@wakefield.ma.us	07/01/25	12/31/25						
		D. Develop standardized protocols for coordination between local public health nurse and/or epidemiologist to respond to case investigations, outlining clear steps for immediate disease acknowledgment within 48 hours and routine disease acknowledgment within 7 days in MAVEN.							☐										
		E. Ensure understanding and use of MAVEN comprehensive training and resource hub on infectious disease case investigation procedures, including proper documentation, communication protocols, and epidemiological data reporting requirements.							☐										
		F. 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.							☑	Gruha Patel	achui@cityofmelrose.org, Deanna Wu, Heidi Gerostergios, Jen Murphy, kdacampo@winchester.us, Laura Vlasuk, MaryAnn O'Connor, Melissa Lowry, mfamagna@cityofmaldan.org, sbrown@wakefield.ma.us	07/01/25	06/30/26						
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⊕ Elective 1 (optional)			Select Elective Objective	Select Equity Theme	Enter Racial Equity Activity	Select Option													
⊕ Elective 2 (optional)			Select Elective Objective	Select Equity Theme	Enter Racial Equity Activity	Select Option													
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