

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-Mythic 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. Leif/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, Dover, the 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, TKM, ASH, and others	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	Same as above	Concord, 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 (Lynnston, 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 communities 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 HQ 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 HQ'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 ever asked by peers or other prevention professionals.

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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 Bostic from ASH has become more personally involved in NEIG activities in Massachusetts - even providing testimony at some public hearings.	Q2 Those are all good orgs to follow and learn from. Great points and I 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
	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			
