

Pre-Site Visit Materials

We are requesting that your program send an electronic copy of the following written descriptions or materials listed in the tables below to your MTCP contract manager. Please provide these materials prior to your scheduled site visit date to ensure contract managers have enough time to review these materials.

Program Name: _____

1. Program Staffing and Structure
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These descriptions will help us understand how your program is organized, and how that organizational structure supports or challenges the effective management of the program contract.
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- a. Program staffing pattern (including fiscal staff, admin. staff, etc.): for each staff working on the MTCP grant, whether in-kind or paid, please provide their name, position, FTE and a brief description of their role.
- b. Provide a list of contractors working with the program and the specific type of inspections/surveys/work they do.
- c. Please supply a copy of your Youth/Minor application
- d. How are youth paid? What is their hourly rate?

2. Inspections, Compliance Checks, and Enforcement

These descriptions will help us understand your processes for inspections, compliance checks, and enforcement, as well as, the source, flow and maintenance of information in POST. <u>Do not send materials provided by MTCP or that you have already submitted.</u>
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- a. Tobacco Retail Establishment List: Provide a brief description of how you work with the municipal government offices in your collaborative to receive updates of retailers that are closed and open, license renewals and location changes that are used to maintain accurate store lists and store profiles in POST.
- b. Provide a brief description of your process for maintaining an accurate establishment profile for retailers in POST including accurate address and up-to-date product offering list for tobacco.
- c. Provide a brief description of your program's process for entering and tracking enforcement data in POST, as well as, how frequently enforcement cases are revisited and closed out.
- d. Provide a brief description of any way in which your program has had to adapt the MTCP protocol for conducting compliance checks or inspections in order to adhere to local regulations or BOH requests in any of your municipalities.
- e. Provide a brief description of the way your program conducts inspections and retail education in order to adhere to regulations in any of your municipalities.

3. Training

These descriptions provide documentation that thorough and sufficient training occurs for all staff performing duties under the contract. **Do not send materials provided by MTCP or that you have already submitted.**

- a. Briefly describe your process for training non-inspection staff, including admin, data-entry and fiscal staff. If any training materials or documentation of this process exists, please provide them.
- b. Briefly describe your process for training inspectors, outside of the MTCP provided training, if one exists. If applicable, please provide any training materials or documentation of this process.
- c. Briefly describe your process for training minors, outside of the MTCP provided training, if one exists. If applicable, please provide any training materials or documentation of this process.
- d. Briefly describe any other trainings or professional development you have participated in that are relevant to your work.

4. Evidence

These descriptions will provide a summary of procedures for handling, tracking and disposing of physical evidence obtained during compliance checks. **Do not send materials provided by MTCP or that you have already submitted.**

- a. Briefly describe your program's procedures for processing and maintaining collected evidence from the field to storage and describe who has access to the evidence.
- b. How long does your program retain evidence?
- c. How does your program dispose of evidence?

Thank You