

From: Buzby, Maureen <mbuzby@cityofmelrose.org>
Sent: Sep 30, 2025 16:49:01.000000000 UTC
Subject: RE: MTCP Q1 Reporting
To: Brush, Mary (DPH) <mary.brush@mass.gov>

Does Redcap replace the old “SharePoint” report? What I call the SharePoint report. You know, my favorite task of the quarter – the excel spreadsheet. 😊

From: Brush, Mary (DPH) <mary.brush@mass.gov>
Sent: Tuesday, September 30, 2025 12:35 PM
To: Anglin, Neville <nanglin@springfieldcityhall.com>; 'Bob Collett' <bcollett@capecod.gov>; Bonny Carroll <bcarroll@somervillema.gov>; Cesar Pungirum <cpungirum@lowellma.gov>; Harding, Nikysha <NHarding@bphc.org>; 'Jennifer Do-Teixeira' <jteixeira@fallriverma.org>; Jim Wilusz <Jim@tritownhealth.org>; Joan Hamlett <leominsterbohtca@hotmail.com>; Joyce Redford <jredford@salem.com>; Kate Fletcher <kate@tritownhealth.org>; Kathleen Mahoney <kathleen.mahoney@hanover-ma.gov>; Buzby, Maureen <mbuzby@cityofmelrose.org>; Megan DaCosta <Megan.DaCosta@newbedford-ma.gov>; Merridith O'Leary <molearypvtc@gmail.com>; Parivallal Thillaigovindan <pthillaigovindan@framinghamma.gov>; Reilly Ellis <rellis@brooklinema.gov>; Ronald Beauregard <rbeauregard@andoverma.gov>; Tahycha Soto <tsoto@burlington.org>
Subject: MTCP Q1 Reporting
Importance: High

Hi BOHs-

As we have talked about, we will be using REDCap to capture progress towards your workplan in FY26. Here is the link <https://redcap.link/87ixrb7p>. Please feel free to save it to your computers for future use.

When opened, the page will say “BOH: Racial Equity and Policy Work Reporting”. Select your region and the time period you are reporting for (in this case Q1) and complete the remainder of the form.

Once complete, click “**Save & Go to Next Form**” and complete the second form “BOH: Enforcement and Surveillance Reporting”. Once all questions have been answered, click “Save and Exit”. **Please make sure both forms are complete.** If you have any questions or issues please let me know and/or email Hannah.mcginnes@mass.gov. **Reporting is due October 15th.**

POLICY

- Please remember to send over any potential policy updates as soon as you know about them. A bulleted list of communities and potential policy change and a timeline will be enough so we can keep track of where and what policy work is happening for better coordination and collaboration.
- Please continue to send an electronic copy of all signed regulations to me and Lisa Stevens Goodnight.

POST

- Please continue to keep POST data updated by completing mergers, updating reinspection data, and closing out cases on a regular basis. As a reminder, follow up compliance checks should take place within 3-6 months of a violation. Please make sure you are following up and updating POST if you “referred to another agency” during check. We use this data for many purposes, so it is important to have it up to date and correct.

QERs

- QERs are due on **October 20th**. If you need more time, please let us know ASAP, however – going over a month to submit your QER is not sustainable.
- PLEASE do not change the amounts on previous QERs, if you made a mistake, please let us know first and submit a justification. Changing the amounts makes it extremely difficult to reconcile the accounts and keep track of expenditures.
- PLEASE do not send in incomplete QERs. Make sure that total allocations, FTEs, total award, billed to date, and remaining balance are filled out in the template. If you lose some of the information like contract number, city/town, etc. please retype it, but don't send it back blank.
- Contact Zendilli with any questions, zendilli.m.depina@mass.gov

Thank you for all the work you do. We appreciate it.
Mary

Mary Brush

Local Tobacco Program Coordinator, Massachusetts Tobacco Cessation and Prevention Program
Bureau of Community Health and Prevention
Massachusetts Department of Public Health
Work Cell: 617-512-4286

Free Materials: [Clearinghouse](#)

Web: [Mass.gov - MTCP](#)

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