

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
Number of pricing surveys completed	Monitor and collect data on pricing of tobacco products using the MTCP pricing survey. <i>~25% of stores in program will be surveyed every quarter</i>
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 success and barriers
Progress Narrative	Please report any successes or barriers and noteworthy specifics. Include specific municipalities where work was conducted
Civic Engagement Metric	Report on metrics submitted on FY24 work plan
Racial Equity Metric	Report on metrics submitted on FY24 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	Q1	Q1
		2 talked to Somerville Board of health about the need to have less tobacco permits, particularly in areas of low socioeconomic folks and people of color	They are progressing towards accepting the idea. We will keep meeting to discuss their concerns	Q2
		3 2 meetings with Somerville and one with Winthrop	Somerville passed the progressively density retiring cap. In March. We are waiting for signatures to be finalized and will then send the reg to Mary and Lisa	Q3 Thanks for the update
	Q4	6. Cambridge, Chelsea, Everett, Revere, Somerville and Winthrop. The equity narrative is that all of the communities in the collaborative have high or fairly high populations of people of color, immigrants, and people with low economic security and are communities more likely to be targeted by the tobacco industry.	economic implications to the retailers and business community at large as well as impact on city coffers. One decision maker felt that allowing cannabis shops due to open for the first time would send a conflicting message to constituents that one form of inhaling was ok but another would not be.	Q4
Number of municipalities for which policy has been changed/created	Q1	Q1	Successes were all decision makers were willing to listen to presentation, found some of it intriguing or possibly useful, and were willing to do research about the issue.	Q1
	1	Q2	Cheryl has provided a draft regulation for Somerville with detailed cap options	Q2
	Q3	Q3	Somerville adopted the cap and Winthrop has the cap already but wishes to have the most updated model regs, so asked for a draft which Cheryl prepared for them.	Q3
	Q4	Q4 1: Winthrop adopted the updated model reg for density.	Q4	Q4
# of tobacco retailer density policies passed (specify specific policy)	Q1	Q1	Q1	Q1
	0	Q2	Q2	Q2
	Q3	one-Somerville	Somervills passed the advanced cap which caps the permits at 76. This was an especially good strategy because I had been getting almost weekly calls to open smoke shops in Somerville.	Q3 Glad it passed.
	Q4	Q4 1 Winthrop adopted the newest model reg density policy	Q4 During discussions about the density issue, NFG was presnetd as well. But since the Board was to turn over two positions (including the chair) in June, they opted to leave this to the next Board chair.	Q4
# of cigar pricing packaging policies passed	Q1	Q1	Q1	Q1
	0	Q2	Q2	Q2
	Q3	Q3 none	Q3	Q3
	Q4	Q4 none	updated regulations that require city council approval which my supervisor in Cambridge and I are trying to arrange and Everett will hopefully adopt next quarter	Q4
Number of BOH	Q1	Q1	Q1	Q1
	0	Q2	due to vacations of health directors over holidays and my own health issues, none were held collaboratively though they are informed individually of any updates	Q2

collaborative meetings held	Q3	none but speak to health directors in all municipalities regularly	health issues and business of health directors have continued and will hopefully improve soon to get a meeting on the calendar.	Q3 Keep us posted
	Q4	none but speak to health directors in all municipalities as needed	It has been hard to schedule this quarter because the majority of my time has been spent on inspections, education and compliance checks. However I will make this a primary goal next FY and will try to schedule quarterly meetings and/ or more as needed.	Q4
Notes Q1				
Notes Q2				
Notes Q3				
Notes Q4				

Civic Engagement Reporting

Metric	Equity Narrative	Progress Narrative (including sucesses and barriers)	Contract Managers Comments
	Q1	Q1	Q1
	Q2	"Deepening Relationships with People of the Global Majority." I will send a booklet that details the organization I work with. I forgot to send previously!	Q2
	Q3	tobacco/ nicotine issues with any audience at every chance I get. Most recently, I spoke to a group of Somerville youth about what my job entails, why I think it's important, etc.	work with other municipal departments to advance tobacco policy and work. Have you worked with other departments? Planning, Permitting, Zoning, Mayors office etc etc
	Q4	without a mass tax stamp, I will refer to DOR. in Somerville I connect with the GIS staff who maps distances between schools and potential permits, the city clerk's office to track appeals and payments of fines. In Chelsea I have a relationship with the licensing department and the city solicitor's office to track hearings, appeals and suspensions.	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 Q3			
Notes Q4			

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	Q1	Q1	Q1
	3	One of these was for a person of color in a low income housing complex. I made sure she felt heard and responded to.	was made about Encore Casino by a person who asked to be called back. I called several times to reach him to no avail so closed the complaint.	Q2
	Q3	Q3 one complaint from Boston Railroad. Visited and approved a plan to put up signs and to remove smoking areas near building	The third was a complaint about a building within Harvard University. I visited them and they were responsive, investigating the complaint. They resolved the issue.	Q3 Thanks for following up
	Q4	Q4	Q4	Q4
Number of retail inspections completed	Q1	Q1	Q1	Q1
	77	All of Somerville inspections and pricing surveys are completed.	No issues with them. Most stores are in compliance and if I find products not allowed, they are very willing to remove them while I wait.	Q2
	108		Approximate number because POST would not allow me to access my own area.	Q3 Have you resolved the POST issue? Can you access and enter your data?
	Q4	Q4	Q4	Q4
Number of compliance checks completed with youth buyers	Q1	Q1	Q1	Q1
	0	Q2	There was a holdup in my receiving the check needed to buy products from accounting in City of Somerville, so getting a slow start. Issue is resolved now.	Q2
	Q3	104	because a usual barrier is that youth's schedules change often, for example, suddenly joining a softball team! But, I expect to finish the year strong. I've also noticed less sales that has been common over the last period of time. Education (and having to pay fines and suspensions) is paying off.	Q3 Good news all around. Youth buyers and lower compliance!
	Q4	192	In the last quarter I had enough youth who were trained and experienced enough to finish all 192 compliance checks. I collaborated with another region to share their youth buyers when two of mine had the stop. Violations have been less than usual.	Q4
Number of follow up visits conducted from violations of previous compliance checks and/or inspections	Q1	Q1	Q1	Q1
	0	Q2	Q2	Q2
	Q3	I will start those after I finish the ones required for the year because I'm behind in time and want to focus on finishing all of the first round.		Q3 Thank you

	Q4	Q4	Unfortunately I was not able to get to those this quarter. However in my workplan for FY 25, they will be the retailers I include in the first quarter.	Q4
Number of pricing surveys completed	Q1	Q1	Q1	Q1
		Q2	no issues with them.	Q2
	108	Q3	This is an approximate number because POST has not allowed me to access my own area. Marty knows about this and POST and he are trying to resolve.	Q3 Thanks for completing. My earlier question was answered here.
	Q4		language is not English and/ or those who are not proficient in keeping good records, misunderstanding the requirement of signs and their placement, etc. I think compliance success rates will be even better with more time available at each store.	Q4
Local BOH and DOR Collaboration	Q1	Q1	Q	Q1
	0	Q2	Haven't had any need to be in touch with DOR	Q2
	Q3	Q3	no need but do receive notices when DOR has an interaction with retailers. If a suspension, I visit them as well.	Q3 OK
	Q4	Q4	Have not found any issues needing connection to DOR, but do receive DOR warning letters or suspensions issued to retailers for violations.	Q4
	Notes Q1			
	Notes Q2			
	Notes Q3			
	Notes Q4			

Racial Equity Development Reporting

Skill Area	Equity Narrative	Progress Narrative (including sucesses and barriers)	Contract Managers Comments
	Q1	Q1	Q1
	Q2	Q2	Q2
	Q3	Continuing with weekly calls and attend racial equity group--United to End Racism. Reading book on white fragility. Attended a yearly workshop entitled "Deepenng Relationships with people of color. seen store personner become very anxious when i visit and not because they are doing something wrong, but I believe because of the race issue. So, I try to make our relationship one of collaboration without sacrificing the need for compliance, rather than use a	Q3 All sound great Would love to discuss and hear more
	Q4	punative approach whenever possible.	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 Q3			
Notes Q4			
Notes Q5			
