

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		3 Somerville; Revere, Chelsea	Somerville is interested in NFG and will have a presentation in November. Revere health director said the mayor wasn't interested but a board member reached out to me and said she doesn't care about that and will push the board to adopt NFG. Chelsea seems ready to do this as well.	Q1 Keep us posted. Can this be part of a more comprehensive upgrade of policy in these communities? How comprehensive are their regs now? Can other policies be considered?
	Q2	2 Somerville, Chelsea	approves, the board will hold a public hearing to adopt the complete model regs or just NFG in February. Chelsea passed NFG and pouch regulation changes recently recently.	Q2 What a win in Chelsea! Keep us posted on Somerville's progress
	Q3	3 Somerville, 1 Everett	updating their regs but not that interested in NFG. For one thing, they intended to wait and see what Somerville did before they would even consider NFG.	Q3 Another win! Somerville adopted NFG and model reg updates on March 20th.
	Q4	1 Cambridge; 1 Winthrop; 1 Everett	contract negotiations from their overall ordinance so that changes to the regs and enforcement are less cumbersome as now any changes must go thru a full council approval which can take months or even years. Winthrop is still pondering changes and I answered questions again about various aspects of the change.	Q4
Number of municipalities for which policy has been changed/created	Q1		0	Q1
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4	Q4	Q4
# of tobacco retailer density policies passed (specify specific policy)	Q1		0 Q1	Q1
	Q2		0 Q2	Q2
	Q3		0 Q3	Q3
	Q4		0 Q4	Q4
# of cigar pricing packaging policies passed	Q1		Most of my communities have this already and those that don't aren't interested right yet.	Q1 OK
	Q2		0 Q2	Q2
	Q3		0 Q3	Q3
	Q4		0 Q4 Same as above	Q4
Number of BOH	Q1	0 speak to all health directors regularly	The newly hired assistant will schedule these for me and I intend to conduct them once per quarter.	Q1 That sounds good.
	Q2	Q2	Q2	Q2

collaborative meetings held	Q3			
	Q4	same as above. Collaborative meetings have been very hard to organize because of health directors schedules and my inability to figure out the best way to make it happen, though I'm hopeful for this new fiscal year. I update health directors regularly individually though.		
	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	3	Another complaint about Encore smoke drifting back into building as people put out their cigarettes/ cigars in provided ashtrays before accessing elevators to enter the building. Second one was a repeat complaint (ongoing about smoking at Boston Train Terminal. Third is an ongoing issue with staff smoking near entry ways to stores at Twin City Plaza.	Investigated Encore parking lots and did not see a problem but none the less, met with management and offered signs and suggestions as to where to move ashtrays. Management is very anxious to alleviate any problems. Am working closely with Boston Train Management who are responsive and keeping me in the loop as they provide education, quit services, disciplinary actions. I have offered signs and will deliver as soon as they're back in Clearinghouse. Twin City Plaza management are watching staff closely and have provided training.	Q1 Thanks for the follow up
	Q2	Q2	Q2	Q2
	Q3	Q3	Q3	Q3
	Q4	Q4 1 in Somerville	Outdoor seating area. However when I visited the manager showed the area and it was very poorly defined and could have been contrued to be an area for apartment dwellers to smoke. We discussed ways to better define the boundaries and he agreed to proceed with the suggestions. I will visit again soon to ensure they happened.	Q4
Number of retail inspections completed	17	I am ensuring a presence in each community each qtr. To that end, I inspected stores in each community this quarter.	from marginalizied communities, I continue to respond to education with simplicity and clarity. I use google translate as needed and am keeping track of the various languages so as to be prepared when I visit. So far, most of the retailers continue to be in compliance with inventory, check with me before they buy, and ask lots of questions when they don't understand.	Q1 Sounds good
	Q2	28 Cambridge, Winthrop, Somerville and Everett	Again, no looming problems. Found Newport Menthol in a Family Dollar as Sarah mentioned. They quickle removed. Haven't seen much else.	Q2 Glad to hear complaine is good
	Q3	Q3 26: Cambridge, Evereyt, and Chelsea	These numbers are small but I have help now and we are getting all done. I have no doubt all inspections will be finished by end of fiscal year in June. Haven't come across any major problems during inspections, other than missing signs caused from broken doors, renovations, etc. Minor issues. No flavors, etc.	Q3
	Q4	225	the inspections and compliance checks in the earlier part of the year so as to avoid the end of year frantic rush. All inspections mostly compliant.	Q4
Number of compliance checks completed with youth buyers	Q1	Q1	Q1	Q1
	Q2	54 Cambridge, Chelsea, Somerville, Cambridge	only one sale in all this. A Zyn pack.	Q2 Great!
	Q3	Q3 100 compliance checks across all 6 cities.	Had a couple of sales, both in Somerville. I Zyn, 1 Marlboro. Well poitioned to finish all compliance checks, including Synar checks by end of fiscal year in June.	Q3
	Q4	233	ensure violations are taken seriously and that retailers will be held accountable for fines, suspensions, etc. which has not worked smoothly in the past. I have a meeting scheduled for next week with the key players in charge of these protocols.	Q4
Number of follow up visits conducted from violations of previous compliance checks and/or inspections	7	2 chelsea; 3 Revere; 2 Everett	get up to speed with this aspect of the work this year as I have an assistant who will start on Oct 28th. I am challenged with computer and technology changes to many of the systems I must work with so someone with skills I don't have will be a tremendous help.	Q1 Glad to hear you are getting support. Hope it works out as intended!
	Q2	Q2	behind but am confident that I will catch up as all is well now. Also, if allowed and need be, I will use the funds set aside for an admin to instead rehire an inspector I have used in the past who also works for Cesar.	Q2 An inspector would be a good use of the funds
	Q3	Q3	Q3 3 return visits: all for inspections. Will conduct the returns for sales this quarter.	Q3

	Q4	Q4	Rechecked many compliance check violators but don't have an accurate count. Most. Some were woven into Synar checks.	Q4
Local BOH and DOR Collaboration	Q1		haven't had any need for help here. I did receive a complaint from Revere ISD stating that a retailer was selling unmarked cigarettes. But 0 when I inspected all had been removed, so no need for DOR.	Q1 Great
	Q2	Q2	Again, no need for DOR for products because I have found very few illegal ones and when I have, the owners have removed them without incident.	Q2 OK
	Q3	Q3	I have not had any connection to DOR. No need to as I haven't encountered multiple illegal products not untaxed products, etc.	Q3
	Q4	Q4	Same. No issues reportable to DOR.	Q4
Notes Q1				
Notes Q2				
Notes Q3				
Notes Q4				

Racial Equity Development Reporting

Skill Area	Equity Narrative	Progress Narrative (including successes and barriers)	Contract Managers Comments
	Becoming better and beter at bulding trust with retailers of color.	More and more I feel equipped to handle cultural differences particularly with retailers. In many countries they have come from, smoking is a normal occurrence. Therefore, I begin there. I educate with compassion and clarity and engage the clerks and owners to become allies with me in keeping products from the hands of young people.	Q1 Good to hear. Glad relationships are being built
	Q2 Same as above.	to laugh.AND understand! Mostly non English as first language speakers. I also provided translation to those who needed it. I will attend another workshop on Ending Racism in February.	Q2 Great work on retailer ed
	Q3 Same as above	and have as my goal to become more and more culturally sensitive and to understand more clearly places where inequity has caused and continues to cause poorer health outcomes.	Q3
	Q4 Same as above	my white privilege, etc., I make sure to educate, educate, educate so that retailers have their best opportunity to not only obey the law but to understand the WHY behind the law, which I believe makes it easier to follow the law. I also use equity lenses when I present to stakeholders about policies.	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			