

Executive Summary

Introduction: Since January of 2010, the Boston University School of Public Health (BUSPH) has held the contract for and managed the Local Public Health Institute (LPHI) of Massachusetts (MA). With support from the MA Department of Public Health (MDPH), the LPHI staff works with the LPHI Advisory Committee to pursue the LPHI mission: *To provide and ensure a competent workforce by strengthening and sustaining the capacity of local boards of health to prepare for and respond to public health issues and emergencies and to promote the health of residents of the Commonwealth.* This report describes the LPHI's progress during fiscal year (FY) 2017 (July 1, 2016-June 30, 2017). Below is the description of the LPHI evaluation methodology used to inform the annual report, as well as a summary of the major accomplishments of the LPHI during the reporting period and recommended next steps. This report focuses primarily on data-driven areas of training provided, as this is one of the primary areas of effort of the LPHI in strengthening and sustaining the capacity of local boards of health, but is not exhaustive in its reporting of all of the efforts by the LPHI to increase this capacity.

Methodology: The LPHI evaluator and LPHI management team devised several data collection and tracking mechanisms to measure progress toward LPHI objectives, including: (1) standardized training evaluations in paper and web-based formats; (2) administrative tracking by the LPHI Program Manager; (3) web-based tracking of online module utilization; and (4) brief qualitative interviews with training completers to assess the impact of LPHI training on workplace/job performance.

FY17 Accomplishments: The LPHI had a productive year and was successful in advancing work on its program objectives through its partnerships, needs assessment, training, and marketing and communications. Highlights of the FY17 accomplishments include:

- **Partnerships:** Successful collaboration with the Local State Advisory Committee, Boston Public Health Commission, Bureau of Environmental Health at the Massachusetts Department of Public Health (DPH), the DeValle Institute, the New England Public Health Training Center (NEPHTC), the Coalition for Local Public Health (CLPH), and the LPHI's existing and new Fellows helped the LPHI to advance its understanding of training needs among local health practitioners and to deliver multiple trainings.
- **Needs Assessment:** An assessment conducted with the LSAC and its education subcommittee provided feedback on areas in which the LPHI is excelling (e.g., reaching its target audience, accessibility/responsiveness to users, value to the local public health workforce, and project management) and offered assessment information that will be useful to the LPHI's FY18 planning.
- **Training:** LPHI training reached over 900 unduplicated users and addressed all 17 program areas, 10 cross-cutting, and four emergency preparedness competencies. Across all trainings, the LPHI engaged practitioners from all the Health and Medical Coordinating Coalition regions and all types of professionals within its target audience. Specific training successes include the following:
 - The *On Your Time Trainings*¹ were completed by 887 individuals, a 7.25% increase over FY16. In all, 2,170 trainings were completed using *On Your Time trainings*, a 21.2% increase over FY16. Additionally, there were 8,211 hits to the online trainings (a 32.9% increase over FY16), which indicates increased use of the trainings as reference materials. Thirty-three individuals earned a certificate for completing all 11 trainings that make up the Public Health Core Certificate. Two new trainings (Food Code Overview and Food Code Summary of Standards) were developed from the existing "Food Protection for Regulators" training and added to the *On Your Time* series. Twenty-four modules underwent comprehensive review to ensure their content (e.g., regulations, best practices) is up-to-date, to update them to a new template,



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create “Job Aids” (2 page take-aways that highlight the most relevant information from the training), and to make them Americans with Disabilities Act/508 compliant.

- The 37 graduates of the *Foundations Course*¹ were satisfied with the course and feel their understanding of the subject matter increased as a result of the training. The course has had a positive impact on their job performance as well, including increasing their confidence in their knowledge and skills and preparing them to perform various aspects of their work better, including responding to the needs of a range of stakeholders.
- 32 practitioners completed the classroom training portion of the *Massachusetts Public Health Inspection Training Housing Certificate Program (MAPHIT Housing)*.¹ Evaluation results indicate that trainees were satisfied with various aspects of the training and the training increased their knowledge about the subject matter.
- Fifty trainees completed the *Managing Effectively in Today’s Public Health Environment Training (Management Course)*¹ and were satisfied with various aspects of the course and the course overall. Evaluation data also showed significant increases in trainee knowledge as a result of the training. The course was awarded the 2017 Network Member Impact Award from the National Network of Public Health Institutes.
- The LPHI collaborated with DelValle to deliver three *Emergency Risk Communication in Practice* trainings to 51 individuals. LPHI was responsible for administering and evaluating one of the sessions in which 15 trainees indicated that they were satisfied with the training, their knowledge improved as a result of training, and they had identified actions for applying what they learned to their work.
- The LPHI organized three sessions for the *Annual MHOA conference*. The 68 people who participated in a session on Managing Challenging Behaviors and 80 in the Active Shooter Incidents session rated the trainings as satisfying and having influenced their knowledge. The third session, America’s Prep Plans, was attended by 49 people whose session ratings were lower and indicate a need for quality improvement should this session be offered again.
- The LPHI, in conjunction with the Office of Preparedness and Emergency Management (OPEM) of the Massachusetts Department of Public Health, created and produced a second training certificate for the local public health workforce: The Emergency Preparedness Training Certificate. The Emergency Preparedness Certificate was developed for staff and volunteers from municipal or state agencies across Massachusetts who are responsible for public health emergency preparedness and response activities. It involves successfully completing 16 self-paced trainings totaling 36 hours of study and a final, culminating exam to receive a training certificate.
- **Communications and Marketing:** The LPHI utilized e-newsletters, informational email marketing, training flyers, tailored training information cards, and an online training calendar and downloadable event calendar to promote LPHI’s offerings. LPHI staff also attended four annual conferences and several partner meetings to share information on the LPHI and its work, and disseminated reports and updates to DPH.

Recommendations: The LPHI should build upon its successful partnerships, needs assessment, training, and communications and marketing efforts and: (1) Review recommendations offered via the needs assessment with LSAC and in the evaluation reports for the Foundations Course, MAPHIT, and the Management Course and consider whether and how to address them in FY18 and beyond; and (2) Pursue plans to market the *On Your Time* trainings to Boards of Health (as planned for FY18) and conduct additional marketing to Region 1 practitioners.

¹ For more detail on evaluation findings related to these trainings, see individual training evaluation reports.