



**New York State  
Public Health Corps (NYSPHC)  
Fellowship Orientation Handbook**

**New York State Department of Health (NYSDOH)**

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## Introduction

Welcome to the New York State Public Health Corps (NYSPHC) Fellowship Program! We are pleased that you have decided to join this program as a Fellow. This orientation manual serves as a general guide for understanding the NYSPHC project, staff, and stakeholder responsibilities. We ask that you review our orientation manual upon joining the project and refer to it whenever needed.

As announced in the [2021 State of the State Address](#), the establishment of the NYSPHC will build public health capacity to support COVID-19 vaccination operations and increase preparedness to respond to future public health emergencies in localities across the state. The State directed the New York State Department of Health (NYSDOH) to work with community partners to recruit and deploy up to 1,000 Fellows to be assigned in communities across New York State (NYS).

## Program Overview

[About the NYSPHC | Training Resource Center Website](#)

### Goals of the NYS Public Health Corps

1. Bolster the state's public health infrastructure by mobilizing up to 1,000 Public Health Fellows across the State to provide critical support and services to local health departments (LHDs)
2. Effectively communicate with and educate New Yorkers about key strategies that address public health efforts
3. Facilitate connections among the community level public health stakeholders required to strengthen and sustain public health learning and action partnerships

### Mission of the NYS Public Health Corps

The NYS Department of Health has established the NYS Public Health Corps comprised of up to 1,000 Fellows from all educational levels to augment state and local health departments' capacity with an overall goal to respond to current COVID-19 and emerging public health emergencies. NYS Public Health Corps Fellows will: assist with the state's COVID-19 vaccination operations; support COVID-19 pandemic operational response efforts; provide health education services to inform and protect communities; and improve outreach and assistance to vulnerable populations. The NYS Public Health Corps primarily focuses on the following eight activities: 1) Administration; 2) Communications Support; 3) Emergency Preparedness; 4) Epidemiology and Data Support; 5) Laboratory Reporting; 6) Outreach and Partnership Development; 7) Program Planning and Implementation; and 8) Vaccination and Testing Site: Clinical, Administrative and Logistics Support.

## Project Roles and Responsibilities

The NYSPHC Fellowship Program will be managed by NYSDOH. The NYSDOH Office of Public Health will house the NYSPHC Fellowship Program leadership.

### Local Coordinator Role

- Specific to Fellows placed at Local Health Departments (LHDs) or their partnering host organizations.
- Oversees the Fellowship Program to ensure Fellow Supervisors and Fellows are meeting expectations.
- Builds/oversees the Local Public Health Partnerships
- Works and communicates with Fellow Supervisors and Fellows to determine goals for each Fellow
- Ensures Fellows receive the proper onboarding and training and completes all required program components
- Screens Fellow applications, shares applications with appropriate offices/projects within the LHD or identified host organizations

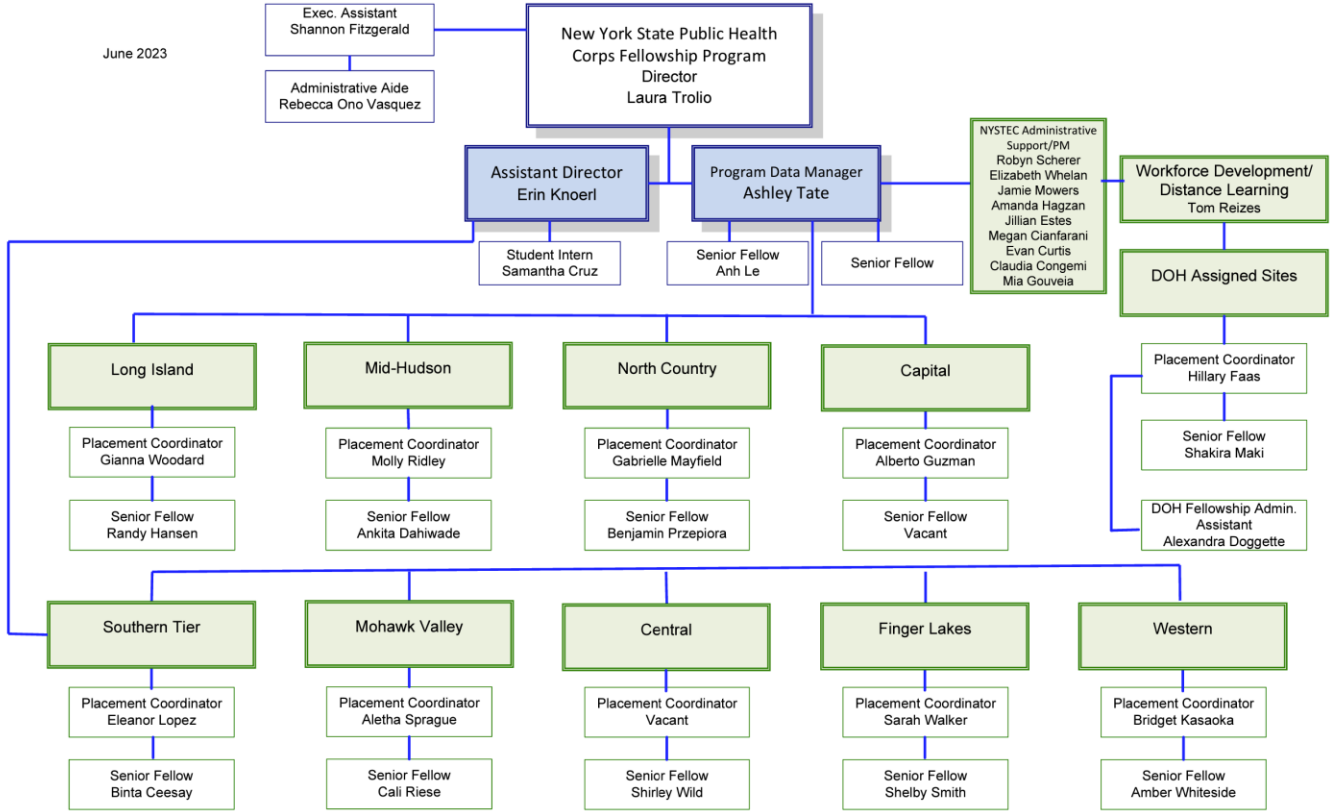
### Host Organization Supervisor Role

- Oversees the work of the Fellows at the LHD, NYSDOH or host organization as it relates to policy compliance
- Acts as initial point of contact for Fellows' workspace and supply questions/needs
- Provides day-to-day field supervision of the Fellow(s) and meets with Fellow(s) to provide task instructions
- Meets with the Local Coordinator (LC) to discuss the Fellows' placement, progress, goals, and responsibilities for each Fellow (unique to LHD and their partnering host organization)
- Attends at least one NYSPHC program orientation
- Supports the integration of program requirements into Fellows' work schedule

### Fellowship Placement Coordinator Role

- Primary Point of Contact for the Local Coordinator, LHD, NYSDOH and Host Organizations
- Reviews NYSPHC applications for completeness and notifies the LHD of potential candidates (specific to Fellow placements at LHDs)
- Coordinates Consortiums, Educational Series, and Summit for Fellows' professional development
- Monitors Fellows' completion of Public Health Essentials
- Responsible for the promotion of the Fellowship Program
- Serves on NYSPHC workgroups to strengthen and enhance the Fellowship Program

June 2023



**New York State Public Health Corps Core Program Staff**

Name	Project Role	Email
Laura Trolio	Program Director	<a href="mailto:Laura.Trolio@health.ny.gov">Laura.Trolio@health.ny.gov</a>
Erin Knoerl	Program Assistant Director	<a href="mailto:Erin.Knoerl@health.ny.gov">Erin.Knoerl@health.ny.gov</a>
Ashley Tate	Program Manager I (Technical/Monitoring & Evaluation Coordinator)	<a href="mailto:Ashley.Tate@health.ny.gov">Ashley.Tate@health.ny.gov</a>
Tom Reizes	Workforce Development/ Distance Learning	<a href="mailto:Thomas.Reizes@health.ny.gov">Thomas.Reizes@health.ny.gov</a>
Alexandra Doggette	Administrative Assistant to NYSDOH Fellows	<a href="mailto:Alexandra.Doggette@health.ny.gov">Alexandra.Doggette@health.ny.gov</a>
Shannon Fitzgerald	Executive Administrative Assistant to NYSPHC Program	<a href="mailto:Shannon.Fitzgerald@health.ny.gov">Shannon.Fitzgerald@health.ny.gov</a>
Rebecca Ono Vasquez	Administrative Assistant	<a href="mailto:Rebecca.Onovasquez@health.ny.gov">Rebecca.Onovasquez@health.ny.gov</a>

Fellowship Placement Coordinators (FPCs) for DOH and Regional Fellows		
Name	Placement Location	Email
Hillary Faas	NYSDOH	<a href="mailto:Hillary.Faas@health.ny.gov">Hillary.Faas@health.ny.gov</a>
Gianna Woodard	Long Island	<a href="mailto:Gianna.Woodard2@health.ny.gov">Gianna.Woodard2@health.ny.gov</a>
Molly Ridley	Mid-Hudson	<a href="mailto:Molly.Ridley@health.ny.gov">Molly.Ridley@health.ny.gov</a>
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Gabrielle Mayfield	North County	<a href="mailto:Gabrielle.Mayfield@health.ny.gov">Gabrielle.Mayfield@health.ny.gov</a>
Aletha Sprague	Mohawk Valley	<a href="mailto:Aletha.Sprague@health.ny.gov">Aletha.Sprague@health.ny.gov</a>
Vacant	Central	Vacant
Sarah Walker	Finger Lakes	<a href="mailto:Sarah.Walker@health.ny.gov">Sarah.Walker@health.ny.gov</a>
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## Stakeholders

To support the NYSPHC mission and to enhance the NYSPHC Fellows' experience, community stakeholders, including higher education institutions and faith communities will be organized in working groups for the purpose of:

- Identifying and recruiting mentors
- Offering professional learning opportunities
- Providing advice and expertise on program implementation
- Sharing best practices from the field of public health

### List of Stakeholders

- **AmeriCorps** mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. In 2021, fifty AmeriCorps volunteers were designated as NYSPHC fellows. AmeriCorps/NYSPHC members can help build public health capacity to support COVID-19 vaccination operations, help their community prepare to respond to future public health emergencies, grow their skills, train in the field, and be set on the path to a career in public health.
- **Community Health Care Association of New York State (CHCANYS)** represents federally qualified health centers throughout New York State.
- **Rural Health Network** mission is to advance the health and well-being of rural people and communities. They work to link individuals and families with adequate and affordable health insurance; promote accessible, efficient, and collaborative health and human service delivery systems

driven by best practice models; reduce health disparities for the most vulnerable populations; and develop strong community norms for health lifestyle choices and optimal physical and mental health.

- **Cornell University** mission is to discover, preserve and disseminate knowledge, to educate the next generation of global citizens, and to promote a culture of broad inquiry throughout and beyond the Cornell community. Cornell also aims, through public service, to enhance the lives and livelihoods of students, the people of New York and others around the world.
- **Health Research, Inc. (HRI)** contributes to the health and well-being of the people of New York State by complementing and enabling the strategic public health goals of the New York State Department of Health (DOH), Roswell Park Cancer Institute (RPCI), and other health-related entities.
- **Institutions of Higher Education (IHEs)** IHEs can help increase vaccine uptake among students, faculty, and staff by providing information about COVID-19 vaccination, promoting vaccine trust and confidence, and establishing supportive policies and practices that make getting vaccinated as easy and convenient as possible.
- **Commission on Independent Colleges and Universities (CICU)** represents 100+ independent campuses across New York State. Although not a government agency, CICU is an educational corporation formed under the New York State Regents. Its mission is to develop consensus among a diverse membership and to advance higher education public policy.
- **Local Health Departments (LHDs)** Public health employees in LHDs protect the health of entire communities. LHDs must always be prepared to deal with the unknown, they protect people from disease and harm before, during and after emergencies.
- **New York State Association of County Health Officials (NYSACHO)** represent LHDs in New York State by supporting, advocating for, and empowering LHDs in their work to promote health and wellness to prevent disease, disability, and injury throughout New York State.

## NYS Public Health Corps Fellowship Program

NYSPHC Fellows include individuals with training or experience in nursing, allied health, healthcare, social services, communications, information technology, logistics, planning, education, data science, emergency health, and public health. Whatever your expertise, communities all over the state need your help.

The NYSPHC Fellows are being mobilized across NYS and placed with NYSDOH or counties' public health systems for up to two years.

- The New York State Department of Health (NYSDOH) hosts NYSPHC Fellowship positions in the Capital Region and across New York State hired through Health Research, Inc. (HRI). NYSDOH Fellows should see "Resources for DOH Fellows" at end of the Fellow Handbook for additional information.
- Local Health Departments (LHDs) host NYSPHC Fellowship positions across New York State. The number, type and focus area of Fellowship opportunities vary by county, and it is the county's discretion who they interview and hire. Fellows could be placed at the LHD or a site designated by the LHD. Fellows

may be hired directly by the county, a subcontractor of the LHD, or by the Public Consulting Group (PCG) on behalf of the county.

## Types of Fellows

Individuals of all education levels and experience are encouraged to apply to be a NYSPHC Fellow. The Fellow's title and pay grade will be determined by their education and experience as outlined below, and is at the discretion of the LHD, PCG, or HRI for NYSDOH Fellows.

Fellows will be assigned to appropriate program status tiers (Fellow I, Fellow II, and Fellow III) based on their experience and qualifications. They will work with the NYSDOH, LHDs, and community partners in projects that support the efforts of the NYSPHC Fellowship Program.

The minimum qualifications for the fellowship positions may include an associate or bachelor's degree, or equivalent experience. Fellows will be responsible for an array of supervised task-specific activities and will contribute to a collaborative environment.

## NYS Public Health Corps Fellow Expectations

- Commit to a paid full-time or part-time Fellowship position with a commitment of six months to one year; Fellows may be offered an opportunity to extend the initial one-year NYSPHC Fellowship commitment at the discretion of the hiring organization.
- Participate in the Public Health Essentials Certificate Program delivered by Cornell University.
- Use their talents and expertise to help advance [New York State's Prevention Agenda](#).
- Serve within their community, where they have experience.
- Report to their Supervisors on a regular basis or as matters arise.
- Utilize Local Coordinators (if available) for questions related to the Fellowship Program and placements.
- Utilize Fellowship Placement Coordinators (FPCs) as a resource for questions related to the Fellowship Program.
- Meet on a regular basis with their assigned Mentor to continue their public health learning.
- Complete routine NYSPHC programmatic feedback surveys, which will ask about the Fellowship experience and trainings completed.
- Follow requirements of host organization's hiring entity including all policies and procedures including but not limited to:
  - Code of Conduct
  - Social Media Policy
  - Dress Code

***\*NYSPHC encourages all participants to conduct themselves with integrity and respect in all of their dealings with their host organization, colleagues and in the community they serve, this includes in-person and public virtual spaces. If the NYSPHC Program becomes aware of any potential misconduct, it will be reported to the host organization's hiring entity.***

## Core Competencies

The core competencies defined below will be used as a framework for selecting topics and speakers for all NYSPHC events and Fellowship opportunities. We want to ensure that each of these competencies are touched



upon across the Fellowship itself, the Mentor component, the Educational Series, networking opportunities, the Summit, and the Regional Consortia. For additional information about the core competencies, please visit the Training and Resources [website](#).

**Effective Communication:** Communicate in a way that persuades different audiences to act.

**Data-Based Decision Making:** Identify appropriate sources and evidence-based approaches to address public health issues.

**Justice, Equity, Diversity, and Inclusion (JEDI):** Support development of diverse public health workforce demonstrated through incorporating health equity and social justice principles to deliver socially, culturally, and linguistically appropriate programs and services to individuals and the populations in a community.

**Budget and Financial Management:** Financial analysis methods used to identify and leverage funding mechanisms to develop sustainable funding models to support programs and services.

**Change Management:** Assessing the drivers in one's community to modify programmatic practices that may influence public health programs and services.

**Systems & Strategic Thinking:** Create and apply quality improvement processes to address the impacts of social determinants of health in individuals, families, and the overall community.

**Community Engagement:** Engage community members in the design and implementation of programs to improve health in a community.

**Cross Sectoral Partnerships:** Build and engage collaborations within the public health system among traditional and nontraditional partners to improve the health of a community.

**Policy Engagement:** Collect information and identify options for the feasibility of implementing policies external to the organization that affect the health of the community.

**Specialized Skills:** Technical skills and content knowledge specific to a programmatic area.

## Reporting Requirements

Throughout the NYSPHC Fellowship Program, surveys will be administered to program participants to monitor participant progress, solicit questions, ask for feedback, and assess the program's implementation. This data will be used to improve the NYSPHC program to benefit current and future Fellows. Your responses will be used for NYSPHC Program purposes only. Thank you in advance for your honest, thorough and valuable feedback. The NYSPHC Fellowship Program team wants to make this a valuable experience for all involved!

### NYSPHC Fellow Assessment Surveys

- In these surveys, Fellows will be asked about their knowledge of and experience in the public health field. These surveys should take no more than 30 minutes to complete.
- Responses to these surveys will be reported in aggregate; that is, individual responses are combined together and presented as a group. No names or identifying information will ever be reported.

- The Assessments are embedded within Cornell's Public Health Essentials course and are required assignments.
- For Fellows who are exempt from Cornell's Public Health Essentials course, the survey will be directly emailed as a Qualtrics link.
- Questions about this survey should be directed to [NYSPHCFellows@health.ny.gov](mailto:NYSPHCFellows@health.ny.gov).

### **NYSPHC Fellow Surveys**

- The purpose of these surveys is to gather feedback from Fellows about their experience within the program, and suggestions to improve the Fellowship experience as well as to reduce barriers to a successful Fellowship.
- These surveys are distributed 3 months and 6 months after the completion of completion of Public Health Essentials (PHE) through a direct link (i.e. SurveyMonkey).
- For Fellows who have received an exemption from PHE, surveys will still be distributed at the same intervals as their orientation cohort.
- A survey will be distributed through SurveyMonkey at 11 months after your start date to gather feedback on the overall Fellowship experience.
- If a Fellowship placement lasts longer than one year, you will receive a survey 14 months after your start date to continue to gather feedback. Additional surveys may be added as needed.
- Another survey will be distributed through SurveyMonkey 6 months after the completion of the Fellowship to gather information on where they are in their career or schooling and how the Program contributed to this.
- These surveys are not anonymous and could result in follow-up and/or a meeting with the Fellow's FPC, LC and/or supervisor to discuss ways to improve the Fellowship Program and the Fellow's experience. Prior to disclosing information obtained in surveys to LCs and/or supervisors, the Fellow will be contacted by the FPC
- The Fellow Surveys may ask about trainings you have completed outside of PHE. The Training Tracker located in the Handbook is intended to assist Fellows in tracking their attendance at such trainings for future reference. A link to a downloadable copy can be found at the NYSPHC Training and Resources website [here](#).

### **NYSPHC Supervisor Survey**

- The purpose of this survey is to gather supervisors' ideas and suggestions to improve the experience for Fellows, and how to reduce barriers to a successful fellowship.
- This survey is distributed following the Fellow's completion of PHE, 3 months after the Fellow's completion of PHE, and 6 months after the Fellow's completion of PHE.
- For Fellows who have received an exemption from PHE, surveys will still be distributed at the same intervals as their orientation cohort.
- This survey is not anonymous and could result in follow-up and/or a meeting with the Fellow, LC and/or supervisor to discuss ways to improve the Fellowship Program. Prior to disclosing information obtained in surveys to LCs and/or supervisors, the Fellow will be contacted by the FPC.

### **Local Partnership Reporting**

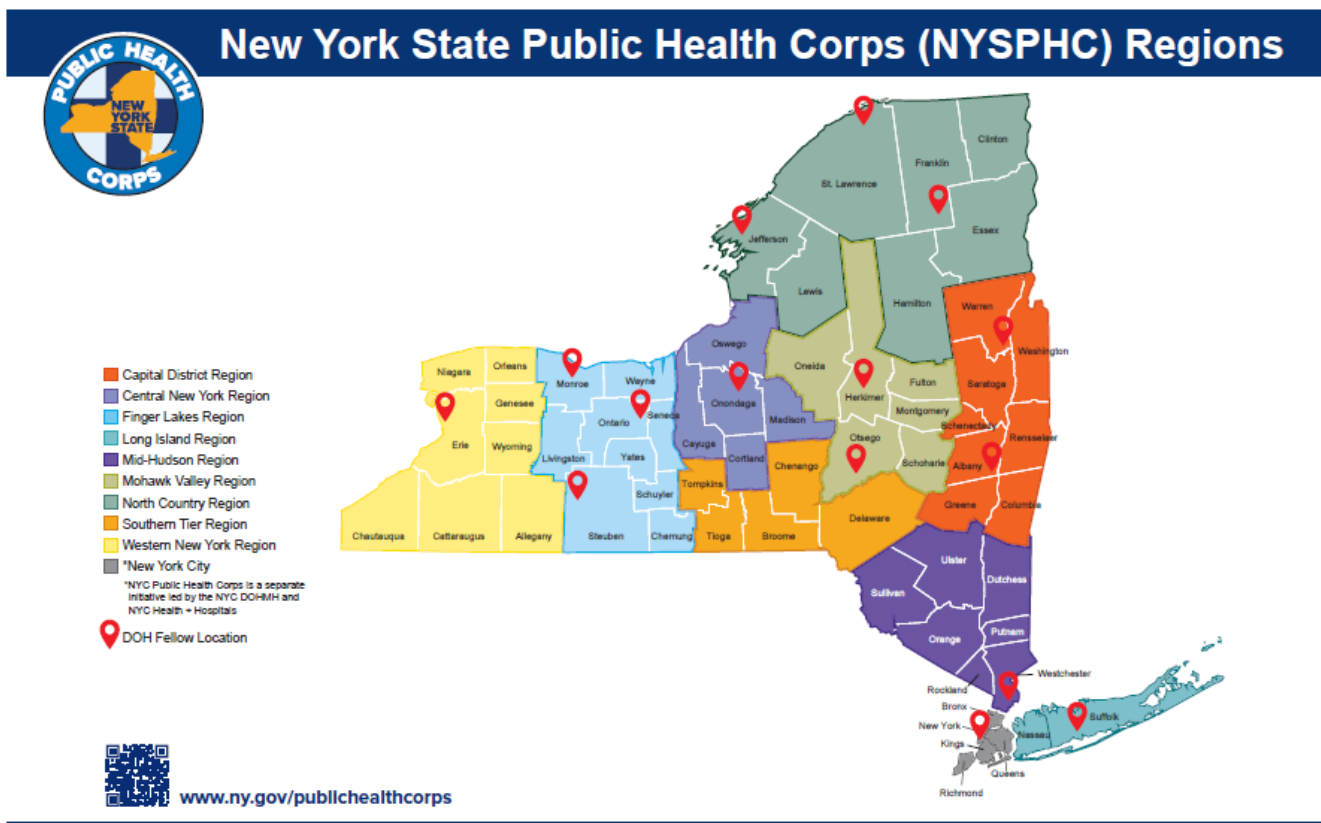
- The purpose of Local Partnership Reporting is to centrally gather and track partnerships that Fellows are participating in within the community they serve.
- It is embedded within each county's LC Tracker and is to be updated on a monthly basis by the LC.

## NYS Public Health Corps Mentors

**Mentors** are public health, allied health, and community-based professionals who have served or are currently serving the community. Mentors serve as professional role models for NYSPHC Fellows and technical advisors. Mentors facilitate the Fellows' peer-learning and provide relevant mentoring, career planning and navigational support within the local public health landscape as the Fellows encounter new situations and challenges in their roles. Mentors volunteer or are recruited by local health departments (LHDs), the NYSDOH, Institutions of Higher Education, or their public health network partners to participate in the program in this capacity.

Mentors may provide support to one Fellow individually or to more than one Fellow through a group structure. They meet on a regular basis with the Fellow(s) assigned to them virtually or in-person. Mentors familiarize themselves with the Fellow's progress in the Cornell University's Public Health Essentials Certificate Program. Mentors are also invited to participate in NYSPHC program events like regional consortia, Summit, and educational series presentations.

## Regional Map for Fellowship Placement



## Training and Educational Opportunities

### Cornell University's Public Health Essentials Certificate Program

By the end of this [Public Health Essentials Training](#), you will be equipped with tools and skills needed to excel in the public health field. After your successful completion of the training program, you will receive a professional certificate from Cornell University.

- The course is fully online, facilitated, and asynchronous in nature, meaning there is no set time to meet with a class. Fellows can work at their own pace to meet the deadlines for assignments.
- Through the class, Fellows will build a learning community with other New York State Public Health Corps Fellows. Please plan to dedicate about **5 hours per week** for Fellows to complete this course.
- The course work that you'll complete will help you accelerate your impact in your communities, help you support COVID-19 education and awareness, increase demand for and acceptance of vaccines, support COVID-19 prevention practices, help connecting clients with services, and contribute to health promotion and preparedness activities addressing the social determinants of health.
- 80 hours of online learning to introduce, review, and reinforce key aspects and practices of public health (Approximately 5-hours of learning per week, over 15 weeks)
- The curriculum, developed and delivered by Cornell, prepares participants to:
  - Respond to COVID-19-related needs
  - Apply the foundational approaches of public health
  - Use existing data to understand community health priorities and resources
  - Support community-based health promotion and behavior change
- Engage in planning for public health preparedness and response

Instructions for enrollment will be sent after you begin your fellowship. If you have any questions regarding the Cornell University Public Health Essentials Program, please email: [info@ecornell.com](mailto:info@ecornell.com). Once enrolled in a cohort, do not hesitate to reach out to your facilitator with questions regarding content and assignments.

[Public Health Essentials Handbook & Outline](#)

[Public Health Essentials Training](#)

### Optional Trainings

Fellows are encouraged to complete trainings and onboarding activities as suggested by New York State Department of Health and Health Research, Inc. as outlined below. Orientation trainings should take place during the introductory/orientation period. Fellows are encouraged to seek out additional internal and external training and staff development opportunities as they relate to the activities and services provided by your Host Organization. As part of their Fellowship placement, Fellows will have access to the *NYSDOH-COVID-19-POD Operations Training* on the NYLearnsPH.com Learning Management System (LMS), and the *Johns Hopkins University COVID-19 Contract Tracing training*. Fellows are encouraged to complete these three training programs.

[eCornell New York Public Health Readiness Training](#)

[NYSDOH COVID-19-  
POD Operations  
Training for POD Staff](#)

[Johns Hopkins University COVID-  
19-Contact Training Course](#)

## Educational Series

The New York State Public Health Corps (NYSPHC) Educational Series will consist of live 1-hour educational sessions with various topics and speakers that are relevant to Fellow projects and interests. **The goal of the is to provide Fellows with opportunities to expand their skill sets and knowledge on emerging public health activities, programming, and state priorities that fall under the 10 Core Competency areas.** The educational series programming considers the training and educational opportunities being provided elsewhere within the program and fills any gap areas to ensure the NYSPHC program provides training each year to cover all Core Competencies.

Examples of public health topics policy engagement, data-based decision making, budget and financial management, change management and Justice, Equity, Diversity, and Inclusion (JEDI). Registrants will be provided with agendas/time guides to have clear objectives going into the sessions. [Recordings](#) of the meetings will be posted to the NYSPHC Training Resource Center website.

## Regional Consortia

The purpose of the NYSPHC Regional Public Health Consortium is to deliver program directed professional development experiences and keep track of the program participants in the region, including Fellows, fellow placements, host organizations/supervisors, Mentors, among others.

**The goal of the Regional Consortium Meetings is to bring Fellows, Local Coordinators and Mentors together to collectively enhance the public health infrastructure at the Local Health Departments through collaboration and professional development opportunities.** Consortium meetings will be facilitated by Fellowship Placement Coordinators and be centered around public health priority topics, and include networking opportunities and guest speakers, as appropriate. They will occur quarterly.

There will be one NYSPHC Regional Public Health Consortium in each of the NYSPHC regions. Each NYSPHC Regional Consortium will include:

- Regional Fellows and Mentors
- Local Coordinators
- Fellowship Placement Coordinator
- Local Public Health Partners

These consortiums will provide support to Fellows and Mentors, offering an opportunity to collaborate, share challenges and successes. Institutions of Higher Education and Local Health Partnerships will be a valuable resource and partner for these consortiums as they identify areas of opportunity to expand Fellow education.

### **Training and Resources Website:**

The NYSPHC Training and Resources website is intended to provide resources and information for all NYSPHC Fellows, Supervisors, Local Coordinators, and Mentors. We encourage program participants to visit this site regularly for new opportunities and check the events calendar at least weekly.

This website will be used to provide all our program participants with a variety of resources including:

- [Fellow & Mentor Training Resources and Educational Opportunities](#)
- [Regional Resources](#)
- [NYSPHC Workgroup Resources](#)
- [NYSPHC Events Calendar and Registration Information](#)
- [Recordings from previous NYSPHC Educational Series Events, Consortia, and Summit Plenary Sessions](#)

***Please bookmark and visit us here:*** [NYSPHC Fellowship Program Training Resource Center](#)

Fellows placed with the NYSDOH will also find more information about HRI specific policies and procedures, like travel and reimbursement by visiting the following link: [Home - Health Research, Inc.](#)

This website is for Fellows and will be evolving throughout the program. Therefore, we encourage everyone to please provide feedback, suggestions, and ideas for improvements using the following form: [NYSPHC Fellowship Program Feedback Form](#)

## Contacts

This section is to be used as a working document for you to use to keep track of important information, resources, contacts that you will obtain throughout your on-boarding experience. Below are some suggestions on what to investigate, collect, and review. Please feel free to use this document for notes and add other information as needed. A link to a downloadable copy can be found at the NYSPHC Training and Resources website [here](#).

Essential Program / Fellowship Contacts (i.e. Supervisor, Local Coordinator)				
	Name	Project Role	Email	Phone
1				
2				
3				
4				
5				
6				
7				

Host Organization Additional Contacts (i.e. IT, Human Resources, Payroll, Essential Staff/Project Contacts, etc.)				
	Name	Role/Title	Email	Phone
1				
2				
3				
4				
5				
6				
7				

**Local/ Community/Other Fellowship Contacts (i.e. met through networking opportunities, university/college contacts, other Fellows you have met)**

	<b>Name</b>	<b>Role/Title</b>	<b>Email</b>	<b>Phone</b>
<b>1</b>				
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## Additional Information for NYSDOH Fellows:

### Travel

#### General Travel Policies:

- All NYSDOH Fellow travel requests, documents, inquiries etc. to be sent to [NYSPHC\\_DOH\\_Fellows@health.ny.gov](mailto:NYSPHC_DOH_Fellows@health.ny.gov).
- NYSPHC staff monitoring the email requests will review and submit requests to HRI on Fellows behalf.
- Please do not contact HRI with any NYSDOH Fellow inquiries.

#### Travel Blanket:

- All NYSDOH Fellows can be added to the NYSPHC Travel Blanket per Supervisory request.
  - Supervisors submit Travel Blanket requests to [NYSPHC\\_DOH\\_Fellows@health.ny.gov](mailto:NYSPHC_DOH_Fellows@health.ny.gov).
- The NYSPHC Travel Blanket covers the costs of frequent in-state travel conducted during the performance of work duties and does not require prior HRI approval.

#### Non-Routine Travel:

- All non-routine travel requires prior approval.
- Non-routine travel is defined as travel that includes airfare and/or any travel that includes a registration fee to attend an event.
  - This includes fees associated with attending a meeting, training, seminar, conference, career fair, etc.
- NYSDOH Fellows must submit travel requests to [NYSPHC\\_DOH\\_Fellows@health.ny.gov](mailto:NYSPHC_DOH_Fellows@health.ny.gov) *at least 4 weeks* prior to the event to seek approval from NYSPHC staff.
  - Once received, NYSPHC staff will approve and send additional information regarding next steps.

### Purchasing

- For NYSDOH Fellow purchasing needs, please send requests to [NYSPHC\\_DOH\\_Fellows@health.ny.gov](mailto:NYSPHC_DOH_Fellows@health.ny.gov).
- NYSPHC Staff will review request and provide next steps.

### Resources for NYSDOH Fellows

Additional resources on other [HRI employee policies and procedures](#), can be found on the [NYSPHC Training and Resources Website](#).

