



Department  
of Health



# New York State Public Health Corps (NYSPHC) Fellowship Program

Program Orientation Day 1  
NYSPHC Overview

August 6, 2024

# NYSPHC Orientation Week

## Day 1: Overview of NYSPHC Program

- *Introductions, Program history, and key points*

## Day 2: Roles and Expectations

- *Review the roles of Supervisors, NYSPHC, Fellows and PCG*

## Day 3: Professional Development

- *Discuss the learning opportunities available*

## Day 4: Mentorship and Networking

- *Meet with Mentors and understand expectations for the duration of the fellowship*

# Today's Agenda

- NYSPHC Team Introductions
  - Ice Breaker
- NYSPHC Program Overview
  - Break
  - Breakout session
- Fellow Resources
- Q & A
- Tomorrow's Agenda



# Introductions

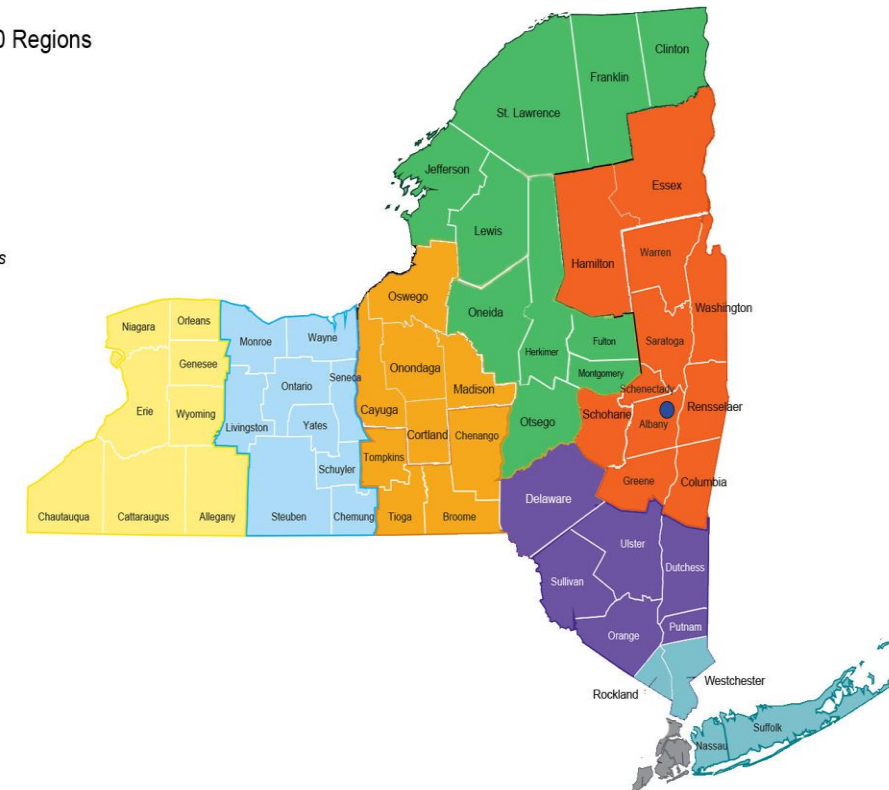


# Roles at a Glance

- **Leadership**
  - Oversees planning, implementation, and evaluation of the program
- **Monitoring & Evaluation Team**
  - Assists with the evaluation of the program including administering the surveys
- **Administrative Team**
  - Assists with administrative functions of the program including purchasing, travel, and shared mailboxes
- **Fellowship Placement Coordinator (1 per Region)**
  - Provides support for Fellows, Supervisors, and Mentors
- **Fellowship Program Specialist (1 per Region)**
  - Provides support to the Fellowship Placement Coordinator
- **Public Consulting Group (PCG)**
  - Handles payroll, benefits and routine travel for Fellows. Works with host organization supervisors if there are performance management concerns.

NYSPPHC 2.0 Regions

- Region 1
  - Region 2
  - Region 3
  - Region 4
  - Region 5
  - Region 6
  - Region 7
  - Region 8
- \*DOH Fellows



# NYSPHC Leadership Team



**Erin Knoerl, MPH (she/her/hers)**  
NYSPHC Director



**Ashley Tate, MPH (she/her/hers)**  
NYSPHC Assistant Director



**Eleanor Fausold Lopez, MPH  
(she/her/hers)**  
Senior Program Coordinator



**Gabrielle Mayfield, MS  
(she/her/hers)**  
Senior Program Coordinator

# Monitoring & Evaluation Team



**Devon Hannan** (she/her/hers)  
Evaluation Specialist



**Anh Le** (she/her/hers)  
Senior Health Program Coordinator



# Administrative Team



**Shannon Ferriss** (she/her/hers)  
Executive Administrative Assistant



**Rebecca Ono Vasquez** (she/her/hers)  
Administrative Aide





# Regional Introductions



# Region 1



**Bridget Hallock Kasaoka**  
(she/her/hers)  
Fellowship Placement Coordinator



**Amber Whiteside**  
(she/her/hers)  
Fellowship Program Specialist



## Region 2



**Sarah Walker** (she/her/hers)  
Fellowship Placement Coordinator



**Nathan Castilloux** (he/him/his)  
Fellowship Program Specialist



# Region 3



Fellowship Placement Coordinator



**Shirley Wild** (she/her/hers)  
Fellowship Program Specialist



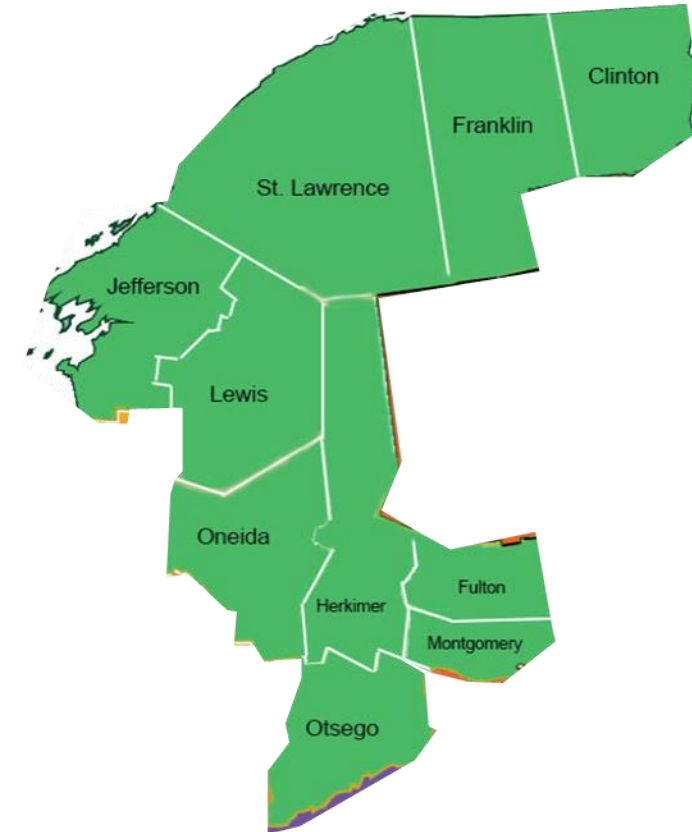
# Region 4



**Aletha Sprague** (she/her/hers)  
Fellowship Placement Coordinator



**Benjamin Przepiora** (he/him/his)  
Fellowship Program Specialist





# Region 5



**Alberto Guzman** (he/him/his)  
Fellowship Placement Coordinator



Fellowship Program Specialist



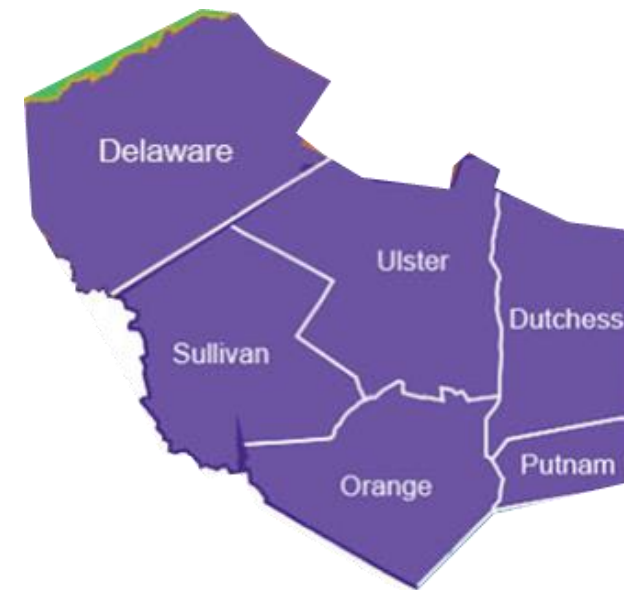
# Region 6



**Molly Ridley** (she/her/hers)  
Fellowship Placement Coordinator



Fellowship Program Specialist



# Region 7



**Gianna Woodard** (she/her/hers/ella)  
Fellowship Placement Coordinator



Fellowship Program Specialist



# Region 8



**Hillary Faas** (she/her/hers)  
Fellowship Placement Coordinator



Fellowship Program Specialist



# PCG Project Staff



Tina Allen, MBA, BSN, RN



Marissa Kawyn, MS  
Region 8



Keaton Prashaw



Tania Islam, MPH  
Region 1, Region 6, & Region 7



Sydney Roth, MHA  
Region 3 & Region 4



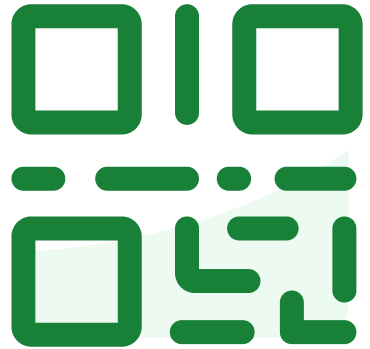
Hope Wilding, MSHA  
Region 2 & Region 5



# Ice Breaker Time!



# slido



**Join at [slido.com](https://slido.com)  
#3310068**

ⓘ Start presenting to display the joining instructions on this slide.

**slido**



**Please write your name, title and  
Region**

① Start presenting to display the poll results on this slide.

# slido



**Welcome to the team! In 1-2 words, describe how you're feeling about the upcoming Fellowship!**

① Start presenting to display the poll results on this slide.

slido



**What is your favorite summer sweet treat?**

ⓘ Start presenting to display the poll results on this slide.

# NYSPHC Program Overview





# NYSPHC Mission and Vision

## Mission:

The New York State Public Health Corps Fellowship Program provides professional development opportunities to enhance and apply public health knowledge through training, education, and mentorship, which expands Fellows' public health networks throughout their communities, resulting in a robust New York State public health workforce.

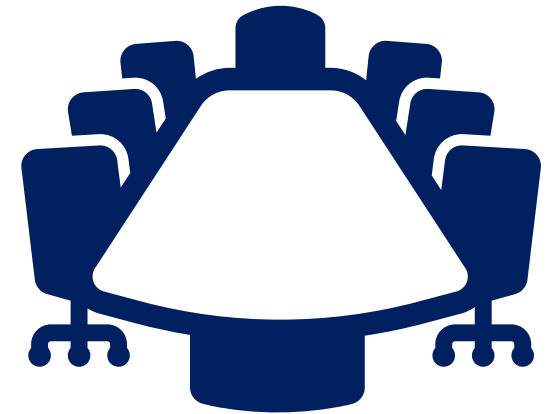
## Vision:

Build a robust, diverse, equipped, and dedicated public health workforce that represents the various communities that comprise the State of New York.

Shape a workforce that is aware of the intricacies of systems thinking and the necessity of community collaboration and uses the strengths of the community to achieve health equity.

# NYSPHC 2021 – June 2024

- January 2021 – the NYSPHC was formed with goals of enhancing public health capacity to respond to the COVID-19 pandemic; and increase preparedness for future public health emergencies
- Workforce focused – increase # of people
- 685 Fellows hired between 2021-2024 in 51 counties and throughout the NYSDOH – rolling recruitment and fellowship length varied
- Program Components:
  - Public Health Essentials and BEAM
  - Regional Quarterly Consortia
  - Educational Series
  - Annual Summit
  - Mentoring (varied from county to county)



# NYSPHC August 2024 – July 2026

- Professional development focused
- Smaller cohort of Fellows
- Defined fellowship period
- Programmatic Components (several required)
  - Mentorship Cohorts
  - Public Health Essentials Trainings and BEAM
  - Quarterly Statewide Consortia
  - Annual Summit
  - Networking
- More touch points with NYSPHC programmatic staff



# NYSPPHC 2.0 Recruitment

- 200 projects identified
- All projects fall within 7 focus areas
- Located in 50 different counties
- 57 unique host organizations
- 4,600 number of applications received
- 1,242 unique applicants



# What Fellowship Projects Will Address

Child and School Health	Chronic Disease	CHA/CHIP	COVID-19	Environmental Health	General
Health Equity	Health Literacy	Housing Security	Maternal, Infant, and Family Health	Mental Health	Nutrition and Food Security
Oral Health	Other/Unspecified Communicable Disease	Public Health Infrastructure Development	STIs/HIV	Substance Use	Violence and Injury Prevention

# Little Bit About NYSPHC 2.0 Fellows

Race/Ethnicity	Percentage
American Indian or Alaska Native	0.7%
Asian	14.9%
Black or African American	11.5%
Hispanic or Latino	12.2%
Native Hawaiian or Pacific Islander	0.7%
White	52.7%
Two or More Races	3.4%
Decline to Answer	4.1%

Gender	Percentage
Female	73.0%
Male	22.3%
Non-Binary	2.7%
Decline to Answer	2.0%

- Higher percentage of Asian, male, and non-binary Fellows in NYSPHC 2.0 compared to the national public health workforce
- 25 spoken languages other than English, including Spanish, Hindi, Urdu, and French
- 41 residential counties across NYS and 7 states outside of NYS

# Welcome to your Fellowship

- The NYSPHC Fellowship begins on August 5<sup>th</sup>, 2024, and will end July 31<sup>st</sup>, 2026. All fellows are expected to complete the full two years of fellowship.
- NYSPHC Fellowship = two-year job + professional development
  - Working on/with real programs, data and initiatives
  - Core competency development
  - Skills building and mentoring
- Job part of the Fellowship:
  - Defined Fellowship Plan
  - Onsite supervisor
- Professional development part of the Fellowship:
  - Over next two years aim to increase your knowledge and skills across 10 competencies
  - Programmatic activities held almost every month to aid in professional development

# NYSPHC Core Competencies



**Effective Communication**

**Data-Based Decision Making**

**Justice, Equity, Diversity, and Inclusion**

**Budget and Financial Management**

**Change Management**

**Systems & Strategic Thinking**

**Community Engagement**

**Cross Sectoral Partnerships**

**Policy Engagement**

**Specialized Skills**

*Adapted from PHWINS Skills Assessment*



**Training  
Certificate  
Programs**

**Consortia &  
Summit**

**Educational  
Training  
Series**



**Mentorship**

Break



# Breakout Session



# Breakout Session

**Assign a reporter for after the breakout session**

## **Part One: Discussion (10 minutes):**

- Brief introductions
- Discussion Questions:
  - What are you looking forward to the most in your Fellowship, or what are you excited about?
  - What Fellowship project are you working on or will be working on? (For Supervisors, What projects are you supervising?)

# Breakout Session

## Part Two: NYSPHC Mad Libs (5 minutes):

- Your Breakout Room Host has a copy of a NYSPHC Mad Lib Game
- The Host will go through the breakout room, asking participants for a noun/verb/etc., until the Mad Lib is complete
- The Host will read the Mad Lib story to the group!

# Join Your Region's Breakout Room

In the **Participants** panel on Webex, find your region's breakout session and click **Join**

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7
Allegany Cattaraugus Chautauqua Erie Genesee Niagara Orleans Wyoming	Chemung Livingston Monroe Schuyler Seneca Steuben Ontario Wayne Yates	Broome Cayuga Chenango Cortland Madison Onondaga Oswego Tioga Tompkins	Clinton Franklin Fulton Herkimer Otsego Jefferson Lewis Montgomery Oneida St. Lawrence	Albany Columbia Essex Greene Hamilton Rensselaer Saratoga Schenectady Schoharie Warren Washington	Delaware Dutchess Orange Putnam Sullivan Ulster	Nassau Rockland Suffolk Westchester
						<b>Region 8</b>
						NYSDOH – Albany Based

# Breakout Session Report Out

- Each Breakout's Reporter shares a summary of responses from the discussion questions
- Breakout Hosts share each Breakout's NYSPHC Mad Lib story

# Fellow Resources



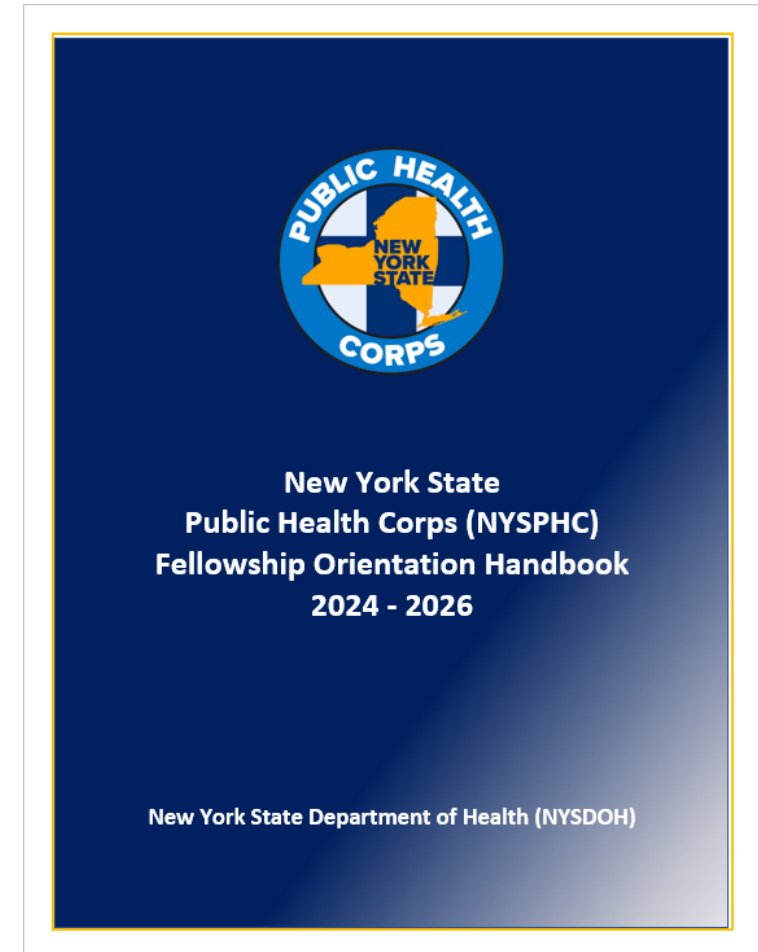


# Fellow Orientation Handbook

Provides critical resources and supporting information

What's Included:

- General program information and NYSPHC staff contact information
- Use as a working document throughout your Fellowship




# Fellow Onboarding Checklist

Quick reference tool for Fellows and Host Organization Supervisors

What's Included:

- Suggested onboarding activities
- Program Requirements
- Additional relevant websites and resources

New York State Public Health Corps | Updated: July 2024



## NYSPHC Fellow Onboarding Checklist

**FELLOW INFORMATION**

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

This checklist is provided to New York State Public Health Corps Program Fellows and their Host Supervisors. This form should be used as a tool to guide the new Fellow through their first two weeks of their Fellowship. In collaboration between the Fellow and Host Supervisor, this checklist should be considered a "living document" during the introductory/orientation period of the position.

**TRAINING AND ORIENTATION**

All New York State Public Health Corps Fellows will complete trainings and onboarding activities as required by Public Consulting Group, the New York State Public Health Corps Program, and your host organization. Orientation trainings must take place during the introductory/orientation period.

**PRIOR TO THE FIRST DAY- HOST SUPERVISORS SHOULD COMPLETE THE FOLLOWING:**

- Confirm start date, time, location and point of contact for the first day with the Fellow.
- Provide parking information.
- Establish regular work schedule (daily work hours and remote days if applicable).
- Assign a workspace and computer (desk, chair, work phone).
- Acquire employee access to necessary internal systems/operational needs (e.g. Key fobs, email address, computer password, printers, shared documents, Electronic Health Records, etc.).
- Submit purchase request form for any outstanding equipment needs to [NYSPHCRequests@health.ny.gov](mailto:NYSPHCRequests@health.ny.gov).
- Ensure building access for the first day.
- Suggested: create a "welcome packet" specific to your agency, send a "new hire" announcement to appropriate staff, schedule meeting(s) for new employee with key colleagues that they will be working with.

**FIRST DAY- HOST SUPERVISOR AND FELLOW SHOULD COMPLETE THE FOLLOWING:**

- Meet and greet with supervisor & tour of the facility (restrooms, emergency exits, printers/copier, files, supplies, etc.).
- Cover critical points of policies, protocols, and administrative procedures.
- Discuss the concept of HIPAA & business confidentiality.
- Go over NYSPHC Fellowship Handbook.
- Discuss Host Organization Information (SharePoint, organizational chart, workplace policies, program workplan, communication expectations).
- Provide any additional onboarding resources applicable to your organization (e.g. map, list of local businesses, etc.).

Page 1 of 3

---

New York State Public Health Corps | Updated: July 2024

**WEEK 1**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Creating a Foundation for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and sign onboarding paperwork provided by Public Consulting Group (PCG)</li> <li>• Informal Daily Check-ins with Supervisor</li> <li>• Staff Introductions and Tours</li> </ul>	<ul style="list-style-type: none"> <li>• Review Position Information (see below)</li> <li>• Review Computer &amp; Electronic Resources (see below)</li> <li>• Note NYSPHC Public Health Essentials and/or BEAM Cohort</li> </ul>	<ul style="list-style-type: none"> <li>• Review Administrative Procedures (see below)</li> <li>• Note NYSPHC Mentor Cohort</li> <li>• Attend NYSPHC orientation</li> <li>• Attend PCG Orientation</li> </ul>
--	---	--	--

**WEEK 2**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction to Initial Job Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Informal Daily Check-ins with Supervisor</li> <li>• Create a Formal Schedule for Check-ins with Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Review "snapshot" of Each Program in Fellow's Purview</li> <li>• Discuss Fellow's Role in Context of Overall Program</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and Shadow Colleagues to Provide Context</li> </ul>
---	--	--	---

**COMPLETION WITHIN THE FIRST 6 MONTHS**

The following should be achieved:

- Review and sign NYSPHC Job Duties Form with supervisor (within one month of starting position)
- Complete first required Certificate Program (Public Health Essentials or Building Expertise in Administration and Management)
- Create account in [www.nylearnph.com](http://www.nylearnph.com) (Learning Management System) and participate in monthly Educational Series Trainings
- Attend quarterly Consortium meetings
- Attend Monthly check-ins with Fellowship Program Specialist
- Attend Mentorship cohort meetings
- Join NYSPHC LinkedIn Group (optional)

**ADMINISTRATIVE PROCEDURES**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Review general administrative procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Office/desk/workstation</li> <li>• Mail (incoming and outgoing)</li> <li>• Business cards</li> <li>• Support staff</li> </ul>	<ul style="list-style-type: none"> <li>• Telephones: set up, away messages and answering appropriately, and responding to voicemail</li> <li>• Picture ID badges, if applicable</li> <li>• Outlook calendars and shared mailboxes, if applicable</li> </ul>
--	--	---

**POSITION INFORMATION**

- Introductions to team members/colleagues
- Review onboarding plan
- Review job schedule and hours and calling in sick/late
- Review payroll timing, time sheet, and policies and procedures

Page 2 of 3

# NYSPHC Training and Resources Website

## Fellowship Program

[Upcoming Events](#)



[Resources](#)

## Training Resource Center Home

Dear NYSPHC Participants,

We are excited to introduce you to the NYSPHC Training and Resources Website. This website is intended to provide resources and information for all NYSPHC Fellows, Supervisors, Mentors and Local Health Department staff!

This website will be used to provide all our program participants with a variety of resources including: Fellow Training Resources and Educational Opportunities, Mentor & Supervisor Resources, Regional Resources, NYSPHC Workgroup Resources, NYSPHC Events Calendar, and Shout Outs.

This website is for YOU and is constantly evolving. Therefore, we encourage everyone to please provide us with feedback, suggestions, and any ideas you have about improvements as you explore the website. In fact, you can do this right on the website here: [Feedback and Shout Out Form](#)

Once again, thank you everyone for being a valued participant! Keep up the great work to let us know if you have any questions, concerns, or issues with the website.

Sincerely,

The NYSPHC Training and Resources Workgroup



Public Health  
Careers



Fellow Training  
Resources



NYSPHC Events  
Calendar



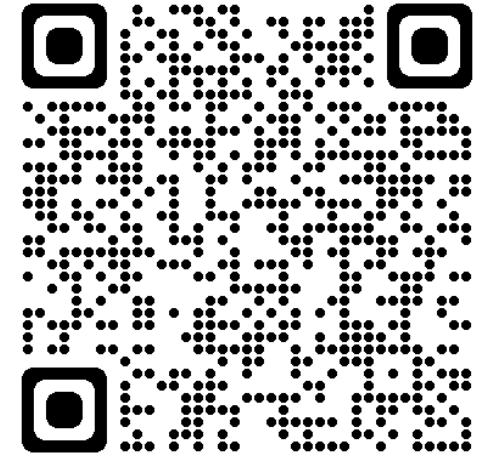
Resources by  
Region

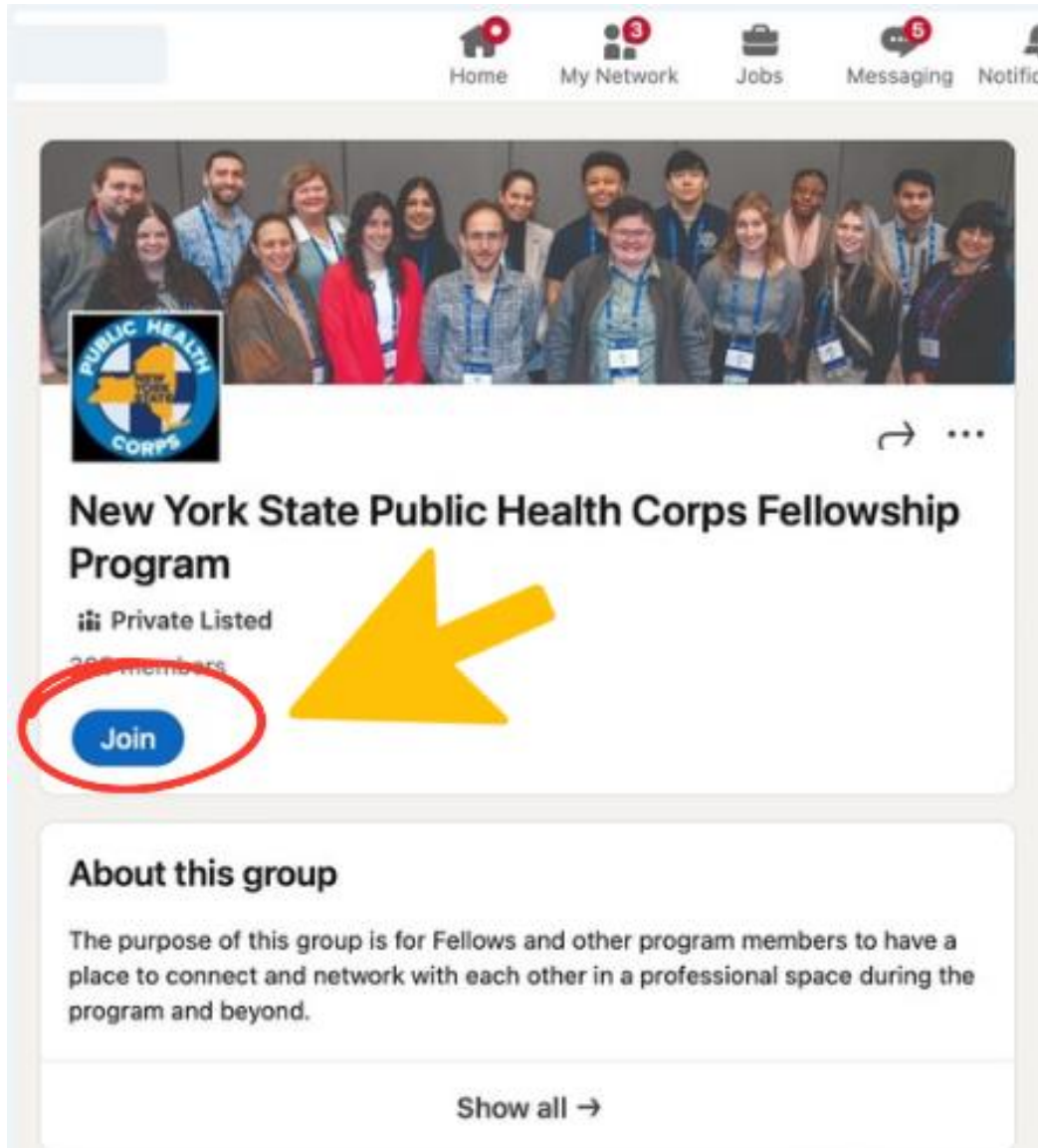


Summit 2023  
Media Gallery

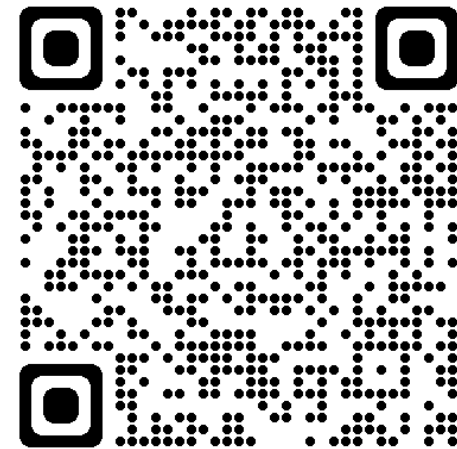


New York Public  
Health Now





# Linked



Questions?





# Fellow Success Story



# FELLOWSHIP SUCCESS!

**Stephanie Carbone**

**Onondaga County Health Department**

What excited me the most about being selected to be a NYSPHC Fellow was the fact that my role gave me the unique opportunity to serve both the County and City Government and act as a liaison between both, facilitating the sharing of knowledge and resources.



# Final Questions for Today







# Tomorrow's Agenda

- Welcome
- Agenda
- NYSPHC Program Roles and Expectations
- Q & A

# Contact Us

Program Email: [nysphcfellows@health.ny.gov](mailto:nysphcfellows@health.ny.gov)

PCG Email: [PCGPHC@pcgus.com](mailto:PCGPHC@pcgus.com)

