



**New York State  
Public Health Corps (NYSPHC)  
Fellowship Orientation Handbook  
2024 – 2026**

**Revised July 2025**

**New York State Department of Health**

# Table of Contents

<b>Introduction .....</b>	<b>4</b>
<b>Program Overview.....</b>	<b>4</b>
<i>Goals of the NYS Public Health Corps.....</i>	<i>4</i>
<i>Mission of the NYS Public Health Corps .....</i>	<i>4</i>
<i>Vision of the NYS Public Health Corps.....</i>	<i>4</i>
<i>Project Roles and Responsibilities.....</i>	<i>4</i>
<i>NYSPHC Points of Contact.....</i>	<i>6</i>
<i>Regional Breakdown.....</i>	<i>8</i>
<i>Where to Direct Questions .....</i>	<i>9</i>
<b>NYSPHC Fellowship Overview.....</b>	<b>10</b>
<i>NYS Public Health Corps Fellow Expectations.....</i>	<i>10</i>
<i>Job Duties and Performance Appraisals .....</i>	<i>10</i>
<i>Fellow Change of Placement Policy – Insufficient Work.....</i>	<i>11</i>
<b>Training and Educational Opportunities .....</b>	<b>11</b>
<i>Core Competencies .....</i>	<i>11</i>
<i>Professional Development Schedule .....</i>	<i>12</i>
<i>Cornell University’s Public Health Essentials Certificate Program .....</i>	<i>13</i>
<i>Cornell University’s Public Health Leadership Essentials Certificate Program .....</i>	<i>14</i>
<i>BEAM.....</i>	<i>14</i>
<i>Year 2 Training Certificate Program.....</i>	<i>14</i>
<i>Educational Series.....</i>	<i>15</i>
<i>Learning Management System (LMS) .....</i>	<i>15</i>
<i>Statewide Consortium .....</i>	<i>15</i>
<i>Summit .....</i>	<i>16</i>
<i>Mentoring .....</i>	<i>16</i>
<i>Training and Resources Website.....</i>	<i>17</i>
<b>Reporting Requirements.....</b>	<b>17</b>
<i>NYSPHC Fellow Surveys .....</i>	<i>17</i>
<i>NYSPHC Post-Event Surveys.....</i>	<i>18</i>
<b>Hours Policies .....</b>	<b>18</b>
<i>Extended Hours Policy .....</i>	<i>18</i>

*Overtime Hours Policy* ..... 19  
*Holiday Hours Policy* ..... 19  
**Travel and Supplies**..... 19  
    *Routine Travel* ..... 19  
    *Non-Routine Travel* ..... 19  
    *NYSPHC 2.0 Conference Policy* ..... 20  
    *Supplies* ..... 20  
**Contacts** ..... 21  
**Training Tracker** ..... 23

## 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 handbook serves as a general guide for understanding the NYSPHC project, staff, and stakeholder responsibilities. We ask that you review our handbook upon starting your Fellowship 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 (State Department of Health) to work with community partners to recruit and deploy Fellows to be assigned in communities across New York State (NYS).

## Program Overview

### Goals of the NYS Public Health Corps

1. Bolster the state's public health infrastructure and provide professional development for growing public health professionals by mobilizing Public Health Fellows across the State to provide critical support and services to local health departments (LHDs), community-based organizations (CBOs) and the New York State Department of Health
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 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 of the NYS Public Health Corps

The vision of the NYSPHC is to build a robust, diverse, equipped, and dedicated public health workforce that represents the various communities that comprise the State of New York. NYSPHC strives to 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.

### Project Roles and Responsibilities

The NYSPHC Fellowship Program is managed by the State Department of Health. Here is an overview of the roles of some key individuals you will work with closely throughout your Fellowship.

## **Fellowship Placement Coordinator**

The Fellowship Placement Coordinator (FPC) provides support for Fellows, Supervisors, and Mentors. In their role, the FPC:

- Oversees the Fellowship Program for the region;
- Meets with the Host Organization's designated contact and Fellows' supervisors;
- Meets with Fellows in person and virtually in coordination with the Fellowship Program Specialist;
- Works with the Public Consulting Group and host organization supervisors to support Fellows in successfully completing professional development components;
- Monitors Fellow completion of NYSPHC program requirements; and
- Monitors completion of reporting requirements.

## **Fellowship Program Specialist**

The Fellowship Program Specialist (FPS) provides support to the FPC. In their role, the Fellowship Program Specialist:

- Supports the FPC in coordinating regional activities and resources; and
- Meets with Fellows in person and virtually in coordination with the FPC, including regular monthly calls to:
  - Check in on their Fellowship experience and assigned Fellowship work
  - Discuss their Mentorship experience
  - Review professional development progress.

## **Host Organization Supervisor**

The host organization supervisor provides day-to-day field supervision of NYSPHC Fellows in well-defined assignments. In their role, the host organization supervisor:

- Acts as initial point of contact for the Fellow at their host organization;
- Supports the Fellow at the host organization, including overseeing and supporting the Fellow's day-to-day activities and ensuring policy compliance;
- Supports the integration of NYSPHC program requirements into the Fellow's work schedule; and
- Completes Fellows' performance appraisals.

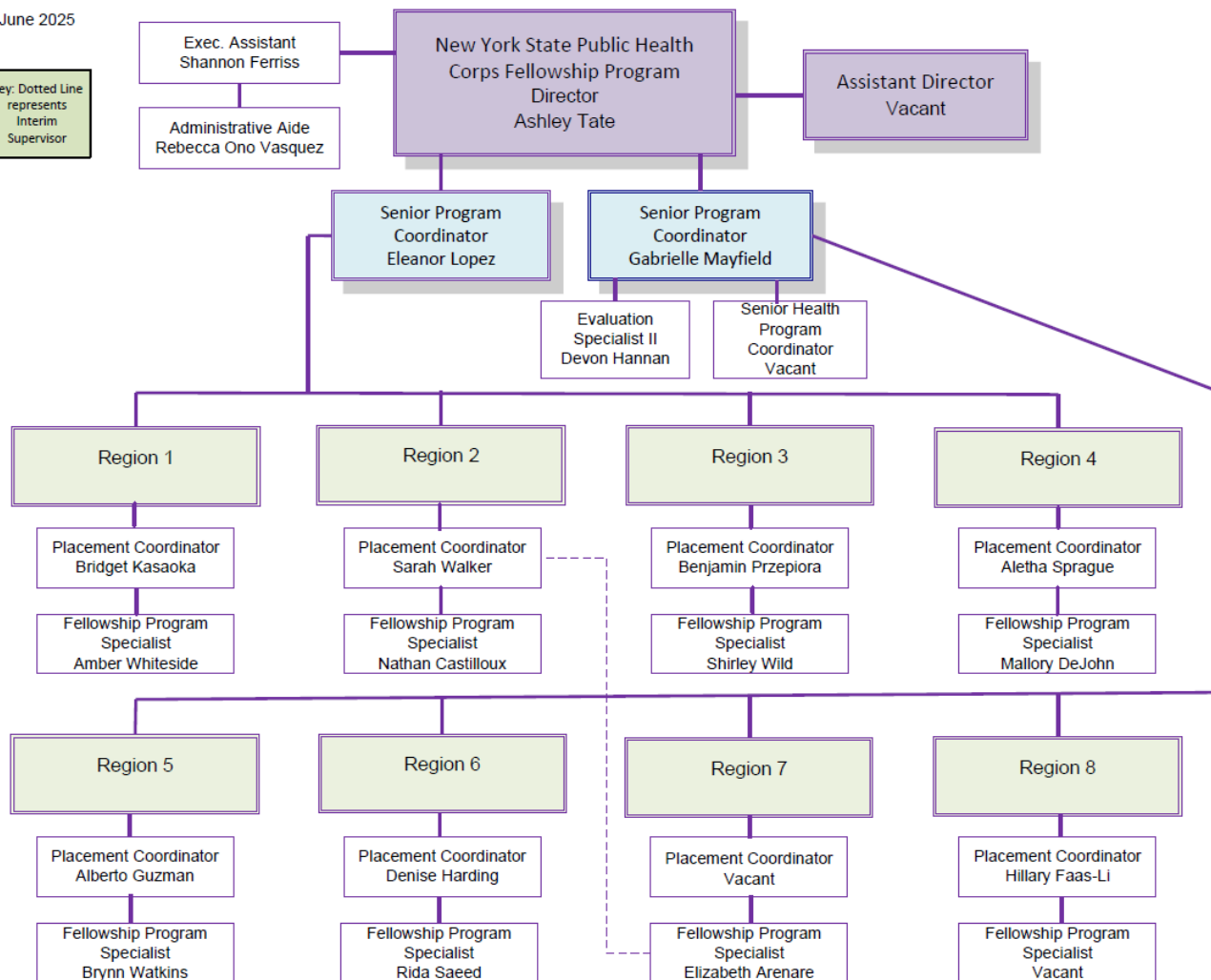
## **Public Consulting Group (PCG)**

PCG is the hiring entity for all NYSPHC Fellows. In their role, PCG:

- Leads the recruitment, hiring, and ongoing staff management, in partnership with the host organizations, for all Fellows participating in NYSPHC;
- Retains Fellows under their payroll and provides applicable benefits to Fellows under the NYSPHC program;
- Handles routine travel for Fellows; and
- Works with host organization supervisors if there are performance management concerns.

June 2025

Key: Dotted Line  
represents  
Interim  
Supervisor



### NYSPHC Points of Contact

New York State Public Health Corps Core Program Staff		
Name	Project Role	Email
<b>Ashley Tate</b>	Program Director	<a href="mailto:Ashley.Tate@health.ny.gov">Ashley.Tate@health.ny.gov</a>
<b>Eleanor Lopez</b>	Senior Program Coordinator	<a href="mailto:Eleanor.Lopez@health.ny.gov">Eleanor.Lopez@health.ny.gov</a>
<b>Gabrielle Mayfield</b>	Senior Program Coordinator	<a href="mailto:Gabrielle.Mayfield@health.ny.gov">Gabrielle.Mayfield@health.ny.gov</a>
<b>Shannon Ferriss</b>	Executive Administrative Assistant	<a href="mailto:Shannon.Ferriss@health.ny.gov">Shannon.Ferriss@health.ny.gov</a>
<b>Rebecca Ono Vasquez</b>	Administrative Aide	<a href="mailto:Rebecca.Onovasquez@health.ny.gov">Rebecca.Onovasquez@health.ny.gov</a>

Fellowship Placement Coordinators (FPCs) and Fellowship Program Specialists (FPSs)			
NYSPHC Region	Staff Role	Staff Name	Email
Region 1	FPC	Bridget Kasaoka	<a href="mailto:Bridget.Kasaoka@health.ny.gov">Bridget.Kasaoka@health.ny.gov</a>
	FPS	Amber Whiteside	<a href="mailto:Amber.Whiteside@health.ny.gov">Amber.Whiteside@health.ny.gov</a>
Region 2	FPC	Sarah Walker	<a href="mailto:Sarah.Walker@health.ny.gov">Sarah.Walker@health.ny.gov</a>
	FPS	Nathan Castilloux	<a href="mailto:Nathan.Castilloux@health.ny.gov">Nathan.Castilloux@health.ny.gov</a>
Region 3	FPC	Benjamin Przepiora	<a href="mailto:Benjamin.Przepiora@health.ny.gov">Benjamin.Przepiora@health.ny.gov</a>
Region 3	FPS	Shirley Wild	<a href="mailto:Shirley.Wild@health.ny.gov">Shirley.Wild@health.ny.gov</a>
Region 4	FPC	Aletha Sprague	<a href="mailto:Aletha.Sprague@health.ny.gov">Aletha.Sprague@health.ny.gov</a>
	FPS	Mallory DeJohn	<a href="mailto:mallory.dejohn@health.ny.gov">mallory.dejohn@health.ny.gov</a>
Region 5	FPC	Alberto Guzman	<a href="mailto:Alberto.Guzman@health.ny.gov">Alberto.Guzman@health.ny.gov</a>
	FPS	Brynn Watkins	<a href="mailto:Brynn.Watkins2@health.ny.gov">Brynn.Watkins2@health.ny.gov</a>
Region 6	FPC	Denise Harding	<a href="mailto:denise.harding@health.ny.gov">denise.harding@health.ny.gov</a>
	FPS	Rida Saeed	<a href="mailto:rida.saeed@health.ny.gov">rida.saeed@health.ny.gov</a>
Region 7	FPC	Aletha Sprague (Westchester)	<a href="mailto:Aletha.Sprague@health.ny.gov">Aletha.Sprague@health.ny.gov</a>
		Sarah Walker (Nassau, Suffolk, MARO)	<a href="mailto:Sarah.Walker@health.ny.gov">Sarah.Walker@health.ny.gov</a>
		Alberto Guzman (Rockland)	<a href="mailto:Alberto.Guzman@health.ny.gov">Alberto.Guzman@health.ny.gov</a>
	FPS	Elizabeth Arenare	<a href="mailto:elizabeth.arenare@health.ny.gov">elizabeth.arenare@health.ny.gov</a>
Region 8 (DOH)	FPC	Hillary Faas-Li	<a href="mailto:Hillary.Faas@health.ny.gov">Hillary.Faas@health.ny.gov</a>
	FPS	Rida Saeed	<a href="mailto:rida.saeed@health.ny.gov">rida.saeed@health.ny.gov</a>

## Regional Breakdown

### NYSPHC 2.0 Regions

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



June 2024

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8
Allegany	Chemung	Broome	Clinton	Albany	Delaware	Nassau	DOH
Cattaraugus	Livingston	Cayuga	Franklin	Columbia	Dutchess	Rockland	(Albany
Chautauqua	Monroe	Chenango	Fulton	Essex	Orange	Suffolk	locations
Erie	Ontario	Cortland	Herkimer	Greene	Putnam	Westchester	only)
Genesee	Schuyler	Madison	Jefferson	Hamilton	Sullivan	NYSDOH	
Niagara	Seneca	Onondaga	Lewis	Rensselaer	Ulster	MARO	
Orleans	Steuben	Oswego	Montgomery	Saratoga		Regional	
Wyoming	Wayne	Tioga	Oneida	Schenectady		Office	
NYSDOH	Yates	Tompkins	Otsego	Schoharie		(NYC)	
Western	NYSDOH	NYSDOH	St. Lawrence	Warren			
Regional	Western	Central	NYSDOH	Washington			
Office	Regional	Regional	Oneonta				
(Buffalo)	Office	Office	District				
	(Rochester)	(Syracuse)	Office				

## Where to Direct Questions

Who do I contact for...	Point of Contact	Contact Information	
<b>Human Resources Related Topics</b> <ul style="list-style-type: none"> <li>• Employee relations concerns</li> <li>• Benefits</li> <li>• 401k information</li> <li>• Leave of absence</li> <li>• Dayforce inquiries</li> </ul>	SSO Human Resources	<a href="mailto:ssohr@pcgus.com">ssohr@pcgus.com</a>	
<b>Programmatic Topics</b> <ul style="list-style-type: none"> <li>• Technology access</li> <li>• Administrative issues</li> <li>• Concerns escalations</li> <li>• General PCG operations</li> </ul>	PCG Project Team	Region 1 Region 2 Region 5 Region 6 Region 7 Region 8	Tania Islam <a href="mailto:Tislam@pcgus.com">Tislam@pcgus.com</a>
		Region 3 Region 4	Sydney Roth <a href="mailto:Sroth@pcgus.com">Sroth@pcgus.com</a>
<b>Day-to-Day Operations</b> <ul style="list-style-type: none"> <li>• Workflow related questions</li> <li>• Scheduling / time off approval</li> <li>• Work assignments, including the integration of program requirements in work schedule</li> <li>• Progress reporting and performance appraisals</li> <li>• Daily activities – task instructions and operational guidance about the responsibilities in job description</li> <li>• Workplace and supply questions/needs</li> <li>• Policies, standards, rules and other requirements at host organization</li> </ul>	Your Immediate Supervisor	<i>Supervisor at your primary host organization</i>	
<b>NYSPHC Programmatic Items</b> <ul style="list-style-type: none"> <li>• General program inquiries</li> <li>• NYSPHC Professional Development Components <ul style="list-style-type: none"> <li>✓ Cornell's PHE/PHLE Certificate Program</li> <li>✓ BEAM Certificate Program</li> <li>✓ Educational Series</li> <li>✓ Annual Summit</li> <li>✓ Consortia</li> <li>✓ Mentoring</li> </ul> </li> <li>• Reporting requirements</li> </ul>	Fellowship Placement Coordinator or Fellowship Program Specialist	<i>Listed in NYSPHC Points of Contact section above</i>	

## NYSPHC Fellowship Overview

The NYSPHC Fellowship Program provides paid, full-time positions, with opportunities at host organizations such as the State Department of Health, LHDs, and other public health systems partners. Fellows include individuals with training or experience in public health, human services, nursing, allied health, healthcare, social services, communications, information technology, logistics, planning, education, data science, emergency preparedness, administration, operations, and more.

### Types of Fellows

Individuals of all education levels and experience are encouraged to apply to be a NYSPHC Fellow. A Fellow's title and pay grade (Fellow I, Fellow II, or Fellow III) is determined by the duties of the position for which they are hired.

All Fellows work with their host organizations on projects that support the COVID-19 response and recovery efforts and increase preparedness for future public health emergencies. Fellows are responsible for an array of supervised task-specific activities and contribute to a collaborative environment.

Professional development is a critical component of the NYSPHC Fellowship Program. All NYSPHC Fellows will participate in professional development program components and an in-depth program orientation to introduce them to program components, requirements, and expectations.

### NYS Public Health Corps Fellow Expectations

NYSPHC expects that all Fellows will:

- Commit to a two-year Fellowship term;
- Complete day-to-day activities outlined in the Fellowship Plan created by the host organization;
- Adhere to the policies and procedures of NYSPHC, PCG, and their host organization;
- Adhere to the professional conduct expectations of the host organization, including expectations around professional attire, email etiquette, and treating others with respect; and
- Participate in NYSPHC professional development activities.

### Job Duties and Performance Appraisals

In the first month of their Fellowship, each Fellow will work with their supervisor to review and understand their expected job duties. This is to ensure that each Fellow fully understands what is expected of them in their Fellowship. The Fellow's Supervisor will conduct Fellow performance appraisals with input from each Fellow's host organization supervisor after 12 months. The purpose of these performance appraisals is to check in on the Fellow's performance of their job duties and to identify ways to support the Fellow in completing their job duties if there are areas where improvement or additional support is needed.

***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 PCG.***

## Fellow Change of Placement Policy – Insufficient Work

In the event a Fellow's host organization no longer has sufficient work for the Fellow and is, therefore, unable to continue hosting the Fellow, NYSPHC will make best efforts to identify another placement for the Fellow.

If the Fellowship position was originally allocated by a local health department to an external host organization, then NYSPHC will first reach out to that local health department to determine whether there is a need for a Fellowship position within the local health department itself.

If the local health department where the position was originally allocated does not have such a need, then NYSPHC will meet with the Fellow to determine their continued interest in staying in the Fellowship Program and discuss their interests and skills. Assuming the Fellow is interested in an alternative placement, NYSPHC will conduct outreach to identify such a placement. If an alternate placement is identified, NYSPHC will coordinate a transition to the new host organization with the Fellow, host organization(s) and the Public Consulting Group, and will work with the new host organization to develop a new Fellowship Plan for the position.

NYSPHC will strive to identify an alternative placement for the Fellow that aligns with the Fellow's interests and skills. However, NYSPHC cannot guarantee a subject matter-specific placement, and NYSPHC cannot compel a host organization to host a Fellow. If NYSPHC is unable to identify an alternate placement for the Fellow, or the Fellow does not wish to accept the alternate placement identified, the Fellow's employment may be terminated due to lack of work in accordance with Staffing Solutions Organization's policies.

## Training and Educational Opportunities

### Core Competencies

The NYSPHC program has established a set of core competencies as a standard for knowledge and skills building throughout the fellowship period. They act as a framework for selecting topics and speakers for NYSPHC professional development opportunities, activities, and events. NYSPHC measures competency gain through program evaluation efforts. A focus on core competencies for public health professionals through training and education enables participants to be successful practitioners of public health.

The NYSPHC core competencies defined below were adapted from [de Beaumont's Strategic Skills](#). More information on the core competencies can be found on the [NYSPHC 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 and 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.

## Professional Development Schedule

NYSPHC aims to build on and enhance the education, experience, and knowledge of Fellows through several professional development components of the program. These include certificate programs, the Educational Series, Statewide Consortium meetings, and an Annual Summit. Fellows are encouraged to complete certain activities during each year of their Fellowship. The professional development components for each year of the Fellowship are as follows:

### Year 1

- Satisfactorily complete Public Health Essentials or Public Health Leadership Essentials
- Satisfactorily complete Building Expertise in Administration and Management
- Complete the Educational Series
- Complete reporting requirements

### Year 2

- Complete the Educational Series
- Complete training programs\*
- Complete reporting requirements

\*Additional information on these training programs will be shared closer to the start of Year 2.

Participation in certificate programs is a core component of the NYSPHC Fellowship Program. All Fellows are strongly encouraged to take Cornell University’s Public Health Essentials (PHE) Certificate Program and the University of Miami’s Building Expertise in Administration and Management (BEAM) Certificate Program. Some Fellows will begin their Fellowship enrolled in Cornell Public Health Essentials (PHE) followed by BEAM, and others will begin with BEAM and follow with PHE. Fellows who have successfully completed PHE prior to August

2024 will be enrolled in Cornell University’s Public Health Leadership Essentials Certificate Program in early 2025.

**Cornell University’s Public Health Essentials Certificate Program**

By the end of the [Public Health Essentials \(PHE\) Training](#), Fellows will be equipped with tools and skills needed to excel in the public health field. After your successful completion of the training program, Fellows 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. The course is comprised of 80 hours of online learning to introduce, review, and reinforce key aspects and practices of public health (approximately five hours of learning per week, over 15 weeks). Fellows can work at their own pace to meet the deadlines for assignments. eCornell provides a syllabus and recommended deadlines to keep learners on track for course completion. Fellows should plan to dedicate about **5 hours per week** to complete this course and work with their host organization supervisor to dedicate sufficient time in their work schedule to complete the course.

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 Fellows begin their Fellowship. If you have any questions regarding the Cornell University Public Health Essentials Program, please reach out to the contacts listed in the table below. Once enrolled in a cohort, Fellows should reach out to their course facilitator with questions regarding content and assignments.

Contacts for Public Health Essentials Questions & Concerns	
For questions regarding...	Contact
<ul style="list-style-type: none"> <li>• The eCornell online platform</li> <li>• Accessing the PHE certificate</li> </ul>	eCornell Help Desk: <a href="mailto:helpdesk@cornell.com">helpdesk@cornell.com</a>
<ul style="list-style-type: none"> <li>• Course content</li> <li>• Assignment submission and grading</li> </ul>	PHE Course Facilitator: contact through the course platform
<ul style="list-style-type: none"> <li>• Challenges with registration</li> </ul>	<a href="mailto:Info@ecornell.com">Info@ecornell.com</a>
<ul style="list-style-type: none"> <li>• Cohort start dates and enrollment</li> <li>• NYSPHC Fellowship Program requirements</li> <li>• Other issues not listed above</li> </ul>	NYSPHC FPC or FPS (see contact information on page 3)

[Public Health Essentials Handbook & Outline](#)

[Public Health Essentials Training](#)

Fellows who have previously completed Public Health Essentials will complete another Cornell Certificate Program, Public Health Leadership Essentials.

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

Fellows who have completed the Public Health Essentials Training prior to August 2024 will complete the Public Health Leadership Essentials certificate program. The Public Health Leadership Essentials (PHLE) curriculum is a 15-week self-paced web-based facilitated project-based curriculum focused on building strategic skills in public health leaders of today and tomorrow. The curriculum expands on learnings from the Public Health Essentials course, building a stronger foundation to support learners as they continue their public health journey.

The Public Health Leadership Essentials certificate program covers the following topics:

- Introduction to Public Health Leadership
- Build and Lead a Collaborative Team
- Cultivate Strategic Leadership Skills
- Systems Thinking for Community Focused Change
- Affecting Policy Change

## BEAM

University of Miami's (UMiami) Building Expertise in Administration and Management, or [BEAM](#), course is an online 15- to 20-hour self-paced interactive certificate program in budget and financial management to strengthen foundational business skills across the public health profession.

The curriculum covers six critical areas:

- Strategic Problem Definition
- Budgeting
- Procurement
- Contracts
- Contract Monitoring
- Financial Health

A representative from UMiami will lead a check in meeting by the third week of your cohort start date, and a meeting invitation will be sent within the first week of the start of each cohort. If you have questions while completing the BEAM Course, please contact Karla Revere: [knr42@med.miami.edu](mailto:knr42@med.miami.edu).

If you have completed BEAM previously, email your certificate of certificate to your Fellowship Placement Coordinator. Your certificate can be easily obtained from the BEAM home screen under "Certifications."

## Year 2 Training Certificate Program

All Fellows will have the opportunity to complete a training certificate program in year two of their Fellowship. Additional details about the training certificate programs offered will be shared towards the beginning of year two.

## Educational Series

The NYSPHC Educational Series will consist of live monthly educational sessions with various topics and speakers. The goal of the Educational Series 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 competencies](#) and support Fellows in their career development. 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. All regions of NYS will be represented throughout the series, focusing on public health topics that are relevant to Fellow projects and interests.

Fellows will be provided with agendas/time guides and a session overview to have clear objectives going into the sessions. The sessions will be recorded and made available on the Training and Resources website to ensure all Fellows have access. Fellows are strongly encouraged to participate in each session. Fellows are encouraged to attend the live sessions but have the option to watch a recording and complete a short quiz to track their attendance, if needed.

The Year 2 (2025-2026) Educational Series will feature at least the following core competencies: data-based decision making, budget and financial management, systems and strategic thinking, change management, and specialized skills. The Educational Series webinars are scheduled for:

- October 8, 2025
- November 12, 2025
- January 14, 2026
- February 11, 2026
- April 8, 2026
- May 13, 2026
- July 8, 2026

## Learning Management System (LMS)

The New York Learns Public Health (NYLearnsPH) Learning Management System (LMS) is a tool that offers access to online professional development opportunities within a course-based system. Fellows will be able to view live and recorded educational series presentations that are self-paced, while tracking participation and earning certificates of completion. Fellows will be provided with guidance on how to register, access, and use the LMS and enroll in Educational Series courses and can also access this information on the [NYSPHC Training and Resources Website](#).

## Statewide Consortium

The goal of the Consortium meetings is to bring Fellows, Supervisors, host organization staff, and Mentors together to collectively enhance the Fellows' experience through collaboration and networking. Consortium meetings will be facilitated by Fellowship Placement Coordinators and Fellowship Program Specialists and be centered around networking, Spotlights, discussion, and interactive activities.

Consortium meetings will be held virtually. Attendance is strongly encouraged. An Outlook calendar invite with additional information about the meeting, including how to register, will be sent out prior to each consortium.

## Summit

The NYSPHC Fellowship Annual Summit provides an opportunity for Fellows to expand the breadth and depth of their public health knowledge. Additionally, the Summit provides opportunity for Fellows to engage with peer Fellows, regional teams, and Mentors from across the state to learn about the unique efforts being carried out in each region. Through delivery of information from keynote and plenary speakers, professional development opportunities, peer-to-peer experience sharing and networking, panel presentations, poster presentations, and focused public health workshops, the Fellows can take new skills and knowledge back into the field and support efforts to improve health outcomes for New Yorkers.

The 2025 NYSPHC Annual Summit was canceled due to funding uncertainty. Information about Summit 2026 will be forthcoming.

## Mentoring

Mentors are partnered with NYSPHC Fellows placed at the New York State Department of Health, New York State Department of Health Regional Offices, LHDs, and CBOs. Mentors serve as professional role models and technical advisors, facilitating peer learning and providing relevant mentoring, career planning and navigational support to Fellows, enhancing their experience within the local and statewide public health landscape and the NYSPHC Fellowship program.

The NYSPHC Fellowship Program will utilize a cohort style of mentoring with the expectation of Mentors leading between 4-8 NYSPHC Fellows for up to two years. Cohorts will be determined by pairing Fellow with a Mentor(s) whose experience, skillset and knowledge are similar to Fellow's current Fellowship projects. Regions have been paired to create cohorts of Fellows; however, Mentors may lead a cohort of Fellows who are not in their region. Several cohorts will be co-led by two identified Mentors. Fellows from the following regions have been paired to create cohorts:

- Region 1 & Region 2
- Region 3 & Region 4
- Region 5 & Region 8
- Region 6 & Region 7

Mentors will facilitate a one-hour quarterly meeting with their Fellow cohort. Mentors have been encouraged to meet with their Fellow cohorts beyond the scheduled quarterly meeting or individually, when requested.

### As a Fellow, you will be expected to:

- Attend scheduled Mentor cohort meetings.
- Actively participate in scheduled cohort meetings by engaging in conversations, participating in meeting activities and providing input for future discussions.
- Communicate directly with Mentor if unable to attend a scheduled cohort meeting.
- Fellows are encouraged to meet with Mentors individually. However, Fellows must request an individual meeting with their Mentor directly.

- Fellows are encouraged to collaborate with other Fellows in their cohort.

## Training and Resources Website

The NYSPHC Training and Resources website is intended to provide resources and information for all NYSPHC Fellows, Supervisors, 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 Resources](#)
- [Mentor & Supervisor Resources](#)
- [Resources by Region](#)
- [Events Calendar](#)
- [Public Consulting Group Resources](#)
- [NYSPHC Spotlights](#)

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

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

## Reporting Requirements

Throughout the NYSPHC Fellowship Program, surveys will be administered to program participants to monitor participant progress, solicit feedback, and assess the program's implementation. These 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.

### 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 every 4 months during the Fellowship through a direct link (i.e., SurveyMonkey) according to the following schedule:

- Survey 1 – October 2024
- Survey 2 – February 2025
- Survey 3 – July 2025
- Survey 4 – October 2025
- Survey 5 – February 2026
- Survey 6 – June 2026

Another survey will be distributed through SurveyMonkey six months after the completion of the Fellowship to gather information on where Fellows 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, FPS and/or supervisor to discuss ways to improve the Fellowship Program and the Fellow's experience. Prior to disclosing information obtained in surveys to supervisors, the Fellow will be contacted by the FPC.

The Fellow Surveys may ask about trainings you have completed outside of PHE, BEAM or other required NYSPHC trainings. 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 Fellow Surveys are a mandatory requirement for each Fellow**, and additional surveys may be added as needed.

### NYSPHC Post-Event Surveys

Fellows will be asked to complete post-event surveys after participating in NYSPHC activities, including but not limited to Consortia, Educational Series presentations, and Summit. The purpose of these surveys is to gather Fellows' feedback on the event and to assess how the event helps improve understanding of NYSPHC core competencies. Post-event surveys will be distributed immediately following the event through a direct link (i.e., Survey Monkey).

## Hours Policies

### Extended Hours Policy

All Fellows, the Public Consulting Group (PCG), Staffing Solutions Organization, and Host Organizations, including supervisors, are expected to abide by the weekly work hours as outlined in the Fellowship Plan and approved by the New York State Public Health Corps (NYSPHC). A Fellow may not work more hours in any given week than the amount of hours that is approved in their Fellowship Plan (weekly work schedules are either 35 or 37.5 or 40 hours per week). If a Fellow needs to work more than their regularly scheduled work hours the Fellow should first work with their supervisor to flex their schedule **within the workweek** (Monday – Sunday) so that they do not exceed their regular weekly hours. Fellows are not allowed to flex from one week to the next, as this runs the risk of working over 40 hours and going into an overtime situation.

*For example, if a Fellow has an event on Saturday from 9am - 1pm (4 hours), the Fellow can work with their host organization supervisor to determine which day(s) works best to leave early or report late (can be 4 hours in one day or spread across several days within the same workweek) to lessen the risk of going over designated hours. If an event is cancelled and a Fellow has already flexed their time, Fellows may use the hours that they would have spent at the event to work on their Public Health Essentials or Building Expertise in Administration and Management (BEAM) coursework.*

While it is not expected that any Fellow would need to work more hours in any given work week than the amount of weekly hours that was originally agreed upon and approved in the Fellowship Plan, should a critical need arise that would require a Fellow to work more than the amount of weekly hours approved, the Host Organization must obtain prior approval from the NYSPHC and PCG in writing by following the prior approval process outlined below. Please note that Fellows will not be approved to work more than 40 hours in any given week.

## Overtime Hours Policy

Fellows are not allowed to work overtime, which is defined as working over 40 hours in a workweek (Monday-Sunday). There are no exceptions for this policy.

## Holiday Hours Policy

Fellows are not allowed to work on the following state-recognized holidays without prior approval:

- New Years Day (January 1, 2025 & January 1, 2026)
- Dr. Martin Luther King Jr. Birthday (January 20, 2025 & January 19, 2026)
- Presidents' Day (February 17, 2025 & February 16, 2026)
- Memorial Day (May 26, 2025 & May 25, 2026)
- Juneteenth (June 19, 2025 & June 19, 2026)
- Independence Day (July 4, 2025 & July 4, 2026)
- Labor Day (September 1, 2025)
- Columbus Day/Indigenous Peoples' Day (October 14, 2024 & October 13, 2025)
- Veterans Day (November 11, 2024 & November 11, 2025)
- Thanksgiving Day (November 28, 2024 & November 27, 2025)
- Christmas Day (December 25, 2024 & December 25, 2025)

Fellows who need to work on one of the above state-recognized holidays in order to fulfill their Fellowship duties must receive prior approval from their supervisor and PCG. Fellows should first obtain approval from their supervisor and then email their PCG regional contact, with their supervisor and regional FPC copied, for review and approval of their request.

## Travel and Supplies

### Routine Travel

Routine travel is defined as travel which is required for Fellows to perform the essential duties of their job, is conducted in-state, and is exclusive to mileage reimbursement. Reimbursement for routine travel is provided by PCG through the Certify system, and instructions on how to request reimbursement for routine travel are available [here](#). Prior approval to travel is not required by NYSPHC staff.

Please note that travel and registration for conferences or other trainings, including the NYSPHC Annual Summit, are considered non-routine travel. Travel that requires rental of a car or includes meal or hotel per diems is considered non-routine travel as well. All non-routine travel requires prior approval by NYSPHC.

### Non-Routine Travel

Examples of non-routine travel include conferences (both in-state and out of state), in-person trainings that require registration or that are held out-of-state, any travel that includes costs other than mileage reimbursement (both in-state and out of state), and the NYSPHC Annual Summit. Examples of costs associated with non-routine travel include transportation (mileage, train fare, airfare, car rental, etc.), lodging, meals, and conference registration. All non-routine travel requests must be submitted to NYSPHC by a Fellow's supervisor

for prior approval, and approval is not guaranteed. Fellows should reach out to their supervisor if they need to request non-routine travel. **No costs should be incurred by the Fellow, supervisor, or host organization without first obtaining approval by NYSPHC. Any costs incurred without prior approval are considered at risk and may not be eligible for reimbursement.** Instructions on how to submit a non-routine travel request are available in the [NYSPHC Fellow Travel Center on the Training and Resources Website](#).

Once travel is complete, Fellows will submit a reimbursement request to NYSPHC and reimbursement will be paid by Health Research, Inc.

## NYSPHC 2.0 Conference Policy

Beginning August 1, 2025, New York State Public Health Corps (NYSPHC) Fellowship Program Fellows will be permitted to resume travel to large professional development conferences, contingent on availability of funding. The NYSPHC Fellowship Program will support Fellows attending one large professional development conference between August 1, 2025 and April 30, 2026. Large professional development conferences include those that:

- Are located out of state;
- Are two or more days in length; and/or
- Are expected to incur more than \$500 in travel and/or registration expenses

Attendance at the NYSPHC Fellowship Program Annual Summit, New York State Public Health Association Public Health Partnership Conference, or events that the Fellow is required to staff as part of their job duties are exceptions to this policy. Requests to attend other non-routine conferences, trainings, meetings, or events that do not fall under the criteria listed above will continue to be considered for approval on a case-by-case basis.

Fellows should continue to follow the existing [non-routine travel policies and procedures](#) to request to attend conferences. Non-routine travel request submissions and approvals submitted to NYSPHC prior to April 3<sup>rd</sup>, 2025 are no longer valid, and Fellows must resubmit travel paperwork for approval. Travel requests must be sent to [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov) with all supporting documents **at least six weeks in advance** of the trip. If there is an associated registration cost to be paid by NYSPHC/Health Research Inc., the travel request must be submitted **at least eight weeks in advance**. Approval must be received from NYSPHC prior to traveling.

As a reminder, all conferences must support the job duties of the Fellow as outlined in their Fellowship Plan. NYSPHC reserves the right to not approve the conference for reasons including but not limited to scope, cost, timing, or other factors.

## Supplies

Fellows should discuss any supply needs with their supervisor. Any supply requests submitted to NYSPHC must be submitted by a supervisor using the [NYSPHC 2.0 Purchase Request Form](#). Requests received directly from Fellows will **not** be accepted.

## 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 onboarding 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](#).

Host Organization Contacts (i.e. Supervisor, IT, Essential Staff/Project Contacts, etc.)				
	Name	Project Role	Email	Phone
1				
2				
3				
4				
5				
6				
7				
8				

Local/ Community/Other Fellowship Contacts (i.e. met through networking opportunities, university/college contacts, other Fellows you have met)				
	Name	Role/Title	Email	Phone
1				
2				
3				
4				
5				
6				
7				
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11				
12				



