Beginning this month all contact information for local Boards of Health (LBOH) will be maintained in MAVEN. This will allow LBOH staff to update their own contact information and will provide MDPH Epidemiologists a more accurate and reliable system in which to access these data. Contact information for each of our 351 municipalities is contained in an event type named Communication. The Communication event is also where you will access this year’s Key Indicators report. To find the contact information for the town or towns you cover search for the name of your LBOH and select Communication as the event type.

1. Click on the search icon
2. Enter your city/town name in the Last Name field
3. Select Communication event from dropdown
4. Click Search
In each Communication event you will see the **LBOH Question Package** (similar to your disease event Question Packages). Once the question package is selected/opened, the town specific variables will be displayed (see page 3 of this epostcard).

As a reminder when you are out of the office and have found coverage (from a nearby town’s public health nurse for example) please contact ISIS so we can grant to appropriate personnel access to your LBOH group. Please leave a note in the **Notes** section to reflect these coverage issues as well.
In each LBOH Database Package you will be able to view and edit your LBOH general information as well as contact information for MAVEN users and non-MAVEN personnel.

Update the MAVEN User Information in your personal profile by selecting the User Information icon on the dashboard. After saving your updated information, the Communication event will reflect the changes you made.

If you have questions regarding your LBOH contact information or need assistance on how to update or enter information in your Communication event please email isishelp@state.ma.us or contact the MAVEN help desk at 617-983-6801.