Now that the holidays are here we thought it would be a good idea to use this month’s ePostcard to remind Local Boards of Health on how to update their contact information in MAVEN. Contact information is stored within the event type, Communication. To find these events, search for the name of your LBOH and select Communication as the event type.
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 the appropriate access to your LBOH group. In addition, please leave a note in the **Notes** section to reflect these changes.
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.

To update your personal MAVEN User Information, select the Edit Profile button from the drop down menu on the dashboard. After saving your updated information, the Communication event will reflect these changes.

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.