



BREATHE EASY
REDUCING SMOKE EXPOSURE IN MAINE

2024 GOLD STAR STANDARDS OF EXCELLENCE APPLICATION CHECKLIST

Standard 1: Tobacco-Free Policy

- Current tobacco-free policy
- Narrative indicating comprehensive tobacco-free policy components & where they are located within the uploaded policy document (i.e. page number and/or section).

Standard 2: Policy Communication and Enforcement

- You will be asked to verify that your policy has the following components:
 - Tobacco-Free (TF) policy acknowledgement by staff
 - New staff orientation
 - Employee violations
 - TF policy information availability
 - Employee training
 - Policy compliance procedures
 - Reduction of tobacco waste
 - Policy signage on groups
 - Other communication & enforcement strategies or procedures

Standard 3: Tobacco Advertising

- Please describe efforts your organization has taken to address this standard in the narrative section and verify/check any of the below strategies that have been implemented within the last 12 months:
 - Magazines without tobacco advertisement
 - Stickers are placed on all donated or subscribed magazines that may contain tobacco advertisement
 - Removal of tobacco advertisements
 - Notices in waiting rooms indicating the organization does not support tobacco advertisements

Standard 4: Tobacco Dependence and Treatment Education

- Please describe efforts your organization has taken to address this standard in the narrative section of application.

Standard 5: Evidence-Based Tobacco Treatment Training for Employees

- Number of employees who have been trained on evidence-based tobacco treatment counseling and education
- and/or
- Number of tobacco treatment-related activities/trainings held over the past year

Standard 6: Screening for Patients & Clients for Tobacco Use and Dependence

- Describe initial and annual screening process for new and existing clients for tobacco use and dependence

Standard 7: Evidence-Based Tobacco Treatment Incorporated for Patients and Clients

- Describe how evidence-based tobacco treatment services are incorporated into treatment plans for clients identified as being tobacco dependent.

Standard 8: Referrals to Evidence-Based Tobacco Treatment for Patients and Clients Interested in Quitting

- Describe the referral process to evidence-based tobacco treatment services for clients interested in quitting.

Standard 9: Tobacco Treatment Benefits for Employees

- Describe what tobacco treatment benefits are provided and how they are promoted to employees.

Standard 10: Tobacco Funding and Donations

- Provide policy language, procedures and/or guidelines that explain the organization's position on tobacco industry donations.