

**Michigan Department of Health and Human Services  
Office of Recovery Oriented Systems of Care – Prevention & Treatment Section**

**Instructions for Completing  
Youth Tobacco Act Compliance Check Report (CCR) Spreadsheet**

This sheet is intended to assist you in the successful completion of the Compliance Check Report. Should you encounter problems or require clarification do not hesitate to contact the Synar Coordinator using the contact information provided at the end of this document.

**Youth Tobacco Act Compliance Check Spreadsheet:**

The completed Compliance Check Results (CCR) reporting spreadsheet should be uploaded, as an e-mail attachment to [MDHHS-BHDDA-Contracts-MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov), with courtesy copies to [ohs@michigan.gov](mailto:ohs@michigan.gov) and [coleman17@michigan.gov](mailto:coleman17@michigan.gov). The due date for the CCR is July 15, 2019. If exceptions are required to accommodate other state priority issues, PIHPs will be notified in a timely manner.

**Synar Process:**

- The Federal Fiscal Year (FFY) 2020 Annual Synar Report covers fiscal year 2019 activities.
- Conduct formal Synar inspections from **June 1** through **June 30, 2019**, following prescribed protocol guidelines.
- Enter the data from the YTA Compliance Check Reporting Protocol Forms into the provided CCR spreadsheet. Best practice involves entering the compliance check data weekly allowing the PIHP liaison to regularly assess the progress of the project, the balanced use of age groups and gender, etc.
- After data is entered from YTA Compliance Check Reporting Protocol Forms into the spreadsheet, the CCR should be sent via e-mail to [MDHHS-BHDDA-Contracts-MGMT@michigan.gov](mailto:MDHHS-BHDDA-Contracts-MGMT@michigan.gov), with courtesy copies to [ohs@michigan.gov](mailto:ohs@michigan.gov) and [coleman17@michigan.gov](mailto:coleman17@michigan.gov) on or before **July 15, 2019**.
- Hard copies of the “original” YTA Compliance Check Reporting Protocol Forms should be mailed on or before **July 15, 2019** to:  
Lisa Coleman, MDHHS/OROSC, Lewis Cass Building – 5<sup>th</sup> Floor, 320 S. Walnut St.,  
Lansing, MI 48913.

**Completing Vendor Information [Note-Use CAPITAL letters for all entries into form]:**

Please note that the vendor information on the spreadsheet should indicate the unique MRL code number in the first column.

Enter the name of the County.

The most current name, address and telephone details should be provided.

Draw a line through incorrect vendor information. If any of the vendor information is incorrect, please note the necessary corrections in the last column, labeled “**Other Info**” (e.g. ~~Ma & Pa~~; Name should be “Ma’s Pantry”). The field will expand to accommodate your typewritten changes.

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**Inspection Date**

Enter Month (2 digit), Day (2 digit), Year (2 digit) and Time (either AM or PM) that inspection was completed.

**Youth Inspector Info**

Enter:

- Youth inspector five-character ID number assigned by PIHP (e.g. NCN07.)
- Youth inspector age (**you no longer have to put in a birthdate**)
- Youth inspector gender (“M” or “F”).

Note: The PIHP will assign each youth inspector a unique ID number. The first three characters are alpha indicators of the PIHP region in which the compliance checks will be conducted and are noted at the end of these instructions. The remaining two characters are a two-digit number assigned by the PIHP to each youth inspector, beginning with 01.

**Edit Check:** All youth inspector unique ID numbers will be checked to make sure they have consistently recorded the same age and gender.

**Adult Chaperone (ID #)**

Enter a five-character chaperone ID number, pre-assigned by PIHP, (e.g. NCN01.)

Note: The PIHP will assign each adult chaperone a unique ID number. The first three characters are alpha indicators of the PIHP region in which the compliance checks will be conducted and are noted at the end of these instructions. The remaining two characters are a two-digit number assigned by the PIHP to each adult chaperone.

**Survey Questions:**

**1. Type of Retailer**

Indicate the type of retailer- grocery, convenience, gas station, etc., by using the following codes:

Enter 01 for Grocery

Enter 02 for Convenience Store

Enter 03 for Gas Station

Enter 04 for Restaurant

Enter 05 for Bar/Lounge

Enter 06 for "Other" and also specify in “Other Info” column.

**2. Type of Outlet**

Indicate what type of compliance check/inspection was conducted at the retailer.

Enter “OTC” for over the counter

Enter “VM” for vending machine

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**3. Is Outlet Eligible?**

If yes, enter 1 and go to 4b.

If no, enter 0 and go to 4a.

**Edit check:** All those indicating “0” for column 3, must complete column 4a, and then leave columns 4b-11 blank.

**4a. For Ineligible outlets enter the reason why they are not:**

Enter I1 if out of business

Enter I2 if does not sell tobacco products

Enter I3 if inaccessible by youth

Enter I4 if private club/personal residence

Enter I5 if temporary long-term closure

Enter I6 if unable to locate

Enter I7 if wholesale or carton only

Enter I8 if vending machine is out of order

Enter I9 if duplicate listing

Use I10 if Other, and also specify in the “Other Info” column

**Edit Check:** If an entry is made in column 4a, leave columns 4b-11 blank.

**4b. If Outlet was eligible, was inspection completed?**

If yes, enter EC, and go to 5.

If no, enter 0, and go to 4c.

**Edit check:** All those indicating “0” for column 4b must have a code N1 thru N9 in Column 4c, and then leave columns 5-11 blank. (Note: N1 and N8 are not valid entries for Synar checks; the vendor must be revisited.)

**4c. If eligible, but compliance check was NOT completed, indicate the reason:**

~~Enter N1 if vendor was in operation but closed at time of visit (Invalid for Synar)~~

Enter N2 if unsafe to access

Enter N3 if there was Police presence

Enter N4 if youth knows the salesperson

Enter N5 if vendor has moved to a new location

Enter N6 if vendor is “drive thru only” and youth has no driver’s license

Enter N7 if vendor sold tobacco but was currently “Out of stock”

~~Enter N8 if inspection was not completed because inspection ran “Out of time” (Invalid for Synar)~~

Enter N9 if inspection was not completed for any other reason, and also specify in the “Other Info” column.

**Edit Check:** If an entry is made into column 4c, leave columns 5-11 blank.

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**5. Was buy attempt successful?**

Enter 1 if buy attempt was successful  
Enter 0 if buy attempt was not successful

**Edit check:** All those indicating “EC” for column 4b must have a 1 or a 0 for column 5. Those indicating 0 for column 3 or 4b should leave this and columns 6-11 blank.

**6. Clerk checked youth inspector’s age**

Enter 01 if clerk asked for youth inspector’s age  
Enter 02 if clerk asked for youth inspector’s ID  
Enter 0 if clerk did not ask for either the youth inspector’s age **OR** ID

**Edit check:** If indicating “EC” for column 4b must have a code between 0 and 02 for column 6.

**7. Gender of the clerk**

Using a capital letter,  
Enter M for Male  
Enter F for Female

**8. Race/Ethnicity of the clerk**

Enter 01 for Black  
Enter 02 for White  
Enter 03 for Native American  
Enter 04 for Hispanic  
Enter 05 for Asian  
Enter 06 for Arab / Chaldean  
Enter 07 for Other and also specify in the Corrections column.

**9. Tobacco was accessible for self-service**

If you were able to reach the tobacco from an open shelf or on top of the counter, enter a 1 for “Yes”.

If the product was out of reach or behind the counter and you had to ask the clerk to get the tobacco for you, respond by entering 0 for “No”

**Edit check:** All those indicating “EC” for column 4b must have either a 1 or a 0 for column 9.

**10. Indicate the kind of tobacco the youth attempted to purchase by entering the number for one of the listed choices.**

(01) Pack of Cigarettes (full package of 20)  
(02) Cigars (cigars, cigarillos, little cigars)  
(03) Smokeless Tobacco (chew, snuff, spit)  
(04) Single Cigarette (a.k.a. “loosie”)

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**11. “Loosie” questions?:**

- a. If youth attempted a “buy” and used an excuse such as, “I don’t have enough money . . .”, did the clerk offer to sell single cigarettes (loosies) or a partial pack at a reduced price enter 1 for “Yes”; If not enter 0 for “No”.
- b. Whether offered a single cigarette or not, did youth notice if there was an open container (e.g. a cup, box other open display) of loosies (single cigarettes) If “Yes”, mark 1; If not mark 0 for “No”.

**12. YTA Sign Posted**

Indicate whether the Michigan Youth Tobacco Act Sign was posted either in the store or on the vending machine (The WE CARD sign does not count as a replacement)

Enter 1 if the YTA sign was posted

Enter 0 if the YTA sign was not posted

**Youth Inspector and Adult Chaperone – ID Number - PIHP Alpha Indicators**

As explained under “**Youth Inspector Info**” and “**Adult Chaperone (ID #)**”, the first three placements of the five placement youth inspector or adult chaperone ID number are alpha indicators of the PIHP region in which the youth inspector or adult chaperone will be conducting Synar Survey compliance checks/inspections. Listed below are the three placement alpha indicators for each PIHP.

|                  |   |
|------------------|---|
| <b>Region 1</b>  | <b>NCN</b> – NorthCare Network  |
| <b>Region 2</b>  | <b>NMR</b> – Northern MI Regional Entity (NMRE)                               |
| <b>Region 3</b>  | <b>LRE</b> – Lakeshore Regional Entity (LSRE) dba Lakeshore Regional Partners |
| <b>Region 4</b>  | <b>SWM</b> – Southwest MI Behavioral Health (SWMBH)                           |
| <b>Region 5</b>  | <b>MHN</b> – Mid-State Health Network   |
| <b>Region 6</b>  | <b>PSE</b> – CMH Partnership of Southeast Michigan                            |
| <b>Region 7</b>  | <b>DWH</b> – Detroit-Wayne Mental Health Authority (DWMHA)                    |
| <b>Region 8</b>  | <b>OCC</b> – Oakland County CMH Authority (OCCMHA)                            |
| <b>Region 9</b>  | <b>MCC</b> – Macomb CO CMH Services   |
| <b>Region 10</b> | <b>RHP</b> – Region   |

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| Youth Tobacco Act Compliance Check Spreadsheet<br>January 2018 Cheat Sheet |   |
|--|---|
| 1. Type of Retailer  | 01 Grocery<br>02 Convenience<br>03 Gas Station<br>04 Restaurant<br>05 Bar/Lounge<br>06 Other/ then specify in Comments column   |
| 2. Type of Outlet  | OTC Over the Counter<br>VM Vending Machine  |
| 3. Is Outlet Eligible?   | 1 Yes (if Yes, go to 4b)<br>0 No (if No, complete 4a and then skip 4b – 11)   |
| 4a. If not Eligible:   | I1 Out of Business<br>I2 Sells no tobacco<br>I3 Inaccessible by youth<br>I4 Private Club/Personal Residence<br>I5 Temporary long term closure<br>I6 Unlocatable<br>I7 Wholesale only/carton sale only<br>I8 Vending machine broken<br>I9 Duplicate<br>I10 Other/ then specify in Comments column  |
| 4b. If eligible, completed?  | EC Yes<br>0 No  |
| 4c. If eligible, but not completed:  | <del>N1 In operation but closed at the time of visit</del> -(Invalid for Synar)<br>N2 Unsafe to access<br>N3 Presence of police<br>N4 Youth inspector knows clerk<br>N5 Moved to new location<br>N6 Drive through only/ youth with no driver's license<br>N7 Tobacco out of stock<br><del>N8 Ran out of time</del> -(Invalid for Synar) |
| 5. If completed, attempt successful?                                       | 1 Yes<br>0 No   |
| 6. Clerk asked:  | 01 Only my age<br>02 Only for my ID<br>0 For Neither  |

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|   |  |
|---|--|
| 7. Clerk's gender:  | M Male<br>F Female   |
| 8. Race/ethnicity of Clerk  | 01 Black<br>02 White<br>03 Native American<br>04 Hispanic<br>05 Asian<br>06 Arab/Chaldean<br>07 Other/ specify in Corrections column   |
| 9. Tobacco was accessible for self-service  | 1 Yes<br>0 No  |
| 10. What kind of tobacco did youth attempt to purchase? [Choose one of the four categories] | 01 Pack of Cigarettes (full package of 20)<br>02 Cigars (cigars, cigarillos, little cigars)<br>03 Smokeless Tobacco (chew, snuff, spit)<br>04 Single Cigarette (a.k.a. "loosie") |
| 11a. Loosie questions:<br>Was a loosie offered after purchase of cigarette pack attempted?  | 1 Yes<br>0 No  |
| 11b. Loosie questions:<br>Were loosies openly displayed for self-service?                   | 1 Yes<br>0 No  |
| 12. Was a Youth Tobacco Act Sign posted?  | 1 Yes<br>0 No  |
| "Other Info" column   | Make any changes to pre-filled information or add the specifics to "other" answers   |

Attention: Synar Coordinator  
Phone: (517) 335-2300  
Email: [ColemanL7@michigan.gov](mailto:ColemanL7@michigan.gov)  
Michigan Department Health and Human Services  
Office of Recovery Oriented Systems of Care  
Prevention & Treatment Section  
Lewis Cass Building, 5<sup>th</sup> Floor  
320 S. Walnut Street  
Lansing, MI 48913