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

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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, with courtesy copies to ohs@michigan.gov and colemanl7@michigan.gov. The due date for the CCR is September 15, 2020. 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) 2021 Annual Synar Report covers fiscal year 2020 activities.
- Conduct formal Synar inspections from **July 20** through **August 31, 2020,** 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, with courtesy copies to ohs@michigan.gov and colemanl7@michigan.gov on or before **September 15, 2020.**
- Hard copies of the "original" YTA Compliance Check Reporting Protocol Forms should be mailed on or before **September 30, 2020** to:
  Lisa Coleman, MDHHS/OROSC, Lewis Cass Building – 5th 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.

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.
> **Please Note**: If a youth's age changes during the course of the Synar check period then that youth will need two separate ID numbers for each age. (e.g. Tom Smith, age 15, ID #1; Tom Smith, age 16, ID #2)

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 (Note: These changed for FY2020)**
   Indicate the type of retailer- grocery, convenience, gas station, etc., by using the following codes:
   Enter 01 for Gas Station
   Enter 02 for Tobacco Store
   Enter 03 for Restaurant
   Enter 04 for Hotel
   Enter 05 for Grocery Store
   Enter 06 for Drug Store
   Enter 07 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

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 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.

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 asked youth inspector for ID
   Enter 01 if clerk asked for youth inspector's ID
   Enter 02 if clerk did not ask for youth inspector's ID

   Edit check: If indicating "EC" for column 4b must have a code 01 or 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. (Note: These changed for FY2020)**
   (01) Pack of Cigarettes (full package of 20)
   (02) Cigars (cigars, cigarillos, little cigars)
   (03) Smokeless Tobacco (chew, snuff, spit)
   (04) Electronic Cigarettes/Electronic Nicotine Delivery Systems (ENDS) (JUUL, blu,
   refill cartridges)
   (05) Single Cigarette (a.k.a. "loosie")

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.

Region 1   **NCN** – NorthCare Network

Region 2   **NMR** – Northern MI Regional Entity (NMRE)

Region 3   **LRE** – Lakeshore Regional Entity (LSRE) dba Lakeshore Regional Partners

Region 4   **SWM** – Southwest MI Behavioral Health (SWMBH)

Region 5   **MHN** – Mid-State Health Network

Region 6   **PSE** – CMH Partnership of Southeast Michigan

Region 7   **DWH –** Detroit-Wayne Mental Health Authority (DWMHA)

Region 8   **OCC –** Oakland County CMH Authority (OCCMHA)

Region 9   **MCC –** Macomb CO CMH Services

Region 10   **RHP –** Region

Youth Tobacco Act Compliance Check Spreadsheet July 2020 Cheat Sheet	
1. Type of Retailer	01 Gas Station 02 Tobacco Store 03 Restaurant 04 Hotel 05 Grocery Store 06 Drug Store 07 Other/ then specify in Comments column
2. Type of Outlet	OTC Over the Counter VM Vending Machine
3. Is Outlet Eligible?	1 Yes (if Yes, go to 4b) 0 No (if No, complete 4a and then skip 4b – 11)
4a. If not Eligible:	I1 Out of Business I2 Does not Sell Tobacco products I3 Inaccessible by youth I4 Private Club or private Residence I5 Temporary closure I6 Unlocatable I7 Wholesale only/Carton sale only I8 Vending Machine Broken I9 Duplicate I10 Other/ then specify in Comments column
4b. If eligible, completed?	EC Yes 0 No
4c. If eligible, but not completed:	~~N1 In operation but closed at the time of~~ ~~visit~~ (Invalid for Synar) N2 Unsafe to access N3 Presence of police N4 Youth inspector knows salesperson N5 Moved to new location N6 Drive through only/ youth with no driver's license N7 Tobacco out of stock ~~N8 Ran out of time~~ (Invalid for Synar) N9 Other/ then specify in comments column
5. If completed, attempt successful?	1 Yes 0 No

6. Clerk asked for ID:	01 Yes 02 No
7. Clerk's gender:	M Male F Female
8. Race/ethnicity of Clerk	01 Black 02 White 03 Native American 04 Hispanic 05 Asian 06 Arab/Chaldean 07 Other/ specify in Corrections column
9. Tobacco was accessible for self-service	1 Yes 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) 02 Cigars (cigars, cigarillos, little cigars) 03 Smokeless Tobacco (chew, snuff, spit) 04 ENDS 05 Single Cigarette (a.k.a. "loosie")
11a. Loosie questions: Was a loosie offered after purchase of cigarette pack attempted?	1 Yes 0 No
11b. Loosie questions: Were loosies openly displayed for self-service?	1 Yes 0 No
12. Was a Youth Tobacco Act Sign posted?	1 Yes 0 No
"Other Info" column	Make any changes to pre-filled information or add the specifics to "other" answers

Attention: Synar Coordinator, Lisa Coleman
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Email: ColemanL7@michigan.gov
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