

ANNUAL SYNAR REPORT

42 U.S.C. 300x-26

OMB № 0930-0222

FFY 2019

State: Michigan

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INTRODUCTION

The Annual Synar Report (ASR) format provides the means for states to comply with the reporting provisions of the Public Health Service Act (42 U.S.C. 300x-26) and the Tobacco Regulation for the Substance Abuse Prevention and Treatment Block Grant (SABG) (45 C.F.R. 96.130 (e)).

How the Synar report helps the Center for Substance Abuse Prevention

In accordance with the tobacco regulations, states are required to provide detailed information on progress made in enforcing youth tobacco access laws (FFY 2018 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth tobacco access rates (FFY 2019 Intended Use Plan). These data are required by 42 U.S.C. 300x-26 and will be used by the Secretary to evaluate state compliance with the statute. Part of the mission of the Center for Substance Abuse Prevention (CSAP) is to assist states¹ by supporting Synar activities and providing technical assistance helpful in determining the type of enforcement measures and control strategies that are most effective. This information is helpful to CSAP in improving technical assistance resources and expertise on enforcement efforts and tobacco control program support activities, including state Synar program support services, through an enhanced technical assistance program involving conferences and workshops, development of training materials and guidance documents, and onsite technical assistance consultation.

How the Synar report can help states

The information gathered for the Synar report can help states describe and analyze substate needs for program enhancements. These data can also be used to report to the state legislature and other state and local organizations on progress made to date in enforcing youth tobacco access laws when aggregated statistical data from state Synar reports can demonstrate to the Secretary the national progress in reducing youth tobacco access problems. This information will also provide Congress with a better understanding of state progress in implementing Synar, including state difficulties and successes in enforcing retailer compliance with youth tobacco access laws.

¹The term “state” is used to refer to all the states and territories required to comply with Synar as part of the Substance Abuse Prevention and Treatment Block Grant Program requirements (42 U.S.C. 300x-64 and 45 C.F.R. 96.121).

Getting assistance in completing the Synar report

If you have questions about programmatic issues, you may call CSAP's Division of State Programs at (240) 276-2550 and ask for your respective State Project Officer, or contact your State Project Officer directly by telephone or email. If you have questions about fiscal or grants management issues, you may call the Grants Management Officer, Office of Financial Resources, Division of Grants Management, at (240) 276-1422.

Where and when to submit the Synar report

The ASR must be received by SAMHSA no later than December 31, 2018 and must be submitted in the format specified by these instructions. Use of the approved format will avoid delays in the review and approval process. The chief executive officer (or an authorized designee) of the applicant organization must sign page one of the ASR certifying that the state has complied with all reporting requirements.

The state must upload one copy of the ASR using the online WebBGAS (Block Grant Application System). In addition, the following items must be uploaded to WebBGAS:

- **FFY 2019 Synar Survey Results:** States that use the Synar Survey Estimation System (SSES) must upload one copy of *SSES Tables 1–8* (in Excel) to WebBGAS. **Please note that, beginning with the FFY 2019 ASR, SSES will generate Tables 6, 7, and 8, which are based on the optional microdata on product type, retail outlet type, and whether identification was requested. If your state does not submit these optional data; Tables 6, 7, and 8 will be blank. Tables 6, 7, and 8 are generated for the convenience of the state, and states are not required to submit completed versions of Tables 6, 7, or 8.** States that do not use SSES must upload one copy of ASR Forms 1, 4, and 5, and Forms 2 and 3, if applicable, (in Excel), as well as a database with the raw inspection data to WebBGAS.
- **Synar Inspection Form:** States must upload one blank copy of the inspection form used to record the result of each Synar inspection.
- **Synar Inspection Protocol:** States must upload a copy of the protocol used to train inspection teams on conducting and reporting the results of the Synar inspections. This document should be different than the Appendix C attached to the Annual Synar Report.
- **A scanned copy of the signed Funding Agreements/Certifications**

Each state SSA Director has been emailed a login ID and password to log onto the Synar section of the WebBGAS site.

FFY 2019: FUNDING AGREEMENTS/CERTIFICATIONS

The following form must be signed by the Chief Executive Officer or an authorized designee and submitted with this application. Documentation authorizing a designee must be attached to the application.

PUBLIC HEALTH SERVICES ACT AND SYNAR AMENDMENT

42 U.S.C. 300x-26 requires each state to submit an annual report of its progress in meeting the requirements of the Synar Amendment and its implementing regulation (45 C.F.R. 96.130) to the Secretary of the Department of Health and Human Services. By signing below, the chief executive officer (or an authorized designee) of the applicant organization certifies that the state has complied with these reporting requirements and the certifications as set forth below.

SYNAR SURVEY SAMPLING METHODOLOGY

The state certifies that the Synar survey sampling methodology on file with the Center for Substance Abuse Prevention and submitted with the Annual Synar Report for FFY 2019 is up-to-date and approved by the Center for Substance Abuse Prevention.

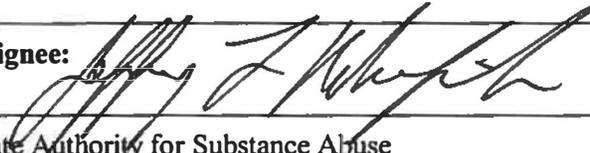
SYNAR SURVEY INSPECTION PROTOCOL

The state certifies that the Synar Survey Inspection Protocol on file with the Center for Substance Abuse Prevention and submitted with the Annual Synar Report for FFY 2019 is up-to-date and approved by the Center for Substance Abuse Prevention.

State: Michigan

Name of Chief Executive Officer or Designee: Jeff Wieferich

Signature of CEO or Designee:



Michigan Single State Authority for Substance Abuse
Deputy Director, Behavioral Health and Developmental
Disabilities Administration, Michigan Department of

Title: Health and Human Services

Date Signed: 11-27-2018

If signed by a designee, a copy of the designation must be attached.

SECTION I: FFY 2018 (Compliance Progress)

YOUTH ACCESS LAWS, ACTIVITIES, AND ENFORCEMENT

42 U.S.C. 300x-26 requires the states to report information regarding the sale/distribution of tobacco products to individuals under age 18.

1. Please indicate any changes or additions to the state tobacco statute(s) relating to youth access since the last reporting year. If any changes were made to the state law(s) since the last reporting year, please upload a copy of the state law to WebBGAS. (see 42 U.S.C. 300x-26).

a. Has there been a change in the minimum sale age for tobacco products?

Yes No

If Yes, current minimum age: 19 20 21

b. Have there been any changes in state law that impact the state's protocol for conducting Synar inspections?

Yes No

If Yes, indicate change. (Check all that apply.)

Changed to require that law enforcement conduct inspections of tobacco outlets

Changed to make it illegal for youth to possess, purchase or receive tobacco

Changed to require ID to purchase tobacco

Changed definition of tobacco products

Other change(s) (Please describe.) _____

c. Have there been any changes in state law that impact the following?

Licensing of tobacco vendors Yes No

Penalties for sales to minors Yes No

Vending machines Yes No

Added product

categories to youth access law Yes No

2. Describe how the Annual Synar Report (see 45 C.F.R. 96.130(e)) was made public within the state prior to submission of the ASR. (Check all that apply.)

Placed on file for public review

Posted on a state agency Web site (Please provide exact Web address and the date when the FFY 2019 ASR was posted to this Web address.)

Web address: www.michigan.gov/bhrecovery

Date published: November 5, 2018

Notice published in a newspaper or newsletter

Public hearing

- Announced in a news release, a press conference, or discussed in a media interview
- Distributed for review as part of the SABG application process
- Distributed through the public library system
- Published in an annual register
- Other (*Please describe.*) _____

3. Identify the following agency or agencies (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).

- a. The state agency(ies) designated by the Governor for oversight of the Synar requirements:**

Michigan Department of Health and Human Services (MDHHS)/Office of Recovery Oriented Systems of Care (OROSC)

Has this changed since last year's Annual Synar Report?

- Yes No

- b. The state agency(ies) responsible for conducting random, unannounced Synar inspections:**

Michigan Department of Health and Human Services (MDHHS)/Office of Recovery Oriented Systems of Care (OROSC)

Has this changed since last year's Annual Synar Report?

- Yes No

- c. The state agency(ies) responsible for enforcing youth tobacco access law(s):**

Michigan State Police and local law enforcement agencies

Has this changed since last year's Annual Synar Report?

- Yes No

4. Identify the following agencies and describe their relationship with the agency responsible for the oversight of the Synar requirements.

- a. Identify the state agency responsible for tobacco prevention activities (the agency that receives the Centers for Disease Control and Prevention's National Tobacco Control Program funding).**

MDHHS Tobacco Section

- b. Has the responsible agency changed since last year's Annual Synar Report?**

- Yes No

- c. Describe the coordination and collaboration that occur between the agency responsible for tobacco prevention and the agency responsible for oversight of the Synar requirements. (Check all that apply.) The two agencies**

- Are the same
- Have a formal written memorandum of agreement
- Have an informal partnership
- Conduct joint planning activities
- Combine resources
- Have other collaborative arrangement(s) *(Please describe.)* 1) MDHHS Tobacco Section has representation on the OROSC Youth Access to Tobacco Workgroup (YATTW). 2) Collaborate with Tobacco Section and Prevention Michigan, Inc. to implement the Food and Drug Administration (FDA) Tobacco Compliance three-year contract award for FY 2017-2019 allocation \$4,492,682.00. 3) Responsible for coordinating implementation goals of state's 2013 Tobacco Strategic Plan developed by both OROSC and YATTW to help raise awareness and change behaviors related to ultimately reducing youth access to tobacco and residual health problems and addiction. OROSC works through the YATTW to develop, execute, and periodically update the deliverable terms of an OROSC Tobacco Strategic Plan.

No relationship

d. Does a state agency contract with the Food and Drug Administration's Center for Tobacco Products (FDA/CTP) to enforce the youth access and advertising restrictions in the Family Smoking Prevention and Tobacco Control Act?

Yes No (if no, go to Question 5)

e. If yes, identify the state agency responsible for enforcing the youth access and advertising restrictions in the Family Smoking Prevention and Tobacco Control Act (the agency that is under contract to the Food and Drug Administration's Center for Tobacco Products (FDA/CTP)).

Michigan Department of Health and Human Services (MDHHS)/Office of Recovery Oriented Systems of Care (OROSC)

f. Has the responsible agency changed since last year's Annual Synar Report?

Yes No

g. Describe the coordination and collaboration that occur between the agency contracted with the FDA to enforce federal youth tobacco access laws and the agency responsible for oversight of the Synar requirements. (Check all that apply.) The two agencies:

- Are the same
- Have a formal written memorandum of agreement
- Have an informal partnership
- Conduct joint planning activities
- Combine resources
- Have other collaborative arrangement(s) *(Please describe.)* _____
- No relationship

h. Does the state use data from the FDA enforcement inspections for Synar survey reporting?

Yes No

5. Please answer the following questions regarding the state's activities to enforce the state's youth access to tobacco law(s) in FFY 2018 (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130(e)).

a. Which one of the following describes the enforcement of state youth access to tobacco laws carried out in your state? (Check one category only.)

Enforcement is conducted exclusively by local law enforcement agencies.

Enforcement is conducted exclusively by state agency(is).

Enforcement is conducted by both local *and* state agencies.

- b. The following items concern penalties imposed for all violations of state youth access to tobacco laws by LOCAL AND/OR STATE LAW ENFORCEMENT AGENCIES (this does not include enforcement of local laws or federal youth tobacco access laws). Please fill in the number requested. If state law does not allow for an item, please mark "NA" (not applicable). If a response for an item is unknown, please mark "UNK." The chart must be filled in completely.

PENALTY	OWNERS	CLERKS	TOTAL
Number of citations issued	N/A	136	136
Number of fines assessed	N/A	12	12
Number of permits/licenses suspended	N/A		0
Number of permits/licenses revoked	N/A		0
Other (Please describe.) The YTA fines are only levied against the clerk and not the owner. Not all law enforcement agencies report their citations and fines to PIHPs so complete count is unknown.	N/A	UNKNOWN	UNKNOWN

- c. Are citations or warnings issued to retailers or clerks who sell tobacco to minors for inspections that are part of the Synar survey?

Yes No

If "Yes" to 5c, please describe the state's procedure for minimizing risk of bias to the survey results from retailers alerting each other to the presence of the survey teams:

- d. Which one of the following best describes the level of enforcement of state youth access to tobacco laws carried out in your state? (Check one category only.)

- Enforcement is conducted only at those outlets randomly selected for the Synar survey.
- Enforcement is conducted only at a subset of outlets not randomly selected for the Synar survey.
- Enforcement is conducted at a combination of outlets randomly selected for the Synar survey and outlets not randomly selected for the Synar survey.

- e. Did every tobacco outlet in the state receive at least one compliance check that included enforcement of the state youth tobacco access law(s) in the last year?

Yes No

- f. What additional activities are conducted in your state to support enforcement and compliance with state youth tobacco access law(s)? (Check all that apply and briefly describe each activity in the text boxes below each activity.)

Merchant education and/or training

Annually, the State of Michigan (SOM) sends a mass mailing packet to 100% of the retailers on the master retailer list (MRL). As subsequent education disbursement, the state sends out materials to all 10 Prepaid Inpatient Health Plans (PIHP) who participate in face-to-face merchant education in their respective area prior to the month of Synar compliance checks. The minimum follow-up PIHP outreach consists of 25% up to 100% of retailers on their respective MRLs. The average effort is 59% of their lists. According to the majority of the Youth Access to Tobacco Activity Reports, Prevention Coordinators advise that visits are prioritized as follows: recent sales, new retail locations or ownership, accessibility to youth, type of business, community complaints and merchant request. Other regional efforts include coalition, education forums, joint presentations with law enforcement, parents, and retailers. Visits are primarily conducted by Designated Youth Tobacco Use Representatives (DYTURs) or Prevention Coordinator.

In addition, Michigan continues to update the online Merchant Education Training which includes an educational PowerPoint, a post test and a state issues certificate of completion for anyone who receives a score of 80% or higher. The Merchant Education Training is ADA compliant and was recently separated into four, fifteen-minute modules to make it easier to review and understand.

OROSC has developed a resource that combines tobacco education materials. This resource is linked to an existing statewide campaign called "Do Your Part". The "Do Your Part" series is located on the Michigan Department of Health and Human Service's website. The tobacco segment targets the public, educators, students, law enforcement and merchants. This site provides comprehensive educational materials including prevention, treatment and health information relating to the prevention of youth access to tobacco.

- Incentives for merchants who are in compliance (e.g., nonenforcement compliance checks in which compliant retailers are given positive reinforcement and noncompliant retailers are warned about youth access laws)

Regional DYTUR's send congratulatory letters and/or certificates of appreciation to retailers thanking them for being responsible members of the community as follow-up to successful results during past compliance check activity. For any retailer that is part of a larger corporation (retail chain) their corporate headquarters is notified that a check was conducted and what the results were. In addition, some retailers that passed their compliance check were sent a window cling that states "We Do the MOST to Keep Our Youth Tobacco Free." Retailers are encouraged to display the window clings and/or certificates in their stores as a reminder of their compliance with the youth tobacco act.

One region publishes "thank you" articles in local community papers, newsletters, and social media outlets to merchants who passed a compliance check inspection.

In some regions, the Drug Free Coalitions annually hold an awards breakfast or luncheon with several retailers who receive the "Exemplary Retailer of the Year Award" for not selling tobacco to a minor for at least 3 years. Another region hosted a tobacco act compliance ceremony and invited all retailers who did not sell to youth during Synar compliance checks. A press release is submitted ahead of time to invite media to these events.

Community education regarding youth access laws

Community education is promoted by DYTURs through coalition meetings, parent groups, school presentations, business groups, press releases, county health departments, booths at county fairs, health fairs and other community events. OROSC submitted several articles that were published in retailer association newsletters, magazines, and their monthly email blast to retailers.

Some counties worked in partnership with a Health Abstinence Education Program and provided tobacco use prevention and youth tobacco act education to area youth as part of the curriculum. Other communities discussed their vendor education/compliance check program with parents and asked for their support in talking to stores in their neighborhoods about keeping tobacco out of the hands of youth. Another community trained several high school students to present educational presentations to 4th and 5th grade classes.

Media use to publicize compliance inspection results

Local media is used to acknowledge retailers who don't sell to minors. Every quarter, some DYTURs write a press release commending the retailers in their area for not selling tobacco to minors. Other press releases include compliance check results, awareness of the Youth Tobacco Act, available resources, and importance of community support for the law. The SOM publishes an annual news release announcing results of the statewide survey which gives recognition to merchants, community partners and inter-agency collaborators that assisted in reducing the tobacco sales rates to minors.

Community mobilization to increase support for retailer compliance with youth access laws

Community mobilization is accomplished through networking of community coalitions and community partners (local health departments, school officials, Michigan State Police, Tobacco Tax Enforcement Teams, Tobacco Free Michigan, American Cancer Society, and the American Lung Association) who work in conjunction with the DYTURs. DYTURs and partners ensure signage is properly posted, sometimes with the aid of high school youth. In some areas, citizens are trained to help conduct vendor education. Community partners are encouraged to report observed incidents of underage tobacco sales. The SOM also provides online tobacco reporting forms to assist with these efforts.

Other activities *(Please list.)* _____

Northern Michigan Regional Entity (NMRE) continues to cultivate a special relationship with local Prosecuting Attorneys in 20 of their 21-county regions. Each year DYTURs garner local prosecutor support through an informational exchange and written documentation of local data. This information and signed letters of support are utilized throughout the year by DYTURs to confirm local support for enforcement of the YTA.

Northern Michigan's youth participation was utilized in many instances to localize the support for YTA and promote guidelines for more secure product placement and product advertising. Drug Free Community Coalitions' youth have been involved in community education and events as appropriate.

Across the NMRE region 24 law enforcement agencies were surveyed by DYTURs for the number of YTA violations on file this past year. It was determined 44 citations were reported by local law enforcement this year. As such, this information will be utilized in planning toward expanded regional enforcement of the YTA on local levels with local law enforcement.

Lakeshore Regional Entity DYTUR's send an email and/or a letter to all the corporate offices with a summary of their tobacco retailers' history with tobacco checks. This history will tell them the specific locations of their establishments and if they passed or sold tobacco checks. This letter also encourages them to consistently train their employees and if they need any help with that to contact the respective DYTUR.

Mid-State Health Network's DYTUR presented on the YTA at two Techniques for Alcohol Management trainings with local retailer staff; worked with youth to conduct a sticker shock campaign; and, distributed a Read the Red driver license campaign to ensure retailers are checking IDs.

Oakland County Community Mental Health Authority PIHP continues its practice of collaboration with the Oakland County Sheriff in mailing an educational letter to all tobacco retailers in Oakland County. The letter serves as a reminder of the importance of protecting the children of our communities from lifelong nicotine addiction as well as the financial penalties for non-compliance with the YTA. This year, even though no YTA inspections involved electronic nicotine devices (ENDs), the PIHP included a link to the Food and Drug Administration (FDA) Center for Tobacco Products for retailer education and emphasized it is illegal to sell ENDs to youth under 18 years of age. Information about the Synar Amendment is included with emphasis on the potential loss of a significant portion of SAPT Block Grant funding and the impact on the quality of life in local communities should Michigan fail to meet the 80% retailer compliance rate.

SYNAR SURVEY METHODS AND RESULTS

The following questions pertain to the survey methodology and results of the Synar survey used by the state to meet the requirements of the Synar Regulation in FFY 2018 (see 42 U.S.C. 300x-26 and 45 C.F.R. 96.130).

6. Has the sampling methodology changed from the previous year?

Yes No

The state is required to have an approved up-to-date description of the Synar sampling methodology on file with CSAP. Please submit a copy of your Synar Survey Sampling Methodology (Appendix B). If the sampling methodology changed from the previous reporting year, these changes must be reflected in the methodology submitted.

a. If yes, describe how and when this change was communicated to SAMHSA

7. Please answer the following questions regarding the state's annual random, unannounced inspections of tobacco outlets (see 45 C.F.R. 96.130(d)(2)).

a. Did the state use the optional Synar Survey Estimation System (SSES) to analyze the Synar survey data?

Yes No

If Yes, upload a copy of SSES tables 1-8 (in Excel) to WebBGAS. Then go to Question 8. If No, continue to Question 7b.

b. Report the weighted and unweighted Retailer Violation Rate (RVR) estimates, the standard error, accuracy rate (number of eligible outlets divided by the total number of sampled outlets), and completion rate (number of eligible outlets inspected divided by the total number of eligible outlets).

Unweighted RVR _____

Weighted RVR _____

Standard error (s.e.) of the (weighted) RVR _____

Fill in the blanks to calculate the right limit of the right-sided 95% confidence interval.

$$\text{RVR Estimate} + (1.645 \times \text{Standard Error}) = \text{Right Limit}$$

Accuracy rate _____

Completion rate _____

c. **Fill out Form 1 in Appendix A (Forms 1–5).** *(Required regardless of the sample design.)*

d. **How were the (weighted) RVR estimate and its standard error obtained?**
(Check the one that applies.)

- Form 2 (Optional) in Appendix A (Forms 1–5) *(Attach completed Form 2.)*
 Other *(Please specify. Provide formulas and calculations or attach and explain the program code and output with description of all variable names.)*

e. **If stratification was used, did any strata in the sample contain only one outlet or cluster this year?**

- Yes No No stratification

If Yes, explain how this situation was dealt with in variance estimation.

f. **Was a cluster sample design used?**

- Yes No

If Yes, fill out and attach Form 3 in Appendix A (Forms 1–5), and answer the following question.

If No, go to Question 7g.

Were any certainty primary sampling units selected this year?

- Yes No

If Yes, explain how the certainty clusters were dealt with in variance estimation.

g. **Report the following outlet sample sizes for the Synar survey.**

	Sample Size
Effective sample size (sample size needed to meet the SAMHSA precision requirement assuming simple random sampling)	
Target sample size (the product of the effective sample size and the design effect)	
Original sample size (inflated sample size of the target sample to counter the sample attrition due to ineligibility and noncompletion)	
Eligible sample size (number of outlets found to be eligible in the sample)	
Final sample size (number of eligible outlets in the sample for which an inspection was completed)	

h. **Fill out Form 4 in Appendix A (Forms 1–5).**

8. Did the state's Synar survey use a list frame?

Yes No

If Yes, answer the following questions about its coverage.

a. The calendar year of the latest Sampling frame coverage study: 2016

b. Percent coverage from the latest Sampling frame coverage study: 86.5

c. Was a new study conducted in this reporting period?

Yes No

If Yes, please complete Appendix D (List Sampling Frame Coverage Study) and submit it with the Annual Synar Report.

d. The calendar year of the next coverage study planned: 2019

9. Has the Synar survey inspection protocol changed from the previous year?

Yes No

The state is required to have an approved up-to-date description of the Synar inspection protocol on file with CSAP. Please submit a copy of your Synar Survey Inspection Protocol (Appendix C). If the inspection protocol changed from the previous year, these changes must be reflected in the protocol submitted.

a. **If Yes, describe how and when this change was communicated to SAMHSA**

b. **Provide the inspection period: From 06/01/18 to 06/30/18**
MM/DD/YY MM/DD/YY

c. **Provide the number of youth inspectors used in the current inspection year:**

83

NOTE: If the state uses SSES, please ensure that the number reported in 9b matches that reported in SSES Table 4, or explain any difference.

d. **Fill out and attach Form 5 in Appendix A (Forms 1–5). (Not required if the state used SSES to analyze the Synar survey data.)**

SECTION II: FFY 2019 (Intended Use):

Public Law 42 U.S.C. 300x-26 of the Public Health Service Act and 45 C.F.R. 96.130 (e) (4, 5) require that the states provide information on future plans to ensure compliance with the Synar requirements to reduce youth tobacco access.

1. In the upcoming year, does the state anticipate any changes in:

- Synar sampling methodology Yes No
Synar inspection protocol Yes No

If changes are made in either the Synar sampling methodology or the Synar inspection protocol, the state is required to obtain approval from CSAP prior to implementation of the change and file an updated Synar Survey Sampling Methodology (Appendix B) or an updated Synar Survey Inspection Protocol (Appendix C), as appropriate.

2. Please describe the state's plans to maintain and/or reduce the target rate for Synar inspections to be completed in FFY 2019. Include a brief description of plans for law enforcement efforts to enforce youth tobacco access laws, activities that support law enforcement efforts to enforce youth tobacco access laws, and any anticipated changes in youth tobacco access legislation or regulation in the state.

OROSC will continue to work with the state level Youth Access to Tobacco Workgroup (YATTW) to update our current Tobacco Strategic Plan to include: an action plan to address issues for minorities and underserved populations; attract merchants, managers and cashiers to an online training site to measure the impact on Retailer Violation Rate (RVR); align with PIHP annual tobacco planning and vendor education scheduling; work with MDHHS Communication division to help set concrete content and outreach goals for participation in the "Do Your Part" campaign; review and maintain an action plan for responding to emerging legislative objectives/goals; expand distribution efforts of YTA signage through our various community partners as well as state retailer associations.

3. Describe any challenges the state faces in complying with the Synar regulation. (Check all that apply and describe each challenge in the text box below it.)

- Limited resources for law enforcement of youth access laws

- Limited resources for activities to support enforcement and compliance with youth tobacco access laws

- Limitations in the state youth tobacco access laws

The current Youth Tobacco Act (YTA) only penalizes the cashier, but not the owner. As a state entity, MDHHS has lobbying restrictions for advocating legislative change, however, to engage retailers OROSC has a strategic plan to raise the awareness of owners and clerks by utilizing our various partners to make educational site visits; working with the business community through the

Associated Food and Petroleum Dealers (AFPD) to advocate the free online certificated training that can be used as an affirmative defense should a violation occur.

- Limited public support for enforcement of youth tobacco access laws

Known data regarding use trends, violation rates and high-risk populations, the state with the aid of YATTW partners will continue to focus efforts around an existing state public awareness website called "Do Your Part" to help set concrete content and outreach goals to help parents, educators and law enforcement become proactive in deterring illegal access of tobacco products to minors. Information from Do Your Part is routinely referenced in our trainings and materials.

- Limitations on completeness/accuracy of list of tobacco outlets

The last coverage study was conducted in 2016 with a Master Retailer List accuracy rate of 86.5%. The next coverage study will be completed in 2019.

- Limited expertise in survey methodology

- Laws/regulations limiting the use of minors in tobacco inspections

- Difficulties recruiting youth inspectors

- Issues regarding the balance of inspections conducted by youth inspectors age 15 and under

Michigan only uses youth who are 16-17 years old.

- Issues regarding the balance of inspections conducted by one gender of youth inspectors

- Geographic, demographic, and logistical considerations in conducting inspections

- Cultural factors (e.g., language barriers, young people purchasing for their elders)

Through the efforts of the YATTW, the State will continue to review and modify our action plan to address issues for minorities and underserved populations by utilizing epidemiological data to identify specific issues and/or populations; identify evidence-based activities to impact the issues selected; maintain a work plan and measurable benchmarks that show progress in service to underserved people and reduced violations in specific communities.

Issues regarding sources of tobacco under tribal jurisdiction

Inspections are not conducted in areas under tribal jurisdiction.

Other challenges (*Please list.*)

APPENDIX A: FORMS 1–5

FORM 1 (Required for all states not using the Synar Survey Estimation System (SSES) to analyze the Synar Survey data)

Complete Form 1 to report sampling frame and sample information and to calculate the unweighted retailer violation rate (RVR) using results from the current year's Synar survey inspections.

Instructions for Completing Form 1: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2019). Provide the remaining information by stratum if stratification was used. Make copies of the form if additional rows are needed to list all the strata.

Column 1: *If stratification was used:*

1(a) Sequentially number each row.

1(b) Write in the name of each stratum. All strata in the state must be listed.

If no stratification was used:

1(a) Leave blank.

1(b) Write "state" in the first row (indicates that the whole state is a single stratum).

Note for unstratified samples: For Columns 2–5, wherever the instruction refers to "each stratum," report the specified information for the state as a whole.

Column 2: 2(a) Report the number of over-the-counter (OTC) outlets in the sampling frame in each stratum.
2(b) Report the number of vending machine (VM) outlets in the sampling frame in each stratum.
2(c) Report the combined total of OTC and VM outlets in the sampling frame in each stratum.

Column 3: 3(a) Report the estimated number of eligible OTC outlets in the OTC outlet population in each stratum.
3(b) Report the estimated number of eligible VM outlets in the VM outlet population in each stratum.
3(c) Report the combined total estimated number of eligible OTC and VM outlets in the total outlet population in each stratum.

The estimates for Column 3 can be obtained from the Synar survey sample as the weighted sum of eligible outlets by outlet type.

Column 4: 4(a) Report the number of eligible OTC outlets for which an inspection was completed, for each stratum.
4(b) Report the numbers of eligible VM outlets for which an inspection was completed, for each stratum.
4(c) Report the combined total of eligible OTC and VM outlets for which an inspection was completed, for each stratum.

Column 5: 5(a) Report the number of OTC outlets found in violation of the law as a result of completed inspections, for each stratum.
5(b) Report the number of VM outlets found in violation of the law as a result of completed inspections, for each stratum.
5(c) Report the combined total of OTC and VM outlets found in violation of the law as a result of completed inspections, for each stratum.

Totals: For each subcolumn (a–c) in Columns 2–5, provide totals for the state as a whole in the last row of the table. These numbers will be the sum of the numbers in each row for the respective column.

FORM 2 (Optional)

Appropriate for stratified simple or systematic random sampling designs.

Complete Form 2 to calculate the weighted RVR. This table (in Excel form) is designed to calculate the weighted RVR for stratified simple or systematic random sampling designs, accounting for ineligible outlets and noncomplete inspections encountered during the annual Synar survey.

Instructions for Completing Form 2: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2019).

- Column 1: Write in the name of each stratum into which the sample was divided. These should match the strata reported in Column 1(b) of Form 1.
- Column 2: Report the number of outlets in the sampling frame in each stratum. These numbers should match the numbers reported for the respective strata in Column 2(c) of Form 1.
- Column 3: Report the original sample size (the number of outlets originally selected, *including* substitutes or replacements) for each stratum.
- Column 4: Report the number of sample outlets in each stratum that were found to be eligible during the inspections. Note that this number must be less than or equal to the number reported in Column 3 for the respective strata.
- Column 5: Report the number of eligible outlets in each stratum for which an inspection was completed. Note that this number must be less than or equal to the number reported in Column 4. These numbers should match the numbers reported in Column 4(c) of Form 1 for the respective strata.
- Column 6: Report the number of eligible outlets inspected in each stratum that were found in violation. These numbers should match the numbers reported in Column 5(c) of Form 1 for the stratum.
- Column 7: Form 2 (in Excel form) will automatically calculate the stratum RVR for each stratum in this column. This is calculated by dividing the number of inspected eligible outlets found in violation (Column 6) by the number of inspected eligible outlets (Column 5). The state unweighted RVR will be shown in the Total row of Column 7.
- Column 8: Form 2 (in Excel form) will automatically calculate the estimated number of eligible outlets in the population for each stratum. This calculation is made by multiplying the number of outlets in the sampling frame (Column 2) times the number of eligible outlets (Column 4) divided by the original sample size (Column 3). Note that these numbers will be less than or equal to the numbers in Column 2.
- Column 9: Form 2 (in Excel form) will automatically calculate the relative stratum weight by dividing the estimated number of eligible outlets in the population for each stratum in Column 8 by the Total of the values in Column 8.
- Column 10: Form 2 (in Excel form) will automatically calculate each stratum's contribution to the state weighted RVR by multiplying the stratum RVR (Column 7) by the relative stratum weight (Column 9). The weighted RVR for the state will be shown in the Total row of Column 10.
- Column 11: Form 2 (in Excel form) automatically calculates the standard error of each stratum's RVR (Column 7). The standard error for the state weighted RVR will be shown in the Total row of Column 11.
- TOTAL:** For Columns 2–6, Form 2 (in Excel form) provides totals for the state as a whole in the last row of the table. For Columns 7–11, it calculates the respective statistic for the state as a whole.

FORM 2 (Optional) Appropriate for stratified simple or systematic random sampling designs.

Calculation of Weighted Retailer Violation Rate										
										State: Michigan
										FFY: 2019
(1) Stratum Name	(2) N Number of Outlets in Sampling Frame	(3) n Original Sample Size	(4) n1 Number of Sample Outlets Found Eligible	(5) n2 Number of Outlets Inspected	(6) x Number of Outlets Found in Violation	(7) p=x/n2 Stratum Retailer Violation Rate	(8) N'=N(n1/n) Estimated Number of Eligible Outlets in Population	(9) w=N'/Total Column 8 Relative Stratum Weight	(10) pw Stratum Contribution to State Weighted RVR	(11) s.e. Standard Error of Stratum RVR
Total										

- N - number of outlets in sampling frame
- n - original sample size (number of outlets in the original sample)
- n1 - number of sample outlets that were found to be eligible
- n2 - number of eligible outlets that were inspected
- x - number of inspected outlets that were found in violation
- p - stratum retailer violation rate ($p=x/n2$)
- N' - estimated number of eligible outlets in population ($N'=N*n1/n$)
- w - relative stratum weight ($w=N'/\text{Total Column 8}$)
- pw - stratum contribution to the weighted RVR
- s.e. - standard error of the stratum RVR

FORM 3 (Required when a cluster design is used for all states not using the Synar Survey Estimation System [SSES] to analyze the Synar survey data.)

Complete Form 3 to report information about primary sampling units when a cluster design was used for the Synar survey.

Instructions for Completing Form 3: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2019).

Provide information by stratum if stratification was used. Make copies of the form if additional rows are needed to list all the strata.

Column 1: Sequentially number each row.

Column 2: *If stratification was used:* Write in the name of stratum. All strata in the state must be listed.

If no stratification was used: Write “state” in the first row to indicate that the whole state constitutes a single stratum.

Column 3: Report the number of primary sampling units (PSUs) (i.e., first-stage clusters) created for each stratum.

Column 4: Report the number of PSUs selected in the original sample for each stratum.

Column 5: Report the number of PSUs in the final sample for each stratum.

TOTALS: For Columns 3–5, provide totals for the state as a whole in the last row of the table.

Summary of Clusters Created and Sampled				
State: Michigan				
FFY: 2019				
(1) Row #	(2) Stratum Name	(3) Number of PSUs Created	(4) Number of PSUs Selected	(5) Number of PSUs in the Final Sample
Total				

FORM 4 (Required for all states not using the Synar Survey Estimation System [SSES] to analyze the Synar Survey data)

Complete Form 4 to provide detailed tallies of ineligible sample outlets by reasons for ineligibility and detailed tallies of eligible sample outlets with noncomplete inspections by reasons for noncompletion.

Instructions for Completing Form 4: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2019).

Column 1(a): Enter the number of sample outlets found ineligible for inspection by reason for ineligibility. Provide the total number of ineligible outlets in the row marked "Total."

Column 2(a): Enter the number of eligible sample outlets with noncomplete inspections by reason for noncompletion. Provide the total number of eligible outlets with noncomplete inspections in the row marked "Total."

Inspection Tallies by Reason of Ineligibility or Noncompletion			
		State: Michigan	
		FFY: 2019	
(1) INELIGIBLE		(2) ELIGIBLE	
Reason for Ineligibility	(a) Counts	Reason for Noncompletion	(a) Counts
Out of business		In operation but closed at time of visit	
Does not sell tobacco products		Unsafe to access	
Inaccessible by youth		Presence of police	
Private club or private residence		Youth inspector knows salesperson	
Temporary closure		Moved to new location	
Unlocatable		Drive-thru only/youth inspector has no driver's license	
Wholesale only/Carton sale only		Tobacco out of stock	
Vending machine broken		Ran out of time	
Duplicate		Other noncompletion reason(s) <i>(Describe.)</i>	
Other ineligibility reason(s) <i>(Describe.)</i>			
Total		Total	

FORM 5 (Required for all states not using the Synar Survey Estimation System [SSES] to analyze the Synar survey data)

Complete Form 5 to show the distribution of outlet inspection results by age and gender of the youth inspectors.

Instructions for Completing Form 5: In the top right-hand corner of the form, provide the state name and reporting federal fiscal year (FFY 2019).

Column 1: Enter the number of attempted buys by youth inspector age and gender.

Column 2: Enter the number of successful buys by youth inspector age and gender.

If the inspectors are age eligible but the gender of the inspector is unknown, include those inspections in the “Other” row. Calculate subtotals for males and females in rows marked “Male Subtotal” and “Female Subtotal.” Sum subtotals for Male, Female, and Other and record in the bottom row marked “Total.” Verify that that the total of attempted buys and successful buys equals the total for Column 4(c) and Column 5(c), respectively, on Form 1. If the totals do not match, please explain any discrepancies.

Synar Survey Inspector Characteristics		
		State: Michigan
		FFY: 2019
	(1) Attempted Buys	(2) Successful Buys
Male		
15 years		
16 years		
17 years		
18 years		
19 years		
20 years		
Male Subtotal		
Female		
15 years		
16 years		
17 years		
18 years		
19 years		
20 years		
Female Subtotal		
Other		
Total		

APPENDIXES B & C: FORMS

Instructions

Appendix B (Sampling Design) and Appendix C (Inspection Protocol) are to reflect the state's CSAP-approved sampling design and inspection protocol. These appendixes, therefore, should generally describe the design and protocol and, with the exception of Question #10 of Appendix B, are not to be modified with year-specific information. Please note that any changes to either appendix must receive CSAP's advance, written approval. To facilitate the state's completion of this section, simply cut and paste the previously approved sampling design (Appendix B) and inspection protocol (Appendix C) and respond to Question #10 of Appendix B to provide the requested information about sample size calculations for the Synar survey conducted in FFY 2018.

APPENDIX B: SYNAR SURVEY SAMPLING METHODOLOGY

State: Michigan
 FFY: 2019

1. What type of sampling frame is used?

- List frame (Go to Question 2.)
- Area frame (Go to Question 3.)
- List-assisted area frame (Go to Question 2.)

2. List all sources of the list frame. Indicate the type of source from the list below. Provide a brief description of the frame source. Explain how the lists are updated (method), including how new outlets are identified and added to the frame. In addition, explain how often the lists are updated (cycle). (After completing this question, go to Question 4.)

Use the corresponding number to indicate Type of Source in the table below.

- 1 – Statewide commercial business list
- 4 – Statewide retail license/permit list
- 2 – Local commercial business list
- 5 – Statewide liquor license/permit list
- 3 – Statewide tobacco license/permit list
- 6 – Other

Name of Frame Source	Type of Source	Description	Updating Method and Cycle
Michigan Department of Agriculture (MDA) list of retailers	4	<p>The three lists are combined to construct the frame. The State does not have a license list. State admits that this frame may not represent every tobacco retailer.</p> <p>The Michigan Liquor Control licensee list includes retailers licensed to sell alcoholic beverages.</p> <p>The Michigan Petroleum Retailers Association list of members includes retail/gasoline/convenience store venues.</p> <p>Both venues, Liquor Control Commission licensees and Michigan Petroleum Retailers Association members have been known to sell tobacco products (5, 6).</p>	<p>Prepaid Inpatient Health Plans (PIHPs) conducting inspections in the recent past identified vendors that sold tobacco that were not captured on the MDA listing. The sample frame was updated annually. All PIHPs are required to update their lists of retailers locally in their regions annually. Each PIHP is required to canvass their respective regions for the purpose of identifying new or former retailers. Their lists include the combined listings from the three resources. The PIHPs provide OROSC with the updated lists, which are added to our retailer database, which is updated prior to the Synar survey process.</p>
Michigan Liquor Control licensee list	5		
Michigan Petroleum Retailers Association list of members	6		

3. If an area frame is used, describe how area sampling units are defined and formed.

a. Is any area left out in the formation of the area frame?

Yes No

If Yes, what percentage of the state's population is not covered by the area frame?

_____ %

4. Federal regulation requires that vending machines be inspected as part of the Synar survey. Are vending machines included in the Synar survey?

Yes No

If No, please indicate the reason(s) they are not included in the Synar survey. Please check all that apply.

State law bans vending machines.

State law bans vending machines from locations accessible to youth.

State has a contract with the FDA and is actively enforcing the vending machine requirements of the Family Smoking Prevention and Tobacco Control Act.

Other (Please describe.) _____

If Yes, please indicate how likely it is that vending machines will be sampled.

Vending machines are sampled separately to ensure vending machines are included in the sample

Vending machines are sampled together with over the counter outlets, so it is possible that no vending machines were sampled, however they are included in the sampling frame and have a non-zero probability of selection

Other reasons (Please describe.) _____

5. Which category below best describes the sample design? (Check only one.)

Census (STOP HERE: Appendix B is complete.)

Unstratified statewide sample:

Simple random sample (Go to Question 9.)

Systematic random sample (Go to Question 6.)

Single-stage cluster sample (Go to Question 8.)

Multistage cluster sample (Go to Question 8.)

Stratified sample:

Simple random sample (Go to Question 7.)

Systematic random sample (Go to Question 6.)

Single-stage cluster sample (Go to Question 7.)

Multistage cluster sample (Go to Question 7.)

Other (Please describe and go to Question 9.) _____

6. Describe the systematic sampling methods. (After completing Question 6, go to Question 7 if stratification is used. Otherwise go to Question 9.)

7. Provide the following information about stratification.

- a. Provide a full description of the strata that are created.**

OROSC stratified sample by the 10 Prepaid Inpatient Health Plans

- b. Is clustering used within the stratified sample?**

Yes (Go to Question 8.)

No (Go to Question 9.)

8. Provide the following information about clustering.

- a. Provide a full description of how clusters are formed. (If multistage clusters are used, give definitions of clusters at each stage.)**

- b. Specify the sampling method (simple random, systematic, or probability proportional to size sampling) for each stage of sampling and describe how the method(s) is (are) implemented.**

9. Provide the following information about determining the Synar Sample.

- a. Was the Synar Survey Estimation System (SSES) used to calculate the sample size?**

Yes (Respond to part b.)

No (Respond to part c and Question 10c.)

- b. SSES Sample Size Calculator used?**

State Level (Respond to Question 10a.)

Stratum Level (Respond to Question 10a and 10b.)

- c. Provide the formulas for determining the effective, target, and original outlet sample sizes.**

The SSES sample size calculator is used to estimate the sample size. The formula for calculating the effective sample size is, n_e , based on page 36 (formula 3.5) of the Sample Design Guidance published in 2011.

$$n_e = \frac{1}{\left(\frac{(0.0182)^2}{P(1-P)} + \frac{1}{N} \right)}$$

Where P is the RVR from the previous year's survey and N is the total number of outlets in the state.

The target sample size is determined by multiplying the effective sample size by the expected design effect of 1.01.

$$n_t = dn_e$$

The original sample size is determined by inflating the target sample size by the expected eligibility rate (r_i) and the expected completion rate (r_c), where (r_i) is the eligibility (also known as accuracy) rate from the previous year's survey and r_c is the completion rate from the previous year's survey. The original sample size can be written as:

$$n_o = \frac{n_t}{r_i r_c}$$

In addition, the original sample size is further inflated by a 20% safety margin.

10. Provide the following information about sample size calculations for the Synar survey conducted in FFY 2018.

- a. If the state uses the sample size formulas embedded in the SSES Sample Size Calculator to calculate the state level sample size, please provide the following information:**

Inputs for Effective Sample Size:

RVR: 10.7%

Frame Size: 8,656

Input for Target Sample Size:

Design Effect: 1.01

Inputs for Original Sample Size:

Safety Margin: 20%

Accuracy (Eligibility) Rate: 96.7%

Completion Rate: 99.8%

- b. If the state uses the sample size formulas embedded in the SSES Sample Size Calculator to calculate the stratum level sample sizes, please provide the stratum level information:**

Michigan is interested in reviewing and analyzing data for each of the 10 PIHPs in the state. Many of these agencies have large differences in rural/urban ratios, types of tobacco vendors, and types of law enforcement. Consequently, the Synar rates in

each PIHP are expected to vary. Therefore, Michigan is interested in stratifying its Synar sampling in a manner to meet the federal requirements as well as to have a meaningful representation. Since Michigan would like to review individual PIHP Synar rates, it has determined that a minimum number of samples (20) should be completed for each PIHP. Establishing such a minimum will represent an increase in the number of sites being sampled in those agencies with a lower number of tobacco vendors (oversampling). However, such an adjustment in sample size this will not impact the statewide rate as that rate will be based on the weighted average for the number of total tobacco vendors in each PIHP. To assure that 20 outlets per PIHP are available for analysis, Michigan requires that each stratum sample size be no lower than 30. Therefore, the actual original sample size will be increased to ensure that everyone's (PIHP's) stratum sample size is no lower than 30.

- c. **If the state does not use the sample size formulas embedded in the SSES Sample Size Calculator, please provide all inputs required to calculate the effective, target, and original sample sizes as indicated in Question 9.**

--

APPENDIX C: SYNAR SURVEY INSPECTION PROTOCOL SUMMARY

State: Michigan
FFY: 2019

Note: Upload to WebBGAS a copy of the Synar inspection form under the heading "Synar Inspection Form" and a copy of the protocol used to train inspection teams on conducting and reporting the results of the Synar inspections under the heading "Synar Inspection Protocol."

1. How does the state Synar survey protocol address the following?

a. Consummated buy attempts?

- Required
 Permitted under specified circumstances (Describe:)
 Not permitted

b. Youth inspectors to carry ID?

- Required
 Permitted under specified circumstances (Describe:)
 Not permitted

c. Adult inspectors to enter the outlet?

- Required
 Permitted under specified circumstances (Describe:)
 Not permitted

d. Youth inspectors to be compensated?

- Required
 Permitted under specified circumstances (Describe: Payment to youth inspectors is left to the discretion and resources of the PIHPs)
 Not permitted

2. Identify the agency(ies) or entity(ies) that actually conduct the random, unannounced Synar inspections of tobacco outlets. (Check all that apply.)

- Law enforcement agency(ies)
 State or local government agency(ies) other than law enforcement
 Private contractor(s)
 Other

List the agency name(s):

Region 1 NorthCare Network; Region 2 Northern Michigan Regional Entity;

Region 3 Lakeshore Regional Entity; Region 4 Southwest Michigan Behavioral Health; Region 4 Southwest Michigan Behavioral Health; Region 5 Mid-State Health Network; Region 6 Community Mental Health Partnership of Southeast Michigan; Region 7 Detroit Wayne Mental Health Authority; Region 8 Oakland County Community Mental Health Authority; Region 9 Macomb County Office of Substance Abuse; and, Region 10 Prepaid Inpatient Health Plan

3. Are Synar inspections combined with law enforcement efforts (i.e., do law enforcement representatives issue warnings or citations to retailers found in violation of the law at the time of the inspection?)?

Always Usually Sometimes Rarely Never

4. Describe the type of tobacco products that are requested during Synar inspections.

a. What type of tobacco products are requested during the inspection?

- Cigarettes
- Small Cigars
- Cigarillos
- Smokeless Tobacco
- Electronic Cigarettes/Electronic Nicotine Delivery Systems (ENDS)
- Other Single Cigarettes

b. Describe the protocol for identifying what types of products and what brands of products are requested during an inspection.

Prior to attempting an unconsummated buy, the Designated Youth Tobacco Use Representative (DYTUR) acting on behalf of the region reviews known Retailer Violation Rate and discusses youth use trends with the decoy and a decision is made about the type of products and/or brands will be requested accordingly. It is the ultimate determination of the adult chaperone and the regional Prevention Coordinator.

5a. Describe the methods used to recruit, select, and train adult supervisors.

Recruitment is left to the jurisdiction of the regional Prevention Coordinators. They are provided chaperone guidelines that are posted on the State of Michigan website and are instructed to obey Worker's Compensation and Youth Employment Standard regulations.

5b. Describe the methods used to recruit, select, and train youth inspectors.

Recruitment is left to the jurisdiction of the regional Prevention Coordinators. They are provided chaperone and youth inspectors guidelines that are posted on the State of Michigan website and are instructed to obey Worker's Compensation and Youth Employment Standard regulations.

6. Are there specific legal or procedural requirements instituted by the state to address the issue of youth inspectors' immunity when conducting inspections?

a. Legal

Yes No

(If Yes, please describe.)

Youth inspector's immunity is covered by the Michigan Youth Tobacco Act.

b. Procedural

Yes No

(If Yes, please describe.)

7. Are there specific legal or procedural requirements instituted by the state to address the issue of the safety of youth inspectors during all aspects of the Synar inspection process?

a. Legal

Yes No

(If Yes, please describe.)

All subcontractors are subject to Workers Compensation laws.

b. Procedural

Yes No

(If Yes, please describe.)

8. Are there any other legal or procedural requirements the state has regarding how inspections are to be conducted (e.g., age of youth inspector, time of inspections, training that must occur)?

a. Legal

Yes No

(If Yes, please describe.)

b. Procedural

Yes No

(If Yes, please describe.)

Youth inspectors must be 16 or 17 years old. Training and scheduling are under the jurisdiction of the Prevention Coordinator and DYTUR acting on behalf of the PIHP.

APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(LIST FRAME ONLY)

State: Michigan
FFY: 2019

1. Calendar year of the coverage study: _____

2. a. Unweighted percent coverage found: _____%
b. Weighted percent coverage found: _____%
c. Number of outlets found through canvassing: _____
d. Number of outlets matched on the list frame: _____

3. a. Describe how areas were defined. (e.g., census tracts, counties, etc.)

b. Were any areas of the state excluded from sampling?

Yes No

If Yes, please explain.

4. Please answer the following questions about the selection of canvassing areas.

a. Which category below best describes the sample design? (Check only one.)

Census (Go to Question 6.)

Unstratified statewide sample:

Simple random sample (Respond to Part b.)

Systematic random sample (Respond to Part b.)

Single-stage cluster sample (Respond to Parts b and d.)

Multistage cluster sample (Respond to Parts b and d.)

Stratified sample:

Simple random sample (Respond to Parts b and c.)

Systematic random sample (Respond to Parts b and c.)

Single-stage cluster sample (Respond to Parts b, c, and d.)

Multistage cluster sample (Respond to Parts b, c, and d.)

Other (Please describe and respond to Part b.) _____

b. Describe the sampling methods.

c. Provide a full description of the strata that were created.

d. Provide a full description of how clusters were formed.

5. Were borders of the selected areas clearly identified at the time of canvassing?

Yes No

6. Were all sampled areas visited by canvassing teams?

Yes (Go to Question 7.) No (Respond to Parts a and b.)

a. Was the subset of areas randomly chosen?

Yes No

b. Describe how the subsample of visited areas was drawn. Include the number of areas sampled and the number of areas canvassed.

7. Were field observers provided with a detailed map of the canvassing areas?

Yes No

If No, describe the canvassing instructions given to the field observers.

8. Were field observers instructed to find all outlets in the assigned area?

Yes No

If No, respond to Question 9.

If Yes, describe any instructions given to the field observers to ensure the entire area was canvassed, then go to Question 10.

9. If a full canvassing was not conducted:

a. How many predetermined outlets were to be observed in each area? _____

b. What were the starting points for each area? _____

c. Were these starting points randomly chosen?

Yes No

d. Describe the selection of the starting points.

- e. Please describe the canvassing instructions given to the field observers, including predetermined routes.**

- 10. Describe the process field observers used to determine if an outlet sold tobacco.**

- 11. Please provide the state's definition of "matches" or "mismatches" to the Synar sampling frame? (i.e., address, business name, business license number, etc.)**

- 12. Provide the calculation of the weighted percent coverage (if applicable).**