

**Michigan Department of Health and Human Services
Substance Use, Gambling and Epidemiology Section (SUGE)**

**Instructions for Completing
Synar 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.

Synar 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 MeisterJ1@michigan.gov. The due date for the CCR is **July 15th**.

To note: The CCR spreadsheet is due to MDHHS from the PIHP by close of business on July 15th. DYTURS should adhere to due date given by PIHP.

Reminder: Upon Synar Compliance Check Spreadsheet submission, please ensure all spreadsheet cells are filled in accordingly.

Synar Process:

- Conduct formal Synar inspections from **June 1** through **June 30**, 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 the YTA Compliance Check Reporting Protocol Forms into the spreadsheet, the CCR spreadsheet and the scanned, electronic copies of the CCR forms should be sent via e-mail to MDHHS-BHDDA-Contracts-MGMT@michigan.gov, with courtesy copies to ohs@michigan.gov and MeisterJ1@michigan.gov on or before **July 15th**.
 - **The scanned, electronic copies of the CCR forms must be in the same order they appear on the Compliance Check Results Spreadsheet.**

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.

Underage Inspector Info

Enter:

- Underage inspector five-character ID number assigned by PIHP (e.g., NCN07.)
- Underage inspector gender (“M” or “F”)
- Underage inspector age (**you do not have to put in a birthdate for the compliance check spreadsheet but it should still be included in the compliance check form**)

Note: The PIHP will assign each underage 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 underage inspector, beginning with 01.

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

Please Note: If an underage inspector’s age changes during the Synar check period then that underage inspector will need two separate ID numbers, one for each age. (e.g., Tom Smith, age 16, ID #1; Tom Smith, age 17, 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

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 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 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 underage inspector 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

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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 underage inspector for ID

Enter 01 if clerk asked for underage inspector’s ID

Enter 02 if clerk did not ask for underage 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 Other Info 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. Vapor products was accessible for self-service

If you were able to reach the vapor product 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.

11. Indicate the kind of tobacco the underage inspector 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)

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(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”)

12. “Loosie” questions?:

- a. If underage inspector 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 underage inspector 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”.

13. 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 or Birthdate signs do not count as a replacement)

Enter 1 if the YTA sign was posted

Enter 0 if the YTA sign was not posted

Underage Inspector and Adult Chaperone – ID Number - PIHP Alpha Indicators

As explained under “**Underage Inspector Info**” and “**Adult Chaperone (ID #)**”, the first three placements of the five placement underage inspector or adult chaperone ID number are alpha indicators of the PIHP region in which the underage 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 Michigan Regional Entity
Region 3	LRE – Lakeshore Regional Entity
Region 4	SWM – Southwest Michigan Behavioral Health
Region 5	MHN – Mid-State Health Network
Region 6	PSE – CMH Partnership of Southeast Michigan
Region 7	DWH – Detroit-Wayne Integrated Health Network
Region 8	OCC – Oakland Community Health Network
Region 9	MCC – Macomb County CMH Services
Region 10	RHP – Region 10 PIHP

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Synar YTA Compliance Check Spreadsheet Cheat Sheet	
1. Type of Retailer	01 Gas Station 02 Tobacco Store 03 Restaurant 04 Hotel 05 Grocery Store 06 Drug Store 07 Other/ specify in Other Info 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/ specify in Other Info 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/ specify in comments column

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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 Other Info column
9. Tobacco was accessible for self-service	1 Yes 0 No
10. Vapor products was accessible for self-service	1 Yes 0 No
11. What kind of tobacco did underage inspector 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")
12a. Loosie questions: Was a loosie offered after purchase of cigarette pack attempted?	1 Yes 0 No
12b. Loosie questions: Were loosies openly displayed for self-service?	1 Yes 0 No
13. 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
Email: MeisterJ1@michigan.gov
Michigan Department Health and Human Services
Capital Commons Center
400 S. Pine Street, 6th Floor
Lansing, MI 48913