

ANNUAL SYNAR REPORT

42 U.S.C. 300x-26

OMB № 0930-0222

FFY 2016

State: **Ohio**

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Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0222. Public reporting burden for this collection of information is estimated to average 18 hours per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 1 Choke Cherry Road, Room 2-1057, Rockville, Maryland, 20857.

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 2015 Compliance Progress) and future plans to ensure compliance with the Synar requirements to reduce youth tobacco access rates (FFY 2016 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, 2015 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 2016 Synar Survey Results: States that use the Synar Survey Estimation System (SSES) must upload one copy of SSES Tables 1–5 (in Excel) to WebBGAS. 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) 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.
- 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.

Additionally, the state must submit one signed original of the report (including the signed Funding Agreements/Certifications), as well as one additional copy of the signed Funding Agreements/Certifications, to the Grants Management Officer at the address below:

Grants Management Officer
Division of Grants Management
Office of Financial Resources
Substance Abuse and Mental Health Services Administration

Regular Mail:

1 Choke Cherry Road, Rm.7-1091
Rockville, Maryland 20857

Overnight Mail:

1 Choke Cherry Road, Rm.7-1091
Rockville, Maryland 20850

FFY 2016: 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 2016 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 2016 is up-to-date and approved by the Center for Substance Abuse Prevention.

State: Ohio

Name of Chief Executive Officer or Designee: Tracy J. Plouck

Signature of CEO or Designee:

Title: Director, OhioMHAS

Date Signed: 12/4/15

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

SECTION I: FFY 2015 (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 attach a photocopy of the law to the hard copy of the ASR and also 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
- 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

2. Describe how the Annual Synar Report (see 45 C.F.R. 96.130(e)) and the state Plan (see 42 U.S.C. 300x-51) were 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 2016 ASR was posted to this Web address.)* _____
- 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:**

Ohio Department of Mental Health and Addiction Services (OhioMHAS)

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

Yes No

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

Ohio Department of Public Safety Investigative Unit (OIU)

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):**

Ohio Department of Public Safety Investigative Unit (OIU)

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).**

Ohio Department of Health (ODH)

- 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.) _____

- d. **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)).**

Not applicable -the state of Ohio does not currently have an FDA contract _____

- e. **Has the responsible agency changed since last year's Annual Synar Report?**
 Yes No

- f. **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.)* There are no collaborative arrangements

- g. **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 2015 (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 (ies).
 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 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 <u>citations issued</u>	NA	187	187
Number of <u>finest assessed</u>	NA	UNK	UNK
Number of <u>permits/licenses suspended</u>	UNK		UNK
Number of <u>permits/licenses revoked</u>	UNK		UNK
Other (<i>Please describe.</i>)	UNK	UNK	UNK

- c. 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.

- d. 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

- e. What additional activities are conducted in your state to support enforcement and compliance with state youth tobacco access law(s)? (*Check all that apply.*)

- Merchant education and/or training
- 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)
- Community education regarding youth access laws
- Media use to publicize compliance inspection results
- Community mobilization to increase support for retailer compliance with youth access laws
- Other activities (*Please list.*) _____

Briefly describe all checked activities:

Merchant Education: Merchant education is provided by OIU. The A.S.K. (Alcohol Server Knowledge) program, formerly known as H.E.L.P. (Hire Education for Liquor Permitted Premises), provides merchants who sell alcohol with education about Ohio’s alcohol and tobacco laws and skill building in checking identification

and refusing sale. In 2015, the OIU conducted 277 A.S.K. trainings with 3,545 attendees state-wide.

Merchants can obtain signage and a tobacco law brochure developed by ODADAS, OIU and the Ohio Department of Health (ODH) through the state alcohol and other drug clearinghouse at no cost. Merchants may also choose to receive training through other sources such as the “We Card” program.

Merchants can also obtain educational material for employees via download from the OIU’s homepage on the internet or by request from the OIU. The pamphlet, entitled “Clearing the Air on Ohio’s Tobacco Laws” is available in English, Spanish and Somali and was created for distribution through collaboration between OhioMHAS, OIU and the ODH.

Community Education: The OIU’s “Sober Truth” program provides information about Ohio’s tobacco and alcohol laws throughout the state. In addition, local government outreach programs were conducted by the OIU. In 2015, OIU conducted 789 Sober Truth classes with 27,865 attendees state-wide.

Community mobilization: Tobacco outlets are required by O.R.C. 2729.02 to post, in a conspicuous place, a sign indicating the sale to persons under 18 years of age is prohibited by law. Signage is made available to merchants free of charge through state clearinghouse for alcohol and other drug information. The Statewide Prevention Coalition Association has approximately 130 alcohol and other drug-free community coalition members who continue to be involved in tobacco prevention and control activities. Community mobilization at the OIU consists of “Code 2000” a community policing initiative. The Tobacco Risk Reduction Program at ODH facilitates mobilization on a number of levels, including funding tobacco coalition and media campaigns.

f. 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 5f, 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:

In order to minimize the risk of a retail tobacco violator potentially warning other stores in a retail chain, the contractual agreements between OhioMHAS and the Ohio Investigative Unit stipulates compliance checks be conducted simultaneously within the same neighborhood or community to minimize the risk that inspected merchants will notify neighboring merchants that inspections are occurring.

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 2015 (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.

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, attach SSES summary tables 1, 2, 3, and 4 to the hard copy of the ASR and upload a copy of SSES tables 1–5 (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.

RVR Estimate + (1.645 × _____) = _____
 plus (1.645 times **Standard Error**) equals **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 frame coverage study: 2015

b. Percent coverage from the latest frame coverage study: 80.0 %

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: 2018

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. Provide the inspection period: From 10/1/14 **to** 9/30/15
MM/DD/YY MM/DD/YY

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

61

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.

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b. 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 2016 (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 2016. 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.

OIU provides a toll-free phone number and email address for confidential informants and their parents or legal guardians to report any concerns/questions related to tobacco compliance checks. All agents performing inspections for OIU shall receive training on the OIU Compliance Check Policy (Policy #INV 200.08). All agents performing inspections for OIU shall sign a statement that training has been completed and the protocol is understood and performed. Any agent found to be in violation of Policy #INV 200.08 will not be permitted to participate in any tobacco compliance checks for two (2) years from the date of the Administrative Investigative hearing.

3. Describe any challenges the state faces in complying with the Synar regulation. (Check all that apply.)

- 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
- Limited public support for enforcement of youth tobacco access laws
- Limitations on completeness/accuracy of list of tobacco outlets
- Limited expertise in survey methodology
- Laws/regulations limiting the use of minors in tobacco inspections
- Difficulties recruiting youth inspectors
- Issues regarding the age balance of youth inspectors
- Issues regarding the gender balance of youth inspectors
- Geographic, demographic, and logistical considerations in conducting inspections
- Cultural factors (e.g., language barriers, young people purchasing for their elders)
- Issues regarding sources of tobacco under tribal jurisdiction
- Other challenges (Please list.) _____

Briefly describe all checked challenges and propose a plan for each, or indicate the state's need for technical assistance related to each relevant challenge.

Current state fiscal constraints have resulted in a reduction in funding for the state's Synar program. Specifically, funding provided to the Ohio Investigative Unit to conduct non-Synar compliance checks has been eliminated and present state-wide educational programs regarding underage tobacco use and sales to minors have been reduced. This makes it all the more critical to work with statewide partners who share the same mission in reducing underage sales and use. It requires capitalizing on opportunities to work with the existing AOD prevention field and others to provide youth tobacco access education.

Although funding to the Ohio Investigative Unit for non-Synar compliance checks has been eliminated, it is possible that local law enforcement agencies in the state could have conducted tobacco compliance checks. However, there is no mechanism to report the extent of local law enforcement involvement. The state of Ohio does not have any type of centralized court reporting system to track citations or fines assessed.

Ohio does not currently have a law requiring tobacco licensure. Under Ohio Revised Code 5743.15 the State of Ohio has a cigarette tax licensure law requiring persons engaging in wholesale or retail trafficking in cigarettes within Ohio to obtain licensure for the collection of cigarette taxes. This creates an accuracy issue of the list frame since information changes on a yearly basis. Individuals responsible for oversight and implementation of the Synar program use all due diligence in creating as accurate a list as possible; however, until Ohio requires tobacco licensure, development of the list frame will remain a challenge.

Because the Ohio Department of Taxation is statutorily prohibited from releasing retailer information, OhioMHAS must contact each of the county auditors from selected counties to obtain the list of tobacco retailers in their county each year. The county is not required to provide this information; it is done on a voluntary basis. After these lists are received and sites ineligible for inspection are removed, the survey list is created.

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 2016). 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 2016).

- 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: _____
										FFY: 2016
(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'/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 2016).

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: _____
				FFY: 2016 _____
(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 2016).

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: _____	
		FFY: 2016	
(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 2016).

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 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: _____
		FFY: 2016
	(1) Attempted Buys	(2) Successful Buys
Male		
15 years		
16 years		
17 years		
18 years		
Male Subtotal		
Female		
15 years		
16 years		
17 years		
18 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).

APPENDIX B: SYNAR SURVEY SAMPLING METHODOLOGY

State: Ohio
 FFY: 2016

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
Cigarette Dealer's License List (An excise tax license list provided by each county.)	6	Cigarette Dealers' License lists maintained by the county auditor's offices, which indicate the outlet name, business address, city and sometimes zip code of tobacco merchants. Each year, lists are obtained from auditors' offices for selected counties. Files are created by county/unit after outlets have been selected.	License renewals are due the last day of Monday in May. New applications are accepted year round. Prior to random selection of outlets, the outlets list of selected counties are reviewed by the Ohio Investigative Unit (OIU). Search for further information about the outlets via the internet and telephone are made on a case-by-case basis.

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.)* _____

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.)

Ohio uses the stratum calculator in SSES.

7. Provide the following information about stratification.

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

Counties were stratified into seven strata: Akron, Athens, Cincinnati, Cleveland, Columbus, Dayton and Toledo, except three counties (Seneca, Sandusky and Ottawa) have been removed from the Toledo district and added to the Cleveland district.

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.)*

Counties are clusters. Counties with fewer than the number of outlets to be inspected per county/unit were grouped together.

- 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.**

Within each stratum, clusters were sampled by probability proportionate to size and then outlets were sampled systematically within cluster.

Once we have established the original sample list of outlets for each PSU, we use the same approved sampling methodology to select a list of sites from the remaining outlets from the list frame to use as a reserve sample list for the same PSU. The reserve sample list does not need to be as large as the original sample list, therefore we propose a reserve list half the size of the original sample list. PSUs with an insufficient number of remaining outlets on their list frame will have all remaining outlets as a reserve. Reserve sites would be listed in the numerical order of selection. This selection order would also serve as the order which reserve sites would be used (first randomly selected reserve would be first inspected, etc.). For PSUs with an inadequate number of remaining outlets on the list frame, the order of the reserve sample list would be randomly selected using statistical software.

The reserve sites would be used in situations where the following has occurred:

- Store located, out of business
- Store located, unsafe to access
- Store located, does not sell tobacco
- Store located, inaccessible to youth
- Unable to locate store

When we are accounting for outlets in the input data, outlet IDs and disposition codes of outlets originally selected for the sample (even those that are “replaced” with an outlet from the reserve list) as well as any outlets selected from the reserve list are included.

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.

Effective sample size:

$$n = 1 / [(d*d) / ((z*z) p (1-p)) + (1/N)]$$
 where d = 0.03 (desired tolerance of 3% for one-sided 95% CI), z = 1.645, p = RVR from the previous year's survey, N = total number of outlets in the sample frame

Target sample size = the effective sample size * design effect (1).

Original sample size = 1 * (target sample size) / accuracy rate of 92.4% * completion rate of 74.6%.

The factor of 1.35 is used to build a cushion of 35% reserve into the original sample size.

10. Provide the following information about sample size calculations for the current FFY Synar survey.

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: 26.2%
 Frame Size: 10,927

Input for Target Sample Size:

Design Effect: 1

Inputs for Original Sample Size:

Safety Margin: 35%
 Accuracy (Eligibility) Rate: 92.4%
 Completion Rate: 74.6%

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:

Stratum ID	Stratum size
1	2137
2	870
3	1487
4	2166
5	1773

6	1219
7	1275

- 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

State: Ohio

FFY: 2016

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: NOT SPECIFIED IN PROTOCOL)
 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): Ohio Department of Public Safety's Investigative Unit

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
- Other

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

Brand and type of product are determined by field observation, violation information and marketing trends in the area to be inspected.

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

The OIU recruited youth 15 and 16 years of age. OhioMHAS prevention staff also provided an opportunity for youth participating in funded alcohol and other drug programs to be recruited. The OIU has a history of recruitment of youth inspectors. A parental consent form, youth information sheet and copy of birth certificate were required for all youth. The OIU also required work permits and photographs of identification, if available, and photographs of all inspectors on each day of “work”. Enforcement agents submitted a request to conduct tobacco compliance checks five days in advance to the OIU’s central office.

Youth and parents are informed of the program by the enforcement agents and the WOL staff when they are recruited. Prior to the first inspection, and throughout the inspection period as necessary, youth are trained. Enforcement agents and adult supervisors train youth inspectors. One-on-one training is approximately an hour. Training also occurs when meeting with a parent(s) or legal guardian(s) which is approximately one-half to one hour in length. In general terms, training includes: what to do and expect during a tobacco compliance check, purchasing procedures such as type of tobacco product to purchase, where the tobacco products are likely located, procedures for vending machines, the importance of telling the truth about their legal age if asked and to present a valid identification if asked and, examples of types of questions to expect from clerks and how to react to a hostile clerk. Youth inspectors that do not obey the directives of agents or adult supervisors are dismissed and they cannot participate in the program again.

Enforcement agents are trained by the OIU training staff at the Ohio Department of Public Safety based on state laws and department policy. The compliance check policy (which covers all three programs (Synar, non-Synar and alcohol) is used, thereby increasing quality control in the inspections and processing information. District/satellite office Agent-In-Charge supervise enforcement agents work.

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.)

O.R.C. 2151.87 (youth "possession" law) permits persons under the age of 18 to participate in tobacco compliance checks if conducted by a government or corporate entity. Inspections are to occur as permitted by child labor laws.

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.)

b. Procedural

Yes No

(If Yes, please describe.)

One of the three agents on the inspection team (OIU) entered the outlet first and observed the youth inspector's buy attempt.

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.)

Child labor laws were followed.

b. Procedural

Yes **No**

(If Yes, please describe.)

At least one parent met with an agent/adult supervisor who explained the inspection protocol and expectations. Parental consent is required. Youth inspectors are trained. A photograph of the youth inspector was taken each inspection day. A birth certificate of the youth inspector was kept on file along with a signed parental consent form

APPENDIX D: LIST SAMPLING FRAME COVERAGE STUDY

(LIST FRAME ONLY)

State: Ohio

FFY: 2016

1. Calendar year of the coverage study: _____

2. a. Unweighted percent coverage found: 80%
b. Weighted percent coverage found: _____%
c. Number of outlets found through canvassing: 140
d. Number of outlets matched on the list frame: 112

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

As in the Synar sampling methodology, the counties were stratified into seven strata: Akron, Athens, Cincinnati, Cleveland, Columbus, Dayton and Toledo, except three counties (Seneca, Sandusky and Ottawa) have been removed from the Toledo district and added to the Cleveland district.

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.

Within each stratum, clusters were sampled by probability proportionate to size. The town/city (within the cluster/county) where field study was to be conducted were chosen based on proportional size within the cluster.

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

As in the Synar sampling methodology, the counties were stratified into seven strata: Akron, Athens, Cincinnati, Cleveland, Columbus, Dayton and Toledo, except three counties (Seneca, Sandusky and Ottawa) have been removed from the Toledo district and added to the Cleveland district.

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

As in the Synar sampling methodology, counties are clusters. Counties with fewer than the number of outlets to be canvassed per county/unit were grouped together.

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.

Beginning at the pre-selected intersections, OIU will check establishments along a pre-selected route for the sale of cigarettes until 20 establishments are checked. The pre-selected routes will be established by OhioMHAS. The types of establishments to be checked are the same type checked and accessible to youth working the Synar program. The agents are to record the address of each establishment checked and indicate if cigarettes were for sale.

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? 20**
- b. **What were the starting points for each area? Major intersections**
- c. **Were these starting points randomly chosen?**
 Yes No
- d. **Describe the selection of the starting points.**

Starting points and intersections were chosen based on assumption that they would have enough (20) tobacco retailers to list on the field study canvassing requirement.

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

Beginning at the randomly-selected intersections, OIU will check establishments along a pre-selected route for the sale of cigarettes until 20 establishments are checked. The pre-selected routes will be established by OhioMHAS. The types of establishments to be checked are the same type checked and accessible to youth working the Synar program. The agents are to record the address of each establishment checked and indicate if cigarettes were for sale.

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

Field observers determined an outlet sold tobacco by examining exterior of establishments for any type of advertisement as well as using their judgement based on experience state-wide with tobacco retailers.

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).

A match is when the DBA street address from the county license list matches (is the same as) the address provided by field observers from the coverage study.

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