

P&I evaluation protocol: *Alcohol/Tobacco Compliance Checks*

Overview

The goal of this evaluation is to collect information about alcohol compliance checks conducted throughout a grant year. Most P&I sites are required to conduct two compliance checks in a grant year, with the exception of the first year, in which only one compliance check is required. This evaluation will help P&I sites track illegal alcohol sales to underage youth by identifying licensed establishments that are not in compliance with laws regarding alcohol sales.

Data collection

There are two data collection tools for this evaluation: the Compliance Check Data Summary Form and the Compliance Check Tracking Sheet. P&Is are required to complete data summary forms; however, the tracking sheets are optional.

Note: You are not required to conduct compliance checks for tobacco, but if you choose to do so, please track and submit this information along with your alcohol compliance checks. If you choose not to conduct tobacco compliance checks, just skip those fields on the form.

Compliance check data summary form

- Documents information about a completed compliance check, including:
 - When and where the compliance check was conducted
 - The type of compliance check, alcohol or tobacco
 - The total number of alcohol or tobacco licenses
 - The total number of establishments included in the compliance check
 - The number of establishments that passed the compliance check
 - The type of establishments included in the compliance check
 - Reasons why not all establishments with an alcohol license were included in the compliance check, if any
 - The consequences for establishments that fail the compliance check, if any
- The data summary form should be completed by the compliance check coordinator. A form should be completed for each round of compliance checks.
- A writable, electronic version of the data summary form is available on evaluATOD. This electronic version of the data summary form is read-only, which means once you have completed the form, you will need to save it as a new document.

Compliance check tracking sheet (*Optional*)

- Documents information about each establishment included in the compliance check. The tracking sheet collects most of the information necessary to complete the data summary form.
- All columns shaded in gray on the tracking sheet should be completed by the adult accompanying the youth buyer. The unshaded column on the far right of the tracking sheet should be completed by the compliance check coordinator.

Tracking

As stated earlier, the tracking sheet is optional. You may use your own tracking system if you already have one in place that works well. However, regardless of which tracking system is used, you should collect the appropriate information needed in order to complete the data summary form.

Consent

Formal consent is not required.

Privacy/confidentiality

No protected information is collected.

Data entry and analysis

There is no data entry needed. If you would like to maintain these data in an electronic format, you may choose to build your own database. Only a small amount of data analysis is required for this evaluation, primarily tallying up the number of establishments included in the compliance check and the number that passed. If assistance is needed, please contact your Wilder Research consultant.

Reporting

Each P&I site will report compliance check data to the State directly using the data summary form (tracking sheets do not need to be submitted). A data summary form should be completed for each compliance check. This means if you completed two compliance checks during a grant year, you should submit two data summary forms to the State in the year-end report. If assistance is needed, please contact your Wilder Research consultant.