

# PFS Evaluation Protocol

## *Alcohol Compliance Checks*

### Overview

The goal of this evaluation is to collect information about alcohol compliance checks conducted throughout a grant year. This evaluation will help PFS sites track illegal alcohol sales to underage youth by identifying licensed establishments that are not in compliance with laws regarding alcohol sales. Each PFS site should follow their strategic plan to determine the minimum number of compliance checks that should be conducted.

### Data collection

There are two data collection tools for this evaluation: the *Compliance Check Tracking Sheet* and the *Compliance Check Data Summary Form*. PFS grantees are required to complete both the tracking sheets and the data summary forms.

#### *Compliance Check Tracking Sheet*

- 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 columns on the far right of the tracking sheet should be completed by the compliance check coordinator based on follow-up information obtained after the compliance check is completed.

#### *Compliance Check Data Summary Form*

- Documents information about a completed compliance check, including:
  - When and where the compliance check was conducted
  - The total number of alcohol 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

- The number of establishments that were being rechecked after failing a previous compliance check
  - The number of establishments that were rechecked after failing a previous compliance check and passed the current 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, including relevant rechecks on failed establishments.
  - A writable, electronic version of the data summary form is available on [evaluATOD.org](http://evaluATOD.org). 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.

### ***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 SPF PFS site will report compliance check data to ADAD directly using the data summary form. A data summary form should be completed for each round of compliance checks, including any accompanying rechecks for failed establishments. This means if you completed four rounds of compliance checks during a grant year, you should submit four data summary forms to ADAD in the year-end report. If assistance is needed, please contact your Wilder Research consultant.

Send the completed tracking sheets to Wilder Research for reporting. Wilder Research will report on these data annually; interim reports can also be completed, if needed.