SPF SIG 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 SPF SIG sites track illegal alcohol sales to underage youth by identifying licensed establishments that are <u>not</u> in compliance with laws regarding alcohol sales. Each SPF SIG sites 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 Data Summary Form* and the *Compliance Check Tracking Sheet*. SPF SIG grantees are required to complete both the data summary forms and the tracking sheets.

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:

    o When and where the compliance check was conducted

    o The total number of alcohol licenses

    o The total number of establishments included in the compliance check

    o The number of establishments that <u>passed</u> the compliance check

    o The type of establishments included in the compliance check

    o The number of establishments that were being rechecked after failing a previous compliance check

o The number of establishments that were rechecked after failing a previous compliance check and <u>passed</u> the current compliance check

o Reasons why not all establishments with an alcohol license were included in the compliance check, if any

o 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. 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 SIG 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 the 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. Wilder Research will be reporting on these data in the second year of phase 2.