B. Radar Chart

LHD Self-Assessment Ratings ES 1 - ES X

Final Scores L/S/J
Group
C. Compliance Rate Chart

Washington County Alcohol & Tobacco Vendor Compliance Rates, 1999-2007

Percent Compliant

<table>
<thead>
<tr>
<th>Year</th>
<th>Alcohol</th>
<th>Tobacco</th>
</tr>
</thead>
<tbody>
<tr>
<td>99</td>
<td>83%</td>
<td>96%</td>
</tr>
<tr>
<td>00</td>
<td>88%</td>
<td>93%</td>
</tr>
<tr>
<td>01</td>
<td>93%</td>
<td>90%</td>
</tr>
<tr>
<td>02</td>
<td>93%</td>
<td>97%</td>
</tr>
<tr>
<td>03</td>
<td>96%</td>
<td>95%</td>
</tr>
<tr>
<td>04</td>
<td>97%</td>
<td>96%</td>
</tr>
<tr>
<td>05</td>
<td>96%</td>
<td>96%</td>
</tr>
<tr>
<td>06</td>
<td>96%</td>
<td>91%</td>
</tr>
<tr>
<td>07</td>
<td>92%</td>
<td>89%</td>
</tr>
</tbody>
</table>
Tobacco Compliance Check

Compliance Check Officer

- Tobacco compliance check initiated
- Recruit teens for compliance checks
- Train teens
- Conduct Tobacco Compliance Check
- Able to purchase tobacco? (yes/no)
  - no: Complete data collection form and send copy to PHE
  - yes: Notify store in writing of passed compliance check
- Tobacco compliance check complete
- Collect evidence
- Provide Tobacco Sales Compliance Check Reports with Clerk & Business
- Notify CHS and send initial complaint report
- Complete compliance check forms and send copies to PHE

Community Health Specialist

- Send official Notice of Violation within 5 working days
- Payment received within 30 days? (yes/no)
  - no: No additional action required
  - yes: Send certified notice to make payment within 5 working days
  - Payment received? (yes/no)
    - no: Call business owner or clerk to inform have not received payment
    - yes: Payment received

Office Specialist

- Enter data into Tobacco Database
- Generate Summary Reports and send to Sheriff dept & Municipality
- Tobacco Compliance Summary Reports complete

Other

- Municipality sends tobacco compliance check form to PHE
- Pay received within 30 days?
  - yes
  - no
- Send certified notice to make payment within 5 working days
- Call business owner or clerk to inform have not received payment
- No additional action required
- Refer to collection agency

Systems / Software Used:
Job Tools / Reports:
Project Issues / Opportunities:
E. Fishbone Analysis of Alcohol and Tobacco Compliance Rates
## F. SWOT Analysis

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses</th>
<th>Opportunities</th>
<th>Threats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Funding from Anderson and Andersen Corporate foundations to Hazelden for prevention and intervention. $5000 in training funds, curriculum, treatment</td>
<td>1. Lack of participation from families, youth and religious organizations</td>
<td>1. Increase awareness and involvement with parents</td>
<td>1. Increased competition for grants in addition to increasing length of staff time to write grants</td>
</tr>
<tr>
<td>2. Alcohol and tobacco Compliance Check databases</td>
<td>2. Narrow program focus on youth/adolescent health</td>
<td>2. Establish collaborative efforts with local Chemical Health providers</td>
<td>2. Increase in binge drinking and marijuana use by county youth</td>
</tr>
<tr>
<td>3. Positive collaboration with other county departments including police/sheriff</td>
<td>3. Less commitment of time by other county departments to chemical health</td>
<td>3. Develop partnership with Hazelden which is a national and international MIPH/MPRC</td>
<td>3. Continued lack of community involvement in meetings</td>
</tr>
<tr>
<td>4. CHAG has enthusiastic membership and a strong commitment to achieving the vision of the program</td>
<td>4. Too dependent on internal budget and not outside funding sources</td>
<td>4. Further establish collaborative efforts with law enforcement</td>
<td>4. Diminished support in school system (enforcement policy)</td>
</tr>
<tr>
<td>5. CHAC efforts are based on best practice and model programs and remains active through reduced funding</td>
<td>5. Unstable funding makes it difficult to plan concrete programs</td>
<td>5. New partners and leadership have joined in the past year</td>
<td>5. Loss of standardization of services provided through schools</td>
</tr>
<tr>
<td>6. Excellent grant writing ability and experienced, dedicated staff members</td>
<td>6. Not a top priority area for the county or PHE department</td>
<td>6. New technology options for meetings could lead to greater involvement</td>
<td>6. Low awareness of CHAC in community, especially with potential fund donors</td>
</tr>
<tr>
<td>7. Strong community partners/participation, and strong community reputation</td>
<td>7. Not enough staff to adequately address the issues</td>
<td>7. Development of the DARE program to address prevention and education</td>
<td>7. Lack of progressive thinking in the community towards ATOD</td>
</tr>
<tr>
<td>8. Area high school outcomes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Attachment G - Vendor Survey (see attached PDF)

Attachment H - Police Chief/City Administrator Survey (see attached PDF)
I. Minnesota Student Survey Results

If you used alcohol in the last 30 days, how did you get it?

If you used tobacco in the last 30 days, how did you get it?
J. Affinity Diagram

Program Evaluation

**Internal Factors**
- **Trainings**
  - Ask if CC do additional training for vendors
  - Collect info on MBLA/other trainings
  - Review – evaluate other trainings
  - Plot failures to target trainings
  - Investigate incentive programs
  - Look into training improvement
  - Work on program (training) evaluation
  - Evaluate trainings
  - Develop Training session evaluation

**Communications Issues**
- **Integrate**
  - Incorporate ideas into DFC Grant, focus, reporting
  - SHIP money and goals

**Planning Issues**
- **Set Goals**
  - Determine acceptable levels of compliance and if compliant redirect efforts
  - Set targets for compliance check rates
  - Need to set clear, achievable goals, in the future before beginning evaluation process

**Communicate with Stakeholders**
- Increase communications with all stakeholders
- Present results to Police chief and CC officers
- Report back to vendors, city, police
- Assess process for communication with cities

**Data**
- Determine based on results, discussion and analysis where to begin and what the focus should be
- Gather more data
- Create a more organized way to collect all the data

**Project Team**
- For leadership teams involve members from all stakeholders of the process/program
- Include Tim in the evaluation
- Form project team including law enforcement and city admin reps
- Talk to CC offices – how can they address issues identified
K. Project Schedule

QuIDS Project Schedule

**AIM:** Enhance compliance with alcohol and tobacco underage sales regulations in Washington County through stakeholder engagement and program evaluation.

**Key:**
- Nick/Steph
- Sue
- Sue, Nick, Steph
- Jessica
- Consultant
- Project Team
- Leadership Team

**September**
- Determine survey methodology and costs
- Complete final draft of pilot survey for 50-60 vendors
- Mail survey to pilot group/open survey on website
- Project Team meeting
- Collect pilot survey responses
- Determine consultant availability and involvement

**October**
- Analysis of survey results complete & sent to consultant
- Project Team meeting
- Make survey and process changes
- Mail open survey to vendors, CA's and PC's
- Send reminder postcards
- Collect & input survey responses
- Review of survey results

**November**
- Analysis of 2nd survey results complete
- Project Team meeting
- Send final documents to consultant for review
- Conference call with consultant
- NAACHO conference call
- Consultant feedback on final documents
- Submit final documents & report
- Review survey results & plan next steps
- Leadership & Project Teams meeting

Date TBD

Project evaluation

Nick/Steph: Nick & Steph

Date: 4/15/18