**Appendix b: SAMPLE DYTUR Requirements**

**Please note: This Appendix is provided as an example of FY 2024 (10/1/23 – 9/30/24) required services to help applicants determine the number of potential future activities required for each county in the CMHPSM region.**



**SUBSTANCE USE DISORDER  
 PREVENTION SERVICES**

**FY 2024 – DYTUR Requirements**

The following guidelines for the required FY24 Designated Youth Tobacco Use Representative (DYTUR) activities are based on the most recent information from the Michigan Dept. of Health and Human Services (MDHHS) Office of Substance Use, Gambling, and Epidemiology (SUGE) Section and the Community Mental Health Partnership of Southeast Michigan’s (CMHPSM) contractual requirements with DYTUR service providers. The activities, dates, and numbers below may be subject to change and any changes will be communicated to DYTURs as soon as possible.

CMHPSM (Region 6) – Retailer Violation Rate

***Impact on Substance Use Disorder Funding***

DYTUR efforts are significant as their outcomes are directly related to the amount of funding received by the State of Michigan for Substance Use Disorder efforts. In fact, the State may be penalized **up to 40%** of the Federal Substance Abuse Prevention and Treatment Block Grant Award for non-compliance. This means that Region 6 must work to maintain its Regional Synar *Retailer Violation Rate* (RVR), or the number of Retailers attempting to sell to minors during a Synar Compliance Check, below the allowable violation threshold of 20%.

FY24 DYTUR Required Activities & Reports

Master Retail List

CMHPSM will distribute the *Master Retail List* (MRL) to DYTURs for cleaning, as well as updated cleaning instructions, after it’s received from MDHHS Substance Use, Gambling, and Epidemiology Section (tentatively January 2024). Ensure that the MRL is cleaned in accordance with the State’s specific instructions. Please note: the MRL now also requires all Electronic Nicotine Device Retailers within the region. Please see *Report Requirements and Due Dates* for specific CMHPSM due date.

Vendor Education Requirements

Though Region 6 has achieved RVRs well below the allowable 20% RVR threshold over the last few consecutive years, CMHPSM is still requiring that **50%** of all tobacco/ENDs retailers in each county receive a *Vendor Education Visit* in an effort to maintain a low regional RVR.

|  |  |  |  |
| --- | --- | --- | --- |
| **County** | **# of Tobacco/ENDS Retailers**  **(FY23 MRL)** | **Total Minimum Required # of Tobacco/ENDs Retailer Vendor Ed Visits** | **Vendor Ed Timeframe** |
| Lenawee | 96 | 48 | Vendor Education period (March 1 – April 30)  Except during the quiet period (May 15 – 31, 2024) |
| Monroe | 118 | 59 | Vendor Education period (March 1 – April 30)  Except during the quiet period (May 15 – 31, 2024) |
| Livingston | 79 | 40 | Vendor Education period (March 1 – April 30)  Except during the quiet period (May 15 – 31, 2024) |
| Washtenaw | 203 | 102 | Vendor Education period (March 1 – April 30)  Except during the quiet period (May 15 – 31, 2024) |

Please maintain an accurate record of all retailers that receive a Vendor Education Visit in your county.

MDHHS Substance Use, Gambling, and Epidemiology Section will ship Vendor Education Packets to DYTURs once they’re printed in early 2024; please do not wait for Packets to begin Vendor Education. Vendor Education materials may also be accessed and printed off via the MDHHS website at <https://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_4871_29888_48562-150144--,00.html>. Birthdate signs are available at [www.healthymichigan.com](http://www.healthymichigan.com).

*Non-Synar* Compliance Checks Requirements

CMHPSM requires that Non-Synar Compliance Checks be conducted on at least **25%** of the overall tobacco retailers in the four-county region with the assistance of law-enforcement. Non-Synar compliance checks may not occur during the Quiet Period or Synar Inspections Period.

|  |  |  |  |
| --- | --- | --- | --- |
| **County** | **# of**  **Tobacco/ENDs Retailers**  **(FY23 MRL)** | **\*Minimum Required # of Non-Synar Compliance Checks** | **Timeframe** |
| Lenawee | 96 | 24 | Vendor Education period (March 1 – April 28)  Except during the quiet period (May 15 – 31, 2024) |
| Monroe | 118 | 30 | Vendor Education period (March 1 – April 28)  Except during the quiet period (May 15 – 31, 2024) |
| Livingston | 79 | 20 | Vendor Education period (March 1 – April 28)  Except during the quiet period (May 15 – 31, 2024) |
| Washtenaw | 203 | 51 | Vendor Education period (March 1 – April 28)  Except during the quiet period (May 15 – 31, 2024) |

Please be sure to utilize the *MDHHS Synar Compliance Check Protocol* and *Non-Synar Compliance Check Forms* (Synar Compliance Check Forms labeled as “Non-Synar” when conducting Non-Synar Compliance Checks). Maintain an accurate record of all retailers that receive a Non-Synar Compliance Check in your counties. CMHPSM will require copies of all completed Non-Synar Compliance Check forms for year-end reporting.

*Synar* Compliance Checks Requirements

**Synar Compliance Checks** must be conducted during the State-mandated Synar Inspections Period – **June 1 – June 30, 2024.**

CMHPSM will provide DYTURs with the official retailer labels that have been selected for a Synar Compliance Check once they are received from MDHHS/SUGE. DYTURs must utilize the *MDHHS Synar Compliance Check Protocol* and the *Synar Compliance Check Forms* when conducting Synar Compliance Checks. Please be sure to thoroughly review these documents as they have been updated and now include ENDs products.

Synar Compliance Check results must be reported on the MDHHS Substance Use, Gambling, and Epidemiology Section *Compliance Check Reporting (CCR) Excel Spreadsheet.* Please review the *Compliance Check Reporting Excel Spreadsheet Instructions,* and the **original** *Compliance Checks Forms* must be mailed to the CMHPSM. Please maintain copies of the forms for your records. Please utilize the following Decoy and Chaperone codes for your counties:

|  |  |  |
| --- | --- | --- |
| **County** | **Youth Inspectors** | **Adult Chaperones** |
| Lenawee | PSE 01-10 | PSE 11-20 |
| Livingston | PSE 21-30 | PSE 31-40 |
| Monroe | PSE 41-50 | PSE 51-60 |
| Washtenaw | PSE 61-70 | PSE 71-80 |

Youth Participation Information

MDHHS Substance Use, Gambling, and Epidemiology Section requires that minor decoys participating in Synar and Non-Synar Compliance Checks obtain a Worker’s Permit and be covered by workers’ compensation. Parents/guardians cannot waive these rights. In addition, if employing students, your agency must comply with the Youth Employment Act and the Synar Protocol relative to inspections and the use of chaperones.

More information can be found at: [LEO - Youth Employment (michigan.gov)](https://www.michigan.gov/leo/initiatives/youth-employment)

Workers Compensation rules regarding the Youth Employment Standard can be found at: <http://www.legislature.mi.gov/(S(3wzjzayqki5tfh3n14n43oct))/mileg.aspx?page=getObject&objectName=mcl-418-815> .

Protocols may be found at:

[Youth Access to Tobacco and Synar (michigan.gov)](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/drugcontrol/prevention/prvcontent/youth-access-to-tobacco-and-synar-info)

A sample *Youth Tobacco Act Compliance Decoy Application Form is* attached on Page 7 and may be modified by your agency as needed.

Additionally, youth decoys should not be paired with an adult chaperone that is also their parent.

An even ratio of male to female youth decoys should be utilized for Synar checks. If it’s not possible to achieve an even ratio of male to female youth decoys in each individual county, please be sure that the there is an even ratio of male to female youth decoys utilized in aggregate across the region.

Youth Access to Tobacco Activity Annual Report

The *Youth Access to Tobacco Activity Annual Report* form will be sent to DYTURs once it is released from MDHHS/SUGE. See *Report Requirements and Due Dates* for specific submission requirements.  
  
May also be found at: [Resource Library (michigan.gov)](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/drugcontrol/prevention/prvcontent/youth-access-to-tobacco-and-synar-info/resource-library)

DYTUR Program Brief

In addition to the mandated reports, the CMHPSM requires the submission of a *Program Brief* that will highlight the DYTUR tobacco prevention efforts conducted in FY24. The Program Brief is also an opportunity to share any special campaigns, events, activities, etc. that have been used to enhance the DYTUR efforts. Program Brief requirements will be sent to DYTURs near the end of the fiscal year. See *Report Requirements and Due Dates* for Program Brief due date.

**Report Requirements and Due Dates**

*Please note: PIHP submission due dates do not match dates indicated on MDHHS Timeline.*

|  |  |  |
| --- | --- | --- |
| **Report** | **Due Date** | **Submission Method** |
| EGRAMS Quarterly Reports | January 6, 2024  April 6, 2024  July 6, 2024  October 6, 2024 | Via Microsoft Forms |
| Michigan Prevention Data System (MPDS) Entries | 15th of every month | Data entry in MPDS system |
| Cleaned Master Retailer List (MRL) | March 6, 2024 | Email to CMHPSM contact |
| Synar Compliance Check Results (CCR) Spreadsheet and Scanned, Electronic Copies of the Compliance Check Result (CCR) Forms | July 11, 2024 | Email to CMHPSM contact |
| Youth Access to Tobacco Activity Annual Report | October 10, 2024 | Email to CMHPSM contact |
| Non-Synar Compliance Checks Reporting (CCR) Excel Spreadsheet and scanned, electronic copies of Non-Synar Compliance Checks Forms | October 10, 2024 | Email to CMHPSM contact |
| Record of FY24 Vendor Education Visits | October 10, 2024 | Email to CMHPSM contact |
| DYTUR Program Brief | November 15, 2024 | Email to CMHPSM contact |

**Resources**

MDHHS Substance Use, Gambling, and Epidemiology Section-mandated reporting forms and procedure protocols can be accessed via the MDHHS Youth Access to Tobacco and Synar Info website at:

[MDHHS Synar Webpage](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/drugcontrol/prevention/prvcontent/youth-access-to-tobacco-and-synar-info)

Retailer Birthdate Signs and Youth Tobacco Signs in English, Spanish, and Arabic are available on the MDHHS Healthy Michigan website:

[MDHHS Clearinghouse (Click “Tobacco”)](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fhealthymichigan.com%2f&c=E,1,CtqS2ngpQI9OQsazRn7cKTmYpNrmM2pEfoCOrBfu9fRvZYC_euFe_rB6gQ4fLUMw75tg2jO68_U03AkGapnXUzhW3stLsnkRJhyl5ra0&typo=1)  
Improving MI Practice - Tobacco Retailer Training Program