

Smoke-Free Community Assessment Tool (SFCAT)

Background:

This assessment is for communities that want to increase smoke-free environments in schools, college campuses, multi-unit housing facilities, outdoor venues and other localities. The purpose of this assessment is to determine the smoke-free policy status of any Michigan community, including municipalities (cities, villages, townships), schools, multi-unit housing facilities, outdoor environments, and support for smoke-free environments by local public officials. A college campus assessment is included if a local university/college campus is located in the community. Depending on what type of smoke-free policy a community is interested in, and who they want to target, a community can use this entire assessment as a comprehensive tool or use individual sections included in the assessment, if they are only interested in assessing one entity, such as surveying local outdoor venues about whether they have smoke-free policies. There is evidence that the implementation of smoke-free policies at schools and other public places can prevent youth from starting to smoke and motivate smokers to quit.

Communities should start with the Municipalities section to define the municipality (ies) they are assessing and for which they are collecting data. Communities are advised to complete the Treatment Services section in conjunction with other sections that users choose to work with or before – this section helps identify the tobacco use and dependence treatment services that exist before the implementation of local smoke-free policies, so that you can direct community entities (such as schools, colleges, outdoor venues) to resources that can help their students and employees with smoking cessation.

Local tobacco reduction coalitions across the State of Michigan are also involved in conducting these assessments. Community organizations and individuals will be encouraged to collaborate with a local tobacco reduction coalition or another type of community health coalition to complete this assessment. The Michigan Department of Community Health, Tobacco Section, at 517-335-8376, will serve as the contact point for a listing of local tobacco reduction coalitions and assistance.

Municipalities

Municipalities/communities can make it easier for residents to live a tobacco-free life, and change the social norm about tobacco use by demonstrating that most people do not use tobacco. This can happen when a community develops policies and a strategic planning process that address issues related to tobacco use in public places and outdoor environments. When the community's governing body makes tobacco prevention and reduction a priority through policy decisions, educational programs, and by allocating funding and dedicating personnel, they establish a fundamental foundation for a healthier community.

You can complete a municipality assessment for as many municipalities as you wish and you can return and edit information on any municipality as often as you wish. Please print or copy a new form for each municipality.

Name of municipality: _____

1. Describe the municipality's outdoor ordinance policy regulating smoking:

Outdoor Venue	Written ordinance or policy that bans smoking completely	Written ordinance or policy that restricts smoking to designated areas	No written ordinance or policy	Does not apply- Municipality does not have this recreation area
Parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Beaches	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other recreation area, Describe _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If any answer to Question 1 is "Written ordinance or policy that restricts smoking to designated areas" or "No written ordinance or policy", also answer 1a.

1a. Is the municipality interested in adopting & implementing a smoke-free outdoor recreational ordinance/policy in areas where they do not currently exist?

- Yes
- No

2. Notes: (Use this area for notes related to making this municipality tobacco-free.)

Date Started:

Last Updated on:

Tobacco Use & Dependence Treatment Services

Tobacco use and dependence treatment services are a variety of program and services to help people quit tobacco, such as individual or group counseling, support groups, quit kits, online programs, telephone quit lines, treatment aids (e.g., nicotine replacement products, Chantix™, and Zyban®) or any other type of method that's available in the community to help people quit. Local services to help people quit tobacco must go hand-in-hand with the implementation of local smoke-free policies. Smoke-free policies can actually prevent youth from smoking and can assist smokers in quitting; therefore, there needs to be services available to help people quit smoking as policies are passed. As community organizations assess and increase the number of local smoke-free environments, they also need to identify what local services are available to help residents quit tobacco. Assessing what tobacco use & dependence treatment services are available can help community organizations refer individuals to the appropriate services, and can help community organizations determine what type of treatment services are needed.

If you are interested in more information about tobacco use & dependence treatment services, how to assess local services, form a community tobacco use & dependence treatment network, and offer referrals, contact Karen Brown, Michigan Department of Community Health, Tobacco Section at 517-335-8803.

You can complete an assessment for as many treatment services as you wish and you can return and edit information on any service as often as you wish. Please print or copy a new form for each tobacco use & dependence treatment service.

1. Name of Organization/Professional _____
2. Street Address _____
3. City _____
4. Zipcode _____
5. Phone Number _____
6. Fax Number _____
7. Email Address _____
8. Website Address _____

9. Check all the tobacco use & dependence treatments offered by this organization/professional by clicking the box next to the type of treatment. For each checked treatment, provide details about duration and cost of treatment plus any additional notes.

Type of Tobacco Use & Dependence Treatment	Duration of Treatment (# and length of sessions # of days or weeks, # and length of calls, # of products etc.)	Cost Information (cost or cost range per session or series of sessions, etc.)	Additional Notes (use this space for any other relevant information describing the treatment)
<input type="checkbox"/> Group classes			
<input type="checkbox"/> One-on-one counseling			
<input type="checkbox"/> In-patient hospital counseling			
<input type="checkbox"/> Support Groups			
<input type="checkbox"/> Quit kits or brochures			
<input type="checkbox"/> Online programs			
<input type="checkbox"/> Telephone quit lines			
<input type="checkbox"/> Distribution of treatment aids (for example, nicotine patch, nicotine gum, Chantix™, Zyban®)			
<input type="checkbox"/> Alternative therapies, such as laser treatments, acupuncture, or hypnosis			
<input type="checkbox"/> Other (DESCRIBE)			
<input type="checkbox"/> Other (DESCRIBE)			

10. Notes: (Use this area for other notes related to this organization and the tobacco use & dependent treatment it provides.)

Date Started:

Last Updated on:

School Districts

Children spend most of their waking hours at school. Tobacco-free school policies and programs can help protect children from second hand smoke as well as encourage them to live a tobacco-free lifestyle. The implementation of tobacco-free school policies also helps to promote the social norm that smoking is not the normative behavior among youth or adults.

You can complete a school district assessment for as many school districts in your community as you wish and you can return and edit information on any school district as often as you wish. Please print or copy a new form for each school district.

1. Name of School District _____

2. Street Address of Main Office _____ 3. City _____ 4. Zipcode _____

5a. Does this school district have a comprehensive 24-hour/7-day a week (24/7) tobacco-free policy*?

- Yes and there are no problems enforcing it (Go to Question 6)
- Yes, but there are minor/sporadic problems enforcing it (Go to Question 5b)
- Yes, but there are moderate problems enforcing it (go to Question 5b)
- Yes, but there are major/consistent problems enforcing it (go to Question 5b)
- No, but they are interested in developing and implementing such a policy (Go to Question 6)
- No, and they are not interested in such a policy. Please explain why no interest: _____ (go to Question 6)

5b. What are the enforcement problems? (Check all that apply)

	Students	Staff	Visitors
Tobacco use in school buildings by:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tobacco use on school grounds by:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tobacco use at school-sponsored events** by:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*24/7 tobacco-free policies prohibit smoking in all school buildings and on school grounds, at all times, and smoking is prohibited at any on- or off-campus school-related events, including sporting events.

** Examples of school-sponsored events include athletic events, dances, student organization events, and all other extracurricular activities.

Comprehensive 24/7 tobacco-free policies prohibit all types of tobacco and non-tobacco nicotine products in school buildings and on school grounds at all times, and use of nicotine products is prohibited at any on- or off-campus school-sponsored events, including sporting events. These products include newly emerging products include other types of smokeless tobacco, such as snus and dissolvable tobacco products, as well as non-tobacco nicotine products, such as e-cigarettes. This does not include products that are classified as "nicotine replacement therapy" and are being used by an individual to help them quit using tobacco.

6. How many students are currently enrolled in schools in this school district: _____

7. How many staff members (teachers, administrators, support staff, etc.) are currently employed by this school district: _____

8. Do any schools in this school district offer tobacco use & dependence treatment referrals for students who use tobacco?

- Yes
- No, but would like to
- No
- Don't know

9. Do any schools or staff administrative offices in this school offer tobacco use & dependence treatment referrals for staff who use tobacco?

- Yes
- No, but would like to
- No
- Don't know

10. **Notes:** (Use this area for notes related to making this school district tobacco-free.)

Date Started:

Last Updated on:

Survey of Public Officials

Public officials are key players in decisions about policies that affect how and where tobacco use is permitted in a community. Strict enforcement of tobacco-free policies by public officials and governing agencies is a vital factor in creating a smoke-free community.

This survey is for city council members, mayors, township board members, county commissioners, county comptrollers, local health officers, local legislators, and any other type of local public official that may have an interest or influence in local policy change. You can survey as many public officials as are relevant for helping to make your community smoke-free and edit information on any public official previously surveyed as often as you wish. Please print or copy a new form for each public official you wish to survey.

1. Last Name of Public Official _____ First Name of Public Official _____

2. Position Held _____

3. Level of Government

- State
- County
- City
- Village
- Township
- Other, SPECIFY _____

4. Political Party

- Democrat
- Republican
- Independent
- Other, SPECIFY _____

5. Term of Office

Start Date: MM/YYYY: _____

End Date: MM/YYYY _____

6. Do you think it is important to model tobacco-free behavior among youth in outdoor recreational environments in your community?

- Yes
- No
- Undecided/Not sure

7. Do you think cigarette and spit tobacco litter is a problem in outdoor recreational areas in your community?

- Yes
- No
- Undecided/Not sure

8. Notes: (Use this area for notes related to the survey for this public official or other notes about this public official's stance about tobacco policies.)

Date Started:

Last Updated on:

College Campuses

College is a time period when many young adults to start smoking. Campus-based policies and programs that support smoke-free environments and tobacco-free lifestyles can help prevent college students from starting to smoke, and can encourage those who smoke to quit and remain smoke-free for their college years and their lifetime. In addition to smoke-free policies, the implementation of on-campus tobaccos use and dependence treatment services is needed to assist students and staff to quit and stay tobacco-free.

You can complete a college campus assessment for as many colleges in your community as you wish and you can return and edit information on any college campus as often as you wish. Please print or copy a new form for each college campus.

1. Name of College/University _____

2. City _____

3. Check any of the following tobacco-related policies that are currently being implemented on campus. For those you check, please provide information about who enforces them, how they are enforced, and how students and staff are informed.

Policy	Enforced by Whom	How Enforced	When were students and staff informed about the policy? (Check all that apply.)
<input type="checkbox"/> Smoke-free campus (smoking is not permitted anywhere on campus, including residence halls)			<input type="checkbox"/> At the time the policy was passed <input type="checkbox"/> At freshman orientation <input type="checkbox"/> At the beginning of each school year <input type="checkbox"/> Other (DESCRIBE): _____ <input type="checkbox"/> No routine notification about the policy
<input type="checkbox"/> Foot rule (for example., smoking is not permitted 25 ft. or more of building entrances)			<input type="checkbox"/> At the time the policy was passed <input type="checkbox"/> At freshman orientation <input type="checkbox"/> At the beginning of each school year <input type="checkbox"/> Other (DESCRIBE): _____ <input type="checkbox"/> No routine notification about the policy
<input type="checkbox"/> Smoke-free residence halls			<input type="checkbox"/> At the time the policy was passed <input type="checkbox"/> At freshman orientation <input type="checkbox"/> At the beginning of each school year <input type="checkbox"/> Other (DESCRIBE): _____ <input type="checkbox"/> No routine notification about the policy
<input type="checkbox"/> Sale of tobacco is not permitted anywhere on campus.			<input type="checkbox"/> At the time the policy was passed <input type="checkbox"/> At freshman orientation <input type="checkbox"/> At the beginning of each school year <input type="checkbox"/> Other (DESCRIBE): _____ <input type="checkbox"/> No routine notification about the policy
<input type="checkbox"/> Tobacco advertising is not allowed on-campus.			<input type="checkbox"/> At the time the policy was passed <input type="checkbox"/> At freshman orientation <input type="checkbox"/> At the beginning of each school year <input type="checkbox"/> Other (DESCRIBE): _____ <input type="checkbox"/> No routine notification about the policy
<input type="checkbox"/> Tobacco industry sponsorship of on-campus events, including sporting events, is not permitted.			<input type="checkbox"/> At the time the policy was passed <input type="checkbox"/> At freshman orientation <input type="checkbox"/> At the beginning of each school year <input type="checkbox"/> Other (DESCRIBE): _____ <input type="checkbox"/> No routine notification about the policy

Check here if none of the above tobacco-related policies are currently being implemented.

4. Does the college/university have a policy in regards to not accepting tobacco industry funding, such as in the form of donations or payments, for student organization events or health promotion programming?

- Yes
- No

5. Indicate which of the following types of tobacco use & dependence treatment are offered on campus?

	Offered	Not Offered
On-campus treatment programs	<input type="radio"/>	<input type="radio"/>
One-on-one counseling	<input type="radio"/>	<input type="radio"/>
Internet support (online program)	<input type="radio"/>	<input type="radio"/>
On-campus support groups	<input type="radio"/>	<input type="radio"/>
Tobacco use & dependence treatment brochure	<input type="radio"/>	<input type="radio"/>
Off campus referrals	<input type="radio"/>	<input type="radio"/>
Treatment aids, such as nicotine gum, patches, nasal spray, inhaler, lozenge, and Zyban™	<input type="radio"/>	<input type="radio"/>
Other, DESCRIBE _____		

6. Are any tobacco prevention or tobacco use & dependence treatment marketing campaigns currently being implemented on campus?

<input type="radio"/> Yes	Please describe:	
<input type="radio"/> No		

7. Have any tobacco prevention or tobacco use & dependence treatment marketing campaigns been implemented on campus during the past year (in addition to those noted in Question 6)?

<input type="radio"/> Yes	Please describe:	
<input type="radio"/> No		

8. Notes: (Use this area for notes related to making this campus tobacco-free.)

Date Started:

Last Updated on:

Multi-Unit Housing

The majority of Michigan tenants are nonsmokers. Residents, including children, who live in apartments, condos and other shared housing are often exposed to their neighbor's smoke in buildings where smoking is allowed. Adults with heart disease or lung disease, such as asthma, are particularly vulnerable to the negative health effects associated with exposure to secondhand smoke. Children exposed to secondhand smoke are at an increased risk of pneumonia, bronchitis, ear infections, more frequent and severe asthma attacks and sudden infant death syndrome (SIDS). Landlords that adopt smoke-free building policies for their tenants can help promote a healthy environment and improve their bottom lines by reducing maintenance costs related to fire and smoke damage.

You can complete a multi-unit housing assessment for as many multi-unit housing facilities in your community as you wish and you can return and edit information on any assessment as often as you wish. Please print or copy a new form for each multi-unit housing facility.

1. Name of Multi-Unit Housing _____

2. Street Address _____ 3. City _____ 4. Zipcode _____

5. Number of units: _____

6. Type of Multi-Unit Housing:

- Apartment building
- Duplex
- Multi-family dwelling
- Condominium
- Townhouse
- Other, Describe: _____

7. Ownership:

- Private
- Corporate management
- Government/public ownership
- Other, Describe _____

8. Is this rental housing government subsidized? If yes, indicate the percentage of total units that are subsidized)

- Yes, % subsidized _____
- No

9. Describe the building policy regulating smoking.

- 100% smoke-free policy; no smoking in individual rental units or common areas
- Smoking allowed in some or all units, but indoor common areas are smoke-free as required by Michigan’s statewide smoke-free air law

If the answer to Question 9 is “Smoking is allowed in some or all units”, answer Questions 9a and 9b.

9a. Interested in implementing and enforcing a 100% smoke-free policy?

- Yes
- No

9b. In the process of transitioning a building to smoke –free status? (This means, as lease expires, adding a smoke-free provision as a condition of the new lease.)

- Yes
- No

10. Notes: (Use this area for notes related to making this multi-unit housing facility tobacco-free.)

Date Started:

Last Updated on:

Outdoor Environments

Although Michigan's smoke-free air law protects the majority of Michigan workers in indoor work sites and public places, it does not protect Michigan adults and children in outdoor environments. Tobacco-free outdoor, recreational policies can further protect Michigan residents from exposure to secondhand smoke while they are at play. These policies can help adults model tobacco-free behavior for Michigan youth, and change social norms about tobacco use, demonstrating that the majority of residents do not use tobacco and that it is an unacceptable behavior. Changing this social norm can also help to prevent and reduce tobacco use among youth.

You can complete an outdoor environments assessment for as many outdoor venues in your community as you wish and you can return and edit information on any outdoor venue as often as you wish. Please print or copy a new form for each outdoor venue.

1. Name of Outdoor Venue: _____

2. Street address: _____

3. City: _____ 4. Zipcode: _____

5 Type of venue:

- Park
- Beach
- Trail
- Community Garden
- Farmers Market
- Amphitheatre
- Ball park, football field, soccer field, basketball or tennis courts, skating rink or other type of outdoor sports field/sports arena
- Golf course
- Playground
- Pool areas (such as community pools or swim club)
- Outdoor venue for festivals or concerts
- Other type of outdoor, recreational venue (Describe) _____

6. Number of employees, including volunteers and unpaid employees, at this venue. _____

The intent of this question is to determine the number of people who are exposed to smoke on a regular basis in this outdoor venue.

7. What geography/jurisdiction does this venue serve?

- City
- County
- Township
- Village
- Other, Describe _____

8. Capacity: _____

9. Does this venue currently have a tobacco-free policy?

- Yes and there are no problems enforcing it **(go to Question 10)**
- Yes, but there are minor/sporadic difficulties in enforcing it **(answer 9a)**
- Yes, but there are moderate to major/consistent difficulties in enforcing it **(answer 9a)**
- No, but they are interested in adopting a tobacco-free policy **(go to Question 10)**
- No and they are not interested in adopting such a policy **(answer 9a)**

9a. Please use the space below to describe any difficulties in policy enforcement (if this venue has a tobacco-free policy) OR reasons for lack of interest in adopting such a policy.

10. Notes: (Use this area for notes related to making this outdoor venue tobacco-free.)

Date Started:

Last Updated on: