

STEP Points Submission Cover Sheet

Please complete this form, sign it, and return it with your submission to receive STEP points.

Submit all STEP-related emails, documents, cover sheets, and other forms to

daodas.stepprogram@daodas.sc.gov

Tobacco Compliance Checks

Pull your circuit's Environmental Prevention Strategies Reporting (EPS) system report for tobacco compliance checks. Next, email this report and highlight the date(s) of the compliance checks and document when the report was pulled.

Tobacco Casual Contacts

Verify prevention personnel visited local retailers/tobacco establishments to share about services at the agency, inform retailer of current safety alerts/recalls, build relationships (e.g., information dissemination-casual contacts)

Use the DAODAS Prevention Portal form for Casual Contacts to verify the number of retailers reached.

Tobacco Environmental Scans

Verify prevention personnel observed local retailers/tobacco establishments to conduct routine examination of current products and substances sold, noting promotions, proximity to youth-frequented spaces, etc.

Use the DAODAS Prevention Portal form for Environmental Scans to document the retailers investigated.

County Tobacco List Cleaning/New Synar Outlets (attach store information: store name, street address, town, zip, other information to help locate it). Must be missing from the current state list to receive points.

Verify how products are sold (i.e., over the counter, vending machine)

Verify what products are sold (i.e., combustible tobacco and noncombustible tobacco products, e-cigarettes and vapes only)

Tobacco Education Program (email the Single Services by Program Impact report or the Recurring Services by Program Impact report to indicate how the Tobacco Education Program was implemented in your county).

- Verify how TEP was being utilized (e.g., information dissemination, recurring educational service, or problem identification and referral)
- Use the DAODAS Portal form to verify the number of classes taught
- Point-of-Sale Taskforce development (email the Point-of-Sale (POS) Task Force Charge Template document to verify a POS policy goal, charge, list of members, or any meeting updates. You can also include meeting agendas/draft reports.
- Merchant Pledge(s) (email the STEP/PREP Merchant Pledge Form to verify a specific pledge at the POS. Also, write down the merchant's name, business location, and contact information to follow up with them on their pledge progress.
 - Verify which pledge or pledges you receive from which merchants with the STEP/PREP Merchant Pledge Form.
- Multi-jurisdictional Law Enforcement Agreement around Tobacco (attach a timestamped agreement)
 - Indicate if the agreement is current and when the agreement ends
 - Indicate if the agreement is not current (and needs to be renewed)
- Merchant Education (attach PREP Participant Sign-In Forms and fidelity checklist for each class)

_____ Merchants served

I, _____, verify that the indicated submissions represent actual services and accurate information.

Signature

County

Date