




Welcome to BHSDSTAR Synar Training Module



What is Synar?

Synar is a Federal Amendment that requires States to enact and enforce laws prohibiting the sale and distribution of tobacco products to individuals under the age of 18.





Synar: What You Do Is Important

First


Non compliance with Synar requirements could result in a penalty of 40% loss of Substance Abuse Prevention and Treatment (SAPT) Block Grant funds for New Mexico.



Synar:

What You Do Is Important

Second (and more importantly)

- In the US, smoking kills more than 440,000 people each year. That's **more deaths than** from alcohol, cocaine, heroin use, HIV/AIDS, homicides, suicides, motor vehicle crashes and fires **combined**.
 - For every person who dies from a smoking-related disease, 20 more (that is 8.8 million people) suffer with at least one serious illness from smoking.
 - Every day nearly 3,800 kids try their first cigarette and 1,000 kids become daily smokers.
- 



Synar:

What You Do Is Important

Merchants are an integral line of defense against
underage smoking and...

...You Can Support Them







What You Are Up Against:

To promote their products, the Tobacco Industry spends more than \$29 million a day in the United States. (That is more than \$10 billion a year.)

What You Have:

You have a few regulations, but if they are followed they can have a big impact.





To help in the effort to monitor and report on education and compliance, Synar has been incorporated into the State's service tracking and reporting system located at BHSDSTAR.org.

Learning the System

A quick guide to
BHSDSTAR Synar

Synar manual located at bhsdstar.org under Manuals and Forms

System Access

Staff Registration for BHSDSTAR Account Access

Provider Name (as known in community): _____

Provider Name (as registered in the state): _____

Staff Registration

Primary Contact? (Select one person per Provider)	Secondary Contact? (Select one person per provider)	First Name	Last Name	Email Address	Access to	Permissions	For ATR/TCA CIs Only	Remove Access
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> ATR <input type="checkbox"/> TCA <input type="checkbox"/> STOT <input type="checkbox"/> Synar	<input type="checkbox"/> Read Only <input type="checkbox"/> Update	<input type="checkbox"/> Clinical <input type="checkbox"/> RSSC	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> ATR <input type="checkbox"/> TCA <input type="checkbox"/> STOT <input type="checkbox"/> Synar	<input type="checkbox"/> Read Only <input type="checkbox"/> Update	<input type="checkbox"/> Clinical <input type="checkbox"/> RSSC	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> ATR <input type="checkbox"/> TCA <input type="checkbox"/> STOT <input type="checkbox"/> Synar	<input type="checkbox"/> Read Only <input type="checkbox"/> Update	<input type="checkbox"/> Clinical <input type="checkbox"/> RSSC	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/> ATR <input type="checkbox"/> TCA <input type="checkbox"/> STOT <input type="checkbox"/> Synar	<input type="checkbox"/> Read Only <input type="checkbox"/> Update	<input type="checkbox"/> Clinical <input type="checkbox"/> RSSC	<input type="checkbox"/>

Send completed forms to Registration@BHSDSTAR.org. Completed forms must come from the email address of the primary or secondary contact.

HOME tab

bhsdstar

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WELCOME: Carlsbad Community Anti-Drug/Gang Coalition

You are Logged in as: Alison Bryant

If this is not you, you are not permitted to view or modify any data inside this system. Use your organization's primary contact for this system to request legal access.

DON'T LET MINORS BUY TOBACCO. IT'S THE LAW.

NOTICES

07/05/2013-Site Viewing Requirements

This site must be viewed at a display resolution of 1280 X 800 or higher. If you are unable to see a Save or Submit button, likely your resolution is set to low.

STATUS

Fiscal Year	FY 14 2013 - 2014
Merchants in Service Area	20
Education Visits Completed/Due	0/20
Compliance Visits Completed/Due	0/0
Enforcement Visits Completed/Due	0/0

REFRESH SCREEN

Summary Totals - All Years

Education Visits	28
Compliance Visits	5
Enforcement Visits	0
Compliant: Compliance Visits	100.00%
Compliant: Enforcement Visits	NA

YOUTH/COMMUNITY PARTICIPANTS

Name	Age
Youth One	16
Youth Two	17
Youth Three	16
Youth Four	17

PROVIDER STAFF

Name	Email	Role
Alison Bryant	Coalition.bryant@gmail	Synar Provider Add/Edit/Delete

Notices: Information shared by BHSD staff and/or bhsdstar IT personnel.

This site must be viewed at display resolution of 1280 X 800 or higher. At lower resolutions, some functionality may not be visible.

Status: This provides a quick look at visits currently completed / due for the fiscal year. Merchants in service area is a count of merchants identified in your area.

Do not share your password with other individuals.

HOME tab

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HOME FIND EDUCATION COMPLIANCE BUNDLED BILLING INVOICES REPORTS

WELCOME: Carlsbad Community Anti-Drug/Gang Coalition

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Name	Age
Youth One	16
Youth Two	17
Youth Three	16
Youth Four	17

PROVIDER STAFF

Name	Email	Role
Alison Bryant	Coalition.bryant@gmail	Synar Provider Add/Edit/Delete

Summary Totals – All Years (data since 2011): Total count of visits and compliance rates for all merchants combined.

Youth/Community Participants: list of youth participating this fiscal year with your organization.

Provider staff: list of staff participating in Synar

Locating a Merchant

There are two different ways to find a merchant:

- 1. Use the Find tab – enter name or outlet number (partial entries return more results)
 - Use Find to locate a specific merchant quickly.

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FIND A MERCHANT:

SEARCH:

Name:

Outlet ID:

Status: ☐ ALL ☐ Active ☐ Inactive

FIND MERCHANT

SEARCH RESULTS:

OUTLET ID	MERCHANT	ADDRESS	ZIPCODE	PHONE NUMBER
8532	Phillips 66	1201 W Santa Fe Ave, Grants. NM	87020	(505) 285-4382

(Double click the merchant to open their record.)

Locating a Merchant

2. Use a List (Education, Compliance, Enforcement tab)

- The lists have been set up to quickly identify which merchants have visits due for each visit type.

HOME	FIND	EDUCATION	COMPLIANCE	BUNDLED BILLING	INVOICES	REPORTS
MERCHANTS: DUE						
Active:			DUE	ALL	INACTIVE	
OUTLET ID	MERCHANT	ADDRESS	ZIPCODE	PHONE NUMBER		
2701	87 Express	901 Clayton Rd., Raton. NM	87740	(575) 445-3102		
2694	Adam's Conoco	409 Clayton Rd., Raton. NM	87740	(575) 445-8897		
2695	Adam's Self-Serve	1035 S 2nd St, Raton. NM	87740	(575) 445-5948		
2697	CrossRoads	421 S 2nd Street, Raton. NM	87740	(575) 445-9120		
7155	CrossRoads	1007 Railroad, Springer. NM	87747	(575) 483-5020		
8679	Family Dollar Store	1249 S 2Nd St, Raton. NM	87740			
7153	Handi-Way Market	405 Cimarron Ave, Springer. NM	87747	(575) 483-2725		
2703	J R's Fuel Stop / Country Store	1221 S 2nd St, Raton. NM	87740	(575) 445-3567		
2704	J-D Conoco	Hwy 72, Raton. NM	87740	(575) 445-8526		
2707	Loaf N' Jug	1262 S 2nd St, Raton. NM	87740	(575) 445-8661		
2702	Phillips 66	Hwy 87 / PO Box 126, Raton. NM	87740	(575) 445-8392		
2689	Polk Oil Chevron	31023 Hwy 64, Cimarron. NM	87714	(575) 376-2577		
2691	Russell's Shamrock	31091 US Highway 64, Cimarron. NM	87714	(575) 376-2225		
7531	Russell's Truck & Travel	I-25, Colfax. NM	87747	(575) 483-5004		
7154	Russell's Truck and Travel Center	125 Exit 419 NM-58, Springer. NM	87747	(575) 483-0390		
2709	Sav-O-Mat Inc.	745 S 2nd St, Raton. NM	87740	(575) 445-3241		
2712	Super Save Discount Foods	1265 S 2nd St, Raton. NM	87740	(575) 445-2331		

(Double click the merchant to open their record.)

How Due Lists are Determined

Active merchants requiring a visit to be submitted display on the Due list under each visit type. Once a visit is submitted, the merchant is removed from the due list (click Due to update list). If you need to correct or update a submitted visit, use the Contact Us link (upper right corner of your site) to let us know. Include the Outlet number when communicating about a merchant.

Visit Types:

Education visits – The total number of merchants with an education visit due are based on your contract. Merchants are assigned at random.

Compliance visits – The total number of merchants assigned per stratum are determined by the BHSD statistician based on federal requirements. Merchants inside each stratum are assigned at random.

Enforcement visits – Determined by BHSD statistician. Factors include successful buys during compliance visits, recent citations, high retailer violations by stratum, etc.

Merchant Dashboard

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2984

Allsup's Convenience Store

SYNAR

MERCHANT INFORMATION

CHANGE

Outlet ID

2984

Merchant Name

Allsup's Convenience Store

Owner

Phone

5758856208

Address

2301 W Lea St

City

Carlsbad

Zip

88220

County

Eddy

Stratum

3

Locale

Urban

Store Type

Outlet Type

Over the Counter

VISIT HISTORY

Date	Type	Staff	View/Print
01/10/2012	Education	Alison Bryant	VIEW/PRINT
10/25/2012	Education	Alison Bryant	VIEW/PRINT

MAP



VISIT SUMMARY

Education Visits:

2

Compliance Visits:

0

Enforcement Visits:

0

Compliant: Compliance Visits

NA

Compliant: Enforcement Visits

NA

VISIT ENTRY

ENTER VISIT FORM

Education Visit Due

DUE DATES

Education Visits:

12/31/2013

Compliance Visits:

04/20/2014

Enforcement Visits:

04/20/2014

By 04/24/2014mail signed hard copy forms to:

SYNAR Coordinator

HSD/BHSD/OSAP

37 Plaza La Prensa

Santa Fe, NM 87507

The Merchant Dashboard is accessed by double clicking a merchant either through Find or one of the lists.

The dashboard is the management hub for each merchant.

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HOME FIND EDUCATION COMPLIANCE ENFORCEMENT **MERCHANT DASHBOARD** BUNDLED BILLING INVOICES REPORTS

2004 Allsup's Convenience Store **SYNAR**

MERCHANT INFORMATION CHANGE		VISIT HISTORY			
Outlet ID	2984	Date	Type	Staff	View/Print
Merchant Name	Allsup's Convenience Store	01/07/2012	Education	Alison Bryant	VIEW/PRINT
Owner		10/07/2012	Education	Alison Bryant	VIEW/PRINT
Phone	5758856208				
Address	2301 W Lea St				
City	Carlsbad				
Zip	88220				
County	Eddy				
Stratum	3				
Locale	Urban				
Store Type					
Outlet Type	Over the Counter				

VISIT SUMMARY		VISIT ENTRY		DUE DATES	
Education Visits:	2	ENTER VISIT FORM	Education Visit Due		
Compliance Visits:	0				
Enforcement Visits:	0				
Compliant: Compliance Visits	NA				
Compliant: Enforcement Visits	NA				
		Education Visits: 12/31/2013 Compliance Visits: 04/20/2014 Enforcement Visits: 04/20/2014 By 04/24/2014 mail signed hard copy forms to: SYNAR Coordinator HSD/BHSD/OSAP 37 Plaza La Prensa Santa Fe, NM 87507			

If it is determined that any information has changed on this merchant, click Change under Merchant Information, make and submit the changes.

Merchant Dashboard

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Allsup's Convenience Store

SYNAR

MERCHANT INFORMATION

CHANGE

Outlet ID

2984

Merchant Name

Allsup's Convenience Store

Owner

Phone

5758856208

Address

2301 W Lea St

City

Carlsbad

Zip

88220

County

Eddy

Stratum

3

Locale

Urban

Store Type


Outlet Type

Over the Counter

VISIT HISTORY

Date	Type	Staff	View/Print
01/10/2012	Education	Alison Bryant	VIEW/PRINT
10/25/2012	Education	Alison Bryant	VIEW/PRINT

MAP



VISIT SUMMARY

Education Visits:

2

Compliance Visits:

0

Enforcement Visits:

0

Compliant: Compliance Visits

NA

Compliant: Enforcement Visits

NA

VISIT ENTRY

ENTER VISIT FORM

Education Visit Due

DUE DATES

Education Visits:

12/31/2013

Compliance Visits:

04/20/2014

Enforcement Visits:

04/20/2014

By 04/24/2014mail signed hard copy forms to:

SYNAR Coordinator

HSD/BHSD/OSAP

37 Plaza La Prensa

Santa Fe, NM 87507

In the upper middle is **Visit History**.

This section lists all prior visits entered in the system. Click on View/Print to see previous submissions.

Merchant Dashboard

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Allsup's Convenience Store

SYNAR

MERCHANT INFORMATION

CHANGE

Outlet ID

2984

Merchant Name

Allsup's Convenience Store

Owner

Phone

5758856208

Address

2301 W Lea St

City

Carlsbad

Zip

88220

County

Eddy

Stratum

3

Locale

Urban

Store Type

Outlet Type

Over the Counter

VISIT HISTORY

Date	Type	Staff	View/Print
01/10/2012	Education	Alison Bryant	VIEW/PRINT
10/25/2012	Education	Alison Bryant	VIEW/PRINT

MAP

VISIT SUMMARY

Education Visits:

2

Compliance Visits:

0

Enforcement Visits:

0

Compliant: Compliance Visits

NA

Compliant: Enforcement Visits

NA

VISIT ENTRY

ENTER VISIT FORM

Education Visit Due

DUE DATES

Education Visits:

12/31/2013

Compliance Visits:

04/20/2014

Enforcement Visits:

04/20/2014

By 04/24/2014mail signed hard copy forms to:

SYNAR Coordinator

HSD/BHSD/OSAP

37 Plaza La Prensa

Santa Fe, NM 87507

In the upper right corner is **Map**.

Click the link in this window to open a Google map of the merchant’s location based on the address entered.

Note* the Google map is a guide but may be inaccurate. Use caution if following directions.

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2984 Allsup's Convenience Store SYNAR

MERCHANT INFORMATION
CHANGE

Outlet ID: 2984
 Merchant Name: Allsup's Convenience Store
 Owner:
 Phone: 5758856208
 Address: 2301 W Lea St
 City: Carlsbad
 Zip: 88220
 County: Eddy
 Stratum: 3
 Locale: Urban
 Store Type:
 Outlet Type: Over the Counter

VISIT HISTORY

Date	Type	Staff	View/Print
01/10/2012	Education	Alison Bryant	VIEW/PRINT
10/25/2012	Education	Alison Bryant	VIEW/PRINT

MAP

VISIT SUMMARY

Education Visits:	2
Compliance Visits:	0
Enforcement Visits:	0
Compliant: Compliance Visits	NA
Compliant: Enforcement Visits	NA

VISIT ENTRY

ENTER VISIT FORM

Education Visit Due

DUE DATES

Education Visits: 12/31/2013
 Compliance Visits: 04/20/2014
 Enforcement Visits: 04/20/2014

By 04/24/2014 mail signed hard copy forms to:

SYNAR Coordinator
 HSD/BHSD/OSAP
 37 Plaza La Prensa
 Santa Fe, NM 87507

This section displays a count of each visit type and displays the percent of visits that were compliant if applicable.

Merchant Dashboard

bhsdstar

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2984

Allsup's Convenience Store

SYNAR

MERCHANT INFORMATION

CHANGE

Outlet ID

2984

Merchant Name

Allsup's Convenience Store

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Date	Type	Staff	View/Print
01/10/2012	Education	Alison Bryant	VIEW/PRINT
10/25/2012	Education	Alison Bryant	VIEW/PRINT

MAP



VISIT SUMMARY

VISIT ENTRY

ENTER VISIT FORM

Education Visit Due

Education Visits:

2

Compliance Visits:

0

Enforcement Visits:

0

Compliant: Compliance Visits

NA

Compliant: Enforcement Visits

NA

USE DATES

Education Visits:

12/31/2013

Compliance Visits:

04/20/2014

Enforcement Visits:

04/20/2014

By 04/24/2014mail signed hard copy forms to:

SYNAR Coordinator

BHSD/OSAP

7 Plaza La Prensa

Santa Fe, NM 87507

In the lower middle is **Visit Status**.

This section displays if any visits are due. Click the Enter Visit Form to open the data entry window.

DUE DATES	
Education Visits:	12/31/2013
Compliance Visits:	04/20/2014
Enforcement Visits:	04/20/2014
By 04/24/2014 mail signed hard copy forms to:	
SYNAR Coordinator	
HSD/BHSD/OSAP	
37 Plaza La Prensa	
Santa Fe, NM 87507	

All due dates for the fiscal year will display in this area. (The dates listed in this screen shot are for example purposes only and do not reflect actual current due dates.)

Visit Form Entry

EDUCATION VISIT

Outlet ID: 2975

Name: Allsup's Convenience Store

Owner:

Phone: (575) 885-0307

Address: 1101 W Lea St

City: Carlsbad

Zip: 88220

County: Eddy

Store Type(s): Convenience store

Outlet Type: Over the Counter

Stratum: 3

Contractor: Carlsbad Community Anti-Drug/Gang Coalition

If the information above has changed, click on 'Change...' Under Merchant Information on the Merchant Dashboard

Store Type(s): Convenience store

Outlet Type: Over the Counter

2. Type Of Visit

Merchant Education

☐ First Time Visit

☐ Annual Visit

3. Date and time of visit

0

:

0

☐ AM ☐ PM

4. Were you able to conduct merchant education visit?

☐ No (Answer 4a)

☐ Yes (Answer 4b)

5. Were youth or community members involved in visit?

☐ No

☐ Yes

5a. If Yes, how many?

5b. If yes, specify the initials of youth/community participants:

NOTES on this visit:

Adult Educator:

Adult Educator 2:

PRINT

SUBMIT

CLOSE

This is the data entry window for visit forms. This screenshot example is for an Education Visit.

To print a blank PDF with merchant's information pre-populated, click the print button.

It is not possible to save or submit a partially entered visit. Complete the entire form and click Submit. (If a response is missed, it will outline in red.)

**The next few slides
break down each
question on the visit form**

Visit Form Entry:

Type, Date and Time

Outlet ID:	2975	Address:	1101 W Lea St	Store Type(s):	Convenience store
Name:	Allsup's Convenience Store	City:	Carlsbad	Outlet Type:	Over the Counter
Owner:		Zip:	88220	Stratum:	3
Phone:	(575) 885-0307	County:	Eddy	Contractor:	Carlsbad Community Anti-Drug/Gang Coalition

If the information above has changed, click on 'Change...' Under Merchant Information on the Merchant Dashboard

Store Type(s): Convenience store

Outlet Type: Over the Counter

2. Type Of Visit Merchant Education

☐

First Time Visit

☐

Annual Visit

3. Date and time of visit



Visit Form Entry:

Conducted – No

4. Were you able to conduct merchant education visit? ☒ No (Answer 4a) ☐ Yes (Answer 4b)

4a. If No, Why? Select One option only

<input type="radio"/> Out of business	<input type="radio"/> Temporary closure	<input type="radio"/> Tobacco out of stock	<input type="radio"/> Could not locate merchant
<input type="radio"/> Does not sell tobacco products	<input type="radio"/> On Tribal land	<input type="radio"/> Police Presence	<input type="radio"/> Duplicate Outlet, specify Id: <input type="text"/>
<input type="radio"/> Could not locate merchant	<input type="radio"/> Out of contract service area	<input type="radio"/> Youth educator knows sales person	<input type="radio"/> Other, specify: <input type="text"/>
<input type="radio"/> Inaccessible to youth	<input type="radio"/> Visit was outside of business hours	<input type="radio"/> Staff too busy for education visit	

If not conducted, the reason must be specified.

Only one reason can be selected. Select the most applicable reason.

If selecting Duplicate Outlet, enter the Outlet Id of the merchant to which this merchant is a match. For example, if this merchant (outlet Id 2984) is the same as merchant (outlet Id 4567), select Duplicate Outlet and enter 4567.

If selecting Other, specify the other reason the visit was not conducted. Please make sure the reason is **not** already one of the selection options. For example, select 'Out of contract service area' rather than selecting 'Other' and specifying "This merchant is located in Albuquerque".

Visit Form Entry:

Conducted – Yes

4. Were you able to conduct merchant education visit? ☐ No (Answer 4a) ☒ Yes (Answer 4b)

4b. If yes, What type of Merchant Education was completed during this visit? Select all that apply

☐ State law explained ☐ Tobacco Products Act sign posted ☐ Merchant education provided to store clerk

☐ ID check explained ☐ Merchant education provided to store manager

4. Was Inspection conducted? ☐ No (Answer 4a) ☒ Yes (Answer 4b)

4b. If yes

Was buy attempt successful? ☐ No ☐ Yes

Did Clerk ask for youth ID? ☐ No ☐ Yes

What was clerk's gender? ☐ Male ☐ Female

4. Was Inspection conducted? ☐ No (Answer 4a) ☒ Yes (Answer 4b)

4b. If yes

Was buy attempt successful? ☐ No ☒ Yes

Did Clerk ask for youth ID? ☒ No ☐ Yes

What was clerk's gender? ☐ Male ☒ Female

☒ Citation Issued (Number) 45lpk9

☐ Fines assessed (Amount) \$

☐ Warning Issued (Number)

Education: indicate all the types of education provided during the visit.

Compliance and Enforcement: indicate whether or not the buy attempt was successful, if the clerk asked for ID and the gender of the clerk.

Additional Enforcement: If the buy attempt was successful, you will need to indicate action taken.

Visit Form Entry:

Youth Participation

5. Were youth or community members involved in visit?	<input type="radio"/> No	<input type="radio"/> Yes	5a. If Yes, how many?	<input type="text"/>
5b. If yes, specify the initials of youth/community participants: <input type="text"/>				

Education: Indicate whether or not youth or community members were involved with the visit. If they were, enter how many were involved and enter the initials of those who were involved.

Youth Inspector:	<input type="text"/>	Youth witness:	<input type="text"/>
------------------	----------------------	----------------	----------------------

Compliance and Enforcement: Select the Youth Inspector and the Youth Witness from the dropdown menus.

You must submit a Youth Participation form of all youth who have been trained and will be participating in your program for the fiscal. The youth submitted on the form will be used to populate the above drop down menus.

Visit Form Entry:

Notes and Adult Educator/Inspector

NOTES on this visit:

Adult Educator: **Adult Educator 2:**

Note: Selection of Adult Educator indicates the visit form has been signed

If there is additional information about the visit that is not captured in other areas of the visit collection form, enter it in the notes section.

Select the Adult Educator/Inspector from the drop down list. Doing so indicates the visit form has been signed by the Educator/Inspector selected.

If there is a second Educator/Inspector present, select this under Adult Educator/Inspector 2.

Bundled Billing



SERVICE	FROM	TO	SERVICE AMOUNT	INVOICE
Education Visits	8/10/2012	12/16/2012	\$500.00	

Bundled Billing is no longer available for Synar.

Billing for Synar is now completed through the prevention portal. You will bill the in same manner you do for billing prevention services.

SYNAR training and transportation to training: This is billed through SPF under Capacity Building. Synar Training is an activity selection option under the service: 'Recipient Mtgs, LC or Regional Mtgs, etc.'

Merchant Education Visits and Compliance Visits are billed under their respective categories under the Add tab of your prevention portal.

Note:

- You will need to specify the number of visits completed (whether or not conducted) and upload your corresponding travel log when billing for either of these activities.
- The maximum combined amount you can bill for Merchant Ed Visits and Compliance Visits will be indicated on your Add tab next to Synar.

Reports

Several different reports provide information about merchants and assist in reviewing or preparing for visits.

For example, if you need to re-print your list of merchant visit forms for all merchants, that functionality exists under Reports.

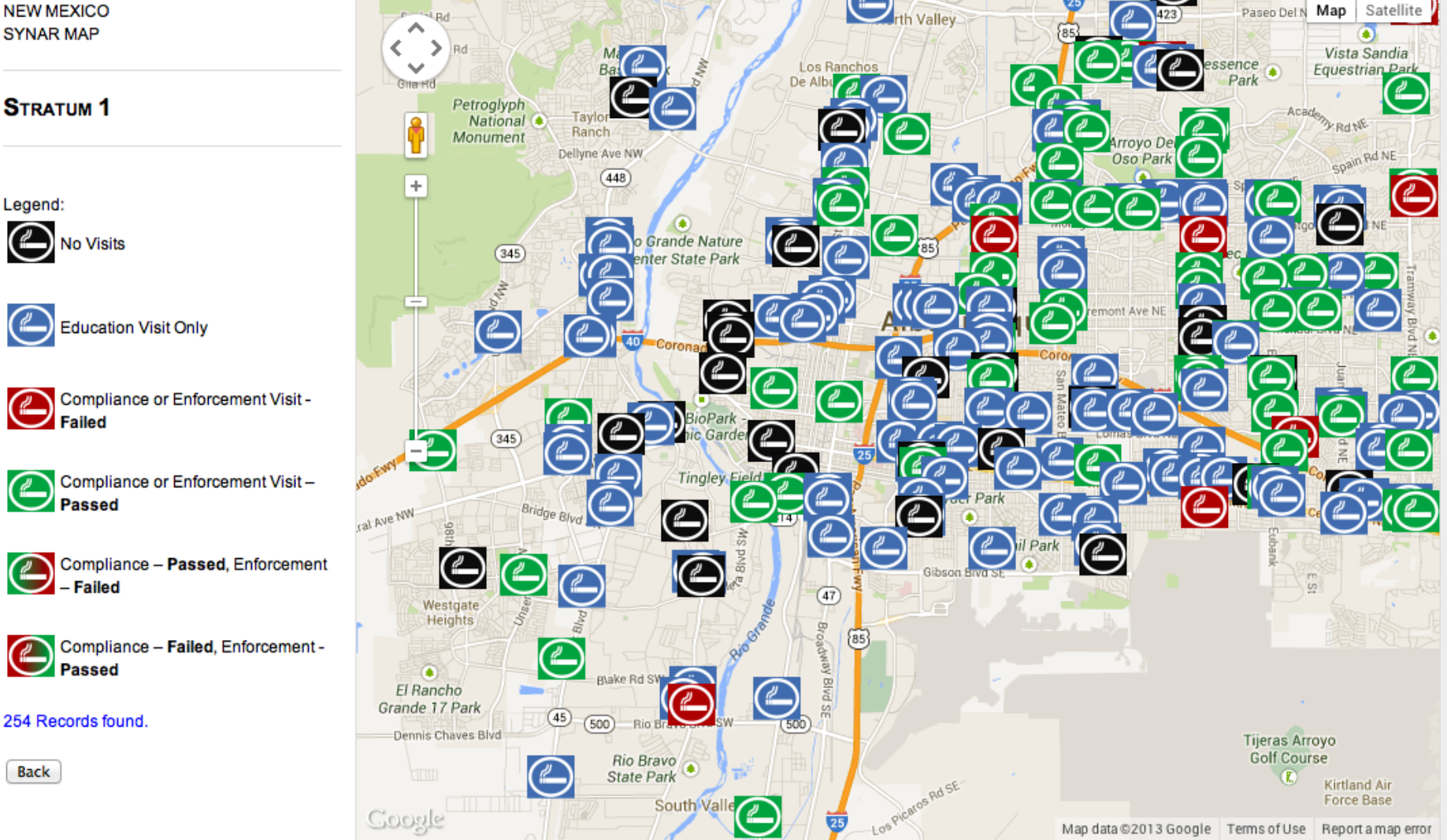
You can print single merchant visit forms through the merchant dashboard.


If there is information that would be helpful to you, please let us know and we will make sure it is available to you through a report.

Rule of thumb: if you can see the information in the system, we can include it in a report.

Reports

Synar Map





This Concludes the
BHSDSTAR Synar
Training Module

