**\*\*DRAFT\*\* Evaluation Plan: Umatilla County Tobacco Free Properties Policy – June 2, 2015**

Umatilla County implemented a smoke-free properties policy on March 1, 2014. Then, Umatilla County implemented a tobacco-free properties policy on July 1, 2014. This plan outlines how the policy will be evaluated in terms of implementation, compliance, and impact. Rede Group is consulting with Umatilla County to design the evaluation. The following staff is involved in this policy evaluation:

**Umatilla County**

Janet Jones, Community Health Educator

**Rede Group**

Jill Hutson, Principal/CEO

Craig Mosbaek, Research Director/Senior Consultant

Rae Trotta, Consultant

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This evaluation involves four main strategies for collecting data:

**Employee Survey** - An electronic survey will be emailed to all Umatilla County employees. Most of the questions will be asked of all employees, but there are separate sections for State Court employees, Department Directors and other personnel managers. These questions will be based off the evaluation questions.

**Point of Services Survey** – A survey implemented on an iPad will be available to all clients and visitors. This survey will consist of 3-5 questions and will be administered at check-in. The questions will be primarily asking about their awareness of the policy, perceptions of the benefits of the policy, and also their support/opposition of the policy.

**Observational Study** – The observational study will include all property surrounding Umatilla County office buildings and a selection of the County parks. The observational study focuses on signage, cigarette butts, ashtrays and tobacco users. Data collection will focus on areas near building entrances, parking lots, common sitting areas, perimeter of the property, and directly outside of the property boundaries (to assess impacts on neighboring properties).

**Key Informant Interviews** – Interviews will be conducted with one county commissioner, two Department Heads, the maintenance supervisor, the Jury Coordinator, and five employees. The employees will be chosen to represent various departments and job-levels. All of the interviews will mainly address whether the policy has been implemented as intended, if there has been an increase in the amount of cessation services used, and if the policy has significantly increased the workload of employees.

**Process Questions**

1. What are the knowledge and attitudes about the policy among **staff**?
	1. Awareness of the policy
	2. Perceptions of the benefits and other effects of the policy
	3. Support/opposition to the policy

Employee Survey, Key Informant

1. What are the knowledge and attitudes about the policy among **clients**?
	1. Awareness of the policy
	2. Perceptions of the benefits and other effects of the policy
	3. Support/opposition to the policy

Employee Survey, Point of Services Survey, Key Informant (Jury Coordinator and others)

1. What are the knowledge and attitudes about the policy among **other visitors**?
	1. Awareness of the policy
	2. Perceptions of the benefits and other effects of the policy
	3. Support/opposition to the policy

Point of Services Survey, Key Informant (Jury Coordinator and others)

1. What is the overall level of implementation and compliance with the policy?
	1. Signage: Is there signage at each building/park? Do the signs need to be moved to become more visible?
	2. Promotion of cessation resources/benefits
	3. Has there been any unequal implementation of the policy among county departments?

Employee Survey, Point of Services Survey, Key Informant, Observational Assessment

**Impact Questions**

1. Has exposure to secondhand smoke decreased due to this policy?
	1. Are the previous hot spots before the policy was implemented (e.g., courthouse, sheriff’s office) complying with the policy now?

Employee Survey, Point of Services Survey, Key Informant, Observational Assessment

1. Has there been an increase in demand for cessation resources after the policy was implemented?

 Employee Survey, Key Informant

1. Has anyone quit or reduced using tobacco because of the policy?

 Employee Survey, Key Informant, Point of Services Survey

1. Has the policy resulted in any negative impacts, e.g., effects on neighboring properties, “hot spots” of noncompliance, burdened/caused employees additional work time?

 Employee Survey, Key Informant, Observational Assessment