



Mary Michaud
State Coordinator, Local Program Evaluation
University of Wisconsin—Extension
45 N. Charter, Rm. 141
Madison, WI 53715
Phone: 608-265-6488
Fax: 608-262-5052
Email: mary.michaud@ces.uwex.edu

To: Tobacco-Free Coalition Managers and Facilitators

From: Mary Michaud
State Coordinator
Technical Assistance and Training for Local Program Evaluation
Monitoring and Evaluation Program, Wisconsin Tobacco Control Board

Date: June 1, 2001

RE: Worksite and Restaurant Smoking Policy Questionnaires and Guide

I have enclosed copies of two questionnaires and a guidebook that you may find useful. These questionnaires were designed for use by local tobacco-free coalitions to collect data on restaurant and worksite smoking policies. They are not required for use by coalitions—they are meant for your use to gather baseline or follow-up information at the local level.

The guide, also enclosed, provides step-by-step instructions for completing telephone surveys of restaurants and worksites. The questionnaires have been tested with worksites and restaurants around the state. Each interview took between five and twelve minutes to complete, not including the time that it takes to prepare materials and interviewers for the interview.

These questionnaires were developed by the Monitoring and Evaluation Program (MEP) of the Wisconsin Tobacco Control Board. The MEP is a partnership among three organizations with distinct roles in monitoring and evaluation of the statewide tobacco control initiative. The partners include:

- The University of Wisconsin—Madison Comprehensive Cancer Center, responsible for analyzing trends in tobacco use and consumption in Wisconsin
- The University of Wisconsin—Madison Center for Health Policy and Program Evaluation, responsible for conducting a statewide evaluation to learn which interventions and advocacy efforts are effective, which ones are not, and why
- The University of Wisconsin Cooperative Extension, responsible for providing technical assistance and training in evaluation design and implementation to Wisconsin's local tobacco-free coalitions.

We have listed UWEX Regional Evaluation Specialists in the enclosed guide. Feel free to contact them for guidance as you conduct your surveys.