

Evaluation of Programs Supporting the Mental Health of the Health Professions

Cost Benefit Assessment: Completing the Annual Performance Report Data Sections

10.20.23 Version 1

NORC Evaluation Team



Cost-Benefit Assessment

In this presentation we will:

- Provide an overview of the Cost-Benefit Assessment
- Discuss Completing the Annual Performance Report (APR) Data Sections
- Review Example Scenarios



Cost-Benefit Assessment

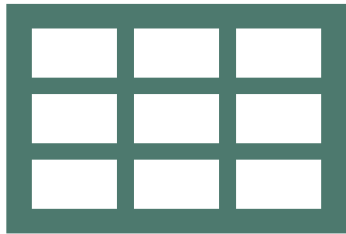
Overview

Cost-Benefit Assessment

- ✓ The Cost-Benefit Assessment collects information about the costs to conduct the Health and Public Safety Workforce Resiliency Training Program and the Promoting Resilience and Mental Health among Health Professional Workforce program funded by the Health Resources and Services Administration (HRSA).
- ✓ We will use this information to better understand the costs and potential benefits of these programs and inform recommendations for future program incentives and investment strategies.

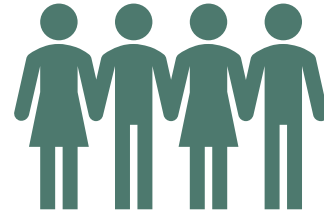


Cost-Benefit Assessment Data Collection:



Cost-Benefit Assessment Form

The data will be collected using a form in an Excel workbook, called the Cost Workbook.



Who Completes the Form:

Each year the following awardees will be asked to complete the form:

- *Health and Public Safety Workforce Resiliency Training Program Awardees*
- *Promoting Resilience and Mental Health Among Health Professional Workforce Awardees*



Outreach:

Each year, awardees will receive an email invitation from NORCeval@norc.org asking to complete the form.



Cost-Benefit Assessment

Completing the Annual Performance Report Data Sections

Cost-Benefit Assessment Form

The Cost Workbook is an Excel workbook that will be **prepopulated** with information gathered from your Application and Noncompeting Continuation, as well as the Annual Performance Report. **You will need to:**



Verify the information for accuracy.



Enter any information that is missing.

Note: Some information is not available in the applications, NCCs, or APR data. In these cases, the respective columns and/or rows will not be prepopulated. You will need to enter this missing information.



Reviewer Assumptions

- As the NORC evaluation team reviewed your documents and prepopulated the Cost Workbook, there were instances where the data were missing or incomplete.
- To help guide you through how the data were prepopulated, decisions on missing, incomplete, or irregular circumstances were recorded in the Reviewer Assumptions tab.
- You will need to verify that the underlying assumptions are correct. If an assumption is incorrect, you will need to correct the impacted tabs and enter any missing information.



Requested Data

There are three primary categories of data being collected:



Staffing

These data are related to the Project Year, Personnel and Labor Allocations.



Expenses

These data are related to Contracted Services, Facilities, Supplies and Materials, Overhead, and Other Costs.



Annual Performance Reporting Data

These data are related to the Participant Information and Attrition and Turnover.



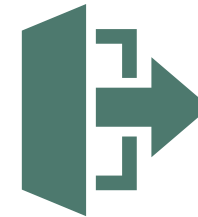
Annual Performance Report Data

For the Annual Performance Report Data, the information collected includes:



Participant Information

Captures the number of participants by profession type and particular training activity, as defined by each grantee.



Attrition and Turnover

The attrition rate represents the proportion of employees leaving an organization during a set period, based on average employment numbers. The turnover rate shows how well the organization fills its vacancies by comparing new hires to recruited positions



Note: In the event the APR data available to the NORC team does not correspond with the entire reporting period, this will be indicated in the Reviewer Assumptions Tab.

Participant Information (Tab E)

- For each training, service, or other initiative activity, the number and type of participants who have enrolled and took part in the training(s), service(s), or other initiative activity during reporting timesheet will be collected.
- This information is collected in a table in “Tab E. Target Population.”

Table E. Target Population Information

	HELP Webinar	Thrive Training	Training/Activity/ Service/Initiative C	Insert additional columns as needed
E1. What was the total number of participants enrolled during 1/1/2022-12/31/2022 by training/acvity/service/initiative?	20	10		
E2. How many nurses were enrolled in each training/activity/service/initiative during 1/1/2022-12/31/2022?	4	3		
E3. How many physicians were enrolled in each training/activity/service/initiative during 1/1/2022-12/31/2022?	2	4		
E4. How many physician assistants were enrolled in each				

... A. Project Reporting Year | B. Personnel | C. Labor Allocation | D. Contracted Services | **E. Target Pop. Information** | F. Buildings and ... (+) :



Participant Information (Tab E)

Table E in Tab E asks about how many participants attended each training, service, or activity in the reporting period by total and by type.

The types requested include:

- Nurses
- Physicians
- Physician assistants
- Behavioral health providers
- Other medical staff
- Non-medical staff



Attrition and Turnover (Tab J)

- The Attrition and Turnover information is collected in Table J in Tab J.
- For each professional group, please provide the number of staff members per the instructions for each reporting category (*See Appendix for Definitions*)
- If you need to add additional rows for profession types not listed, please right-click on column letter I and select "Insert".

Table J. Attrition and Turnover

Profession - general professional category of employees working at the grantee organization.	Nurses	Physicians	Physician Assistants	Behavioral Health Providers	Other Medical Staff	Non-Medical Staff	Total
Number Employed at Start of Project Year - number of individuals employed by the organization at the start of the reporting period.							0
Number of Positions Recruited for - number of positions the organization sought to fill over the course of the reporting period.							0

> ... F. Buildings and Facilities | H. Other Costs | I. New Overhead, Admin Charges | **J. Attrition and Turnover** (+) : | <



Attrition and Turnover (Tab J)

- If you are able to complete this for only part of your target population, please explain in the text box below Table J.
- If you are working with partner organizations, we understand you may not have access to this information across organizations.
- If that is the case, please reach out to NORC at norceval@norc.org for assistance.

	A	B	C	D	E	F	G	H	I
12		left the employee resiliency program.							0
13		Number of Employees that Participated and Left the Organization - the number of employees that participated in the employee resiliency program AND left the grantee organization by the end of the reporting period.							0
14	Note: If the table only includes part of the target population, please explain here.								

Additional Attrition and Turnover Guidance

- HPSWRTP awardees were not required to submit attrition and turnover data as part of annual performance reporting for their organizations.
- Table J for HPSWRTP awardees will be blank and we ask that you work with relevant staff members at your organizations to identify and fill out the table to the best of your ability.
- We are asking for this data to inform the cost analyses and calculate potential impacts of the programs on awardee organizations.

Number Employed at Start of Project Year - number of individuals employed by the organization at the start of the reporting period.	
Number of Positions Recruited for - number of positions the organization sought to fill over the course of the reporting period.	
Number of New Staff Hired - the number of new staff hired over the course of the reporting period.	
Number that Left the Organization	

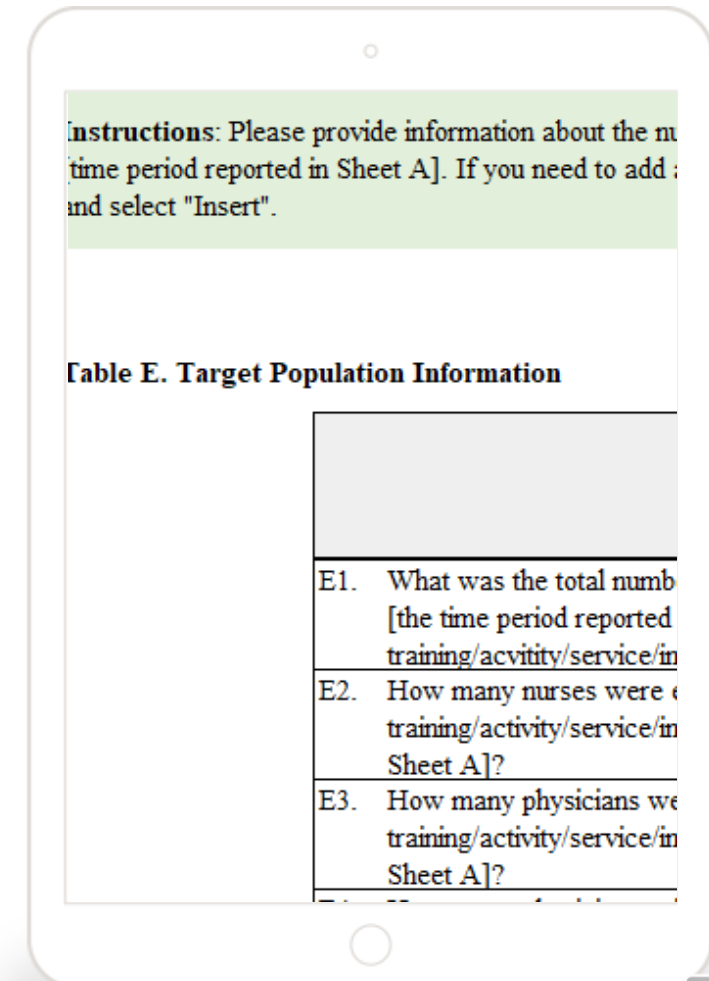


Additional APR and Reporting Period Guidance

The time period in the Cost Workbook is based on the financial reporting period which differs from the APR reporting period.

Please verify and/or edit performance data pre-populated into Table E and Table J according to the corresponding APR reporting period as shown below.

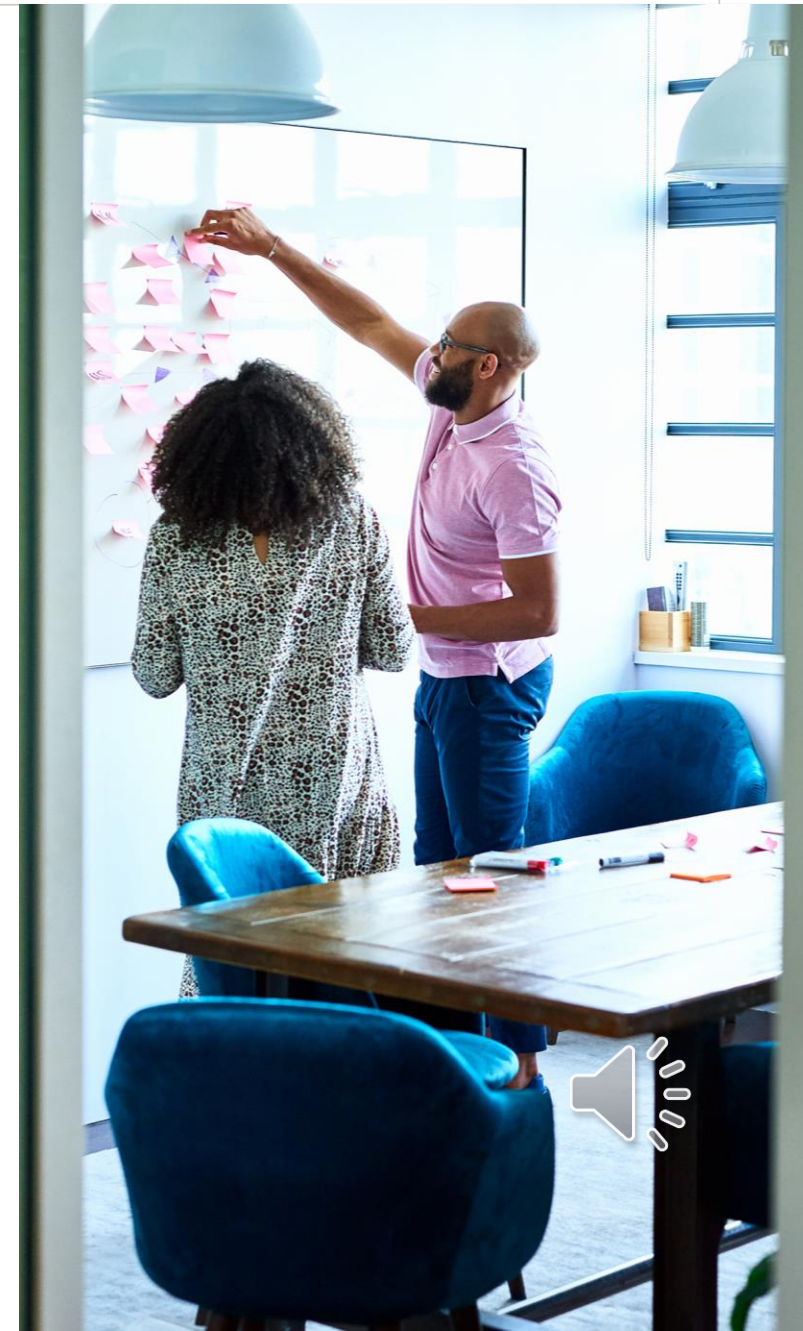
Program Year	Financial Reporting Period	APR Period
1	Jan. 1, 2022 to Dec. 31, 2022	Jan 1, 2022 to June 30, 2022
2	Jan. 1, 2023 to Dec. 31, 2023	July 1, 2022 to June 30, 2023
3	Jan. 1 2024 to Dec. 31, 2024	July 1, 2023 to June 30, 2024 July 1, 2024 to Dec. 31, 2024



Additional Resources

The following resources are available to guide awardees completing this report:

- Cost-Benefit Assessment: Completing the Staffing Sections
- Cost-Benefit Assessment: Completing the Expenses Sections
- Cost-Benefit Assessment: Completing the APR Data Sections
- Cost-Benefit Assessment: Glossary of Terms and FAQ



Questions

If you have questions, please
send an email to
NORCeval@norc.org.

 Research You Can Trust™

 **NORC** at the
University of
Chicago



Reporting Category Definitions

Category	Definition
Number Employed at Start of Project Year	Number of individuals employed by the organization at the start of the reporting period.
Number of Positions Recruited	Number of positions the organization sought to fill over the course of the reporting period.
Number of New Staff Hired	Number of new staff hired over the course of the reporting period.
Number that Left the Organization	Number of staff who left the organization during the reporting period.
Number of Employees that Participated in the Program	Number of employees that participated in the employee resiliency program during the reporting period.
Number of Employees that Left the Program	Number of employees that left the employee resiliency program during the reporting period.
Number of Employees that Participated and Left the Organization	Number of employees that participated in the employee resiliency program AND left the grantee organization by the end of the reporting period.

 **NORC** at the University of Chicago

NORC at the University of Chicago is an objective, nonpartisan, research organization that delivers insights and analysis decision-makers trust.

 Research You Can Trust™