Evaluation of Programs Supporting the Mental Health of the Health Professions

Cost Benefit Assessment: Completing the Expense 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 Staffing Sections

- Review Example Scenarios
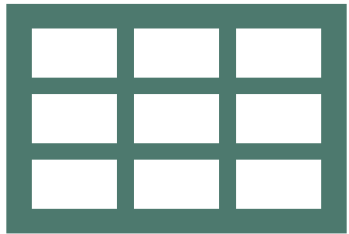
Cost-Benefit Assessment

Overview

NORC at the University of Chicago

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.
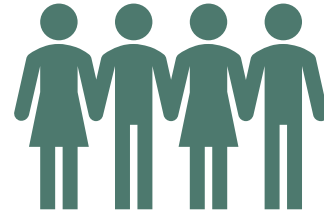
Cost-Benefit Assessment Data Collection:

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 Expense 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 was 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 Reporting Year, Personnel and Labor Allocations.

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

Annual Performance Report Data — These data are related to the Participant Information and Attrition and Turnover.

Expenses

Within the expenses category, the following information is collected:

Contracted Services

For grantee project-related services delivered by contracted organizations. Divided into broad categories related to repair and maintenance, security, advertising/marketing, or other services.
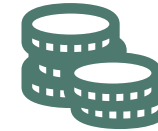
Facility Costs

Costs that the grantee project incurred to use, rent, or otherwise pay for space and facility-related costs for the project reporting period.
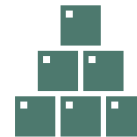
Supplies and Materials

Collects costs of materials, including software, office supplies, local travel related costs, etc.

Other Costs

Includes costs not captured in other categories, including continuing education fees or costs, out-of-town related travel expenses, participant incentives, and/or training fees, etc.

Overhead and Administrative Charges

Indirect costs on labor, facilities, and other costs.

Contractor Services (Tab D)

- In Tab D, enter contracts with companies/corporations that provided services supporting the intervention.

- The columns in Table D1 include the name of the contracted service, amount, and to which category the contract should be allocated.

Table D1. Contracted Services by Amount and Category

Contracted Service	Amount	Which Service Category should this Contract be allocated to?*	Notes/Comments?
XYZ Web Hosting	$20,000.00	Intervention Delivery	Hosts the webinars
New House Trainers	$15,000.00	Intervention Development	Develops the trainings
Total (all contracts)	$35,000.00		

* The dropdown list contains the following categories: 1) Intervention Development, 2) Intervention Delivery, 3) Participant Recruitment, 4) Evaluation and Research, 5) Management, and 6) Other HPSWRTP/PRMHW related services

Contractor Services (Tab D)

- The category dropdown options include:

  - Intervention Development

  - Intervention Delivery

  - Participant Recruitment

  - Evaluation and Research

  - Management

  - Other HPSWRTP/PRMHW related services

Table D1. Contracted Services by Amount and Category

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Contractor Services (Tab D)

- This differs from the information captured in Tabs B and C which is focused on contracts with an individual person. If your intervention had a contract with a person, then that information should have been entered in sections B2 and C2 in Tabs B and C, respectively.

- An example of a contract for services would be a contract with a software vendor to provide texting services, a van service to provide transportation, advertising/marketing, or medically related services.

Table D1. Contracted Services by Amount and Category

Contracted Service	Amount	Which Service Category should this Contract be allocated to?*	Notes/Comments?
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Building and Facilities (Tab F)

In Tab F, the cost of the facilities used for the project during the reporting period is recorded. If there are no facility costs you can skip to Tab G.

F1.	Did you pay for space or facilities used for the intervention?

Yes/No	NO	*If NO, skip to Sheet G.*

F2.	What percentage of the space was used for the intervention? For example, if the space was used for multiple purposes, what estimated percentage of space or facilities was used for the intervention?

Percentage	%

F3.	What was the annual cost (rent or mortgage payments) for the space you acquired?

Total	$

F4.	What categories best describes the service you used this facility for (select all that apply)

▶ ... | B. Personnel | C. Labor Allocation | D. Contracted Services | E. Target Pop. Information | **F. Buildings and Facilities** | H. Other Costs ... ◁

Note: These charges are specific to building rental costs and separate from the facility and administration costs which are recorded in Tab I. New Overhead, Admin Charges.

Supplies and Materials (Tab G)

- Table G lists the total costs of supplies and materials used by the intervention during the reporting period for the Cost Workbook.

- You may list itemized costs, add rows for items that are excluded from the list, or simply provide the total amount of excluded costs in the other items category, if known.

- If not applicable to the intervention, please leave blank.

Table G. Total Costs of Supplies and Materials for 1/1/2022-12/31/2022

Expense	Amount
a. Software Expense	$5,000.00
b. Office Supplies	$1,000.00
c. IT Network/Computer related	$10,000.00
d. Snacks, Food, Decoration	$3,000.00
e. Gasoline (for employees)	$2,040.00
f. Transit/Bus Fees (for employees)	
g. Other items	
h. *Total*	$21,040.00

▶ ... **G. Supplies and Materials** | H. Other Costs | I. New Overhead,

Other Costs (Tab H)

- Please review and verify the information about the listed additional costs.

- If not applicable to your intervention, please leave it blank.

- If you are uncertain where a cost should go (contracted services, supplies and materials, or other costs) please just note where you recorded it and why in the Reviewer Assumptions tab.

Table H. Costs Associated with Expense Categories during [time period reported in Sheet A]

a. Communications (e.g., telephone, postage, printing, ads, subscriptions)	
b. Intervention related participant transportation (e.g., providing participants transportation to and from the intervention; subsidizing participant costs for transportation to and from the intervention) (if not contracted services)	
c. Staff training fees	$2,309.00
d. Staff out of town travel for awardee meeting or research and evaluation	$4,090.00
e. Staff out of town travel for intervention related reasons	
f. Gift Cards/incentives for participants	$40,000.00
g. Continuing education fees or costs	$5,000.00
h. Tutition	$3,500.00
h. Any other costs not yet accounted for in this questionnaire	
Total	**$54,899.00**

... | G. Supplies and Materials | **H. Other Costs** | I. New Overhead, Admin Charges | J. Attrition

New Overhead, Admin Charges (Tab I)

- Overhead costs are indirect costs charged on labor and expenses.

- For each type of cost, please review and verify whether overhead costs are included (and update if not accurate).

- For costs where overhead is included, please provide the overhead rate and identify what the overhead costs pay for.

- When one overhead rate is applied to the total grant, please enter that rate in each category.

Table I. Overhead and Administrative Charges

Category	Costs include overhead?	Overhead rate	What is this rate intended to pay for?	Notes/Comments
Labor - Employee (Section C)	Yes	8%	Facilities and Administration	F&A Rate Applied to Total Grant
Labor - Contractor (Section C)	Yes	8%	Facilities and Administration	F&A Rate Applied to Total Grant
Contracted Services (Section D)	Yes	8%	Facilities and Administration	F&A Rate Applied to Total Grant
Buildings and Facilities (Section F)	Yes	8%	Facilities and Administration	F&A Rate Applied to Total Grant
Supplies and Materials (Section G)	Yes	8%	Facilities and Administration	F&A Rate Applied to Total Grant
Other Costs (Section H)	Yes	8%	Facilities and Administration	F&A Rate Applied to Total Grant

| ⊳ ... | G. Supplies and Materials | H. Other Costs | **I. New Overhead, Admin Charges** | J. Attrition amd Turnover |

Additional on Unobligated Balances

Your program has an estimated unobligated balance for this grant period.

Please subtract the funds from the respective categories for which they money was not spent. For example, initially, your project budgeted $360,000 for four nurses at $90,000 each. However, hiring challenges led to the recruitment of only three nurses. Your records indicate they were hired at $100,000, $105,000, and $95,000, totaling $300,000. In this case, adjust the personnel section by increasing the salaries for the three hired nurses and subtracting the salary for the one not hired.

This cost workbook should reflect the funds as they were actually spent during the grant period, not what was originally proposed in the application.

Note: Some NCC's provided a large sum that was not specifically broken out by categories. In these instances, the NCC data was not included in the prepopulated Cost Workbook.

Example Scenario #1: Contracted Services

Your organization has contracted with Sally Reynolds for 150 hours at the rate of $100 per hour to conduct three trainings on mindfulness. You also contracted with ABC Web Hosting to develop your website for $10,000.

Sally's information would be entered into the personnel section under contracted employee and ABC Web Hosting would be entered into the Contracted Services tab.

Example Scenario # 1: Based on the example, you would verify that Table D1 is completed as shown below.

| Contracted Service	Amount	Which Service Category should this Contract be allocated to?*	Notes/Comments?
ABC Web Hosting	$10,000.00	Intervention Development	Developed Website
New House Trainers	$15,000.00	Intervention Development	Develops the trainings
Total (all contracts)	$35,000.00		

* The dropdown list contains the following categories: 1) Intervention Development, 2) Intervention Delivery, 3) Participant Recruitment, 4) Evaluation and Research, 5) Management, and 6) Other HPSWRTP/PRMHW related services

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
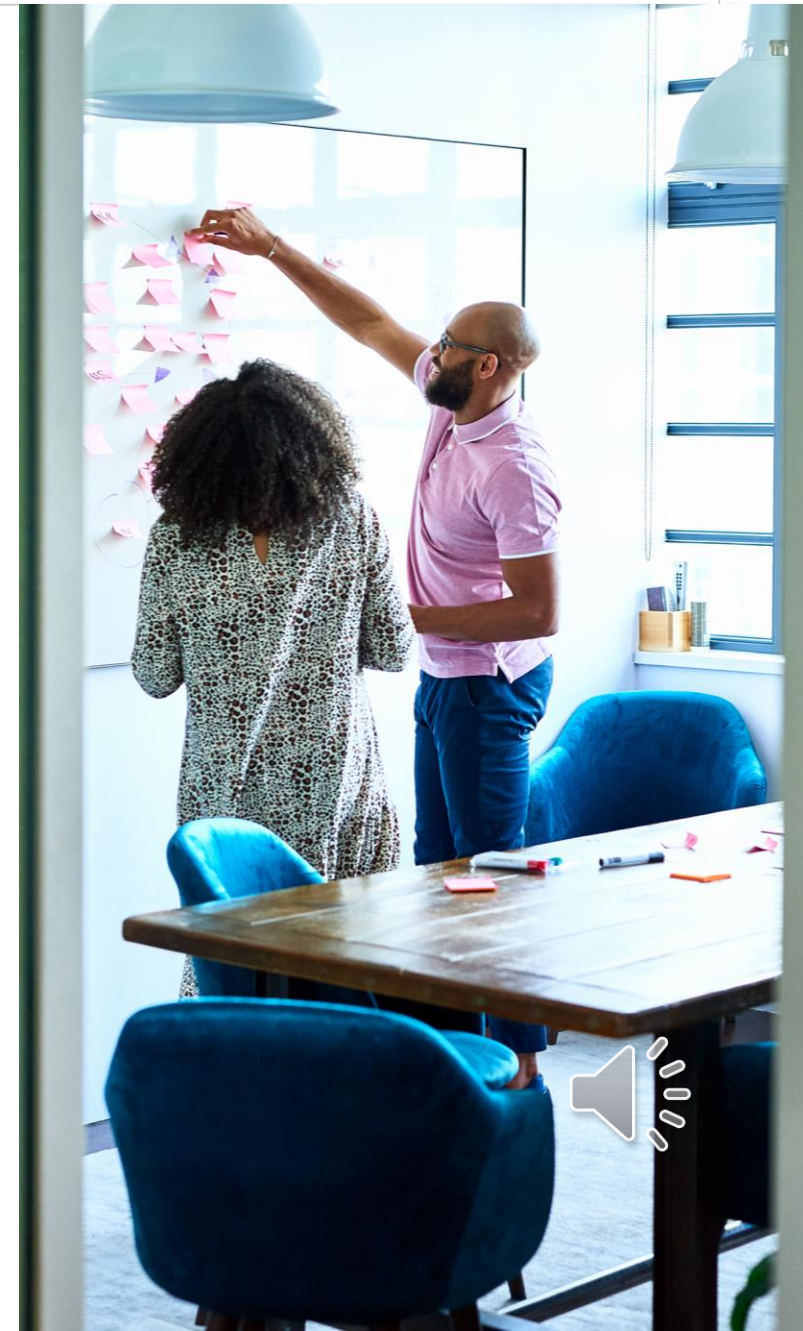
Questions

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

Research You Can Trust™

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