

Evaluation of Programs Supporting the Mental Health of the Health Professions

Cost-Benefit Assessment Introduction

10.5.23 Version 1

NORC Evaluation Team



Cost-Benefit Assessment

In this presentation we will:

- Provide an overview of the Cost-Benefit Assessment
- Highlight the Cost Workbook Data Collection Tool
- Review the primary types of data to be collected



Cost-Benefit Assessment

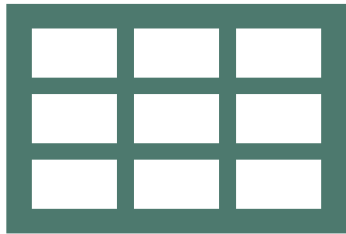
Overview

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.

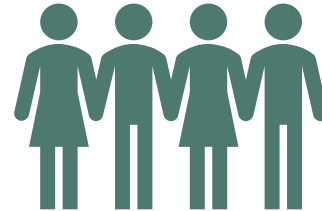


Cost-Benefit Assessment Data Collection:



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 them to complete the form.



Cost-Benefit Assessment

Data Collection Form

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.



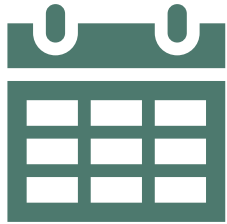
Annual Performance Report Data:

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



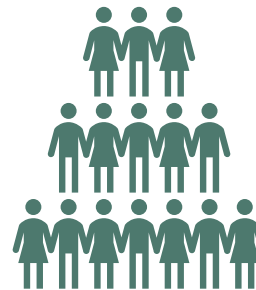
Staffing

Within the staffing category, the following information is collected:



Project Year

Identifies the project year corresponding to the activities reported in the workbook. Each cost workbook will encompass the costs associated with one year of grantee project activities.



Personnel

Captures name, role, and labor expense for paid, contract, and in-kind employees supporting the grantee project.



Labor Allocation

Divides the time each person spent supporting the project by activities related to intervention development, intervention delivery, recruitment, evaluation and research, and/or management and other related activities.

Expenses

Within the expenses category, the following information is collected:



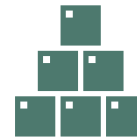
Contracted Services

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



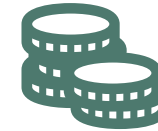
Facility Costs

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.



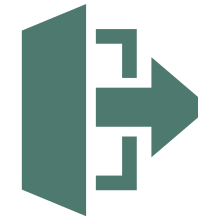
Annual Performance Report Data

Within the APR category, the following information is collected:



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

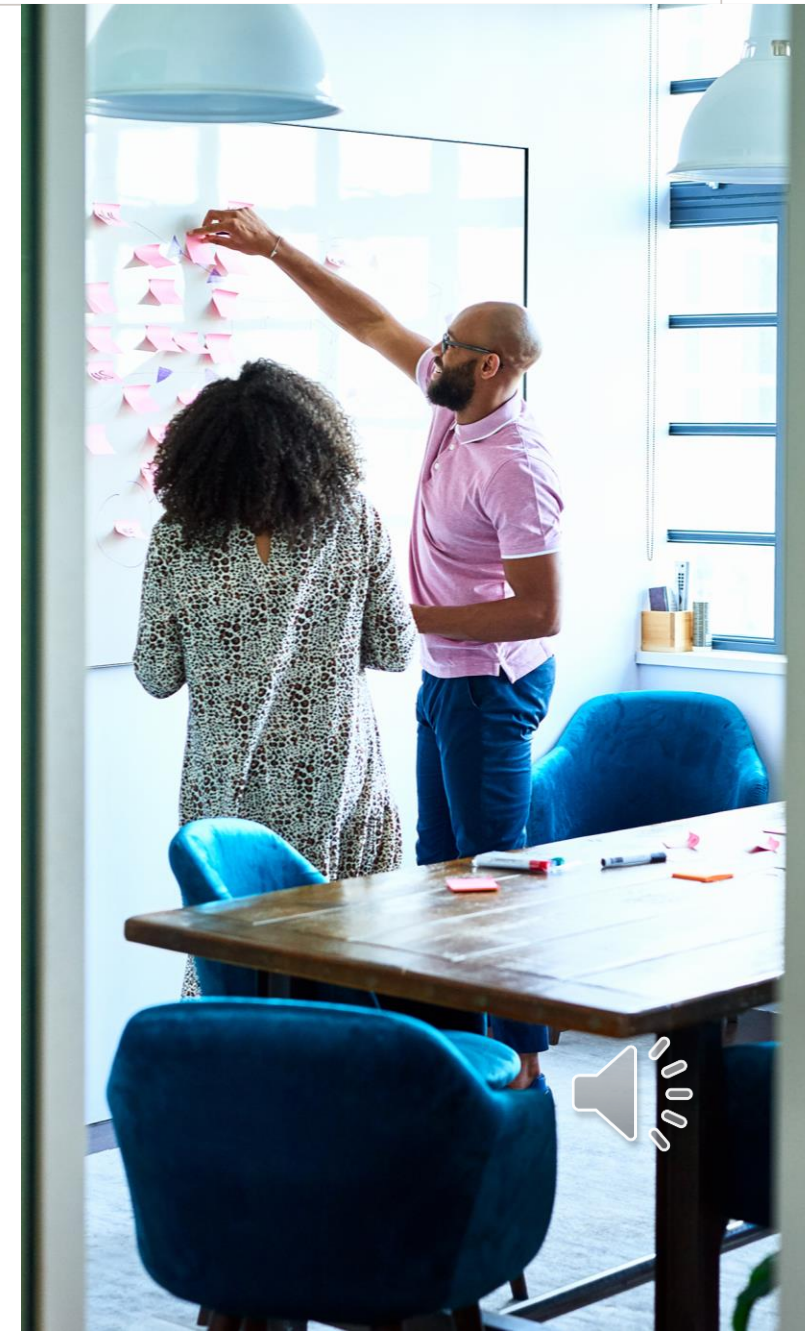


Note: In the event the APR data available to the NORC team does not correspond with the entire reporting period, this will be indicated in the Reviewer Assumptions Tab.

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**](mailto:NORCeval@norc.org).

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