

Evaluation of Programs Supporting the Mental Health of the Health Professions

Cost Benefit Assessment: Completing the Staffing 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

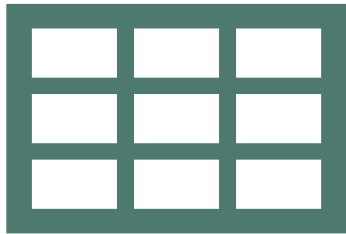
Overview

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.

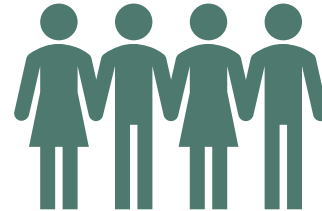


Cost-Benefit Assessment Data Collection:



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 Staffing 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 Reporting Year, Personnel and Labor Allocations.



Expenses

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



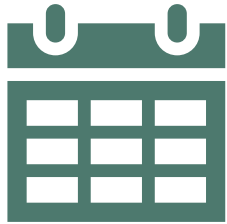
Annual Performance Report Data

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



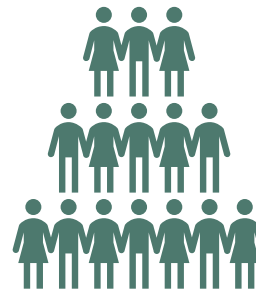
Staffing

Within the staffing, category the following information is collected:



Project Reporting 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.

Project Reporting Year (Tab A)

- The information provided in the cost workbook corresponds to the project reporting period shown in Tab A.
- This reporting period will apply to all tabs in the workbook.

Project year Start date:
Project year End date:

(A separate cost workbook file will be used for each reporting year of grantee projects)

Reviewer Assumptions | **A. Project Reporting Year** | B. Personnel | C. Labor Allocation



Personnel (Tab B)

- The personnel tab will be prepopulated with as much information about the staffing as could be pulled from the Application and Noncompeting Continuations.
- It should include paid employees, contracted employees, and in-kind employees who worked on your program during the reporting time period specified in Sheet A.
- If you need to add additional rows for paid employees, contractors, or volunteers, please right-click on the row number for the last row in the table and select "Insert".
- For definitions of each type of employee, please refer to the example scenarios and appendix at the end of this presentation.

Table B1. Paid Staff Employees

Staff	Role/Title	Total Annual Labor Expense (including fringe benefits and payroll taxes)	Months of the Year Worked on HPSWRTP/PRMHW	% Time on HPSWRTP/PRMHW
Joe Smith	PD/PI	\$80,636	12	80%
Jane Doe	Project Manager	\$75,493	12	100%
John Doe	Training Manager	\$34,841	12	75%
Jane Smith	Diversity, Equity, and Inclusion Training Associate	\$33,267	12	75%
Paid Employee 5				
Paid Employee 6				

Reviewer Assumptions | A. Project Reporting Year | **B. Personnel** | C. Labor Allocation | D. Contracted Services | E. Target Pop. Infor ...




Personnel (Tab B)

For each paid, contracted, and in-kind employee, the following information should be included:

- **Staff Name:** The name of staff person.
- **Role/Title:** The title of the role that the person held.
- **Total Annual Labor Expense:** The total labor expense for the reporting period, including fringe benefits and payroll taxes.
- **Months Worked on the Project:** The number of months the employee worked on the project.
- **Percent Time:** The FTE percentage of time allocated to the project during the reporting period.

Table B1. Paid Staff Employees

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 Reviewer Assumptions | A. Project Reporting Year | **B. Personnel** | C. Labor Allocation | D. Contracted Services | E. Target Pop. Infor ...



Additional Months Worked on the Project Guidance

- A person who worked part- or full-time on the project for the entire year would have worked **12 months** on the project.
 - A person who joined the organization in July and worked on the project through December would have worked on the project for **six months**.
 - A person who pitched in on the project from July through August while someone else was out on maternity leave would have worked **two months** on the project, even if they worked for the organization the entire year.
 - A person who is a listed employee on the project but did not perform any work for the project would have worked **zero months** on the project, even if they worked for the organization the entire year.

Note: The months worked on the project is not available in the application or NCC; therefore, it will not be prepopulated.



Labor Allocation (Tab C)

- For each paid, contracted, and in-kind employees in Tab B, please report the estimated percent of their time spent on each of the categories of service.
- Each employee's estimated total should sum to 100% (calculated in the last column) even if they only worked on the intervention project part-time.
- Please note, if you added rows in Tab B, please make sure they carry over to Tab C.

Section C1.

For each paid employee, please report the estimated percent of their time spent on each of the categories of service. Each employee's estimated total should sum to 100% (calculated in the last column) even if they only worked on the intervention project part time.

Table C1. Paid Employee Percent Intervention Time

Employee	Intervention Development	Intervention Delivery	Participant Recruitment	Evaluation and Research	Management and Other HPSWRTP/PRMHW	% Time allocated (sum to 100%)
Joe Smith	20	20	20	20	20	100
Jane Doe	40	40			20	100
John Doe			30	30	40	100
Jane Smith	10		15	50	25	100
Paid Employee 5						0



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 money was not spent. For example, your application originally stated John Doe was going to be the Project Director, but he left the organization before the project started. Jane Ryan was hired in his place. In this case, you should remove John Doe's information from the cost workbook and replace it with Jane Ryan's information.

The 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 Employee

Your organization has contracted with Sally Reynolds for 150 hours at the rate of \$100 per hour to conduct three trainings on mindfulness. Sally receives a 1099 and she spent a total of 3 months developing and delivering the trainings. You also contracted with ABC Web Hosting to develop your website for \$10,000.

Sally 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 B2 is completed as shown below.

Table B2. Contracted Employees

Staff	Role/Title	Total Annual Labor Expense (including fringe benefits and payroll taxes)	Months of the Year Worked on HPSWRTP/ PRMHW	% Time on HPSWRTP/ PRMHW
Sally Reynolds	Consultant	\$15,000	3	7%
Contracted Employee 2				
Contracted Employee 3				



Example Scenario 2: In-Kind Employee

The salary for Ryan Page, the project director, is \$250,000 which is over the HRSA salary cap of \$199,300. Your organization has a fringe benefits rate of 32%. He is working 100% time on the project for the full calendar year.

Because Ryan's salary is over the HRSA salary cap this means his time spent working on the grant is not fully paid by the grant. His information would be entered in both the paid employee and in-kind tabs.



Example Scenario # 2: Based on the example, you would verify that Table B3 is completed as shown below.

Table B3. In-kind Employees

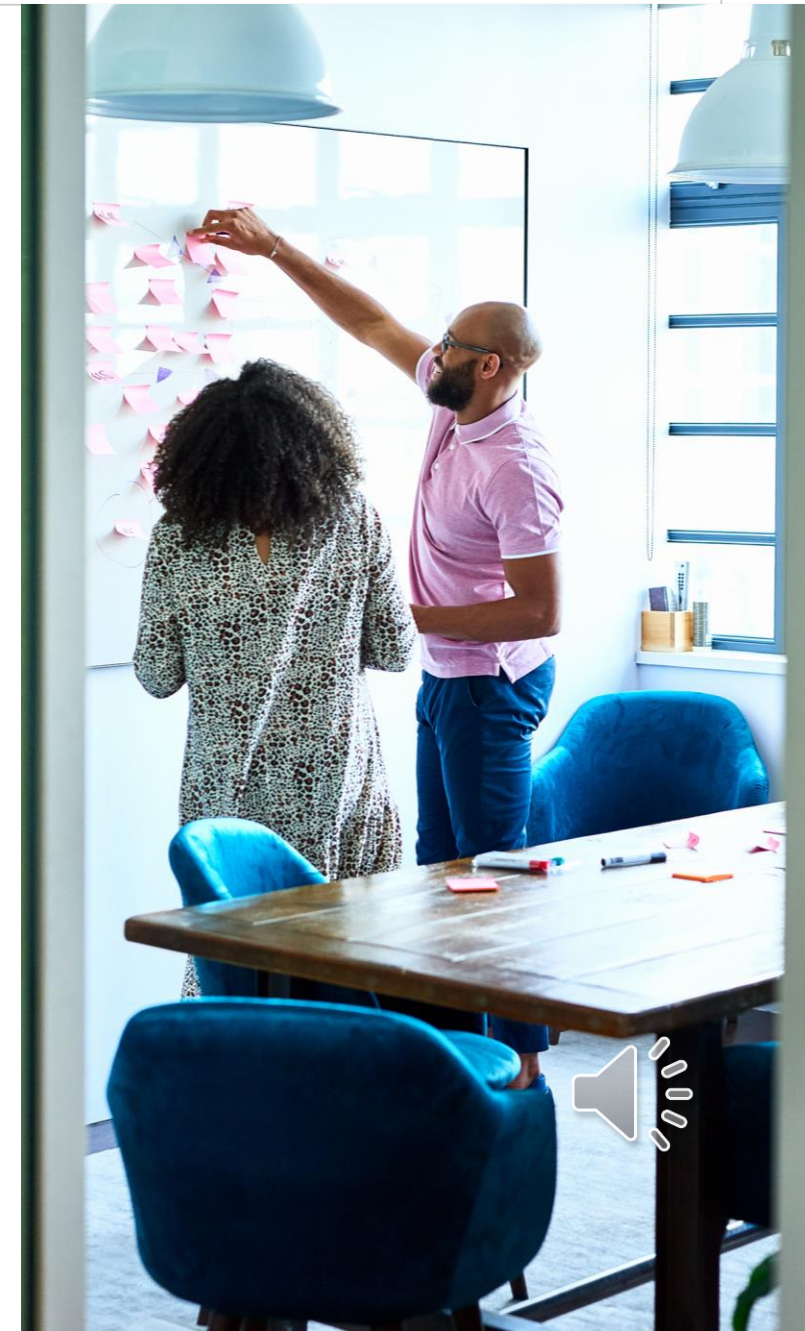
Staff	Role/Title	Total Annual Labor Expense (including fringe benefits and payroll taxes)	Months of the Year Worked on HPSWRTP/PRMHW	% Time on HPSWRTP/PRMHW
Ryan Page	Project Director	\$66,924	12	100
In-kind Employee 2				
In-kind Employee 3				



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
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Chicago

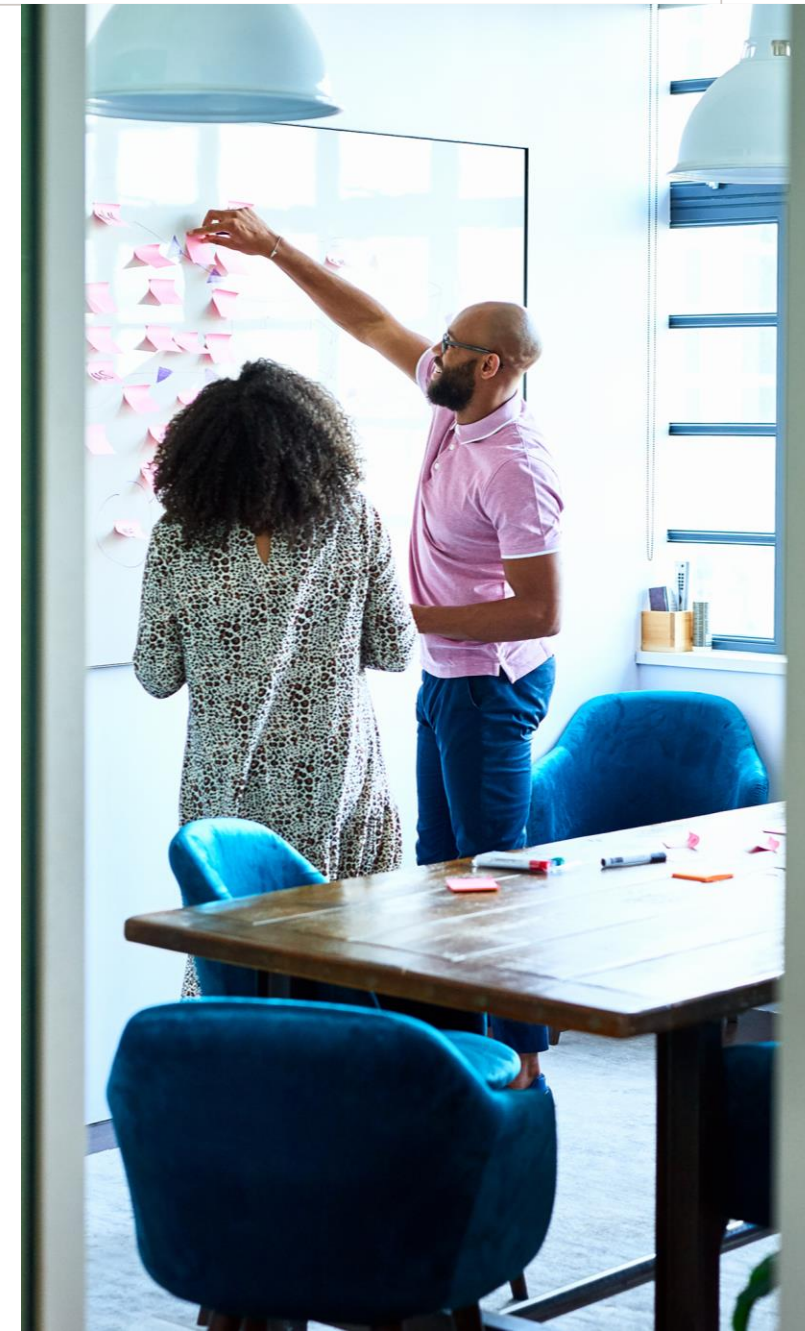


Employee Type Definitions

Paid Employee: an individual who receives a W-2, who works either part- or full-time for the organization and has a role in developing and/or administering the intervention. Your organization pays federal and state payroll taxes for this individual.

Contracted Employee: an individual who receives a 1099, who works either part- or full-time for the organization and has a role in developing and/or administering the intervention. Please include only contracts with people. Contracts for services are covered in Tab D.

In-kind Employee: an individual who is either a volunteer or an employee, who conducts activities on behalf of the intervention, but is not being paid through the grant.



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