

## **Attachment 10b: MIPCD Administrative Costs Form, Annual Years 4 & 5**

RTI International and its subcontractor, the National Academy for State Health Policy, were selected by CMS to conduct an independent assessment of the Medicaid Incentives for Prevention of Chronic Diseases (MIPCD) demonstration. To do so, we will use a mixed-methods research design, combining both quantitative and qualitative data. One form of quantitative data collected will be the administrative costs incurred by State agencies that are responsible for administration of the MIPCD program. Evaluation of administrative cost data is required by the legislation authorizing the MIPCD Demonstration.

RTI International is asking MIPCD demonstration state awardees to complete an administrative costs form which will be used to collect administrative costs data from MIPCD demonstration States.

Your involvement includes filling out a one-page form on costs for Year **X** (9/13/20**XX** to 9/12/20**XX**) of your MIPCD program. Your participation is voluntary. We do not expect any risks to you from being in this study. If you find discussing any of the fields on the form makes you uncomfortable, you may skip them. You may stop participating at any time. If you decide not to participate, it will not impact your MIPCD grant in any way.

There is no direct benefit to you for being part of this study except the satisfaction of helping us learn more about the administrative costs of the MIPCD programs.

Results of the Administrative Costs Form will be used to assess the following:

- How has the State been spending its administrative funds, and how does this compare with the projected spending in its proposal?
- Have administrative expenditures changed in the different phases of the initiative?
- How do administrative costs vary by major structural differences, such as the type of program, target group/health condition, type and amount of incentive, and scope of the program (statewide vs. limited)?
- What are the costs of the incentives that are paid by the program?
- Were there additional financial costs of the program that were not covered by the program?

If you have any questions about the study, you can call Tom Hoerger at RTI International at 1-800-334-8571 x21746. If you have any questions about your rights as a study participant, you can call RTI's Office of research Protection at (919) 316-3358 in Durham, NC or 1-866-214-2043 (a toll-free number).

# Administrative Costs Form: Year **X**

## INSTRUCTIONS

### STATE/YEAR:

Please record the relevant State name in the “State” field. For each cost category, please record total costs incurred by your MIPCD program during Year **X** (9/13/20**XX** to 9/12/20**XX**). Please include all applicable costs for each category and do not leave any cells blank. If the program has not incurred costs for a particular category, please include \$0 in the field. Finally, in the rightmost “Source of Data” column please describe where/how you obtained the cost data for each category. For example, if you used the SF425 filing form to report the incentives total, please write “SF425 filing” in the “Source of Data” Column.

### MIPCD COSTS FUNDED BY THE MIPCD GRANT

#### *Incentives*

Incentive costs are defined as the amount paid out of the MIPCD grant to fund MIPCD incentives to beneficiaries. Examples might be the cost of cash incentives, flexible health accounts, gift cards, or incentives vendor contracts. For states that give beneficiaries a flexible health account, services purchased through the account should be counted as incentive payments. For example, if a beneficiary in Texas uses his/her flexible spending account to purchase a gym membership or weight watchers program, this would be counted as an incentive payment. As noted in the services description, if the state directly purchases the gym membership or weight watcher program, this would be counted as a service.

#### *Services*

Service costs are defined as the amount paid out of the MIPCD grant to fund MIPCD programmatic services. Examples could include the cost of a quitline, NRT, breathalyzer testing, gym memberships or weight watchers memberships (if these are paid directly by the state or its agent and not through a flexible spending account), or transportation and child care during programmatic events. If a staff member provides programmatic MIPCD services and does not work directly for the MIPCD grantee (he/she is a contractor, or works for a partner organization), this person’s salary and benefits can be included in the Services category. Examples of staff in this category include health mentors, patient navigators, or peer counselors. If a staff member works for the MIPCD grantee his/her salary and benefits should be included in the administrative costs personnel category.

#### *Administrative Costs*

##### **Personnel**

Personnel costs are defined as the amount paid out of the MIPCD grant to an MIPCD grantee employee in return for work done on the MIPCD project. Examples of personnel costs are the salaries and fringe benefits of MIPCD grantee staff. Please include the salaries and benefits of partner organization staff and contractor staff under the category of work they are contracted to do. For example, if a contractor is hired to conduct evaluation for MIPCD, this

cost should be recorded under evaluation. If a contractor is hired to provide motivational interviewing training, please record this cost under training.

### **Training**

Training costs are defined as the amount paid out of the MIPCD grant to provide training on a necessary skill, product, or service needed for the MIPCD program. Examples include trainings on motivational interviewing or tobacco cessation counseling.

### **Outreach & Marketing**

Outreach & Marketing costs are defined as the amount paid out of the MIPCD grant to promote MIPCD products and services amongst its target population. Examples of outreach & marketing costs may include the cost of patient recruitment materials, a telephone recruitment service, or program advertisements. Outreach & Marketing costs do not include incentives for retaining participants.

### **Data Systems**

Data systems costs are defined as the amount paid out of the MIPCD grant to manage data and data systems associated with the MIPCD program and evaluation. Examples include developing a project database for data collection or developing a web portal for peer navigators.

### **Evaluation**

Evaluation costs are defined as the amount paid out of the MIPCD grant to evaluate the value of the MIPCD program. Examples of evaluation costs might include the cost of an evaluation contractor or survey administration. Please do not report costs attributable to a satisfaction survey in this category. Please record these costs in the Satisfaction Survey category.

### **Satisfaction Survey**

Satisfaction survey costs are defined as the amount paid out of the MIPCD grant to evaluate the value of the MIPCD program through a satisfaction survey. Some- but not all- MIPCD State programs administer these surveys. If your program does administer this type of survey please report these costs in this category separately from evaluation costs. Examples of satisfaction survey costs incurred might include mailing, telephone, or survey design costs.

### **Other Administrative Costs**

Other administrative costs are defined as the amount paid out of the MIPCD grant for any type of administrative cost not yet described. Examples may include travel, IT infrastructure, materials/supplies, quarterly reports, or indirect costs. In the Source of Data column, please briefly describe each item you record in this category.

### ***Total***

Next to total please sum all MIPCD costs for the time period. This amount should correspond with the total reported on the SF425 form for this time period; if not, please explain differences (see Frequently Asked Question #9 for how to handle costs incurred but not yet processed in a period).

## MIPCD COSTS FUNDED BY IN-KIND CONTRIBUTIONS

### *Personnel*

In-Kind personnel contributions include the value of the time grantee staff spend on MIPCD activities that is not paid for by the MIPCD grant. An example of this could be a Medicaid Director who spends 5% of his/her time on the MIPCD program but is not paid out of MIPCD grant funds. If you do not explicitly track these contributions, please provide your best estimates.

### *Other*

Other In-Kind contributions are the value of administrative resources (for example training, outreach & marketing, travel, IT, evaluation, materials/supplies, indirect costs) used for MIPCD program activities but not paid for directly by the MIPCD grant. If you do not explicitly track these contributions, please provide your best estimates. In addition, if the program receives donations of gym memberships or memberships in a weight loss program please include them here.

For questions, comments, or technical assistance about the data categories and/or the cost form, please contact Tom Hoerger by email ([tjh@rti.org](mailto:tjh@rti.org)) or telephone (919-541-7146). Feel free to attach additional budget information as clarification.

## FREQUENTLY ASKED QUESTIONS

1. Our MIPCD program health educators are hired through an independent contractor. In which category should their salaries and fringe benefits be recorded?  
*Please report the salaries and fringe benefits of staff providing programmatic MIPCD services who do not work directly for the MIPCD grantee (he/she is a contractor or works for a partner organization) in the “Services” category.*
2. Our MIPCD program evaluators are hired through an independent contractor. In which category should their salaries and fringe benefits be recorded?  
*Please report the salaries and fringe benefits of staff providing evaluation services who do not work directly for the MIPCD grantee (he/she is a contractor or works for a partner organization) in the “Administrative Costs: Evaluation” category.*
3. Our MIPCD program hired an incentives vendor to distribute incentives as needed to MIPCD participants. Should the cost of the incentive vendor be recorded under “Incentives” or an Administrative Costs category?  
*Please record amounts paid to incentives vendors in the “Incentives” category.*
4. I’m not sure where to report a cost, or one of my costs does not fit cleanly into one of the cost categories (it seems to fit into more than one and I’m not sure how best to split it up). What should I do?  
*Please reach out to Tom Hoerger at RTI International by email ([tjh@rti.org](mailto:tjh@rti.org)) or telephone (919-541-7146). We are happy to provide assistance to help you complete the form easily and accurately. You may also provide a comment in the Source of Data column to communicate your uncertainty.*

5. MIPCD participants in my state's program can purchase Weight Watchers and/or gym memberships with their flexible health account provided by the MIPCD program. How should I report the costs of paying for these Weight Watchers and/or gym memberships through the flexible health account?  
*For states that give beneficiaries a flexible health account, services purchased through the account should be counted as incentive payments.*
6. My state's MIPCD program pays Weight Watchers directly to provide free/subsidized Weight Watchers memberships to MIPCD participants. In what category should I report this cost?  
*Please report this cost in the "Services" category.*
7. Should MIPCD personnel be categorized under Administrative Costs: Personnel, or Administrative Costs: Evaluation?  
*If a staff member is conducting evaluation for MIPCD, this cost should be recorded under evaluation. Otherwise, please put this under Administrative Costs: Personnel.*
8. My state's MIPCD program provides a tool kit for physicians with information on the MIPCD program, how to provide smoking cessation information, and how to conduct outreach/marketing and enrollment for MIPCD. This tool kit is this used to train physicians about MIPCD outreach and enrollment, but is also used to market MIPCD. Should these costs be put into training or marketing/outreach?  
*If costs contribute to both Outreach & Marketing and Training, please report these costs under Outreach & Marketing. If costs clearly fall predominantly under training, please report them under training.*
9. How do I accurately reconcile expenditures with what was reported on the SF 425 forms, specifically when the SF 425 reflects a lower amount than the actual expenditures because expenditures have not yet been processed for those periods?  
*Because the SF 425 only includes the expenditures that have been processed by the time that the form is filled out you may have some true expenditures that are not included on the SF 425 for the current year, but these will be included in next year's SF 425. You can report these as (a) current expenditures (so that reported expenditures exceed SF 425 expenditures) or (b) report these in the following period. Please choose whichever method is easiest for your accounting system. If you choose (a), please add a note explaining the difference between the reported and SF 425 expenditures, and reconcile differences in subsequent years. Ideally, you would be able to tell us which line items differed, but if not, we can understand. If you choose (b), no note will be necessary.*

**ADMINISTRATIVE COSTS FORM: YEAR **X****

State:

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**MIPCD COSTS FUNDED BY THE MIPCD GRANT**

	<b>YEAR <b>X</b> (9/13/20 <b>XX</b> to 9/12/20<b>XX</b>)</b>	<b>SOURCE OF DATA</b>
<b>Incentives</b>	\$	
<b>Services</b>	\$	
<b>Administrative Costs</b>		
Personnel	\$	
Training	\$	
Outreach & Marketing	\$	
Data Systems	\$	
Evaluation	\$	
Satisfaction Survey	\$	
Other (please describe cost in source)	\$	
<b>Total*</b>	\$	

*\*This amount should match the total on the SF425 form; if not, please explain differences.*

**MIPCD COSTS FUNDED BY IN-KIND CONTRIBUTIONS**

	<b>YEAR <b>X</b> (9/13/20 <b>XX</b> to 9/12/20<b>XX</b>)</b>	<b>SOURCE</b>
<b>Personnel</b>	\$	
<b>Other</b>	\$	
<b>Total</b>	\$	