

ATTACHMENT C1: COST STUDY RESEARCH MATRIX

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Instrument	Instrument Description	Frequency	Target Population	Annual Number of Respondents	Annual Burden Hours	Research Questions
Cost Study Consent Form and Preparation Table	Designed for the PII Cost Study. As preparation for the focus group, participants review and comment on a preliminary list of project casework, supervisory, and management and administration activities.	Once	Caseworkers and supervisors with at least 60 days experience in PII services	9 caseworkers and supervisors	14	What is the cost-per-case of providing PII intervention services? What accounts for intra-intervention variation among cases?
Cost Study Focus Group Guide	Designed for the PII Cost Study. The formal meeting involves caseworkers and supervisors breaking into small groups to discuss and come to consensus on names and definitions of individual and group activities and estimates of person-time for each activity. Participants will review weekly casework and supervision activity logs. In the post-meeting, participants complete a draft version of a weekly activity log and participate in a debrief call.	Once			36	What is the cost-per-case of providing intervention services for different child and family subgroups? What accounts for the variations among child and family subgroups?
Trial Administration of Activity Logs	Designed for the PII Cost Study. Caseworkers and supervisors will conduct a trial administration of the weekly case work and supervision activity logs developed in the focus group.	Once			14	What is the number of incidents and amount of person-time expended on each type of PII project activity, including casework, supervision, service delivery management, and project administration? What accounts for the variation in the mix of activities (types, incidence, and person-time expended)?
Weekly Case Worker Activity Log	Designed for the PII Cost Study. For each case, caseworkers document via a web-based survey the PII project activities that were conducted during a specific week and the estimated total personnel time devoted to PII Project activities.	52	Caseworkers	123 caseworkers	2558	Does cost-per-case differ across PII projects? If so, what accounts for the variation?
Weekly Supervisor Activity Log	Designed for the PII Cost Study. Supervisors document via a web-based survey PII project activities that were conducted during a specific week and the estimated personnel time devoted to PII Project activities.	52	Supervisors	39 supervisors	811	
Monthly Management and	Designed for the PII Cost Study. Managers and administrators document via a web-based survey PII project activities that were conducted	12	Managers and administrators	30 managers and administrators	180	

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Administration Activity Log	during a specific month and the estimated personnel time devoted to PII Project activities.					What is the relationship between costs and outcome