

Attachment Db. Information Transmitting Phone Interview Guide - accountant

Form Approved
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Introduction

- Thank you for collecting this information – I understand that you have experience in (X, Y, Z)
- I am a Prevention Effectiveness Fellow supervised by Suzanne Marks at the CDC
 - o *Mention a couple of things that we have in common*
- As your team mentioned, we are looking for information that will allow us to calculate the economic cost of the contact investigation that resulted from the arrival of the patient with XDR TB to the USA last April
- This collection has been authorized by CDC's Division of Tuberculosis Elimination and the Office of Management and Budget
- It is an opportunity for the costs of this contact investigation to your TB controller's office to be heard, and will allow us the opportunity to provide information that will help achieve our goal of tuberculosis elimination in the United States.
- Please be reassured that there are no right or wrong answers. We want you to be as accurate as you can. If you do not yet have a piece of information, but think that you can get it, we can follow up after I have received results from all affected offices. If you do not think that you can obtain the information, please provide your best estimate.

Purpose and scope of interview

- *If the respondent has **not** sent through a filled-in spreadsheet.*
 - o I would like to take about an hour to ask you about what you found, and enter this information into my spreadsheet
- *If I have already received a spreadsheet from the respondent*
 - o I would like to take about an hour to ask you about what you sent through to ensure that it is the information that we are looking for, and understand what it means more fully
- As you noticed on the spreadsheet, we want to divide the information into two sections:
 - o The preparation and initial assessment period from the arrival of the index case to the point that each contact completed their initial diagnosis.
 - o The follow up period between the initial diagnoses and point of data collection
 - o I will model the costs from the point of data collection to the two year mark

Initial questions and comments

- Do you have any questions before we get started?
- If you have any questions during the interview, please ask them at any time
 - o *If the respondent has any reluctance to participate*
 - Do you have reservations about participating?
 - We can reschedule for another time today, or another day in the near future if you prefer
- May I take notes while you are responding?
- This interview will not be recorded, and I will maintain confidentiality of the information

CDC estimates the average public reporting burden for this collection of information as up to 1/2 hour per response, including the time for reviewing instructions, searching existing data/information sources, gathering and maintaining the data/information needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this

collection of information, including suggestions for reducing burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0879).

Preparation and initial assessments

1. **Cost of testing for TB infection and disease:** Next I would like to ask you about the cost of tests that were administered

- How much did each of the following tests cost during the initial assessment phase of the investigation?

i. Go through each test

1. TST
2. Quantiferon Gold In-Tube
3. T-Spot
4. Physical examination
5. Chest X-Ray
6. Sputum Induction
7. Sputum Smear and Culture
8. Nucleic Acid Amplification test

- Who paid for these tests? (*if not indicated already by the program manager*)
- What were the sources of this information?

Probe and closing

- Can you tell me more about that? (*If there are any inconsistencies with the number of tests – check column H!*)
- Thank you for telling us about the costs of testing for TB infection and disease

2. **Costs of testing for other illnesses that are risk factors for TB:** Contacts were tested for other illnesses that could contribute to the development of disease if they were infected.

- How much did tests for other illnesses cost during the initial assessment phase of the investigation?

i. Go through each test

1. HIV
 - a. ELISA
 - b. Western Blot
 - c. Rapid diagnostic test
2. Diabetes
 - a. Hemoglobin A1C test
 - b. Blood glucose test
3. Kidney disease
 - a. Urinalysis
 - b. Ultrasound
 - c. Computerized tomography
 - d. Biopsy
4. Other

- Who paid for these tests? (*if not indicated already by the program manager*)
- What were the sources of this information?

Probe and closing

- Please explain that (*If there are any inconsistencies with prior information on these other illnesses*)
- Thank you for telling us about the costs of testing for comorbidities

3. **Costs of LTBI treatment:** What were the costs of treating contacts for LTBI? Which treatments were initiated, how many, what was the cost per dose, how many doses were taken during the initial assessment phase, and who paid for it?

- What regimens were used?

- How many of each regimen was initiated?
- What was the cost per dose?
- How many doses were taken in the initial assessments phase?
- Who paid for it?

Probes and closing

- Are you sure? (*if there are any inconsistencies or unlikely regimens*)
- Thank you for telling me about these LTBI treatment costs

4. **Personnel costs:** What personnel costs were incurred in the preparation and initial assessment phase of this investigation including investigative, support, and administrative personnel?
- What were their gross annual salaries (without benefits) of the personnel identified by the program manager (*go through each one at a time*)?
 - What were their percent fringe benefits? (*to compare to standard levels*)
 - Who paid their salaries? (*if the program manager did not have this information*)
 - How many hours did they spend on this contact investigation? (*from time sheets*)
 - Were there any other types of personnel involved? (*Until they say 'no'*)
 - Did any personnel fill two roles?
 - How did they distribute their time across roles? (*if relevant*)
 - What were the sources of this information?

Probes and closing

- Are you sure? (*One time after they say 'no' about personnel involved*)
- You didn't mention anything about 'X' category of personnel. Were any from that group involved? (*If there is reason to think that any were omitted*)
- Thank you for telling us about these personnel costs

5. **Travel costs:** Were any travel costs incurred through home visits or other activities during the preparation and initial assessment phase of the investigation? (*from travel logs*)
- How many units were consumed?
 - What was the total amount spent?
 - Who paid for it?
 - *Go through each component*
 - Mileage
 - Per diem
 - Other component
 - Was there anything else? (*To make sure they haven't left off any travel expense categories*)
 - Did any of these components include expenses outside what would be required for normal work duties?
 - What were the sources of this information?

Probes and closing

- Please explain that (*if any uncertainty*)
- Thank you for telling us about these travel costs

6. **Training costs:** Were any formal training activities administered during preparations and initial assessments?
- What was the cost per training? (*go through each type indicated by the program manager*)
 - What did this cost consist of?
 - Did the training occur in multiple sessions?
 - Who paid for the training? (*if not indicated by the program manager*)
 - Was any other formal or informal training provided? (*repeat the questions above until the respondent says 'no'*)
 - What were the sources of this information?

Probes and closing

- Please explain that (*if any uncertainty*)
7. Thank you for telling us about these training costs
8. **Incentives and enablers costs:** What incentives and enablers have you provided to contacts to encourage them to keep and help them attend their appointments for their initial assessments during the initial screening?
- How many were used? (*go through each kind identified by the program manager*)
 - What were their costs?
 - Who paid for them? (*if not indicated by the program manager*)
- Probes and closing*
- Please explain that (*if any uncertainty*)
 - Thank you for telling us about these costs of incentives and enablers
9. **Miscellaneous costs:** Have we neglected to specify anything from the preparation and initial assessment period that represents a cost incurred?
- *If so:*
 - i. How many units were consumed?
 - ii. What was the cost per unit?
 - iii. Who paid for it? (*if not indicated by the program manager*)
 - iv. What were the sources of this information?
 - v. Were there any other costs?
- Thank you for sharing this information about the costs of this contact investigation during the preparation and initial assessment phase

Follow up phase

10. **Cost of testing for TB infection and disease:** How much have TB diagnoses cost during the follow-up period to this point?

- Were any of the costs for these tests different than in the initial assessments phase?
- Who paid for them?
- *Go through each test*
 - i. TST placements
 - ii. TST readings
 - iii. QFT
 - iv. T-spot
 - v. Physical examination
 - vi. Chest X-Ray
 - vii. Sputum Induction
 - viii. Sputum Smear and Culture
 - ix. Nucleic Acid Amplification test
- Who paid for these tests?
- What were the sources of this information?

Probe and closing

- Can you tell me more about that? (*If there are any inconsistencies with the number of tests*)
- Thank you for telling us about the costs of testing for TB infection and disease

11. **Number and types of LTBI treatments:** What were the costs of treating contacts for LTBI in the follow-up phase to this point?

- The program manager indicated that the following regimens were used (*name them*)
- What was the cost per dose?
- Who paid for it?

Probes and closing

- Are you sure? (*if there are any inconsistencies or unlikely regimens*)
- Thank you for telling me about LTBI treatment costs involved

12. **Personnel costs:** What personnel costs were incurred in the follow-up phase to this point including investigative, support, and administrative personnel?

- Were there any differences in salaries from the initial assessments phase?
 - i. If so, what were their gross annual salaries (without benefits) of the personnel identified by the program manager (*go through each one at a time*)?
 - ii. What were their percent fringe benefits? (*to compare to standard levels*)
 - iii. Who paid their salaries? (*if the program manager did not have this information*)
 - iv. How many hours did they spend on this contact investigation? (*from time sheets*)
 - v. Were there any other types of personnel involved? (*Until they say 'no'*)
 - vi. Did any personnel fill two roles?
 1. How did they distribute their time across roles? (*if relevant*)
 - vii. What were the sources of this information?

Probes and closing

- Are you sure? (*One time after they say 'no' about personnel involved*)
- You didn't mention anything about 'X' category of personnel. Were any from that group involved? (*If there is reason to think that any were omitted*)
- Thank you for telling us about the personnel costs involved

13. **Travel costs:** Did your office incur any travel costs through home visits or other activities during the follow-up phase to this point?

- How many units were consumed?

- What was the total amount spent?
- Who paid for it?
- *Go through each component*
 - i. Mileage
 - ii. Per diem
 - iii. Other component
- Was there anything else? (*To make sure they haven't left off any travel expense categories*)
- Did any of these components include expenses outside what would be required for normal work duties?
- What were the sources of this information?

Probe and closing

- Please explain that (*if any uncertainty*)
- Thank you for this information on travel costs

14. Training costs: Have there been any formal training activities administered during the follow-up phase to this point?

- What was the cost per training? (*go through each type indicated by the program manager*)
 - i. What did this cost consist of?
 - ii. Did the training occur in multiple sessions?
- Who paid for the training? (*if not indicated by the program manager*)
- Was any other formal or informal training provided? (*repeat the questions above until the respondent says 'no'*)
- What were the sources of this information?

Probe and closing

- Please explain that (*if any uncertainty*)
- Thank you for the information on training costs

15. Incentives and enablers costs: What incentives and enablers have you provided to contacts to encourage them to keep and help them attend their appointments during the follow-up period?

- How many were used? (*go through each kind identified by the program manager*)
- What were their costs?
- Who paid for them? (*if not indicated by the program manager*)

Probe and closing

- Please explain that (*if any uncertainty*)
- Thank you for telling us about these costs of incentives and enablers

16. Miscellaneous costs: Have we neglected to specify anything from the follow-up phase to the point that represents a cost to the contact investigation?

- *If so:*
 - i. How many units were consumed?
 - ii. What was the cost per unit?
 - iii. Who paid for it? (*if not indicated by the program manager*)
 - iv. What were the sources of this information?

- Thank you for providing this information on the follow up period