| **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?  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?  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)?  Does cost-per-case differ across PII projects? If so, what accounts for the variation?  What is the relationship between costs and outcome effect sizes for each PII project and across PII projects? |
| 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 |
| 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 |
| 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 |
| 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 Administration Activity Log | Designed for the PII Cost Study. Managers and administrators document via a web-based survey PII project activities that were conducted during a specific month and the estimated personnel time devoted to PII Project activities. | 12 | Managers and administrators | 30 managers and administrators | 180 |