Form Approved

OMB No. 0920-New

Expiration Date: XX/XX/XXXX

**Cooperative Re-Engagement Controlled Trial (CoRECT)**

**Attachment #13a**

**Baseline /Standard of Care Costs CLINIC**

Public reporting burden of this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data 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 this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; Attn: OMB-PRA (0920-New)

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|  |  | **Appendix 13a: Baseline /Standard of Care Costs CLINIC** |  | **Rev: 01/18/2015** |
|  |  |   |   |   |  |  |
| **Site name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Completed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|   |  |  |  |  |  |   |
| **Data collection period (MM/DD/2016 -- MM/DD/2018)** |  |
|   |   |   |  |   |   |   |

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| --- | --- | --- | --- | --- |
| **Variable** | **Description** | **Responsible staff**(ex. nurse, social worker, physician)a  | **Frequency Count/Week, Month b** | **Total Time Spent (hr)b** |
| Generate missed visit list (per activity or event) | Time spent generating list for patients that have missed appointments  |  | \_\_\_\_\_\_\_/\_\_\_\_\_ |  |
| Records review (per patient) | Review of medical charts prior to contacting patients  |  | \_\_\_\_\_\_/\_\_\_\_\_ |  |
| Outreach to patient (per patient) | Time spent attempting to reach patients with missed appointments (ex: phone calls, mailing letters, sending emails or texts)  |  | \_\_\_\_\_\_/\_\_\_\_\_ |  |
| Engagement assistance (per patient) | Once contact patient, how much time is spent facilitating re-engagement (i.e.: coordinating transportation, case management, expedited appointment ) |  | \_\_\_\_\_\_/\_\_\_\_\_ |  |
| Documentation of engagement assistance (per patient) | Time spent documenting in medical chart attempts made to contact patient and outcome |  | \_\_\_\_\_\_/\_\_\_\_\_ |  |

a List multiple staff if applicable; labor cost could be calculated based on median wage or directly from the activity log data.

b Data in this column reflect the aggregate over the data collection period, e.g., week or month.

Please check each activity that is applicable and record the time spent in minutes.

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| --- | --- | --- | --- | --- |
| **Activity** | **Time Spent (min)** |  | **Activity** | **Time Spent (min)** |
| Generate missed visit list (per activity or event)\_\_\_ Time spent generating list for patients that have missed appointments | \_\_\_\_\_/min |  | Records review (per patient)\_\_\_ Review of medical charts prior to contacting patients | \_\_\_\_\_/min |
| Outreach to patient (attempting to reach patients with missed appointments, per patient)\_\_\_phone calls\_\_\_mailing letters\_\_\_sending emails or texts\_\_\_others: | \_\_\_\_\_/min |  | Engagement assistance (once contact patient, how much time is spent facilitating re-engagement, per patient)\_\_\_coordinating transportation\_\_\_case management\_\_\_expedited appointment\_\_\_Others: | \_\_\_\_\_/min |
|  Time spent documenting in medical chart attempts made to contact patient and outcome (per patient) | \_\_\_\_\_/min |  |  |  |
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