

Positive Health Check Evaluation

Aim 3: Cost Analysis

Instrument: Non-research labor cost questionnaire

Public reporting burden of this collection of information is estimated to average 90 minutes 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)

Instructions.

PHC Cost Data Collection Instrument: Labor/Personnel Questionnaire

Non-Research Costs

Note: A separate form must be completed by each clinic staff member working on the PHC intervention.

Q1. What is your job title?

Q2. Month and Year of Time Reporting: mm/yyyy

Q3. Is your work on the PHC intervention paid by the PHC grant?

Yes

No

Q4. For the month entered, in #2 above, think of a typical week that you spent at work. In the typical week, how much time do you spend on each of the activities outlined below.

Note: Do NOT report time spent on research or standard of care (SOC) activities or the time spent on consenting patients to participate in the intervention.

Activity	Hours/week (to the nearest 1/4 hour)
Staff training and preparation: activities may include (a) recruitment, (b) hiring, (c) training, (d) supervision, and (e) management of program staff. NOTE: The time you report for the typical week will be used to estimate the total time you spent on this activity this month (over a 4-week period). So, if all of your training occurred in one week, please report this time divided by 4 (averaged across 4 weeks).	<input type="text" value="0"/> Hrs
Patient identification and recruitment: activities may include identifying and recruiting patients for the intervention and control arms of the study.	<input type="text" value="0"/> Hrs
Intervention delivery: activities may include (a) onboarding patient, (b) assisting patient with tool use, (c) handout delivery, and (d) other activities associated with delivering the PHC intervention to patients assigned to the intervention arm. Time associated with consenting patients to participate in the intervention should NOT be included here.	<input type="text" value="0"/> Hrs
Mobile device management: activities may include (a) disinfecting, (b) preparing, (c) maintaining, and (d) securely storing tablets used to deliver intervention to patients.	<input type="text" value="0"/> Hrs
Report generation: activities may include generating CWA reports.	<input type="text" value="0"/> Hrs
Administration/general oversight: activities may include (a) project management and coordination, (b) attendance at meetings not devoted to PHC evaluation, (c) placing orders for office supplies, and (d) any other PHC work that is not captured by activities. Note, costs associated with research/evaluation should NOT be reported for this study.	<input type="text" value="0"/> Hrs
Total	<input type="text" value="0"/> Hrs