Attachment A2. Screenshots of Partner Cost and Resource Utilization Tool

Login Screen

Practice Login

Username: [_____] Password: [_____] [Log In]

☐ Change Password

Need help logging in?

Home Screen

Cost Collection Tool

PAUL Coverdell — NATIONAL ACUTE STROKE PROGRAM | EPET | CDC

| Home | Organization Characteristics | Labor | Non-Labor | Confirmation | Logout granteesub |

Reporting Period: July 1, 2015 to June 30, 2018 ▾

Thank you for participating in the Coverdell Cost Study! The information you provide will help give a better understanding of the costs to implement the program and inform efforts to sustain the program in the future.

Instructions

This Cost Collection Tool (CCT) is designed to capture and track total actual costs of the Coverdell program. As a partner in the Coverdell program we ask that you complete the tool to report the costs you have incurred while working on the program. We also ask that you provide some basic information on your organization on the organization characteristics screen.

This CCT is designed to capture and track total actual costs of the Coverdell program **from the partner perspective**. Data you provide will be stored securely and only reported in aggregate. Data will be used to analyze the costs incurred by partners to implement Coverdell activities. These cost estimates will be used in cost-effectiveness analysis of the program.

For this reporting period, please enter costs for the first 3 years of the Coverdell program (July 1, 2015 to June 30, 2018).

1. Labor. The number of hours worked and estimated hourly value of any staff who worked on Coverdell activities.

2. Non-Labor. The estimated value of any non-labor items such as materials or equipment purchased to support Coverdell program.

For each cost, you are asked to check the box for each of the 7 key Coverdell activities they worked on: (1) Data collection, linkage & management; (2) Clinical guidance & expertise; (3) Quality improvement; (4) Building & maintaining partnerships; (5) Public awareness; (6) Evaluation; and (7) Administration.

In any of the CCT screens, click on the Save button to save your data. You are encouraged to save your work often. If you need to take a break you can click on the Save button and return later to enter additional data. Please note that you can always go back and enter additional changes and confirm those any time before final submission on the Confirmation screen. After entering all information on a screen, click on the "Validate and Continue" button to mark the screen as complete and continue to the next screen. Even after clicking "Validate and Continue", entries are still editable until final submission. Please note making changes in a screen that has been validated previously will automatically undo the validate action. You must click on "Validate and Continue" in the screen if any changes are made since the previous confirmation. You will not be able to submit the final data until all screens are validated.

The CCT screens include interactive help buttons. Moving your cursor over the question marks (e.g., beside table column headings) will display definitions of each term.

To log out from the CCT, click on the *Logout* menu heading.

Start

You are logged in with:

username: **granteesub**

practice: grantee sub

Organization Characteristics Screen

Cost Collection Tool

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Home   Organization Characteristics   Labor   Non-Labor   Confirmation   Logout granteesub

Reporting Period:
July 1, 2015 to June 30, 2018 ?

Organization Characteristics

1. What type of organization are you?

○ Academic
○ AHA/ASA
○ EMS
○ Hospital
○ Primary health care
○ Rehabilitation
○ State health
● Other, please specify

[　　　　　　]

2. Approximately how many stroke patients do you see annually? [0]   ☐ N/A

3. How many years and months have you been working on the Coverdell program? [　　　] years [　　　] months

(Save) (Validate and Continue)

Labor Screen

Reporting Period:
July 1, 2015 to June 30, 2018 **?**

Labor

Screen last validated 08 Dec 2017 1:41 PM ET by granteesub

On this screen you are asked to enter information on staff that contributed time to the Coverdell program. For each staff that worked on the program, you are asked to report estimated hourly value of their time (such as their hourly wage with benefits) and the number of hours worked on Coverdell activities during the reporting period. For each staff member, you are asked to check the box for each of the 7 key Coverdell activities they worked on: (1) Data collection, linkage & management; (2) Clinical guidance & expertise; (3) Quality improvment; (4) Building & maintaining partnerships; (5) Public awareness; (6) Evaluation; and (7) Administration.

Click on the Save button to save your data. You are encouraged to save your work often. If you need to take a break, you can click on the Save button and return later to enter additional data. Please note that you can always go back and enter additional changes and confirm those any time before final submission on the Confirmation screen. After entering all information on a screen, click on the "Validate and Continue" button to mark the screen as complete and continue to the next screen. Even after clicking "Validate and Continue", entries are still editable until final submission. Please note making changes in a screen that has been validated previously will automatically undo the validate action. You must click on "Validate and Continue" in the screen if any changes are made since the previous confirmation. You will not be able to submit the final data until all screens are validated.

The table includes interactive help buttons. Moving your cursor over the question marks (e.g., beside table column headings) will display definitions of each term.

Did your organization incur any labor costs as part of working on the Coverdell program? ⦿ Yes ◯ No

[Add Another Expenditure]

				Coverdell Time Spent on Specific Activities						
	Staff title ?	**Estimated Value of each Hour ?**	**Total Hours Spent Working on Coverdell ?**	**Data Collection, Linkage, & Management ?**	**Clinical Guidance & Expertise ?**	**Quality Improvement ?**	**Building & Maintaining Partnerships ?**	**Public Awareness ?**	**Evaluation ?**	**Administration ?**
Delete Row	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

[Save] [Validate and Continue]

Non-Labor Screen

Cost Collection Tool

PAUL Coverdell — NATIONAL ACUTE STROKE PROGRAM

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Home   Organization Characteristics   Labor   Non-Labor   Confirmation   Logout granteesub

Reporting Period:
July 1, 2015 to June 30, 2018 ?

Non-Labor

Screen last validated 08 Dec 2017 1:41 PM ET by granteesub

On this screen you are asked to enter information on non-labor items used in the Coverdell program. For each item, you are asked to provide a description and report its estimated value. For each staff member, you are asked to check the box for each of the 7 key Coverdell activities they worked on: (1) Data collection, linkage, & management; (2) Clinical guidance & expertise; (3) Quality improvement; (4) Building & maintaining partnerships; (5) Public awareness; (6) Evaluation; and (7) Administration.

Click on the Save button to save your data. You are encouraged to save your work often. If you need to take a break, you can click on the Save button and return later to enter additional data. Please note that you can always go back and enter additional changes and confirm those any time before final submission on the Confirmation screen. After entering all information on a screen, click on the "Validate and Continue" button to mark the screen as complete and continue to the next screen. Even after clicking "Validate and Continue", entries are still editable until final submission. Please note making changes in a screen that has been validated previously will automatically undo the validate action. You must click on "Validate and Continue" in the screen if any changes are made since the previous confirmation. You will not be able to submit the final data until all screens are validated.

The table includes interactive help buttons. Moving your cursor over the question marks (e.g., beside table column headings) will display definitions of each term.

Did your organization incur any non-labor costs as part of working on the Coverdell program? ○ Yes ● No

[Add Another Expenditure]

				Coverdell Usage Spent on Specific Activities						
	Description ?	Estimated Value ?	Percent for Coverdell ?	Data Collection, Linkage, & Management ?	Clinical Guidance & Expertise ?	Quality Improvement ?	Building & Maintaining Partnerships ?	Public Awareness ?	Evaluation ?	Administration ?
Delete Row			0	☐	☐	☐	☐	☐	☐	☐

[Save] [Validate and Continue]

Confirmation screen

Cost Collection Tool

Home   Organization Characteristics   Labor   Non-Labor   **Confirmation**   Logout granteesub

Reporting Period:
July 1, 2016 to June 30, 2017 **?**

Confirmation of Data

This screen summarizes the annual expenditure data that you entered in the other screens of the Cost Collection Tool. The table displays whether you have confirmed the data entered in each screen. You must confirm the data entered in all of the screens in order for your submission to be considered complete. The Confirmation screen will display error messages until all entries in all other screens are confirmed. To validate the data, go to the appropriate screen and click on the Validate and Continue button. Making any changes in a screen that has been previously confirmed will automatically undo the validate action; the validation stamp will disappear, and the Please Validate message will be displayed again. To complete your practice's submission for Cost Collection Tool reporting for July 1 2015 to June 30 2016 click on the "Confirm Cost Data Complete" button at the bottom of this screen. The data will not be submitted until this button is clicked.

Screen	Total Amount	Validated
Labor	$0.00	Validated 11 Oct 2017 2:50 PM ET by granteesub
Non-Labor	$0.00	Validated 11 Oct 2017 2:50 PM ET by granteesub
Organization Characteristics		Validated 11 Oct 2017 2:50 PM ET by granteesub
Awardee Costing Total	$0.00	

Confirm Cost Data Complete

Comments

Save Comments