

# Cost Study of Trauma-Specific Evidence Based Programs (TS-EBPs) used in the Regional Partnership Grants

## Outreach Materials for OMB Submission

June 2020

# Contents

INTRODUCTION.....	1
I. Cost Workbook.....	2
A. Cost Workbook FAQ.....	3
B. Cost Workbook Email Invitation.....	6
C. Cost Workbook Reminder Email.....	8
D. Cost Workbook Thank You Email.....	10
II. Staff Survey and Time Log.....	12
A. Staff Survey and Time Log FAQ.....	13
B. Staff Survey and Time Log Advance Email.....	16
C. Staff Survey and Time Log Email Invitation.....	18
D. Staff Survey and Time Log Reminder Email.....	20
E. Staff Survey and Time Log Thank You Email.....	22

## INTRODUCTION

This document contains the outreach materials to accompany the Office of Management and Budget statements Part A and Part B for the Cost Study of Trauma-Specific Evidence Based Programs (TS-EBPs) used in the Regional Partnership Grants.

## I. Cost Workbook

A. Cost Workbook FAQ

## **Regional Partnership Grants (RPG) Program Cost Workbook**

### **Frequently Asked Questions**

#### **1. Who is conducting this study?**

This cost workbook is for a study being conducted for the Children's Bureau (CB) within the U.S. Department of Health and Human Services, Administration for Children and Families. Mathematica is conducting the survey with funding from CB.

#### **2. What is this study about?**

This survey is for organizations implementing trauma-specific evidence-based programs (EBPs). Examples of trauma-specific EBPs include Parent-Child Interaction Therapy, Seeking Safety, and Trauma-Focused Cognitive Behavioral Therapy. The survey is designed to gather information on the value of all resources used by an agency to implement the trauma-specific EBP. These might include resources that the program does not pay for directly and that might not reflect in budgets or expenditure records (such as the value of volunteer time or donated office space).

#### **3. How will data be collected for this evaluation?**

The cost workbook will be emailed as an excel workbook, and staff can complete it at their earliest convenience.

#### **4. What will be the final product of this evaluation?**

Mathematica will produce a report to Congress as the final evaluation report. The report will be disseminated to RPG grantees and partners.

#### **5. Who should complete the survey?**

A person who is familiar with agency expenditures and accounting records should have primary responsibility for completing the survey. This person might have to consult with other people in the agency to gather information required to address some questions.

#### **6. Do I have to participate?**

Participation in the survey is completely voluntary and you may choose to skip any question.

#### **7. What information or records will I need to complete the survey?**

You will need information about agency expenditures and use of resources, such as facilities and equipment. Please use actual expenditure records rather than budgets when gathering information to answer survey questions. Information from budgets does not always represent actual expenditures or resource use. It might be helpful to review the entire survey before starting to identify the kinds of information required.

#### **8. How long will it take to complete the workbook?**

We estimate it will take you about 8 hours to complete the workbook.

#### **9. Is there someone I can contact to get more information?**

For more information, please contact the team at Mathematica by emailing [csmitherwulsin@mathematica-mpr.com](mailto:csmitherwulsin@mathematica-mpr.com) or calling 202-250-3503. You may also contact Dori Sneddon at [Dori.Sneddon@ACF.hhs.gov](mailto:Dori.Sneddon@ACF.hhs.gov).

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B. Cost Workbook Email Invitation



Format: Mathematica email  
Send from: Claire Smither Wulsin  
Subject: RPG Cost Workbook Request  
Attachments: RPG Cost Workbook

Dear [FIRST NAME] [LAST NAME],

As part of the RPG Cost Study of Trauma-Specific Evidence Based Programs (EBPs) conducted by Children’s Bureau, we are requesting data on organization-level costs associated with implementing [EBP]. We are collecting this information from RPG Rounds 4 and 5 grantees implementing trauma-specific EBPs. Together, your responses will help CB and other agencies understand the costs and resources required to offer these services. The workbook is designed to ensure that the cost estimates capture the costs of all resources required to implement the EBPs, and to promote consistency across grantees.

The RPG Cost Workbook is attached as an Excel workbook. It contains eleven different tabs, including an “Overview” tab on how to complete the workbook. Most tabs request on-going costs associated with the 12 months of your organization’s most recently completed fiscal year; the final tab requests start-up costs, which may have been incurred prior to the most recently completed fiscal year. Throughout the workbook, please use actual expenditure records rather than budgets when gathering information to answer survey questions, as information from budgets does not always represent actual expenditures or resource use.

Please complete and return the attached workbook at your earliest convenience. Would [date of email plus 4 weeks] be reasonable? We understand that tracking costs requires the investment of your time and greatly appreciate your participation. If you have questions or need assistance, please contact the study team at [csmithewulsin@mathematica-mpr.com](mailto:csmithewulsin@mathematica-mpr.com) or 202-250-3503.

Sincerely,  
Claire



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C. Cost Workbook Reminder Email

Format: Mathematica email  
Send from: Claire Smither Wulsin  
Subject: RPG Cost Workbook -- Reminder  
Attachments: None

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to complete the Cost Workbook by [date from previous email]. Your participation is critical to understanding the costs and resources required to offer [EBP] services. If you have questions or need assistance, please contact the study team at [csmitherwulsin@mathematica-mpr.com](mailto:csmitherwulsin@mathematica-mpr.com) or 202-250-3503.

***Thank you for your time and your participation in this important study!***

Thank you,  
Claire



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D. Cost Workbook Thank You Email

Format: Mathematica email  
Send from: Claire Smither Wulsin  
Subject: RPG Cost Workbook -- Thank you!  
Attachments: None

Dear [FIRST NAME] [LAST NAME]:

Thank you for completing the RPG Cost Workbook. We sincerely appreciate you taking the time to participate in this important evaluation and making the cost study a success. Your insights will help us and the Children's Bureau better understand the costs of [EBP].

Sincerely,  
Claire



## **II. Staff Survey and Time Log**

A. Staff Survey and Time Log FAQ

**Regional Partnership Grants (RPG) Program Staff Survey and Time Log**  
**Frequently Asked Questions**

**1. Who is conducting this survey?**

This survey is being conducted for the Children’s Bureau (CB) within the U.S. Department of Health and Human Services, Administration for Children and Families. Mathematica is conducting the survey with funding from CB.

**2. What is this survey about?**

The survey is for front-line staff who work directly with Regional Partnership Grants (RPG) program participants to deliver one of three trauma-specific evidence-based programs (EBPs): Parent-Child Interaction Therapy, Seeking Safety, and Trauma-Focused Cognitive Behavioral Therapy. The survey will collect information about characteristics of the staff and organizations implementing RPG-funded programs. This survey will complement a separate study the national cross-site evaluation of the RPG program that Mathematica is conducting. The RPG program supports interagency collaborations and program integration designed to increase the well-being, improve the permanency, and enhance the safety of children who are in, or at risk of, out-of-home placements as a result of a parent or caretaker’s substance abuse.

**3. How will data be collected for this evaluation?**

The staff survey and time log will be emailed to staff as a PDF. Staff can complete the survey and time log electronically or print the file and complete by hand.

**4. How were staff members selected for this survey?**

Approximately 90 front-line staff across 9 RPG grantees are invited to participate. Mathematica worked with RPG grantees to identify staff delivering the three trauma-specific EBPs.

**5. What will be the final product of this evaluation?**

Mathematica will produce a report to Congress as the final evaluation report. The report will be disseminated to RPG grantees and partners.

**6. Will anyone find out about what I say in this survey?**

Your responses will be kept private and used only for research purposes. They will be combined with the responses of other staff and no individual names will be reported.

**7. Do I have to participate?**

Participation in the survey is completely voluntary and you may choose to skip any question.

**8. How long will it take to complete the survey?**

We expect it to take about 20 minutes to complete the survey and about 5-10 minutes to complete the time log each day.

**9. Is there someone I can contact to get more information?**



For more information, please contact the team at Mathematica by emailing [csmitherwulsin@mathematica-mpr.com](mailto:csmitherwulsin@mathematica-mpr.com) or calling 202-250-3503. You may also contact Dori Sneddon at [Dori.Sneddon@ACF.hhs.gov](mailto:Dori.Sneddon@ACF.hhs.gov).

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B. Staff Survey and Time Log Advance Email

Format: Mathematica email  
Send from: Claire Smither Wulsin  
Subject: RPG staff survey and time log -- coming soon!  
Attachments: None

Dear [FIRST NAME] [LAST NAME]:

This email is to inform you that Mathematica will soon start the RPG Cost Study of Trauma-Specific Evidence Based Programs staff survey and time log. Mathematica is conducting the survey on behalf of the Children's Bureau (CB) within the U.S. Department of Health and Human Services, Administration for Children and Families. You have been selected to participate in the survey based on your work on [EBP]. Along with organizational cost information we are collecting in addition to this survey data, your participation is voluntary but crucial to give CB and other RPG grantees a comprehensive picture of how much trauma-specific programs cost. We will email you additional information, including instructions to complete the survey, in a few days.

You were identified as a staff member of [ORGANIZATION] delivering [EBP]. If this information is incorrect, please reply to this email or call out team at 202-250-3503 so that we can update our records. You may also contact our team any time if you have questions.

Thank you in advance for your participation,  
Claire

Email: [csmitherwulsin@mathematica-mpr.com](mailto:csmitherwulsin@mathematica-mpr.com)  
Telephone: 202-250-3503



C. Staff Survey and Time Log Email Invitation

Format: Mathematica email  
Send from: RPG email  
Subject: RPG staff survey and time log request  
Attachments: Frequently asked questions; Staff Survey and Time Log [EBP]

Dear [FIRST NAME] [LAST NAME],

Thank you in advance for your participation in the RPG Cost Study of Trauma-Specific Evidence Based Programs. Approximately 90 front-line staff in 9 RPG grantees are invited to complete this survey. Along with organizational cost information we are also collecting, your survey data will help build a comprehensive picture of the costs associated with [EBP].

Please find attached a PDF with the staff survey (pages 2-4) and time log (pages 5-9). The survey will take approximately 20 minutes one time to complete. The time log tracks time each day as related to [EBP] activities and clients. There is one two-sided sheet for each week of the 4-week data collection period, [start date] to [end date]. We estimate that it should take 5-10 minutes to complete the time log each day. Please remember to include only the time you spent on activities to deliver [EBP] or activities completed on behalf of clients who receive [EBP].

We have also attached a document with frequently asked questions that provides additional details about the evaluation and the staff survey.

If you have questions or need assistance, please contact the study team at [csmitherwulsin@mathematica-mpr.com](mailto:csmitherwulsin@mathematica-mpr.com) or 202-250-3503.

Sincerely,  
Claire



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D. Staff Survey and Time Log Reminder Email

Format: Mathematica email  
Send from: Claire Smither Wulsin  
Subject: Reminder – please complete the RPG staff survey and time log  
Attachments: None

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to complete the time logs for the RPG cost study each day. If you forget to fill out the time log at the end of the day, please enter the missing information as soon as possible to ensure the most accurate data collection. Please also complete the staff survey if you have not already done so.

Along with organizational cost information we are collecting in addition to this survey data, your participation is critical to building a comprehensive picture of how much trauma-specific programs cost. If you have questions or need assistance, please contact the study team at [csmitherwulsin@mathematica-mpr.com](mailto:csmitherwulsin@mathematica-mpr.com) or 202-250-3503.

***Thank you for your time and your participation in this important study!***

Thank you,  
Claire



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E. Staff Survey and Time Log Thank You Email



Format: Mathematica email  
Send from: Claire Smither Wulsin  
Subject: RPG staff survey and time log -- thank you!  
Attachments: None

Dear [FIRST NAME] [LAST NAME]:

Thank you for completing the RPG staff survey and time logs. We sincerely appreciate you taking the time to participate in this important evaluation and making the cost study a success. Your response will help us and the Children's Bureau better understand the costs of [EBP].

Sincerely,  
Claire

