

Attachment 3(A-D)

Evaluation of Programs Supporting
the Mental Health of the Health
Professions Workforce
Cost-Benefit Assessment
Respondent Contact Materials

Evaluation of Programs Supporting the Mental Health of the Health Professions Workforce; Cost-Benefit Assessment Invitation and Reminders

Table of Contents

ProvRes Eval Cost-Benefit Assessment Invitation and Reminders.....	2
3A. Cost-Benefit Assessment: Overview and Introduction to the Cost Workbook.....	3
3B. Cost-Benefit Assessment Cost Workbook Invitation.....	5
3C. Cost-Benefit Assessment Cost Workbook Reminder 1.....	6
3D. Cost Benefit Assessment Cost Workbook Reminder 2.....	7

3A. Cost-Benefit Assessment: Overview and Introduction to the Cost Workbook

Initial contact 1. Sent to all Awardee contacts.

Subject Line: Introduction to the HRSA Cost-Benefit Assessment

Hello [AWARDEE LEAD/PI],

The Health Resources and Service Administration (HRSA) has contracted with NORC at the University of Chicago to conduct an evaluation of your [HPSWRTP or PRMHW program], which includes a cost-benefit assessment. The assessment will estimate the overall cost of Awardee interventions by dividing related costs into categories. To complete the assessment, NORC needs administrative and performance data for each Awardee, which will be collected using a Cost Workbook. This assessment will ultimately help HRSA better understand the costs and potential benefits of the [HPSWRTP or PRMHW program] and will inform recommendations for future program incentives and investment strategies.

NORC will introduce the cost-benefit assessment during [INSERT NAME OF CALL] on [DATE, TIME]. During the call, we will provide an overview of the cost-benefit assessment, including how it works, what types of data we will collect from your Awardee organization, and how the analysis will be used to evaluate the effectiveness of the program.

In addition, NORC will introduce the **cost data collection tool—the Cost Workbook**—during the call and explain how your organization can use the tool to ensure accurate data for the evaluation. We strongly encourage you to invite all staff who will be involved in the Cost Workbook process. The call will ensure that you can fully understand the analysis and your *critical* role in the evaluation process. We will also answer any questions about the analysis and the data collection process. If you are unable to attend the Cost Workbook training during the PO/Awardee call on [Month XX, 202X], a recording will be available [upon request or at project website URL].

NORC will also hold two Office Hours dedicated to using the Cost Workbook to provide additional support to Awardees on [DATE, TIME] and [DATE, TIME]. If you have specific questions about the Cost Workbook, please attend one of the Office Hour sessions.

If you have questions about the [NAME OF CALL] or your organization's responsibilities for the cost-benefit assessment, please email NORC at [helpdeskemail@norc.org] or call [8XX-XXX-XXXX]. NORC is available to assist your organization, and we want to ensure that you have the information needed to be an active participant in the evaluation process.

Thank you for your ongoing support of the program. We look forward to speaking with you on the call.

Best regards,

[NORC Project Director & signature]

3B. Cost-Benefit Assessment Cost Workbook Invitation

Initial contact 2. Sent to all Awardee contacts.

Subject Line: HRSA Cost Workbook Training

Hello [AWARDEE LEAD/PI],

As you are aware, as part of the Evaluation of Programs Supporting the Mental Health of the Health Professions Workforce, HRSA has contracted with NORC at the University of Chicago to conduct a cost-benefit assessment. To complete the assessment, NORC needs administrative and performance data for your organization to be collected using a Cost Workbook. Submitting these data is *critical* to helping HRSA better understanding the costs and potential benefits of the [HPSWRTP or PRMHW program] and will inform recommendations for future program incentives and investment strategies.

Attached is your Awardee organization's Cost Workbook. Please complete the following steps:

- Review the data NORC entered into the Cost Workbook and adjust or edit as needed to ensure accurate information.
- Report the estimated percentage of time that each person spent on project activities.
- Submit any missing cost descriptions.

Please be assured that all information provided about your organization will be kept confidential. We have put in place measures to ensure your organization's privacy. NORC will combine your responses with others and report only summary results.

Once your Cost Workbook is complete, please email the Cost Workbook to NORC at [helpdeskemail@norc.org] **by [Month XX, 202X]**.

NORC will hold two Cost Workbook Office Hours to provide additional support to you on [DATE, TIME] and [DATE, TIME]. Please attend if you or your team have any questions about the Cost Workbook or need assistance.

If you have any questions or concerns, please do not hesitate to email NORC at [helpdeskemail@norc.org] or call [8XX-XXX-XXXX]. Thank you for your ongoing support of the program. We look forward to receiving your completed Cost Workbook.

Best regards,
[NORC Project Director & signature]

3C. Cost-Benefit Assessment Cost Workbook Reminder 1

Initial contact 3. Sent to Awardee contacts who have not yet completed and submitted the Cost Workbook approximately one week prior to the Cost Workbook submission deadline.

Subject Line: Reminder - Complete your Cost Workbook [by DATE]

Dear [AWARDEE LEAD/PI],

Please note that the deadline for submitting your completed Cost Workbook ([DATE]) is quickly approaching. If you or your team have any questions or concerns about the Cost Workbook, we encourage you to email NORC at helpdeskemail@norc.org as soon as possible. Additionally, if you missed the Cost Workbook Training during the PO/Awardee call on [DATE], a recording of the training is available [upon request as well as at project website URL].

Once the Cost Workbook is complete, please email the Cost Workbook to NORC at helpdeskemail@norc.org.

We appreciate your support in providing the required data for the cost-benefit assessment. **Your contribution is essential to the success of the program evaluation**, and we are grateful for your dedication to this important work. We would like to assure you that all information provided about your organization will be kept strictly confidential. We understand the importance of maintaining your organization's privacy and have implemented measures to safeguard it. The information you provide will help inform future program incentives and investment strategies to promote resiliency and mental health in the health workforce.

If you have any questions or concerns about completing the Cost Workbook, please do not hesitate to email NORC at helpdeskemail@norc.org or call [8XX-XXX-XXXX].

We need your help to make this evaluation a success.

Thank you,
[NORC Project Director & signature]

3D. Cost Benefit Assessment Cost Workbook Reminder 2

Initial contact 4. Sent to Awardee contacts who have not yet completed and submitted the Cost Workbook approximately [two days] after the Cost Benefit Assessment Cost Workbook submission deadline.

Subject Line: Reminder – Your completed Cost Workbook is past due.

Dear [AWARDEE LEAD/PI],

Please note the deadline for submitting your completed Cost Workbook was [DATE] and we have not heard from your organization. If you have any questions or concerns about completing the Cost Workbook, please contact NORC today at helpdeskemail@norc.org or call [8XX-XXX-XXXX].

As a reminder, you can reference additional resources about the Cost Workbook completion process by reviewing the recorded cost workbook office hours which is available [upon request or at project website URL], or the recording of the [NAME OF CALL/TRAINING] available upon request or at [project website URL]. Once complete, please email the cost workbook to NORC at helpdeskemail@norc.org.

Your contribution is critical to the success of the cost-benefit assessment, and we are grateful for your dedication to this important work. The information you provide will help inform future program incentives and investment strategies to promote resiliency and mental health in the health workforce.

Best regards,
[NORC Project Director & signature]

Public Burden Statement: The purpose of this information collection is to evaluate federal programs designed to support the mental health and resiliency of the healthcare and public safety workforce. 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. The OMB Control Number for this information collection is 0915-XXXX and is valid until MM/DD/20XX. Public reporting burden for this collection of information is estimated to average xx hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.