

# |||CAP Project

## MODULE 3: VIDEO 2 OUTLINE

### SLIDE 1: INTERVIEWS FOR COST DATA COLLECTION

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### SLIDE 2: VIDEO 2 OVERVIEW

- Interview protocol template
- Recommended practices
- Mock interview

### SLIDE 3: CAP PROJECT INTERVIEW TEMPLATE

- Screenshot of Template for Cost Analysis Interview Protocol Template

### SLIDE 4: CAP PROJECT INTERVIEW TEMPLATE

- Screenshot of Overview page of CAP Project Interview Template

### SLIDE 5: CAP PROJECT INTERVIEW TEMPLATE: OVERVIEW

- Screenshot of Template for Cost Analysis Interview Protocol highlighting the Overview section

### SLIDE 6: CAP PROJECT INTERVIEW TEMPLATE: CONDUCTING THE INTERVIEW

- Screenshot of Template for Cost Analysis Interview Protocol highlighting the Conducting the interview section

### SLIDE 7: CAP PROJECT INTERVIEW TEMPLATE: NEXT STEPS

- Screenshot of Template for cost analysis interview protocol highlighting the Next steps after interviews section

#### SLIDE 8: INTERVIEW PROTOCOL SECTIONS

1. General Information
2. Program Activities

#### SLIDE 9: INTERVIEW PROTOCOL SECTIONS

1. General Information
2. Program Activities
3. Personnel

#### SLIDE 10: INTERVIEW PROTOCOL SECTIONS

1. General Information
2. Program Activities
3. Personnel
  - Includes training and family time if applicable

#### SLIDE 11: INTERVIEW PROTOCOL SECTIONS

1. General Information
2. Program Activities
3. Personnel
  - Includes training and family time if applicable
4. Facilities

#### SLIDE 12: INTERVIEW PROTOCOL SECTIONS

1. General Information
2. Program Activities
3. Personnel
  - Includes training and family time if applicable
4. Facilities
5. Equipment and Materials
6. Other Miscellaneous
7. Additional/Follow-up Questions

#### SLIDE 13: RECOMMENDED PRACTICES

- Interview Key personnel
  - Examples: teachers, developers, coaches and program participants

#### SLIDE 14: RECOMMENDED PRACTICES

- Interview Key personnel
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- Collect informed consents and permission to record

#### SLIDE 15: RECOMMENDED PRACTICES

- Interview Key personnel
  - Examples: teachers, developers, coaches and program participants
- Collect informed consents and permission to record
- Customize and adapt the template questions for the program you are studying

#### SLIDE 16: MOCK INTERVIEW

- What does an interview to collect cost data look like?

#### SLIDE 17: BACKGROUND ON READING RECOVERY (RR)

- One-on-one reading intervention for struggling first grade readers
- Trained RR teachers pulls each student from class 4x/week for 30 mins each time
- Schools had 1-3 RR teachers each serving 8 students on average
- First-grade teachers have limited role in the implementation
  - Rank students so RR teacher can observe and assess the bottom 20% based on literacy development
  - Daily coordination with RR teacher for a few minutes

#### SLIDE 18: MOCK INTERVIEW PARTICIPANTS

- CAP Interviewer
- Reading Recovery Teacher

#### SLIDE 19: QUESTION 1

- Screenshot of personnel section highlighting question 15: How many [PERSONNEL TYPE] are involved in [PROGRAM]?

### SLIDE 20: QUESTION 1

- Screenshot of personnel section highlighting question 15: How many [PERSONNEL TYPE] are involved in [PROGRAM]?
- Arrow pointing to How many first-grade teachers are involved in Reading Recovery?

### SLIDE 21: QUESTION 2 & 3

- Screenshot of personnel section highlighting question 17: For all personnel for whom time logs are not available:  
How many hours do [PERSONNEL TYPE] spend on [PROGRAM] in a typical week?  
How many hours per week/days per year do [PERSONNEL] work?

### SLIDE 22: QUESTION 2 & 3

- Screenshot of personnel section highlighting question 17: For all personnel for whom time logs are not available:  
How many hours do [PERSONNEL TYPE] spend on [PROGRAM] in a typical week?  
How many hours per week/days per year do [PERSONNEL] work?
- Arrow pointing to How many hours do first-grade teachers spend on Reading Recovery in a typical week

### SLIDE 23: SLIDE 22: QUESTION 2 & 3

- Screenshot of personnel section highlighting question 17: For all personnel for whom time logs are not available:  
How many hours do [PERSONNEL TYPE] spend on [PROGRAM] in a typical week?  
How many hours per week/days per year do [PERSONNEL] work?
- Arrow pointing to:
  - How many hours do first-grade teachers spend on Reading Recovery in a typical week
  - How many days per year do first-grade teachers work?

#### SLIDE 24: HOW MANY FIRST-GRADE TEACHERS ARE INVOLVED IN RR?

- Question: How many first-grade teachers are involved in Reading Recovery at this school?
- Answer: Both of our first-grade teachers are involved with Reading Recovery.

#### SLIDE 25: DEBRIEF: HOW MANY FIRST GRADE TEACHERS ARE INVOLVED IN READING RECOVERY?

- Debrief: Relatively, simple question with a clear answer.

#### SLIDE 26: QUESTION 2: HOW MANY HOURS DO FIRST GRADE TEACHERS SPEND ON READING RECOVERY IN A TYPICAL WEEK?

- Question: How many hours does each first-grade teacher spend on Reading Recovery in a typical week?
- Answer: Hmmm, well I see them every day. Maybe an hour a week for each of them.

#### SLIDE 27: QUESTION 2: HOW MANY HOURS DO FIRST GRADE TEACHERS SPEND ON READING RECOVERY IN A TYPICAL WEEK?

- Question: An hour or 60 minutes, so does that mean each teacher spends about 12 minutes each day on Reading Recovery?
- Answer: Hmmm, that seems like a lot. I only see them for a few minutes to coordinate. I would say maybe 5 minutes each day that kids are in school.

#### SLIDE 28: QUESTION 2: HOW MANY HOURS DO FIRST GRADE TEACHERS SPEND ON READING RECOVERY IN A TYPICAL WEEK?

- Question: What else do first-grade teachers spend time on to help implement Reading Recovery other than coordinating with you?
- Answer: Oh, I forgot to mention the time they spend ranking the students by reading ability to help us identify students to support with Reading Recovery. It's not much time though. I would say about 30 minutes near the beginning of each semester.

#### SLIDE 29: DEBRIEF: HOW MANY HOURS DO FIRST GRADE TEACHERS SPEND ON RR IN TYPICAL WEEK?

- Debrief: A slight overestimate that needed to be clarified. Time spent is 5 mins a day or closer to half an hour a week. Also captured omitted time for ranking students.

#### SLIDE 30: QUESTION 3: HOW MANY DAYS PER YEAR DO FIRST-GRADE TEACHERS WORK?

- Question: How many days per year do first-grade teachers work at your school?
- Answer: They are contracted for 187 seven-hour workdays per year.

#### SLIDE 31: QUESTION 3: HOW MANY DAYS PER YEAR DO FIRST-GRADE TEACHERS WORK?

- Question: And are all 187 workdays also instructional days? How many days per year do first-grade teachers work at your school?
- Answer: Oh no. We have some days set aside for professional development and time to prepare for the beginning and end of the school year.

#### SLIDE 32: QUESTION 3: HOW MANY DAYS PER YEAR DO FIRST-GRADE TEACHERS WORK?

- Question: On how many days are the kids in school meaning you would be coordinating with the first-grade teachers?
- Answer: Let me see. I know that students are required to attend school for 174 days.

#### SLIDE 33: DEBRIEF: HOW MANY DAYS PER YEAR DO FIRST-GRADE TEACHERS WORK?

- Debrief: Longer answer but it included all the information.

#### SLIDE 34: USING INTERVIEW DATA TO PRODUCE COST DATA

- **Interview data**
  - Instructional days = 174
  - Teacher work days = 187
    - 7-hour days

- 5 min per day for coordination
- 30 mins twice a year for ranking
- **Total time for 1<sup>st</sup> Grade Teacher on RR**
  - (30 min X 2) + (5 min per day X 174 days)
  - = 60 min + 870 min
  - = 15.5 hours/yr
- **Total work time 1<sup>st</sup> Grade Teacher**
  - 7hrs/day for 187 days
  - 7 x 187 = 1,309 hrs
- **Percentage of 1<sup>st</sup> Grade Teacher time on RR**
  - (Total hrs on RR/ Total work hrs) X 100
  - (15.5hrs/ 1,309 hrs) x 100
  - = 1.18 %
- **Conclusion: First grade teachers each spend 15.5 hours or slightly more than 1% of their time implementing RR**

#### SLIDE 35: RR Example in CAPCAT

- Screenshot of Personnel tab
- Arrow pointing to the Quantity column with 2 entered

#### SLIDE 36: RR Example in CAPCAT

- Screenshot of Personnel tab
- Arrow pointing to the Amount of time worked annually (Hours) column with 1,309 entered
- Arrow pointing to Amount of time spent on program (Hours) column with 15.50 entered

#### SLIDE 37: RR Example in CAPCAT

- Screenshot of Personnel tab
- Arrow pointing to the Amount of time worked annually (Hours) column with 1,309 entered
- Arrow pointing to Amount of time spent on program (Hours) column with 15.50 entered

- Arrow pointing to Time spent on program (% of total time) with 1.18% entered

#### SLIDE 38: VIDEO 2 WRAP-UP

- Interviews can allow for broad cost data collection
- Other templates from CAP Project for cost data collection
  - Be sure to watch other videos!