



MODULE 4: VIDEO 1 OUTLINE

SLIDE 1: INTRODUCTION TO MODULE 4

Jaunelle Pratt-Williams

Senior Research Scientist

NORC at the University of Chicago

SLIDE 2: MODULES 1 AND 2

- Stage 1: Designing Your Cost Analysis
 - Check Mark Above Stage 1 Box
- Stage 2: Collecting Cost Data
- Stage 3: Analyzing Cost Data
- Stage 4: Reporting Cost Analysis Results

SLIDE 3: MODULE 3

- Stage 1: Designing Your Cost Analysis
- Stage 2: Collecting Cost Data
 - Check Mark Above Stage 2 Box
- Stage 3: Analyzing Cost Data
- Stage 4: Reporting Cost Analysis Results

SLIDE 4: MODULE 4

- Stage 1: Designing Your Cost Analysis
- Stage 2: Collecting Cost Data
- Stage 3: Analyzing Cost Data
 - Arrow pointing to Stage 3 Box
- Stage 4: Reporting Cost Analysis Results

SLIDE 5: STAGE 3: ANALYZING COST DATA

- Assign values to each resource
- Adjust prices
- Calculate costs
- Categorize costs
- Conduct sensitivity analysis

SLIDE 6: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete

SLIDE 7: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed

SLIDE 8: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Table with columns: Description, Unit, Quantity, Percentage of Use, and Price
- Description: One full time staff person spends half of their time on the program

SLIDE 9: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Description: One full time staff person spends half of their time on the program
- Unit: Person

SLIDE 10: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Description: One full time staff person spends half of their time on the program
- Unit: person

- Quantity: 1

SLIDE 11: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Description: one full time staff person spends half of their time on the program
- Unit: Person
- Quantity: 1
- Percentage of Use: 50%

SLIDE 12: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Description: one full time staff person spends half of their time on the program
- Unit: Person
- Quantity: 1
- Percentage of Use: 50%
- Price: Salary (\$) + fringe

SLIDE 13: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values

SLIDE 14: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Graphic of a person thinking

SLIDE 15: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price

SLIDE 16: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Description: Program requires 30 laptops. Vendor sells laptops in packs of 10. Program requires 3 packs of 10.

SLIDE 17: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Description: Program requires 30 laptops. Vendor sells laptops in packs of 10. Program requires 3 packs of 10.
- Unit: 10-pack of laptops

SLIDE 18: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Description: Program requires 30 laptops. Vendor sells laptops in packs of 10. Program requires 3 packs of 10.
- Unit: 10-pack of laptops

- Quantity: 3

SLIDE 19: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Description: Program requires 30 laptops. Vendor sells laptops in packs of 10. Program requires 3 packs of 10.
- Unit: 10-pack of laptops
- Quantity: 3
- Price: \$8,000

SLIDE 20: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Description: Program requires 30 laptops. Vendor sells laptops in packs of 10. Program requires 3 packs of 10.
- Unit: 10-pack of laptops
- Quantity: 3
- Price: $\$8,000/10 = \800

SLIDE 21: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Check for alignment in resource use across categories of ingredients

SLIDE 22: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Check for alignment in resource use across categories of ingredients
- Icon of a clock

SLIDE 23: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Check for alignment in resource use across categories of ingredients
- Icons of a clock and of a building

SLIDE 24: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Check for alignment in resource use across categories of ingredients
- Icons of a clock, of a building, and of a laptop

SLIDE 25: ASSIGN VALUES TO EACH RESOURCE

- $\text{Quantity} \times \text{Percentage of Use} \times \text{Price}$

SLIDE 26: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values

- Check for alignment between units, quantities, and price
- Check for alignment in resource use across categories of ingredients
- Spread ingredients appropriately across participants and sites

SLIDE 27: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Check for alignment in resource use across categories of ingredients
- Spread ingredients appropriately across participants and sites
- Icon of a large building

SLIDE 28: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Check for alignment in resource use across categories of ingredients
- Spread ingredients appropriately across participants and sites
- Icon of a large building with four arrows each pointing to a smaller building

SLIDE 29: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Check for alignment in resource use across categories of ingredients
- Spread ingredients appropriately across participants and sites
- Conduct member checks of summarized data and assumptions

SLIDE 30: CHECKING YOUR COST DATA BEFORE ANALYSIS

- To help ensure data are accurate and complete
- Compare program description to the ingredients listed
- Check for missing data and either source it or make assumptions to fill in values
- Check for alignment between units, quantities, and price
- Check for alignment in resource use across categories of ingredients
- Spread ingredients appropriately across participants and sites
- Conduct member checks of summarized data and assumptions
- Make sure you annotated your worksheet clearly so your assumptions, data sources, and calculations are explained

SLIDE 31: ASSIGN VALUES TO EACH RESOURCE

- Quantity x Percentage of Use x Price
- Quantity: 2

SLIDE 32: ASSIGN VALUES TO EACH RESOURCE

- Quantity x Percentage of Use x Price
- Quantity: 2
- Percentage of Use: 25%

SLIDE 33: ASSIGN VALUES TO EACH RESOURCE

- Quantity x Percentage of Use x Price
- Quantity: 2
- Percentage of Use: 25%
- Price: \$60,000 * 1.5

SLIDE 34: ASSIGN VALUES TO EACH RESOURCE

- Quantity x Percentage of Use x Price
- Quantity: 2
- Percentage of Use: 25%
- Price: \$60,000 * 1.5 = \$45,000

SLIDE 35: ADJUST PRICES: VIDEOS 2 TO 5

- Screenshot of “Types of Adjustment to Make During the Analysis Stage”

- o Inflation Adjustment
- o Amortization
- o Discounting/ compounding
- o Geographical Adjustment

SLIDE 36: VIDEOS 2 TO 5

- Screenshot of “Types of Adjustment to Make During the Analysis Stage”
 - o Inflation Adjustment
 - Arrow pointing to Inflation Adjustment
 - o Amortization
 - o Discounting/ compounding
 - o Geographical Adjustment

SLIDE 37: VIDEOS 2 TO 5

- Screenshot of “Types of Adjustment to Make During the Analysis Stage”
 - o Inflation Adjustment
 - o Amortization
 - Arrow pointing to Amortization
 - o Discounting/ compounding
 - o Geographical Adjustment

SLIDE 38: VIDEOS 2 TO 5

- Screenshot of “Types of Adjustment to Make During the Analysis Stage”
 - o Inflation Adjustment
 - o Amortization
 - o Discounting/ compounding
 - Arrow pointing to Discounting/ compounding
 - o Geographical Adjustment

SLIDE 39: VIDEOS 2 TO 5

- Screenshot of “Types of Adjustment to Make During the Analysis Stage”
 - o Inflation Adjustment
 - o Amortization
 - o Discounting/ compounding
 - o Geographical Adjustment

- Arrow pointing to Geographical Adjustment

SLIDE 40: COMPLETED COST ANALYSES: <https://capproject.org/templates>

- Screenshot of Ready-to-Use Templates page
- Multi-Year Cost Analysis Template and the Cost Effectiveness Analysis Template are highlighted

SLIDE 41: CALCULATE COSTS

- Quantity x Percentage of Use x Adjusted Price
- Arrow pointing to Adjusted Price

SLIDE 42: ASSIGN VALUES TO EACH RESOURCE

- Quantity x Percentage of Use x Adjusted Price
- Quantity: 2
- Percentage of Use: 25%
- Price: $\$60,000 * 1.5 = \$45,000$

SLIDE 43: ASSIGN VALUES TO EACH RESOURCE

- Quantity x Percentage of Use x Adjusted Price
- Quantity: 2
- Percentage of Use: 25%
- Adjusted Price: $\$62,000 * 1.5$

SLIDE 44: ASSIGN VALUES TO EACH RESOURCE

- Quantity x Percentage of Use x Adjusted Price
- Quantity: 2
- Percentage of Use: 25%
- Adjusted Price: $\$62,000 * 1.5 = \$46,875$

SLIDE 45: CATEGORIZE COSTS

- Screenshot of CAP Project Cost Analysis Standards and Guidelines 1.1

SLIDE 46: CATEGORIZE COSTS

- Screenshot of CAP Project Cost Analysis Standards and Guidelines 1.1
- Screenshot of p. 25 including section on “Categorize costs”

SLIDE 47: CATEGORIZE COSTS

- Categorize costs by:
 1. Stakeholder group or “payer”

SLIDE 48: CATEGORIZE COSTS

- Categorize costs by:
 1. Stakeholder group or “payer”
 2. Stage of implementation

SLIDE 49: CATEGORIZE COSTS

- Categorize costs by:
 1. Stakeholder group or “payer”
 2. Stage of implementation
 3. Year

SLIDE 50: CATEGORIZE COSTS

- Categorize costs by:
 1. Stakeholder group or “payer”
 2. Stage of implementation
 3. Year
 4. Funding status

SLIDE 51: CATEGORIZE COSTS

- Categorize costs by:
 1. Stakeholder group or “payer”
 2. Stage of implementation
 3. Year
 4. Funding status
 5. Fixed/ Variable/ Lumpy

SLIDE 52: FIXED, VARIABLE, OR LUMPY QUANTITIES

- Fixed: do not change regardless of the number of participants served by a program

SLIDE 53: FIXED, VARIABLE, OR LUMPY QUANTITIES

- Fixed: do not change regardless of the number of participants served by a program
- Variable: vary in proportion to the number of participants

SLIDE 54: FIXED, VARIABLE, OR LUMPY QUANTITIES

- Fixed: do not change regardless of the number of participants served by a program
- Variable: vary in proportion to the number of participants
- Lumpy: increase in steps

SLIDE 55: ADDITIONAL COST CATEGORIZATIONS

- By program component
- By cohort
- By funding source (Title 1, General Funds, etc.)

SLIDE 56: VIDEO 7

- Screenshot of “What are centralized costs?” slide
- Building icon with arrows pointing to other building icons

SLIDE 57: VIDEO 7

- Screenshot of “What are centralized costs?” slide
- Screenshot of cover slide for Module 4: Video 7 Analyzing Cost Data in a Cost Analysis Template: Distributing Centralized Cost Across Sites

SLIDE 58: METHODS NOTES: SENSITIVITY ANALYSIS

- Screenshot of Methods Note on sensitivity analysis

SLIDE 59: EXPLORE ALTERNATE PROGRAM IMPLEMENTATION

- Alternate program implementation
- Example: change number of students served in small groups

SLIDE 60: GOALS FOR MODULE 4

- Stage 1: Designing Your Cost Analysis
- Stage 2: Collecting Cost Data

- Stage 3: Analyzing Cost Data
 - Arrow pointing to Stage 3 Box
- Stage 4: Reporting Cost Analysis Results