



## MODULE 3: VIDEO 3 OUTLINE

### SLIDE 1: COLLECTING COST DATA USING EVENT AND TIME LOGS

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### SLIDE 2: TIME LOG AND EVENT LOG TEMPLATES

Screenshot of CAP Project Sample Time Logs for Tracking Personnel Time Use

### SLIDE 3: TIME LOG AND EVENT LOG TEMPLATES

Screenshot of Event Log for Cost Analysis

### SLIDE 4: TIME LOGS (Section page)

### SLIDE 5: CAPTURING PERSONNEL TIME

- Personnel time largest area for cost
  - Often 80% or more for education interventions
- Important to capture the time invested
- Time logs are one tool to capture key personnel time

### SLIDE 6: CAP PROJECT TIME LOG

Screenshot of CAP Project Sample Time Logs for Tracking Personnel Time Use:  
Weekly Time Log 1

### SLIDE 7: CUSTOMIZE THE TIME LOG

Screenshot of CAP Project Sample Time Logs for Tracking Personnel Time Use:  
List of steps to customize the time log template

#### SLIDE 8: SAMPLE: HORIZONTAL AND VERTICAL EXAMPLES

- Screenshot of Weekly Time Log 1 and Weekly Time Log 2

#### SLIDE 9: SAMPLE: HORIZONTAL AND VERTICAL EXAMPLES

- Screenshot of Weekly Time Log 1 and Weekly Time Log 2
- Arrow pointing to row of activities listed horizontally
- Arrow pointing to column of dates listed vertically

#### SLIDE 10: SAMPLE: HORIZONTAL AND VERTICAL EXAMPLES

- Screenshot of Weekly Time Log 1 and Weekly Time Log 2
- Arrow pointing to Notes column

#### SLIDE 11: SAMPLE: HORIZONTAL AND VERTICAL EXAMPLES

- Screenshot of Weekly Time Log 1 and Weekly Time Log 2
- Arrow pointing to row with dates listed horizontally
- Arrow pointing to column of activities listed vertically

#### SLIDE 12: CUSTOMIZE THE TIME LOG CONTINUED

- Screenshot of sample time log customization
- Arrow pointing to text “Enter a short description for each activity for which you need to gather time use. For example, if you are asking a reading specialist to document their time, you might include activities such as:”

#### SLIDE 13: CUSTOMIZE THE TIME LOG CONTINUED

- Screenshot of sample time log customization
- Arrow pointing to text “Save as a Google Sheet or Excel, or create an online survey to share with the personnel from whom you will collect time use data.”

#### SLIDE 14: EXAMPLE TIME LOG

- Screenshot of Weekly Time Log for Reading Specialist listing sample activities and hours spent on activity each day

#### SLIDE 15: EXAMPLE TIME LOG

- Screenshot of Weekly Time Log for Reading Specialist

- Arrow pointing to row “Support classroom teacher with whole class reading instruction”

#### SLIDE 16: EXAMPLE TIME LOG

- Screenshot of Weekly Time Log for Reading Specialist
- Arrow pointing to row listing the days and dates of the week

#### SLIDE 17: EXAMPLE TIME LOG

- Screenshot of Weekly Time Log for Reading Specialist
- Arrow pointing to row “Support classroom teacher with whole class reading instruction”
- 1 hour is entered under Mon, Tues, Weds, Thurs, and Fri columns
- The total of 5 hours is highlighted

#### SLIDE 18: EXAMPLE TIME LOG

- Screenshot of Weekly Time Log Reading Specialist
- Arrow pointing to the Sunday column
- 2 hours are entered for “Preparing/reviewing IEPs” activity
- 1 hour is entered for “Other” activity

#### SLIDE 19: EXAMPLE TIME LOG

- Screenshot of Weekly Time Log Reading Specialist
- Arrow pointing to the Total hours for the week column

#### SLIDE 20: EXAMPLE TIME LOG WITH PERCENTAGE OF TIME

- Screenshot of Weekly Time Log Reading Specialist
- Arrow pointing to the percentage of time column
- 5 hrs for “Support classroom teacher with whole class reading instruction” calculated as 12%
- 43 Total hrs for the week calculated as 100%

#### SLIDE 21: EVENT LOGS (Section page)

#### SLIDE 22: EVENT LOGS

- Screenshot of the Event Log for Cost Analysis

#### SLIDE 23: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the Date row

#### SLIDE 24: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing # of hours row

#### SLIDE 25: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the Location row

#### SLIDE 26: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the # of trainers presenting/ facilitating row

#### SLIDE 27: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the Total # of attendees facilitating row

#### SLIDE 28: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the total # of principals row

#### SLIDE 29: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the # of instructional coaches

#### SLIDE 30: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the # of teachers row

#### SLIDE 31: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the # of other personnel attending (specify roles) row

#### SLIDE 32: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the Space used and whether rented. Rental fees? row

#### SLIDE 33: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the Any special equipment used? row

#### SLIDE 34: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the Materials needed row

#### SLIDE 35: EVENT LOG REQUESTED INFORMATION

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to Collect from Each Implementation Event
- Arrow pointing to the Parking fees – how much and who pays? row

#### SLIDE 36: EVENT LOG REQUESTED INFORMATION

- Screenshot of second page of the Event Log for Cost Analysis

#### SLIDE 37: EVENT LOG REQUESTED INFORMATION

- Screenshot of second page of the Event Log for Cost Analysis

- Arrow pointing to the Stipends paid: How many? How much per person? row

#### SLIDE 38: EVENT LOG REQUESTED INFORMATION

- Screenshot of second page of the Event Log for Cost Analysis
- Arrow pointing to the Substitute teachers hired: How many? How much per person? row

#### SLIDE 39: EVENT LOG ENTRIES

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to collect from each implementation event
- Arrow pointing to the Example entries column

#### SLIDE 40: EVENT LOG ENTRIES

- Screenshot of Event Log for Cost Analysis highlighting Table 1 Information to collect from each implementation event
- Arrow pointing to the Any special equipment used row listing “1 Whiteboard, laptops for each attendee (30 total)”

#### SLIDE 41: EVENT LOG ENTRIES: TRAVEL

- Screenshot of Event Log for Cost Analysis
- Arrow pointing to the Travel cost paid: How much? To Whom? Who pays row
- Information entered: “IRS mileage for each attendee (57.5c per mile). Total mileage paid 600 miles. District pays. Travel costs for trainers included in trainer fees.”
- Arrow pointing to the Travel distance/ time row
- Information entered: “Average time 15 mins per person each way for 28 attendees; 2hrs each way for 2 out-of-town principals.”

#### SLIDE 42: PROGRAM INGREDIENT DATA

- Type
- Quantity
- Price

#### SLIDE 43: TIME LOG AND EVENT LOG TEMPLATES

- Screenshot of Time log and event log templates