

Home Visiting-Budget Assistance Tool: Pilot Test Lessons Learned and Results

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Presentation Overview

- **Section 1: Developing the HV-BAT**
- **Section 2: Interactive Walkthrough of the HV-BAT**
- **Section 3: Pilot Testing the HV-BAT**
- **Section 4: Discussion**



SECTION 1: Developing the HV-BAT



Why Develop a Cost Tool?

- Limited data on the cost of home visiting
- Inconsistent measurement of costs across studies, models, and local implementing agencies
- Barriers to cost collection

Project Purpose

To develop and pilot test a tool to standardize data collection for home visiting program costs



Home Visiting Budget Assistance Tool

The HV-BAT incorporates information and input from many sources and stakeholders



Environmental Scan

Purpose: to identify how early childhood home visiting costs have been categorized, defined, and monitored by home visiting model developers and in published and grey literature

Process: Model interview, cost tool crosswalk, literature review, in-person model developer meeting

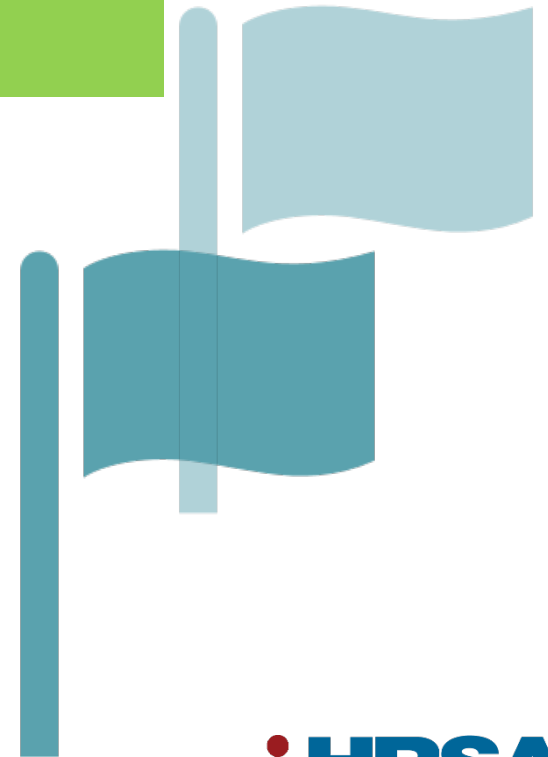
Findings:

- Traditional cost categories are too broad, cost tool should include categories that are nuanced to capture cost drivers
- Specific costs vary across models, even within cost categories

Home Visiting Budget Assistance Tool (HV-BAT)

The HV-BAT was designed to:

1. Capture comprehensive home visiting model-specific program costs
2. Collect data on Local Implementing Agency (LIA) characteristics that may drive variation in costs
3. Minimize the burden of data collection and reporting



Home Visiting Budget Assistance Tool

The HV-BAT is programmed in Microsoft Excel:

- Allows for easy navigation between sections of the tool
- Includes hidden formulas to calculate costs by category and total costs for an LIA



Categories of Costs Collected

1. Salary and Personnel
2. Overhead and Infrastructure
3. Contracted Services
4. Model Cost, Tools, and Curricula
5. Training
6. Consumable Supplies
7. Non-Consumable Supplies
8. Travel

LIA Characteristics Collected

1. Allocations of staff time across home visiting activities (e.g., service delivery, outreach, supervision)
2. Average monthly caseload
3. Number of years implementing the model
4. Funding sources and % of funding by each source
5. % of home visits successfully completed
6. % of families that required services in languages other than English
7. % of visits in rural/frontier areas
8. % of visits with families whose incomes were below poverty line
9. Average number of visits per month for each family



Thinking Questions and Audience Poll

- Are there any program characteristics that would influence costs that were not discussed?
- What characteristics do you think most influence program costs?

SECTION 2: Walkthrough of the HV-BAT



HV-BAT Introduction Tab

Home Visiting Budget Assistance Tool (HV-BAT)

The Home Visiting Budget Assistance Tool (HV-BAT) was designed to collect costs that local implementing agencies (LIAs) incur when implementing a home visiting model during a 12-month period. The reported costs should include all resources used for the home visiting model regardless of funding source.

Data Entry Worksheets

Please go through each of the nine data entry worksheets listed below by clicking on the tab name at the bottom of the screen and following the instructions on each tab. Gray cells contain instructions and information pulled from other worksheets, such as model name and reporting period. Users should not enter data in any gray cells.

- (1) **LIA Characteristics:** Collects information on the characteristics of the LIA completing the HV-BAT
- (2) **Labor Costs:** Collects information on the number of staff working on the home visiting model, their salaries, and the percentage time allocations across program activities (please see definitions for each program activity below)
- (3) **Overhead and Infrastructure:** Collects information on indirect costs incurred when delivering the home visiting model
- (4) **Contracted Services:** Collects information on costs associated with outside contracts and consultants that were used when delivering the home visiting model
- (5) **Model Costs, Tools, and Curricula:** Collects information on costs associated with model, tools, and curricula used to deliver the home visiting model
- (6) **Training:** Collects information on training costs incurred as part of implementing the home visiting model
- (7) **Consumable Supplies:** Collects information on costs of consumable supplies purchased for the home visiting model
- (8) **Non-consumable Supplies:** Collects information on purchases of non-consumable equipment and supplies used for the home visiting model; includes items purchased before the reporting period that were used during this period
- (9) **Travel:** Collects information on travel costs associated with implementing the home visiting model

The **Summary** worksheet provides a summary of costs entered in the HV-BAT; no data entry is needed in this worksheet.

The **Help** worksheets (denoted as "Help" and "Help_overhead") provide additional guidance on how to answer selected questions in the **Local Implementing Agency (LIA) Characteristics** worksheet or report costs that are shared across models; no data entry is needed in these worksheets.

In the **Labor Costs** worksheet, we request additional information about how program staff spend their time on seven program activities. We provide definitions for each program activity below. As you complete the Labor Costs worksheet, you may find it helpful to refer to these definitions. The definitions are also shown in the Labor Costs worksheet when you hover your computer mouse over the activity name.

Program Activities for Labor Costs

- (1) **Service Delivery:** Includes time spent providing services directly to families, such as home visits and family assessments
- (2) **Outreach:** Includes time spent conducting outreach activities to recruit and enroll families in the program
- (3) **Program Management and Coordination:** Includes time spent coordinating program activities and overseeing the program
- (4) **Supervising:** Includes time spent overseeing service delivery personnel, such as home visiting staff
- (5) **Admin/Data Entry:** Includes time spent providing administrative support, such as scheduling, data entry, and reimbursement
- (6) **Executive:** Includes time spent by executive staff overseeing the larger program, facility, or agency
- (7) **Other:** Includes staff roles not included in any other category (e.g., translators, cultural advisors)



LIA Characteristics Tab

Local Implementing Agency Characteristics

Instructions: In this section, please respond to the following questions about your organization's services by filling in the outlined boxes in the "Response" column. The boxes with default text "(Select one)" are dropdown menus: Click on the box to view and select an entry from the dropdown menu. Click on the gray "Help" buttons for guidance on how to answer applicable questions.

Question	Response														
1. What are the dates of the 12-month reporting period for which the costs are reported in this tool? Start Date (Month, Day, Year) End Date (Month, Day, Year)	<input type="text"/> <input type="text"/>														
2. What is the name of the home visiting model for which the costs are reported?	(Select one)														
3. How many years has your agency been implementing this home visiting model?	<input type="text"/>														
4. Does your agency also implement other home visiting models?	(Select one)														
5. What are the funding sources for this home visiting model and the percentage of funding from each source?	<table border="1"> <thead> <tr> <th data-bbox="1219 892 1379 911">Funding Sources</th> <th data-bbox="1476 892 1590 911">Percentage</th> </tr> </thead> <tbody> <tr> <td data-bbox="900 921 1074 939">Funding Source #1</td> <td data-bbox="1147 921 1456 948">(Select one)</td> </tr> <tr> <td data-bbox="900 949 1074 968">Funding Source #2</td> <td data-bbox="1147 949 1456 976">(Select one)</td> </tr> <tr> <td data-bbox="900 978 1074 996">Funding Source #3</td> <td data-bbox="1147 978 1456 1005">(Select one)</td> </tr> <tr> <td data-bbox="900 1006 1074 1025">Funding Source #4</td> <td data-bbox="1147 1006 1456 1033">(Select one)</td> </tr> <tr> <td data-bbox="900 1035 1074 1053">Funding Source #5</td> <td data-bbox="1147 1035 1456 1062">(Select one)</td> </tr> <tr> <td data-bbox="1271 1063 1335 1082">Total:</td> <td data-bbox="1553 1063 1590 1082">0%</td> </tr> </tbody> </table>	Funding Sources	Percentage	Funding Source #1	(Select one)	Funding Source #2	(Select one)	Funding Source #3	(Select one)	Funding Source #4	(Select one)	Funding Source #5	(Select one)	Total:	0%
Funding Sources	Percentage														
Funding Source #1	(Select one)														
Funding Source #2	(Select one)														
Funding Source #3	(Select one)														
Funding Source #4	(Select one)														
Funding Source #5	(Select one)														
Total:	0%														
6. Does this home visiting model receive outreach services from another organization free of charge? (Outreach services include family recruitment, for example, through a centralized intake and referral system.)	(Select one)														
7. In the reporting period, what percentage of this home visiting model's home visits took place in rural areas? (Click the "Help" button to see the definition of rural areas.)	<input type="text"/>														
-	<input type="text"/>														

Help



Labor Costs Tab

Labor Costs	
Home Visiting Model: (Select one)	Reporting Period: -
Total Reported Labor Costs: \$0	

Instructions: Enter information on the staff who worked on this home visiting model during the reporting period.

Column A (Job Title): Enter the job title of each employee who worked on the home visiting model.

Column B (FTE Number): Enter the full-time equivalent (FTE) number of staff for whom data are being reported in this row. Include the time spent on this home visiting model only. For example—
 1. For a supervisor who works full time and splits her time equally between two home visiting models, enter 0.5.
 2. For an outreach coordinator who works 75% and spends all of her time on this home visiting model, enter 0.75.
 You may report data for multiple staff in the same row if these staff perform similar roles. For example, for five FTE home visitors who dedicate all of their time to this home visiting model, enter 5. For five home visitors who each dedicate 50% of their time to this model, enter 2.5 (5*0.5).

Column C (Annual Salary per Person): Enter per person the annual salary amount assuming full-time status. For example, if you had five home visitors who worked 50% each with part-time salaries of \$25,000 each during the year, you should enter \$50,000 as the per-person annual salary. The reported amount should include salary plus fringe benefits. If fringe benefits or the fringe benefits rate is unknown, enter the salary amount and select "No" in column D.

Column D (Are Fringe Benefits Included?): From the dropdown menu, select whether fringe benefits are included in the amount reported in column C (Annual Salary). A national average fringe rate of 46% is used to inflate salary amounts that do not include fringe benefits.

Column E (Total Compensation Amount): Do not enter anything in this cell. This cell calculates the total compensation amount for each row by multiplying FTE number (column B) by the annual salary per person (column C). If fringe benefits are not included in the annual salary reported in column C, a national average fringe rate of 46% is used to inflate the salary and calculate total compensation amount.

Column F (Is Position MIECHV Funded?): From the dropdown menu, select the appropriate response about the MIECHV funding of each position. Response options include "Yes, 100%"; "Yes, partially"; and "No."

Column G (Percentage MIECHV Funded): If "Yes, partially" is selected in column F, enter the percentage of the salary that is funded by MIECHV. Do not enter anything if "Yes, 100%" or "No" is selected in column F.

Columns H–N (Percentage Time Allocations): Enter the percentage of total time spent on the home visiting model that was dedicated to each program activity. The total percentage across activities must add up to 100%. Definitions of activities are listed in the Introduction tab and are also displayed as hover-over text for each activity name.

Column O (Total): Do not enter anything in this cell. This cell calculates the total percentage of allocations across activities. If the total does not add up to 100%, the cell will be red. If the total is 100%, the cell will be green.

Job Title (A)	FTE Number (B)	Annual Salary per Person (including benefits) (C)	Are Fringe Benefits Included in Salary Amount? (D)	Total Compensation Amount = FTE * Annual Salary (including benefits) (E)	Is Position MIECHV Funded? (F)	Percentage MIECHV Funded (if partial) (G)	Program Activities						Total (O)		
							Service Delivery (H)	Outreach (I)	Program Management/ Coordination (J)	Supervising (K)	Administration /Data Entry (L)	Executive (M)		Other (N)	
							Percentage Time Allocations								
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%
			(Select one)	\$0	(Select one)									0%	Total percentage must add to 100%



Contracted Services Tab

Contracted Services Costs

Home Visiting Model: (Select one)

Reporting Period: -

Total Reported Contracted Services Costs: \$0

Instructions: Enter information on the costs associated with contracted services incurred for the home visiting model during the reporting period.

Column A (Contracted Services): Do not enter anything in this column. Contracted services categories for which expenditures should be reported are listed here. For additional detail on each type of contracted service, click on the cell with the name of the service and view the definition that appears in the popup box.

Column B (Annual Expenditures): Enter the annual expenditure associated with each contracted service listed in column A.

Column C (Is Expense MIECHV Funded?): From the dropdown menu, select the appropriate response about the MIECHV funding of each expense. Response options include "Yes, 100%"; "Yes, partially"; and "No."

Column D (Percentage MIECHV Funded): If "Yes, partially" is selected in column C, enter percentage that is funded by MIECHV. Do not enter anything if "Yes, 100%" or "No" is selected in column C.

Contracted Services (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
Data Services		(Select one)	
Outreach Services		(Select one)	
Service Delivery		(Select one)	
Other Services		(Select one)	



Model Costs, Tools, Curricula Tab

Model Cost, Tools, and Curricula			
Home Visiting Model: (Select one)		Reporting Period: -	
Total Reported Costs for Model, Tools, and Curricula: \$0			
<p>Instructions: Enter information on the fees your organization paid to the home visiting model developer and expenses related to assessment, tools, and curricula incurred for the home visiting model during the reporting period.</p> <p>Column A (Description): Do not enter anything in this column. The categories for which expenditures should be reported are listed here. For additional detail on each category, click on the cell with the category name and view the definition that appears in the popup box.</p> <p>Column B (Annual Expenditures): Enter the annual expenditure for each category listed in Column A. Model fees include the startup fee and ongoing annual fees. Startup fees should be reported here only if they were paid during the reporting period, so if the model startup fees were paid before the reporting period began, do not report those costs here. Additional fees not covered in the overall model fee, such as training tuition, should be reported in the "Training" worksheet and not here.</p> <p>Column C (Is Expense MIECHV Funded?): From the dropdown menu, select the appropriate response about the MIECHV funding of each expense. Response options include "Yes, 100%"; "Yes, partially"; and "No."</p> <p>Column D (Percentage% MIECHV Funded): If "Yes, partially," is selected in column C, enter the percentage that is funded by MIECHV. Do not enter anything if "Yes, 100%," or "No" is selected in column C.</p>			
Description (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
Model Fees			
Startup Model Fee		(Select one)	
Annual Model Fee		(Select one)	
Assessment, Tools, and Curricula			
Startup Model Curricula Fees		(Select one)	
Annual Model Curricula Fees		(Select one)	
Additional Curricula Fees		(Select one)	
Developmental Screening, Assessment, and Outcome Measurement Tools		(Select one)	



Training Costs Tab

Training Costs

Home Visiting Model: (Select one)

Reporting Period: -

Total Reported Training Costs: \$0

Instructions: Enter information on the training costs incurred for this home visiting model during the reporting period. If model training costs are included in the model fee, those costs should be reported in the "Model Cost, Tools, and Curricula" worksheet and not here. Do not report costs incurred for travel to trainings in this worksheet; travel costs should be reported in the "Travel" worksheet.

Column A (Trainings): Do not enter anything in this column. Training categories for which expenditures should be reported are listed here. For additional detail on each category, click on the cell with the category name and view the definition that appears in the popup box.

Column B (Annual Expenditures): Enter the annual expenditure associated with each training listed in column A. If the model fee reported in the "Model Cost, Tools, and Curricula" worksheet does not include training tuition, report model training costs here. Initial training tuition categories include training tuition for new staff.

Column C (Is Expense MIECHV Funded?): From the dropdown menu, select the appropriate response about the MIECHV funding of each expense. Response options include "Yes, 100%"; "Yes, partially"; and "No."

Column D (Percentage MIECHV Funded): If "Yes, partially" is selected in column C, enter the percentage that is funded by MIECHV. Do not enter anything if "Yes, 100%" or "No" is selected in column C.

Trainings (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
Home Visitor Initial Training Tuition		(Select one)	
Supervisor Initial Training Tuition		(Select one)	
Administrator Initial Training Tuition		(Select one)	
Other Staff Initial Training Tuition		(Select one)	
Ongoing Trainings and Professional Development		(Select one)	



Consumable Supplies Tab

Consumable Supplies Costs			
Home Visiting Model: (Select one)		Reporting Period: -	
Total Reported Consumable Supplies Costs: \$0			
<p>Instructions: Enter information on the costs of consumable supplies purchased for the home visiting model during the reporting period. Consumable supplies are supplies and materials that are purchased recurrently and get used up or depleted, such as office supplies or phone usage fees.</p> <p>Column A (Consumable Supplies): Do not enter anything in this column. Consumable supplies categories for which expenditures should be reported are listed here. For additional detail on each category, click on the cell with the category name and view the definition that appears in the popup box.</p> <p>Column B (Annual Expenditures): Enter the annual expenditure for each consumable supplies category listed in column A. Cell phone usage fees should be reported as consumable administrative supplies.</p> <p>Column C (Is Expense MIECHV Funded?): From the dropdown menu, select the appropriate response about the MIECHV funding of each expense. Response options include "Yes, 100%"; "Yes, partially"; and "No."</p> <p>Column D (Percentage MIECHV Funded): If "Yes, partially" is selected in column C, enter the percentage that is funded by MIECHV. Do not enter anything if "Yes, 100%" or "No" is selected in column C.</p>			
Consumable Supplies (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
Administrative Supplies			
Startup Supply Costs		(Select one)	
Consumable Administrative Supplies		(Select one)	
Service Delivery Materials			
Client Support Materials		(Select one)	
Consumable Programmatic Materials		(Select one)	



Non-Consumable Supplies Tab

Non-consumable Supplies Costs

Home Visiting Model: (Select one)

Reporting Period: -

Annualized Costs for Non-consumable Supplies \$0

Instructions: Enter information on the costs of non-consumable supplies used for the home visiting model during the reporting period. Non-consumable supplies include equipment that has a useful life of more than one year; these items cannot be used up or depleted. Examples of non-consumable equipment include computers and other electronics equipment, computer software, phones, and automobiles. Non-consumable supplies also include the maintenance costs associated with vehicles. Include purchases made in this reporting period and in prior years if the supply was used during the reporting period. For example, if you purchased computers in 2016 and they were used during the reporting period, report the costs for those computers here.

Column A (Non-consumable Equipment and Supplies): Enter a description of the non-consumable equipment or supply used in the reporting period. Include equipment and supplies purchased during the reporting period and in prior years if used during the reporting period.

Column B (Purchase Price): Enter the purchase price of the non-consumable equipment or supply. The cost will be annualized automatically based on the number of expected years of use entered in column C.

Column C (Expected Years of Use): Enter the number of years that you expect the equipment or supply will be used.

Column D (Annualized Cost): Do not enter anything in this column. The annualized cost is automatically calculated as purchase price (column B) divided by the number of expected years of use (column C).

Column E (Is Expense MIECHV Funded?): From the dropdown menu, select the appropriate response about the MIECHV funding of each expense. Response options include "Yes, 100%"; "Yes, partially"; and "No."

Column F (Percentage MIECHV Funded): If "Yes, partially" is selected in column E, enter the percentage of the expense that is funded by MIECHV. Do not enter anything if "Yes, 100%" or "No" is selected in column E.

Non-consumable Equipment and Supplies (A)	Purchase Price (B)	Expected Years of Use (C)	Annualized Cost (D)	Is Expense MIECHV Funded? (E)	Percentage MIECHV Funded (if partial) (F)
				(Select one)	
				(Select one)	
				(Select one)	



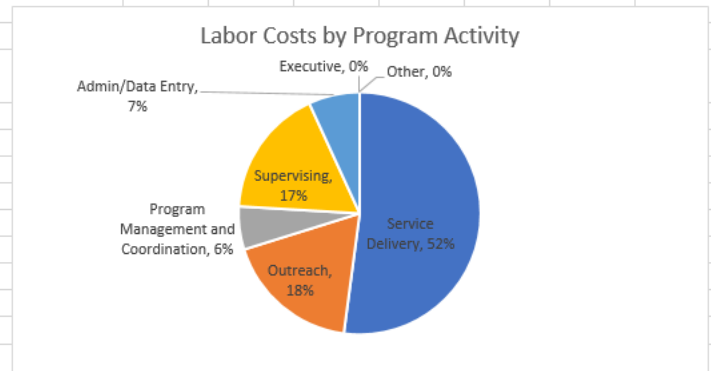
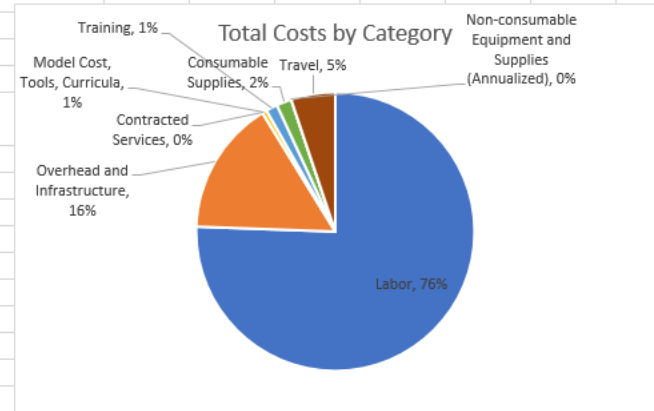
Travel Costs Tab

Travel Costs			
Home Visiting Model: (Select one)		Reporting Period: -	
Total Reported Travel Costs: \$0			
<p>Instructions: Enter information on travel expenses incurred for the home visiting model during the reporting period.</p> <p>Column A (Travel): Do not enter anything in this column. Travel categories for which expenditures should be reported are listed here. For additional detail on each category, click on the cell with the name of the category and view the definition that appears in the popup box. If you do not track travel costs separately for each category shown in column A, you have the option to report costs in aggregate by selecting "Yes" for the question "Do you want to report travel costs in aggregate rather than by categories show above?" at the bottom of the table.</p> <p>Column B (Annual Expenditures): Enter the annual expenditure associated with each travel type listed in column A. Note, you have the option to report travel costs in aggregate by selecting "Yes" to the question "Do you want to report travel costs in aggregate rather than by categories show above?" at the bottom of the table.</p> <p>Column C (Is Expense MIECHV Funded?): From the dropdown menu, select the appropriate response about the MIECHV funding of each expense. Response options include "Yes, 100%"; "Yes, partially"; and "No."</p> <p>Column D (Percentage MIECHV Funded): If "Yes, partially" is selected in column C, enter the percentage that is funded by MIECHV. Do not enter anything if "Yes, 100%" or "No" is selected in column C.</p>			
Travel (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
Mileage to Families for Service Delivery		(Select one)	
Mileage for Outreach		(Select one)	
Travel to Trainings and Meetings		(Select one)	
Do you want to report travel costs in aggregate rather than by categories shown above?			(Select one) <input type="button" value="v"/>



HV-BAT Cost Summary Tab

Summary of Reported Costs				
Home Visiting Model:		HFA	Reporting Period: 10/1/2016-9/30/2017	
Table 1. Total and Per Family Costs of Home Visiting Model by Cost Category				
Cost Category	Total Cost		Cost Per Family Served	
	\$	%		
Labor	\$440,097	76%		\$14,197
Overhead and Infrastructure	\$91,208	16%		\$2,942
Contracted Services	\$0	0%		\$0
Model Cost, Tools, Curricula	\$3,100	1%		\$100
Training	\$7,815	1%		\$252
Consumable Supplies	\$10,174	2%		\$328
Non-consumable Equipment and Supplies (Annualized)	\$0	0%		\$0
Travel	\$29,982	5%		\$967
Total Costs	\$582,377	100%		\$18,786
Table 2. Total and Per Family Labor Costs by Program Activity				
Program Activity	Total Cost		Cost Per Family Served	
	\$	%		
Service Delivery	\$229,314	52%		\$7,397
Outreach	\$79,572	18%		\$2,567
Program Management and Coordination	\$25,276	6%		\$815
Supervising	\$75,827	17%		\$2,446
Admin/Data Entry	\$30,108	7%		\$971
Executive	\$0	0%		\$0
Other	\$0	0%		\$0
Total Labor Costs	\$440,097	100%		\$14,197



Help Tab

Rural and Frontier Definitions (Questions 7 and 8)

We recommend that you use the rural-urban continuum codes (RUCC) from the United States Department of Agriculture to report the percentages of your agency's home visits provided in rural and frontier areas. These codes for each county in the United States are provided at the link shown below. Please follow the steps below to determine percentages of home visits in rural and frontier areas:

1. Download the Rural-urban Continuum codes from the US Department of Agriculture: <https://www.ers.usda.gov/data-products/rural-urban-continuum-codes/>
2. Download excel file: Rural-urban Continuum Code 2013. Filter the data to select your state.
 - a. You can do so by clicking on the drop down menu in the State column (column B), then unchecking "Select all" box, and then checking the box with your state.
3. Filter the data to select the counties (column C) in which your agency provides home visits.
4. Use the codes in the RUCC_2013 column (column E) to determine the urban/frontier status of each county.
 - a. Codes 1, 2, and 3 correspond to urban areas.
 - b. Codes 4, 5, and 6 correspond to rural areas.
 - c. Codes 7, 8, and 9 correspond to frontier areas.
5. Use the number of home visits in each county and the corresponding RUCC to calculate the percentage of home visits provided in rural and frontier areas.

For example, for an agency that is located in North Carolina and provides 50% of home visits in Vance County (RUCC = 4), 30% of visits in Franklin County (RUCC = 1), and 20% of home visits in Warren County (RUCC = 8), 50% of home visits are provided in rural areas and 20% are provided in frontier areas.

[Return to the LIA Characteristics Tab](#)

Federal Poverty Line Definitions (Question 12)

We recommend that you use the HHS guidelines for a family of 4 to determine the federal poverty line (FPL) threshold. In 2016, the FPL for a family of 4 in the 48 Contiguous States and the District of Columbia was household/family income of \$24,300. Based on this number, the specific threshold for below 200% of FPL is \$48,600.

Source: (<https://www.federalregister.gov/articles/2016/01/25/2016-01450/annual-update-of-the-hhs-poverty-guidelines#t-1>)



Overhead Help Tab

Reporting Shared Overhead Costs

Some LIAs have costs for resources that are used to support more than one home visiting model. Other LIAs may have costs that contribute to the work of more than one agency. For example, an LIA that provides multiple home visiting models will have administrative costs that support all models. Similarly, agencies that work closely together may incur costs to support the efforts of another agency (e.g., administrative support may be provided by an LIA that organizes the efforts of multiple county-level LIAs). In these cases, it is important to report in a way that avoids double-counting of costs. We have provided 3 examples below to help you calculate the portion of these shared costs to report in the HV-BAT.

Example 1 (an LIA that provides more than one model): The Apple LIA has been asked to report costs for providing NFP. In addition to NFP, Apple also provides HIPPPY and SafeCare. Suppose Apple has 100 families: 60 receive NFP, 20 receive HIPPPY, and 20 receive SafeCare. In other words, 60% of their families are receiving NFP. Apple has \$1000 of administrative costs that support all 3 models. When reporting the share of costs that goes to support NFP, Apple should apply the fraction of their client families receiving NFP. In this example, Apple would report 60% of their \$1000 shared administrative costs, or \$600.

Example 2 (an LIA that supports other LIAs' home visiting programs): The Beets LIA has been asked to report costs for providing HFA. HFA is the only model provided by Beets. However, Beets works closely with 2 other LIAs that provide home visiting models in nearby counties. Beets pays an administrative staff that supports all 3 LIAs. When reporting these administrative costs, Beets should report only the fraction that is used for their home visiting services. The other 2 LIAs should also report a fraction of Beets' administrative costs. Assume that costs shared across LIAs are divided equally among those LIAs. In this example, if Beets has administrative costs of \$999 per year, we would assume that 1/3 of those costs are for Beets' home visiting program. Beets would report a cost of \$333 in the HV-BAT. The other 2 LIAs would also report \$333 for administrative costs in their respective HV-BATs.

Example 3 (an LIA that both supports other LIAs' programs and provides more than one model): Cilantro LIA has been asked to report costs for Family Spirit. Cilantro has 40 families receiving Family Spirit and another 60 families receiving EHS. They also have shared administrative staff paid for by another LIA (Dill) that operates in a nearby county and supports a total of 4 home visiting LIAs. Cilantro will need to report its share of the administrative cost provided by Dill that is used for Family Spirit. Cilantro also needs to report only Family Spirit costs for any of their costs shared across Family Spirit and EHS. In this example, suppose Dill (the overall administrative agency) has annual administrative costs of \$1000 that support 4 LIAs, including Cilantro. Cilantro should account for 1/4 of those costs, or \$250. However, if those costs help support Cilantro's work on both Family Spirit and EHS, they should be further prorated to reflect the Family Spirit costs. Because 40% of Cilantro's families receive Family Spirit, Cilantro will report 40% of \$250, or \$100, in the HV-BAT. If Cilantro has additional costs that are shared between Family Spirit and EHS largely in proportion to the number of families enrolled in each of the two home visiting programs, then Cilantro should report 40% of those costs in the HV-BAT.

[Return to Overhead and Infrastructure Tab](#)



Thinking Questions and Audience Poll

- **What challenges would LIAs face in completing the HV-BAT?**
- **What resources would best support LIAs and MIECHV awardees in using the HV-BAT?**
- **Do you think findings from the HV-BAT could help inform the home visiting field? Could this tool be used for program monitoring, or supporting other research?**
- **Is there anything else you think the HV-BAT should collect to better understand the costs of home visiting programs?**



SECTION 3: Pilot Testing the HV-BAT



Recruitment Process: Home Visiting Models

9 models partnered with HRSA to then recruit LIAs to participate in the pilot:

1. Child First
2. Early Head Start (EHS) – Home Visiting
3. Family Check-Up
4. Family Spirit
5. Healthy Families America (HFA)
6. Home Instruction for Parents of Preschool Youngsters (HIPPI)
7. Nurse Family Partnership (NFP)
8. Parents as Teachers (PAT)
9. SafeCare Augmented



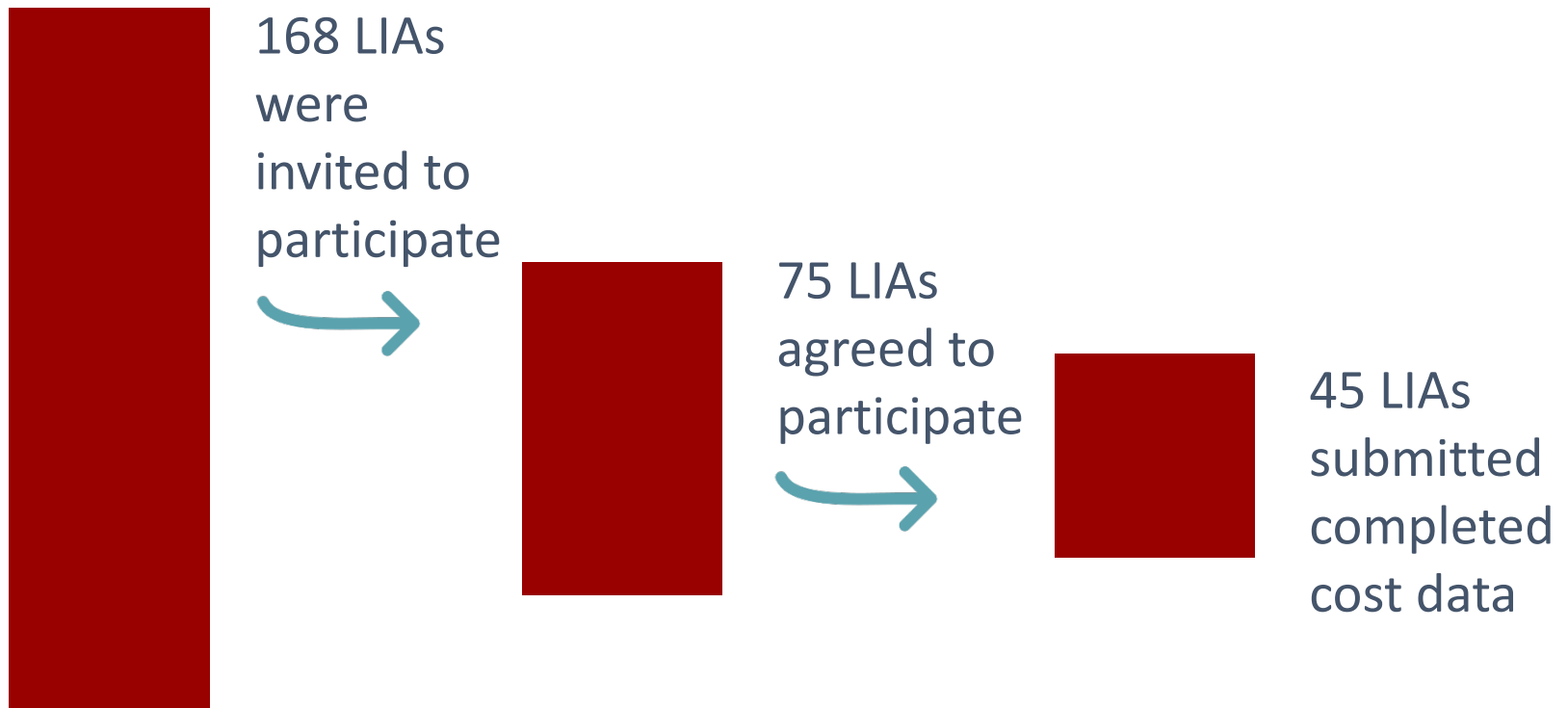
Data Collection

Tested with a convenience sample of 45 LIAs
funded by 14 MIECHV awardees

- | | | |
|----------------|------------------|--------------------|
| 1. Arizona | 5. Massachusetts | 10. Oregon |
| 2. Connecticut | 6. Missouri | 11. Pennsylvania |
| 3. Florida | 7. Montana | 12. South Carolina |
| 4. Hawaii | 8. Nevada | 13. Texas |
| | 9. Oklahoma | 14. Wisconsin |



Data Collection



Pilot Process



- Provided an introductory training webinar for LIAs



- Sent HV-BAT to participating LIAs via email

- LIAs were asked to complete the HV-BAT within 4 weeks; additional time was given if needed



- Provided ongoing support to LIAs



- TA team met internally weekly to discuss and agree on consistent responses to LIA questions



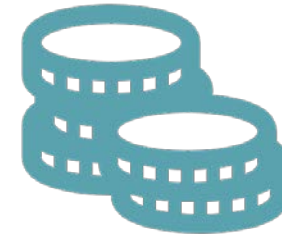
- Reminded participants to submit completed HV-BATs



- After HV-BAT submission, followed up with respondents as needed to obtain clarification or additional information about responses

Technical Assistance Needs

- How to address shared costs
- How to report costs paid by other entities
- Clarity of definitions



Cost Data Quality Review

Quality review of HV-BAT data involved preliminary calculations and review of **mean, minimum, and maximum values** for each variable to verify data quality and address problems

Several cases of unrealistic data (e.g., high costs per family served) were identified and follow-up with LIAs to correct data entries was conducted



Characteristics of Pilot LIAs

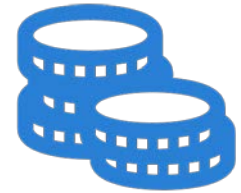
LIA Characteristic	%/Mean	Min	Max
Years implementing the model (years and %) (N = 45)			
Total years implementing the model	9.7	1	25
<5 years	27%	—	—
5-9 years	36%	—	—
10+ years	38%	—	—
Agency provides other services or shares facility with an agency that provides other services (%) (N = 45)	73%	0%	100%
Agency receives outreach services from another agency (%) (N = 44)	14%	0%	100%
% of visits in rural areas (mean) (N = 43)	36%	0%	100%
% of visits in frontier areas (mean) (N = 43)	1%	0%	23%
% of families that required services in a language other than English (mean) (N = 45)	19%	0%	95%
Average monthly number of families served per program (N = 45)	98.4	15	270
Average monthly number of visits per family (N = 45)	2.3	1.0	4.0



Findings: Data Results

1

Estimated total costs were \$836,000, and the costs per family served were \$8,500.



2

The largest percentage of costs were for labor expenditures.

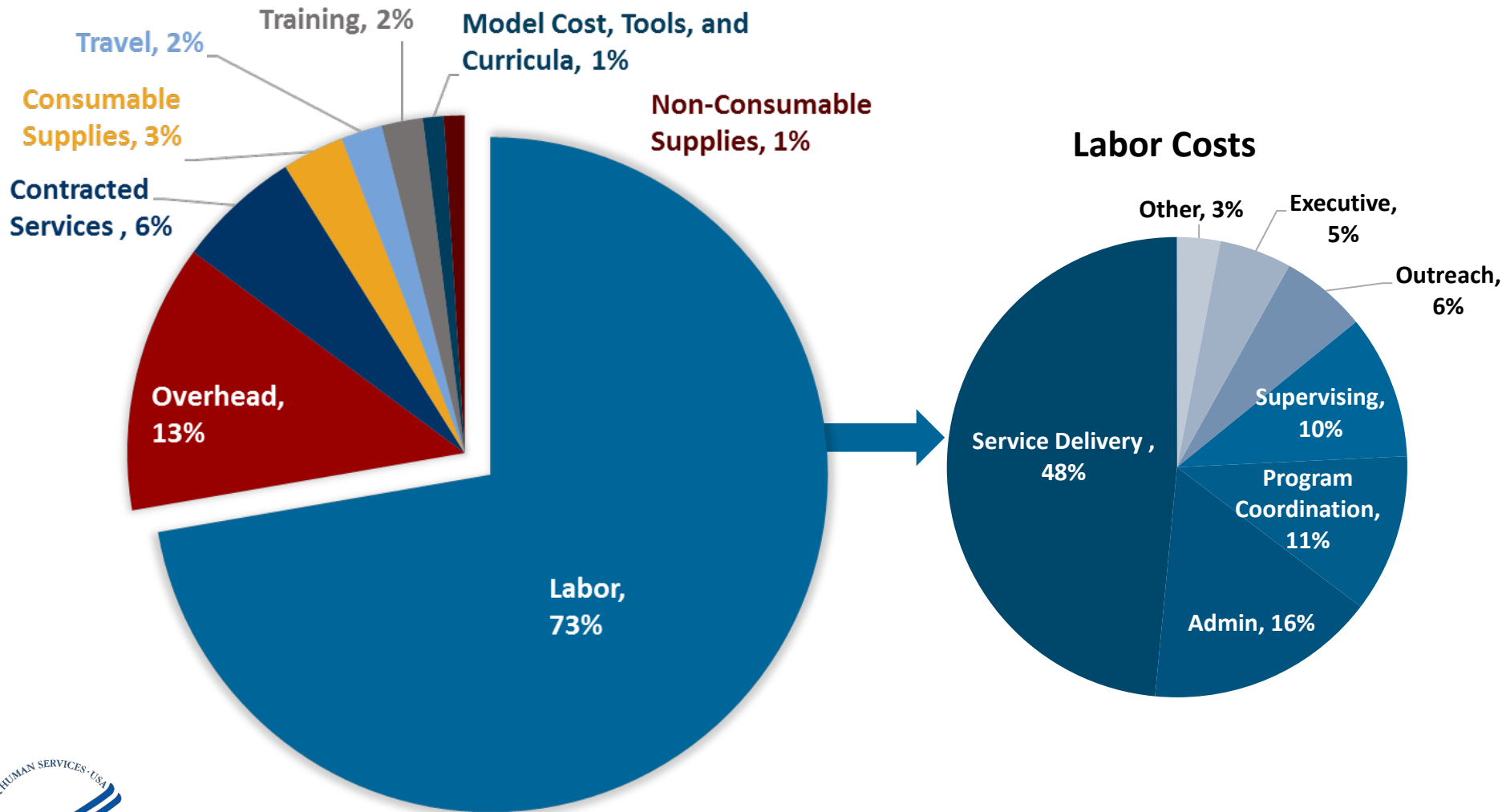


3

Regression analysis results indicate that there may be significant economies of scale for home visiting services.



Distribution of Costs Across Resource Categories



Findings: Pilot Process

- **On average, it took awardees 11 hours to complete the HV-BAT (range was 2-31 hours), though most LIAs found the tool easy to use**
- **LIAs' budget systems do not share a common structure.**
 - This makes it challenging to structure the HV-BAT so all LIAs can easily extract and report cost data
- **HV-BAT completion required a team effort from each responding LIA**
 - Fiscal or accounting office staff often reported the costs
 - Other program staff members responded to the questionnaire section of the tool

Next Steps and Uses of the HV-BAT

- **The HV-BAT could help awardees with sub-recipient monitoring of ongoing LIA program operations and spending**
- **Most LIAs found it easy to use the HV-BAT, therefore HV-BAT may enable periodic, standardized reporting of home visiting costs to MIECHV awardees or HRSA**
- **Ideas for further research:**
 - Develop a home visiting cost prediction tool to support program planning for awardees and LIAs using the HV-BAT data and approach
 - Pilot test the tool among all LIAs in one state to test the feasibility of implementation at the awardee level
 - Leverage the tool to develop methods for evaluating ROI

Thinking Questions and Audience Poll

- **What other program features may be driving cost variation?**
- **How else could we measure those things to better understand cost variation?**
- **What findings were surprising? What findings were expected?**
- **What next steps would be useful in further developing the HV-BAT?**

SECTION 4: Discussion



Small Group Discussion Questions

Section 1 Questions:

- Are there any program characteristics that would influence costs that were not discussed?
- What characteristics do you think most influence program costs?

Section 2 Questions:

- What challenges would LIAs face in completing the HV-BAT?
- What resources would best support LIAs and MIECHV awardees in using the HV-BAT?
- Do you think findings from the HV-BAT could help inform the home visiting field? Could this tool be used for program monitoring, or supporting other research?
- Is there anything else you think the HV-BAT should collect to better understand the costs of home visiting programs?

Section 3 Questions:

- What other program features may be driving cost variation?
- How else could we measure those things to better understand cost variation?
- What findings were surprising? What findings were expected?
- What next steps would be useful in further developing the HV-BAT?



Full Group Discussion and Questions

Small groups report out on their discussions.

Any further questions?



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