Appendix

Article Title: Understanding cost data collection tools to improve economic evaluations of

health interventions

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Literature Scan

Search Strategy

We conducted a literature search to identify cost data collection tools used in studies focused on micro-costing intervention costs of prevention and management interventions targeting noninfectious chronic conditions, including noncommunicable chronic diseases, mental health conditions, and behavioral risk factors (tobacco use, alcohol and other substance abuse, physical inactivity, nutrition, obesity).

We recruited a library specialist to conduct a database search based on our intended literature review. The librarian searched the databases Medline, PsychInfo, and Econ lit on 1/26/18 using the search terms contained in **Appendix Table 1**. Concurrently, we searched PubMed on 1/27/18 using the search terms contained in **Appendix Table 1**.

We combined all records retrieved from all database searches and removed duplicates in EndNote. We did a first round of screening titles and abstracts of all collected records and excluded 1) reviews, commentaries, or theses; 2) study protocols, designs, or rationales; and 3) otherwise obviously irrelevant. In a second round of screening titles and abstracts, we excluded those that 1) did not address noninfectious chronic conditions; 2) were not about a prevention or management intervention (e.g., focused on a specific treatment, clinical procedures, or medications); and 3) did not appear to focus on assessing intervention costs through direct measurement micro-costing, such as those using modeling or lacking adequate focus on intervention cost. We then reviewed the screened articles for inclusion in our review and excluded those that 1) did not use direct measurement micro-costing of intervention costs or did not provide adequate detail to assess data collection; and 2) appeared to use or were described as using direct measurement micro-costing but did not provide adequate detail on the process by which micro-costing data were collected in order to identify data collection tools.

In all, 2,082 records were returned from the database searches after duplicates were removed. After screening, 306 studies remained, of which 93 studies met the criteria to be included in the review to identify cost data collection tools used (**Appendix Figure 1**).¹⁻⁹³

Abstraction and Analysis

One coder reviewed the 93 studies and abstracted the original descriptions of the cost data collection tools used in each study, as well as information on how each tool was used (e.g., mode, main user) when available. The described cost data collection tools were then listed and combined into emergent categories and sub-categories. Information on the study type, study perspective, intervention setting, intervention type, and health targets was also abstracted and subsequently combined into emergent categories. Frequencies of use of each data collection tool were then calculated for each of these study and intervention characteristics categories

(Appendix Table 2; Appendix Table 3).

Database	Strategy	Run	Records
		Date	
Medline (OVID) 1946-	 *"cost allocation"/ OR *cost-benefit analysis/ OR *health expenditures/ OR (Cost analysis OR cost analyses OR cost-benefit analysis OR economic analysis OR economic analyses OR (program* ADJ2 cost*) OR (cost* ADJ2 prevention) OR (cost* ADJ2 intervention*)).ti,ab. AND (Intervention* OR prevention OR (health ADJ2 program*) OR health education OR government program*).ti,ab,sh. 	1/26/2018	732

Appendix Table 1. Literature databases and search strategy

	AND Exp Chronic Disease/pc OR Heart Diseases/pc OR *Community Health Workers/ OR exp Diabetes Mellitus/pc OR Hypertension/ OR Physical Fitness/ OR exercise/ OR obesity/ OR weight loss/ OR Weight Reduction Programs/ OR Smoking Cessation/ OR Early Detection of Cancer/ OR *Registries/ OR exp substance- related disorders/pc OR Mental Health Services/ English ; 2008-		
PsycInfo (OVID) 2002-	 (Cost analysis OR cost analyses OR cost allocation OR health expenditure* OR cost-benefit analysis OR economic analysis OR economic analyses OR (program* ADJ2 cost*) OR (cost* ADJ2 prevention) OR (cost* ADJ2 intervention*)) AND (Intervention* OR prevention OR (health ADJ2 program*) OR health education OR government program*) AND Exp Chronic Illness/ OR Heart Disorders/ OR Community Health/ OR Community Services/ OR Diabetes Mellitus/ OR Hypertension/ OR Physical Fitness/ OR exercise/ OR obesity/ OR weight loss/ OR Weight Control/ OR Smoking Cessation/ OR Cancer Screening/ OR Drug Abuse/ OR Drug Addiction/ OR Alcoholism/ OR Mental Health Services/ 	1/26/2018	527
EconLit (Ebsco)	("Cost analysis" OR "cost analyses" OR "cost allocation" OR "health expenditure*" OR "cost-benefit analysis" OR "economic analysis" OR "economic analyses" OR (program* N2 cost*) OR (cost* N2 prevention) OR (cost* N2 intervention*)) AND (Intervention* OR prevention OR (health N2 program*) OR "health education" OR "government program*") AND "Chronic Illness" OR "Heart Disorders" OR "Community Health" OR "Community Services" OR "Diabetes Mellitus" OR Hypertension OR "Physical	1/26/2018	48

	Fitness" OR exercise OR obesity OR "weight loss" OR "Weight Control" OR "Smoking Cessation" OR "Cancer Screening" OR "Drug Abuse" OR "Drug Addiction" OR Alcoholism OR "Mental Health Services" English ; 2008-		
PubMed	[Title/Abstract]("economic evaluation" OR "cost analysis" OR "budget impact" OR "program* cost" OR "intervention cost" OR "cost study" OR "implementation cost" OR "micro-costing" OR "activity-based cost") AND [Title/Abstract](program OR implementation OR "community intervention" OR "public health intervention" OR "population health intervention") AND (chronic disease OR heart disease OR community health worker OR diabetes OR hypertension OR obesity OR weight loss OR smoking cessation OR asthma OR COPD OR cancer OR stroke OR substance abuse OR mental health OR physical activity) [Date – Publication]: 2008 to present [Language]: English "Best Match" sort	1/27/18	1,023

Cost data collection tools	Stud	Study Type Pers		ective	Total ^c
	Trial	Observational	Provider ^a	Societal ^b	(n=93)
	(n=48)	(n=45)	(n=72)	(n=31)	
1) Standardized comprehensive	10%	53%	35%	16%	31%
templates					
1a) Researcher completed, via interview	8%	9%	7%	13%	9%
1b) via survey	2%	47%	29%	3%	24%
2) Targeted questionnaires	35%	33%	33%	42%	34%
2a) via survey	19%	7%	10%	26%	13%
2b) via interview	15%	27%	22%	13%	20%
3) Activity logs	58%	16%	36%	45%	38%
4) Direct observation	6%	13%	13%	0%	10%
5) On-site databases or records	48%	33%	40%	42%	41%
5a) Study-specific database	10%	7%	8%	13%	9%
5b) In-place database	10%	4%	8%	6%	8%
5c) Other routine records	38%	27%	31%	35%	32%

Appendix Table 2. Distribution of cost data collection tools used in 93 studies from scanned literature, by study characteristics

The percentages represent the proportion of studies in that column that used a particular cost data collection tool.

a. Provider perspective category includes those which focus on the perspective of an entity which would deliver the intervention, including perspectives of the healthcare system, government, and individual providing organizations (e.g., school, employer).

b. Includes two studies that took the perspective of just the intervention participants and caregivers.

c. Studies' use of tools was not mutually exclusive; 51 (55%) studies described using only one category of data collection tools, 42 (45%) described using two or more categories of tools. Therefore, column percentages do not sum to 100%.

Cost data collection	Interventio	n Setting ^a	Intervent	ion Type ^b	Health Targets		Total ^c
tools	Community- based ^c (n=66)	Healthcare- based ^d (n=43)	Prevention (n=79)	Management (n=36)	Chronic diseases (n=54)	Risk factors, behavioral health (n=49)	(n=93)
1) Standardized							
comprehensive	30%	47%	32%	33%	35%	27%	31%
templates							
1a) via interview	8%	9%	8%	14%	6%	16%	9%
1b) via survey	23%	40%	25%	22%	31%	12%	24%
2) Targeted questionnaires	32%	33%	37%	31%	33%	43%	34%
2a) via survey	12%	14%	13%	11%	9%	20%	13%
2b) via interview	18%	19%	24%	17%	22%	22%	20%
3) Activity logs	41%	28%	37%	42%	31%	43%	38%
4) Direct observation	5%	14%	10%	6%	13%	6%	10%
5) On-site databases or records	44%	30%	43%	44%	39%	47%	41%
5a) Study-specific database	9%	5%	9%	6%	11%	4%	9%
5b) In-place database	6%	9%	8%	8%	4%	10%	8%
5c) Other routine records	35%	23%	34%	36%	33%	37%	32%

Appendix Table 3. Distribution of cost data collection tools used in 93 studies from scanned literature, by intervention characteristics

The percentages represent the proportion of studies in that column that used a particular cost data collection tool.

a. Settings are not mutually exclusive. For example, if an intervention was first delivered in a healthcare setting and then followed up with telephone counseling or home visits, the intervention was counted as being in both a healthcare and community setting.

b. Intervention types are not mutually exclusive. Some studies examined programs that targeted both the prevention and management of chronic conditions.

- c. Studies' use of tools was not mutually exclusive; 51 (55%) studies described using only one category of data collection tools, 42 (45%) described using two or more categories of tools. Therefore, column percentages do not sum to 100%.
- d. Community-based setting includes all interventions delivered outside a healthcare setting, including in-person interventions in a community setting, telephone-based, or web-based interventions.
- e. Healthcare-based setting includes hospital, hospital clinics, community clinics, academic medical centers.

Case Examples

Appendix Table 4. Example cost analysis results table from Case I (Mirambeau et al. 2013)

Table 4A. One-year program cost (in dollars) of CoCo team, St. Johnsbury, Vermont(October 2010-September 2011)

Labor	Wages	Benefits	Total
Community health workers	106,995	40,658	147,653
(n=3)			
Chronic integration	53,475	20,320	73,795
coordinator (n=1, 70 %)			
Management leadership	19,600	7,447	27,047
(n=1, 20 %)			
Volunteers (n=2)	5,085	1,932	7,017
Subtotal	185,155	70,357	255,512
10 % overhead			25,551
Total labor cost			25,551
Capital	Description	Cost	
Start-up	CHW recruitment, furniture, computer, etc.		5,089
Direct program cost			
Office space (1,500 sf)	Rental fee	113,625	
Program operation activities	Mileage, promotional material, participant		16,801
	transportation, education		
	office supplies, utilities, IT support, etc.		
Training (n=4)	Registration fee and travel/lodging costs for		4,062
	attending training, conferences, networking,		
	etc.		
Total capital cost			139,577
Total program cost			420,640

(1) Total program cost: \$420,640 [\$281,063 for labor (66.8 %), \$139,577 for capital (33.2 %)]

(2) The cost of volunteer labor was calculated using the 2011 minimum wage of \$8.15 in Vermont. Office space was valued at the average commercial lease rate (\$75.75/sf) in the area in 2011

(3) A real-world scenario based on no payment for volunteers and free in-kind support (no overhead for personnel, time of volunteers, and no payment for office space) indicated that the 1-year program cost (actual funds needed) could be just \$274,447 [\$248,495 for labor (90.5 %) and \$25,952 for capital (9.5 %)]

IT, information technology; CHW, community health worker

Items	Most-expensive case (\$)	Least-expensive case (\$)
Labor		
Community health	163,613	137,779
workers		
Chronic integration coordinator	73,795	73,795
Management leadership	27,047	27,047
Volunteers	13,247	0
Subtotal	277,702	238,621
10 % overhead	27,770	23,862
Total labor cost	305,472	262,483
Capital		
Start-up	5,089	5,089
Direct program cost		
Office space	151,125	76,125
Program operational	16,801	16,801
activity		
Training	6,886	4,062
Total capital cost	179,901	102,077
Total program cost	485,373	364,560
	62.9 % labor	72.0 % labor
	37.1 % capital	28.0 % capital

Table 4B. Sensitivity analysis of program cost of CoCo team, St. Johnsbury, Vermont,October 2010–September 2011

For the most-expensive case we used the highest salary for CHWs, volunteers got paid at the same wage rate as CHWs, rental for office space was increased by 25/sf (about one-third), trainings with no expenses (n = 7) were assigned a cost equal to the average expenses of those with expenses (\$406). For the least-expensive case, we used the lowest salary for CHWs, volunteers got no pay, and the rental fee for office space was decreased by 25/sf (about one-third)

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