

Guide for SMS - Staff Activity Costing

April 24 2020

Project Overview

Data pulled on: 2024-12-26 22:08:03

Total number of observations: 34

All fields are counted among field types below even if they contain no data and/or are omitted from this report

text fields: 27
descriptive fields: 25
radio fields: 13
checkbox fields: 2

Identifier fields: 23

hcs01_lam10_phone, hcs01_lam10_phone_na, hcs01_lam10_phone_ext, hcs01_lam10_poc_fname, hcs01_lam10_poc_lname, hcs01_lam10_poc_phone_1, hcs01_lam10_poc_phone1_na, hcs01_lam10_poc_phone1_ext, hcs01_lam10_poc_phone_2, hcs01_lam10_poc_phone2_na, hcs01_lam10_poc_phone2_ext, hcs01_lam28_poc_em, hcs01_lam10_poc_em_na, hcs01_lam10_address, hcs01_lam10_city, hcs01_lam10_zip, hcs01_lam10_zip_na, hcs23_hsic02_firstname, hcs23_hsic02_lastname, hcs23_hsic04, hcs23_hsic04_pnta, hcs23_hsic04a, hcs23_hsic04a_pnta

Omitted fields (all blank): 21

hcs01_version, hcs01_lam10_phone, hcs01_lam10_phone_na, hcs01_lam10_phone_ext, hcs01_lam10_poc_phone_1, hcs01_lam10_poc_phone1_na, hcs01_lam10_poc_phone1_ext, hcs01_lam10_poc_phone_2, hcs01_lam10_poc_phone2_na, hcs01_lam10_poc_phone2_ext, hcs01_lam10_poc_em_na, hcs01_lam10_address, hcs01_lam10_city, hcs01_lam10_zip, hcs01_lam10_zip_na, hcs23_hsic04_pnta, hcs23_hsic04a_pnta, hcs23_hsic2_answer_dk, hcs23_hsic3_answer_dk, hcs23_hsicm2_answer_dk, hcs23_hsicm3_answer_dk

Each field in this annotated codebook gets an entry structured like this:

Field label	Field name	
Field type: (radio, text, etc)		
Observations with this field left blank: #		
Number of unique values: ##		
Branching logic: equation		
Choice value	Label	Frequency
value1	Choice 1 label	#
value2	Choice 2 label	#
value3	Choice 3 label	#

1. Instrument: landscape_data

Participant ID (text)	participant_id
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Field type: text
Observations with this value left blank: 0
Number of unique values: 18

Organization Name (text)	hcs01_lam10_org_name
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Field type: text
Observations with this value left blank: 16
Number of unique values: 8

First Name (text)	hcs01_lam10_poc_fname
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Identifier
Field type: text
Observations with this value left blank: 16
Number of unique values: 18

Last Name (text)	hcs01_lam10_poc_lname
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Identifier
Field type: text
Observations with this value left blank: 16
Number of unique values: 18

Email (text)	hcs01_lam28_poc_em
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Identifier
Field type: text
Observations with this value left blank: 21
Number of unique values: 13

LAM05. Which state's HCS study are you entering data for? (radio)	hcs01_lam05
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Field type: radio
Observations with this value left blank: 16
Number of unique values: 1

Choice value	Label	Frequency
1	Kentucky	0
2	Massachusetts	0
3	New York	0
4	Ohio	18

LAM06. Which HCS community does this facility/asset serve? (radio)

hcs01_lam06

Required

Field type: radio

Observations with this value left blank: 33

Number of unique values: 1

Choice value	Label	Frequency
1	Bourbon	0
2	Boyd	0
3	Boyle	0
4	Campbell	0
5	Carter	0
6	Clark	0
7	Fayette	0
8	Floyd	0
9	Franklin	0
10	Greenup	0
11	Jefferson	0
12	Jessamine	0
13	Kenton	0
14	Knox	0
15	Madison	0
16	Mason	0
17	North Adams	0
18	Brockton	0
19	Plymouth	0
20	Gloucester	0
21	Lawrence	0
22	Salem	0
23	Holyoke	0

Choice value	Label	Frequency
24	Springfield	0
25	Lowell	0
26	Pittsfield	0
27	Weymouth	0
28	Barnstable (Bourne/Sandwich)	0
29	Bristol (Berkeley/Dighton/Freetown)	0
30	Franklin (Greenfield/Montague/Athol/Orange)	0
31	Hampshire (Belchertown/Ware)	0
32	Middlesex (Shirley/Townsend)	0
33	Broome	0
34	Cayuga	0
35	Chautauqua	0
36	Columbia	0
37	Cortland	0
38	Erie	0
39	Genesee	0
40	Greene	0
41	Lewis	0
42	Monroe	0
43	Orange	0
44	Putnam	0
45	Suffolk	0
46	Sullivan	0
47	Ulster	0
48	Yates	0
49	Allen	0
50	Ashtabula	0
51	Athens	0
52	Brown	0
53	Cuyahoga	0
54	Darke	0
55	Franklin	0
56	Greene	0
57	Guernsey	0
58	Hamilton	0

Choice value	Label	Frequency
59	Huron	0
60	Jefferson	0
61	Lucas	0
62	Morrow	0
63	Ross	0
64	Scioto	0
65	Stark	0
66	Williams	0
67	Wyandot	0
4000000	Other	1

Which other HCS community? (text)

hcs01_lam06_other

Field type: text

Observations with this value left blank: 31

Number of unique values: 2

Branching logic: [hcs01_lam06] = '4000000'

2. Instrument: staff_activity_cost

Version # (text)

hcs23_sac_version

Field type: text

Observations with this value left blank: 3

Number of unique values: 1

Instructions: The purpose of this instrument is to collect time spent by HCS staff (staff funded by HCS) directly implementing the CTH intervention. These staff may be Research Site Staff or DCC Staff. They may function at the state or community level. Eligible respondents are individuals funded at least in part by the by HCS. These are typically University Faculty or DCC staff. Such individuals support the broader scientific or research objectives of the HCS but may at times contribute directly to the CTH intervention through non-research activities (described below). Such activities are thus necessary for replicating CTH outside of a research study and associated resources need to be collected to estimate the cost of implementing CTH. Eligible staff to be interviewed will be identified by each research site staff (e.g., health economist research assistants) each quarter.

Note, staff explicitly hired to support HCS and CTH implementation (e.g., Community Facilitators) do not need to be interviewed with this instrument. Such staff are typically dedicated solely to HCS and most of their time is spent on direct implementation. Optionally, throughout the CTH implementation, if the role of these staff evolves, we may use this instrument to collect data from them.

hcs23_sac_instructions

Phase 0 time will be collected one time for the period from HCS community randomization (October 21st, 2019) through December 31, 2019. Subsequently, data collection will occur monthly (with an option of quarterly if deemed appropriate after assessing initial collected data and data collection challenges/burden).

Detailed descriptions of the planned activities for each Phase are described below at the end of the document.

Respondents should be familiar with these activities. Respondents should be reminded to exclude time spent on research activities associated with the HCS. Such activities include

data collection, analysis and report writing that is NOT being used by the communities or coalitions to help implement the CTH intervention. (descriptive)

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0

HSAC02. First name: (text) **hcs23_hsic02_firstname**

Identifier & Required
Field type: text
Observations with this value left blank: 3
Number of unique values: 2

HSAC02. Last name: (text) **hcs23_hsic02_lastname**

Identifier & Required
Field type: text
Observations with this value left blank: 3
Number of unique values: 2

HSAC03. Research staff person role/Title at Research Site: (text) **hcs23_hsic03**

Required
Field type: text
Observations with this value left blank: 3
Number of unique values: 2

HSAC04. Research staff person Contact email: (text) **hcs23_hsic04**

Identifier
Field type: text
Observations with this value left blank: 4
Number of unique values: 1

HSAC04a: Research staff person phone: (text) **hcs23_hsic04a**

Identifier
Field type: text
Observations with this value left blank: 4
Number of unique values: 4

HSAC05. What is the date? (text)**hcs23_hsic05**

Required
Field type: text
Observations with this value left blank: 3
Number of unique values: 7

HSAC2. During November and December 2019, how many weeks did you spend on any of the HCS activities you checked? (descriptive)**hcs23_hsic2_descriptive**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [event-name]='month_1_arm_1' and ([hcs23_hsic1(1)] = '1' or [hcs23_hsic1(2)] = '1')

Phase 0a: Landscape Analysis Data Collection Phase 1 (LA 1) (descriptive)**hcs23_hsic2_activities_phase0a**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsic1(1)]='1' and [event-name]='month_1_arm_1'

Phase 6d: Identify and Apply for Long-term Funding for the Project Activities, as Needed (descriptive)**hcs23_hsic2_activities_phase6d**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsic1(2)]='1' and [event-name]='month_1_arm_1'

(text)**hcs23_hsic2**

Field type: text
Observations with this value left blank: 24
Number of unique values: 5
Branching logic: [event-name]='month_1_arm_1' and ([hcs23_hsic1(1)] = '1' or [hcs23_hsic1(2)] = '1')

HSAC3. In a typical week during November-December 2019, about how many total hours did**hsc23_hsic3**

**you spend on the HCS activities you checked?
(text)**

Field type: text
Observations with this value left blank: 24
Number of unique values: 6
Branching logic: [event-name]='month_1_arm_1' and ([hcs23_hsacm1(1)] = '1' or [hcs23_hsacm1(2)] = '1')

HSACM2. In the past calendar month, in how many weeks did you work on any of the HCS activities you checked (listed below)? (descriptive) **hcs23_hsacm2_descriptive**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: ([hcs23_hsacm1(1)] = '1' or [hcs23_hsacm1(2)] = '1' or [hcs23_hsacm1(3)] = '1' or [hcs23_hsacm1(4)] = '1' or [hcs23_hsacm1(5)] = '1' or [hcs23_hsacm1(6)] = '1' or [hcs23_hsacm1(7)] = '1' or [hcs23_hsacm1(8)] = '1' or [hcs23_hsacm1(9)] = '1' or [hcs23_hsacm1(10)] = '1' or [hcs23_hsacm1(11)] = '1' or [hcs23_hsacm1(12)] = '1' or [hcs23_hsacm1(13)] = '1' or [hcs23_hsacm1(14)] = '1' or [hcs23_hsacm1(15)] = '1' or [hcs23_hsacm1(16)] = '1' or [hcs23_hsacm1(17)] = '1' or [hcs23_hsacm1(18)] = '1' or [hcs23_hsacm1(19)] = '1' or [hcs23_hsacm1(20)] = '1')

Phase 0a: Landscape Analysis Data Collection Phase 1 (LA 1) (descriptive) **hcs23_hsacm2_activities_phase0a**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(1)]='1'

Phase 1a: Establish a structure for working with coalitions (charter) (descriptive) **hcs23_hsacm2_activities_phase1a**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(2)]='1'

Phase 1b: Recruit champions (Data, Communications, 3 ORCCA), initiate use of DASH model (descriptive) **hcs23_hsacm2_activities_phase1b**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(3)]='1'

Phase 1c: Train HCS coalitions (descriptive)**hcs23_hsacm2_activities_phase1c**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(4)]=1'

Phase 1d: Introducing ORCCA menu and EBPs (descriptive)**hcs23_hsacm2_activities_phase1d**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(5)]=1'

Phase 1e: Landscape Analysis Data Collection Phase 2 (LA 2) (descriptive)**hcs23_hsacm2_activities_phase1e**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(6)]=1'

Phase 2f: Discuss ORCCA menu options and establish decision procedure for selecting EBP strategies (descriptive)**hcs23_hsacm2_activities_phase2f**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(7)]=1'

Phase 3a: Creation of Version 1.0 of the Community Profile (descriptive)**hcs23_hsacm2_activities_phase3a**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(8)]=1'

Phase 3b: Creation of Version 1.0 of the Data Dashboard (descriptive)**hcs23_hsacm2_activities_phase3b**

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(9)]=1'

Phase 3c: Map the Existing Services and Programs to ORCCA (descriptive)

hcs23_hsacm2_activities_phase3c

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(10)]=1'

Phase 3d: Engaging Community on Data Visualizations (descriptive)

hcs23_hsacm2_activities_phase3d

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(11)]=1'

Phase 3e: Co-creation of Version 2.0 of the Community Profile (descriptive)

hcs23_hsacm2_activities_phase3e

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(12)]=1'

Phase 3f: Co-creation of Version 2.0 Data Dashboard (descriptive)

hcs23_hsacm2_activities_phase3f

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(13)]=1'

Phase 4a: Develop ORCCA-specific goals for the community (descriptive)

hcs23_hsacm2_activities_phase4a

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(14)]=1'

Phase 4b: Prioritize and select EBP strategies specific to the Community Profile (descriptive)

hcs23_hsacm2_activities_phase4b

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(15)]=1'

Phase 4c: Establish Community Action and Implementation Plan Specific to each ORCCA Goal (descriptive)

hcs23_hsacm2_activities_phase4c

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(16)]=1'

Phase 5a: Implement ORCCA EBP Strategies (descriptive)

hcs23_hsacm2_activities_phase5a

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(17)]=1'

Phase 6c: Data-driven Decision-making and Data dashboards (descriptive)

hcs23_hsacm2_activities_phase6c

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(18)]=1'

Phase 6d: Identify and Apply for Long-term Funding for the Project Activities, as Needed (descriptive)

hcs23_hsacm2_activities_phase6d

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(19)]=1'

Phase 6e: Additional Actions and Planning for Sustainability (descriptive)

hcs23_hsacm2_activities_phase6e

Field type: descriptive
Observations with this value left blank: 0
Number of unique values: 0
Branching logic: [hcs23_hsacm1(20)]= '1'

(text)

hsc23_hsacm2_answer

Field type: text
Observations with this value left blank: 14
Number of unique values: 5
Branching logic: ([hcs23_hsacm1(1)] = '1' or [hcs23_hsacm1(2)] = '1' or [hcs23_hsacm1(3)] = '1' or [hcs23_hsacm1(4)] = '1' or [hcs23_hsacm1(5)] = '1' or [hcs23_hsacm1(6)] = '1' or [hcs23_hsacm1(7)] = '1' or [hcs23_hsacm1(8)] = '1' or [hcs23_hsacm1(9)] = '1' or [hcs23_hsacm1(10)] = '1' or [hcs23_hsacm1(11)] = '1' or [hcs23_hsacm1(12)] = '1' or [hcs23_hsacm1(13)] = '1' or [hcs23_hsacm1(14)] = '1' or [hcs23_hsacm1(15)] = '1' or [hcs23_hsacm1(16)] = '1' or [hcs23_hsacm1(17)] = '1' or [hcs23_hsacm1(18)] = '1' or [hcs23_hsacm1(19)] = '1' or [hcs23_hsacm1(20)] = '1')

HSACM3 In a typical week in the past calendar month, about how many total hours did you spend on the HCS activities you checked? (text) **hsc23_hsacm3**

Field type: text
Observations with this value left blank: 14
Number of unique values: 10
Branching logic: ([hcs23_hsacm1(1)] = '1' or [hcs23_hsacm1(2)] = '1' or [hcs23_hsacm1(3)] = '1' or [hcs23_hsacm1(4)] = '1' or [hcs23_hsacm1(5)] = '1' or [hcs23_hsacm1(6)] = '1' or [hcs23_hsacm1(7)] = '1' or [hcs23_hsacm1(8)] = '1' or [hcs23_hsacm1(9)] = '1' or [hcs23_hsacm1(10)] = '1' or [hcs23_hsacm1(11)] = '1' or [hcs23_hsacm1(12)] = '1' or [hcs23_hsacm1(13)] = '1' or [hcs23_hsacm1(14)] = '1' or [hcs23_hsacm1(15)] = '1' or [hcs23_hsacm1(16)] = '1' or [hcs23_hsacm1(17)] = '1' or [hcs23_hsacm1(18)] = '1' or [hcs23_hsacm1(19)] = '1' or [hcs23_hsacm1(20)] = '1')