

GUIDE | September 2020

# Home Visiting Budget Assistance Tool User Guide

Volume II: Instructions for Local Implementing Agencies

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# Introduction

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The Home Visiting Budget Assistance Tool (HV-BAT) is an Excel-based instrument developed by the Health Resources and Services Administration (HRSA) to standardize the collection of home visiting program cost data. Local implementing agencies (LIAs) and awardees can use the tool to collect and report comprehensive home visiting program costs incurred by LIAs during a 12-month period. The current version incorporates lessons learned from a pilot test of 45 LIAs in 14 states that received Maternal, Infant, and Early Childhood Home Visiting (MIECHV) Program funding to implement at least 1 evidence-based home visiting model.

The HV-BAT can help MIECHV awardees and LIAs in several areas:

- **Program monitoring:** The HV-BAT can help awardees monitor costs expended by LIAs with which they contract to provide evidence-based home visiting services.
- **Program and budget planning:** The HV-BAT can be used to develop program budgets, identify trends in the average cost per family served, and estimate the financial impact of expanding services to more families or households.
- **Economic evaluations:** The HV-BAT can inform economic evaluations (e.g., cost-effectiveness, benefit–cost, return on investment, budget impact analyses) that compare program costs to benefits for specific stakeholders (e.g., the federal government, state/territory governments, families).
- **Alternative funding:** The HV-BAT may inform the feasibility of alternative payment approaches for home visiting services, such as Medicaid financing and pay for outcomes programs.

## Key Terms

For the purposes of this User Guide:

**Awardee** refers to an organization that receives a grant or cooperative agreement award from a federal government agency and is responsible and accountable for the use of the funds provided and for the performance of the grant-supported project or activity.

**LIA** refers to an entity that receives a contract from an awardee for federal funds to provide home visiting services.

## Navigating the HV-BAT User Guide

The HV-BAT User Guide provides instructions for completing the tool and ensuring accurate data entry and cost analysis. The guide is composed of Volume I: Instructions for MIECHV Awardees and

Volume II: Instructions for Local Implementing Agencies. Volume II includes instructions and frequently asked questions (FAQs) for LIAs to reference when completing the HV-BAT.

LIAs should review the Cost Data Overview and the HV-BAT Structure sections of the guide before starting to use the HV-BAT. After that, they should open the HV-BAT file and consult the guide for the detailed instructions for each tab, or worksheet, of the tool as they enter data into the HV-BAT.

In addition to the User Guide, LIAs will receive training and technical assistance from their state or territory awardee to complete the tool.

## Cost Data Overview

The HV-BAT was designed to collect costs incurred by LIAs when implementing a home visiting model during a 12-month period. The reported costs should include all time and other resources used for the home visiting model, regardless of funding source.

The HV-BAT requests information on characteristics of the LIA completing the HV-BAT and on costs incurred when delivering the home visiting model for each of the following cost categories:

- **Labor:** Number of staff working on the home visiting model, their salaries, and allocations of their time across program activities (see definitions for each program activity in Tab 2, Labor Costs section).
- **Overhead and infrastructure:** Indirect costs incurred when delivering the home visiting model.
- **Contracted services:** Costs associated with outside contracts and consultants that were used when delivering the home visiting model.
- **Model costs, tools, and curricula:** Costs associated with model, tools, and curricula used to deliver the home visiting model.
- **Training:** Training costs incurred as part of implementing the home visiting model.
- **Consumable supplies:** Costs of consumable supplies purchased for the home visiting model.
- **Non-consumable supplies:** 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.
- **Travel:** Travel costs associated with implementing the home visiting model.

An LIA should identify a cost data coordinator who will be responsible for cost data collection and reporting; this person should be a program director, manager, or other staff member who is familiar with everyday operations, management, and administration of all activities conducted for the home visiting model. When completing the HV-BAT, this person is encouraged to seek assistance from other staff (e.g., those whose daily responsibilities include financial management of the program).

All costs used to implement the home visiting model should be reported in the HV-BAT regardless of who pays for them (e.g., the LIA, the state/territory, the county, another organization). If your LIA receives volunteer support for home visiting (e.g., donations of time, space, or materials), those contributions should also be reported using their market value. If your agency is part of a larger county or state/territory system, you should contact the finance person at the county or state/territory level and request the portion of the costs that are incurred by the county or state/territory for your home visiting model so you can include those costs in the HV-BAT.

Detailed guidance on how to report costs for each category is presented in the following sections.

## HV-BAT Structure

The HV-BAT is a workbook organized into 15 tabs. Tabs 1 through 9 contain data entry worksheets for entering information on LIA characteristics and cost data.

- Title
- Table of Contents
- Introduction
- Tab 1. LIA Characteristics
- Tab 2. Labor Costs
- Tab 3. Overhead and Infrastructure Costs
- Tab 4. Contracted Services Costs
- Tab 5. Model Costs, Tools, and Curricula
- Tab 6. Training Costs
- Tab 7. Consumable Supplies Costs
- Tab 8. Non-consumable Supplies Costs
- Tab 9. Travel Costs
- Summary
- Help—LIA Characteristics
- Help—Reporting Shared Overhead Costs

**Table of Contents (TOC):** The TOC tab provides a table of contents for the file. Clicking on each row will take the user the appropriate worksheet of the HV-BAT.

**Introduction:** The Introduction tab gives a brief overview of the HV-BAT, with descriptions of each data entry worksheet and definitions for program activities; it also introduces the Summary tab and the two Help tabs.

**Tabs 1 through 9:** Each data entry worksheet includes instructions for entering cost data. Worksheets also include open-ended fields and single-response dropdown menus (Exhibits 1 and 2).

### Exhibit 1. Sample Open-Ended Fields

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)	<input type="text"/>
End Date (Month, Day, Year)	<input type="text"/>

### Exhibit 2. Sample Dropdown Menu

Description (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)
<b>Overhead Costs</b>		
Institutional Indirect Costs		(Select one)
Unallowable Indirect Costs		(Select one)
Other Overhead Costs		(Select one)

(Select one)  
 Yes, 100%  
 Yes, partially  
 No

Tabs 2 through 9 include popup boxes with additional information on how to complete each section. Popup boxes can be viewed by clicking on the shaded cells (Exhibit 3).

### Exhibit 3. Sample Popup Box

<b>Model Fees</b>			
Startup Model Fee		(Select one)	
Annual Model Fee		(Select one)	
<b>Assessment, Tools, and</b>			
Startup Model Curricula		(Select one)	
Annual Model Curricula		(Select one)	
Additional Curricula		(Select one)	
Developmental Screening and Outcome Measurement		(Select one)	

**Startup Model Fee**  
 This is a fee charged by some models when an organization first starts providing the model. This is separate from the ongoing annual model fee. Include only the overall model fee. Include the startup model fee if paid during the reporting period.

Tabs 1 and 3 include hyperlinks in gray cells that link to separate Help tabs (Exhibit 4). The Help tabs contain additional guidance on determining whether home visiting services were provided in rural or frontier areas; identifying families that fell below the FPL threshold; and reporting overhead costs shared across models.

## Exhibit 4. Sample Hyperlink

7. In the reporting period, what percentage of this home visiting model's home visits took place in rural areas? (Click the "Rural and Frontier Definitions" link button to see the definition of rural areas.)

8. In the reporting period, what percentage of this home visiting model's home visits took place in frontier areas? (Click the "Rural and Frontier Definitions" link to see the definition of frontier areas.)

	<a href="#">Rural and Frontier Definitions</a>

**Summary:** This tab summarizes information entered into tabs 1 through 9, calculates cost per family served, and automatically populates two visualizations of the costs.

The HV-BAT workbook itself is unprotected to allow users to copy useful data and charts from the Summary tab into other documents. However, the workbook includes editing restrictions; some cells within each worksheet are locked so users do not inadvertently type over formulas or other text. Users are discouraged from unlocking the cells; however, if it is absolutely necessary, the editing restrictions can be removed by clicking "Unprotect Sheet" (in the Changes group) on the Review tab of the of the file. Gray cells of the HV-BAT contain instructions and information pulled from other worksheets, such as model name and reporting period. Users should not enter data in any gray cells. Users should not insert or delete rows, columns, or worksheets in the HV-BAT because the file contains formulas that will not calculate correctly if rows/columns/worksheets are inserted or deleted.

# Tab 1. Local Implementing Agency Characteristics

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## Overview

Tab 1 collects information on the characteristics of the LIA completing the HV-BAT. There are 13 questions for which LIAs will enter the information into the worksheet:

1. What are the dates for the 12-month reporting period for which the costs are reported in this tool?
2. What is the name of the home visiting model for which the costs are reported?
3. How many years has your agency been implementing this home visiting model?
4. Does your agency also implement other home visiting models? If yes, which ones?
5. What are the funding sources for this home visiting model and the percentage of funding from each source?
6. Does your agency receive outreach services from another organization free of charge (outreach services include family recruitment, for example, through a centralized intake and referral system)?
7. In the reporting period, what percentage of your agency's home visits took place in rural areas?
8. In the reporting period, what percentage of your agency's scheduled home visits took place in frontier areas?
9. In the reporting period, what percentage of your agency's scheduled home visits were successfully completed (i.e., services were provided to the family per the evidence-based model's guidance)?
10. In the reporting period, what was the total number of home visits completed?
11. In the reporting period, what was the unduplicated count of households served by this home visiting model?
12. In the reporting period, what percentage of the families served were below 200% of the federal poverty line?
13. For this home visiting model, approximately what percentage of visits had more than one person from your agency attending the visit (e.g., another home visitor, trainee, supervisor)?



# Instructions

On tab 1, please respond to the 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 hyperlink in the gray cell for guidance on how to answer applicable questions.

- **Note:** When reporting the unduplicated count of households served by the model (question 11), enter the number of households served during the reporting period, not the contracted caseload.

## FAQs

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*1.1. How should I determine the start of model implementation—when our agency was first accredited or when we were first contracted with the state/territory?*

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You should use the date that the agency was first accredited to deliver the model to determine how many years your agency has been implementing the home visiting model.

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*1.2. How should I determine the percentage of my agency’s home visits that took place in rural or frontier areas?*

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HRSA recommends 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. Please follow the steps below to determine percentages of home visits in rural and frontier areas in the 50 U.S. states, the District of Columbia, and Puerto Rico. Except for Puerto Rico, all other U.S. territories are considered to be frontier areas.

1. Download the [RUCC 2013](#) Excel file.
2. In the Excel file, filter the data to select your state/territory.  
To filter the data, first insert Excel data filters by clicking on the “Filter” option on the Data menu tab at the top of the workbook. Then, click on the dropdown menu in the State column (column B), uncheck “Select All” box, and check the box with your state/territory name.
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/rural/frontier status of each county.

Codes 1, 2, and 3 correspond to urban areas.

Codes 4, 5, and 6 correspond to rural areas.

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.

This guidance can also be viewed by clicking on the hyperlink in the gray cell beside question #7 in the LIA Characteristics tab.

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*1.3. How should I calculate the percentage of my agency's scheduled visits that were successfully completed?*

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HRSA defines successfully completed visits as visits where services were provided to the family per the evidence-based model's guidance. To calculate the percentage of successfully completed home visits, divide the number of successfully completed home visits (as defined above) by the total number of home visits. To determine the total number of home visits, include completed home visits and cancellations or no-shows, but exclude visits that were rescheduled.

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*1.4. How should I determine the percentage of families served that were below 200% of the federal poverty line (FPL)?*

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You should use the [U.S. Department of Health and Human Services \(HHS\) guidelines](#) for a family of four to determine the 200% FPL threshold for the year for which you are reporting. For example, in 2019, the FPL for a family of 4 in 48 contiguous states and the District of Columbia was household/family income of \$25,750. Based on this number, the threshold for below 200% of the FPL in 2019 was \$51,500. This guidance can also be viewed by clicking on the "Federal Poverty Line Definition" hyperlink in the gray cell in the LIA Characteristics tab.

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*1.5. My agency has multiple locations. How should I combine responses to the questions in the LIA Characteristics tab?*

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In the LIA Characteristics tab, you should report responses aggregated across the multiple locations of your agency. For example, if at least one of the locations receives outreach services from another organization for free, then you should select “Yes” as a response to that question. For questions that ask for a numeric response, you should calculate the counts or percentages across all of the locations.

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*1.6. My agency has conducted many visits where more than one home visitor is in attendance, although this information was not documented. How should I determine the percentage of visits that had more than one person from my agency attending the visit?*

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Use your best estimate to determine the percentage of visits where another home visitor or supervisor attended for safety, training, or other reasons. One method is to estimate the percentage for an average, or typical, month and then apply that percentage to the rest of the year.

# Tab 2. Labor Costs

## Overview

Tab 2 collects information on the number of staff working on the home visiting model, their salaries, and the percentage of their time allocated across program activities. LIAs will enter the information into the worksheet as shown in Exhibit 5.

### Exhibit 5. Labor Costs Tab

Labor Costs														
Home Visiting Model: <i>example: SafeCare</i>							Reporting Period: <i>example: 10/1/2018-9/30/2019</i>							
Total Reported Labor Costs: \$151,416														
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)	Percentage Time Allocation for Service Delivery (H)	Percentage Time Allocation for Outreach (I)	Percentage Time Allocation for Program Management / Coordination (J)	Percentage Time Allocation for Supervising (K)	Percentage Time Allocation for Administration /Data Entry (L)	Percentage Time Allocation for Executive (M)	Percentage Time Allocation for Other (N)	Total (O)
<i>example 1: Program Manager</i>	1.00	\$75,197	Yes	\$75,197	Yes, 100%				100%					100%
<i>example 2: Program Coordinator</i>	1.00	\$53,839	Yes	\$53,839	Yes, 100%		25%	25%	25%	25%				100%
<i>example 3: Home Visitor</i>	0.50	\$30,658	No (Select one)	\$22,380 \$0	Yes, partially (Select one)	50%	40%	40%			20%			100%

## 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 during the reporting period.

**Column B (FTE Number):** Enter the full-time equivalent (FTE) number of staff dedicated to this model for whom data are being reported in this row. An FTE of 1.0 is equivalent to one full-time worker. To calculate FTE, divide an employee's scheduled hours by the employer's hours for a full-time workweek. If an employer has a 40-hour workweek, an employee who is scheduled to work 40 hours per week is 1.0 FTE. An employee scheduled to work 20 hours per week is 0.5 FTE. If an employer has a 35-hour workweek, determine the FTE by dividing the employee's scheduled hours by 35. For example, an employee scheduled to work 21 hours per week would be 0.6 FTE if the full-time workweek is 35 hours.

When reporting the FTE number in the HV-BAT, include the time spent on this home visiting model only. For example—

- For a supervisor who works full time and splits her time equally between two home visiting models, enter 0.5 FTE.
- For an outreach coordinator who works part-time at 0.75 FTE and spends all of her time on this home visiting model, enter 0.75 FTE.

You may report data for multiple staff in the same row if they perform similar roles. For example—

- For five FTE home visitors who dedicate all of their time (1.0 FTE each) to this home visiting model, enter 5 (5 home visitors \* 1.0 FTE).
- For five home visitors who work full time but dedicate 50% of their time each to this model, enter 2.5 (5 home visitors \* 1.0 FTE \* 0.5 of FTE spent on the home visiting model).

**Column C (Annual Salary per Person):** Enter the annual salary amount **per person** assuming full-time status (1.0 FTE), regardless of the actual FTE status. For example—

- For one home visitor who worked on the home visiting model full time (1.0 FTE) with an annual salary of \$50,000, enter \$50,000 as her annual salary.
- For one home visitor who worked full time but spent 50% of her time (0.5 FTE) on this home visiting model and spent the rest of her time on another model and had an annual salary of \$50,000, enter \$50,000 as her annual salary.
- For one part-time home visitor who worked 0.5 FTE and received part-time salary of \$25,000, enter \$50,000 as her annual salary (calculated as \$25,000 part-time salary divided by 0.5 FTE).
- For five part-time home visitors who each worked 0.5 FTE and received part-time salaries of \$25,000 each, enter \$50,000 as per-person annual salary (calculated as \$25,000 part-time salary divided by 0.5 FTE).

The reported annual salary 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).

If fringe benefits are included in the amount in column C, then select “Yes.”

If fringe benefits are not included in the amount in column C and the staff member receives these benefits, then select “No.” A national average fringe rate of 46% will be used in column E to inflate salary amounts that do not include fringe benefits (calculated from [Employer Costs for Employee Compensation Historical Listing: March 2004–March 2017](#), Bureau of Labor Statistics).

If the staff member does not receive fringe benefits, select “N/A.” The salary amounts displayed in Column E will not be inflated to include fringe benefits for staff who do not receive these benefits.

**Column E (Total Compensation Amount):** Do not enter anything in this column. This column 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 and the staff member receives these benefits, then a national average fringe rate of 46% is used to inflate the salary and calculate total compensation amount (calculated from [Employer Costs for Employee Compensation Historical Listing: March 2004–March 2017](#), Bureau of Labor Statistics).

**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% (i.e., 100% represents the total time the staff member spent on the home visiting model, regardless of the staff member’s FTE). Definitions of activities are listed in the Introduction tab and are also displayed by clicking on an activity name.

- Column H (Service Delivery): Time spent delivering services directly to families, such as home visiting and family assessments.
- Column I (Outreach): Time spent conducting outreach activities to recruit and enroll families into the program.
- Column J (Program Management/Coordination): Time spent coordinating program activities and overseeing the program.
- Column K (Supervising): Time spent overseeing service delivery personnel, such as home visitor staff.
- Column L (Administration/Data Entry): Time spent providing administrative support such as scheduling, data entry, and reimbursement.
- Column M (Executive): Time spent by program executive staff overseeing the larger program, facility, or agency.
- Column N (Other): Staff roles not included in any other category. This may include translators or cultural advisors.

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

## FAQs

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### *2.1. When should I report a full-time equivalent (FTE) number other than 1?*

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In the FTE column, you should report the FTE number of staff for whom data are reported in the row. The FTE number should reflect the time spent on the home visiting model during the reporting period. You will report a number that is less than 1 for a full-time staff member who spends less than 100% of her time on the home visiting model or for a part-time staff member. You will report a number greater than 1 if you are reporting multiple staff in the same row. Consider the following examples:

- A. For a supervisor who works full time and splits her time equally between two home visiting models, enter 0.5.
- B. For a home visitor who works 75% (i.e., part-time) and spends all of her time on this home visiting model, enter 0.75.
- C. For an outreach coordinator who works 50% (i.e., part-time) and spends half of that time on this home visiting model, enter 0.25 ( $=0.5*0.5$ ).
- D. For five full-time home visitors who dedicate all of their time to this home visiting model, enter 5.
- E. For five full-time home visitors who each dedicate 50% of their time to this model, enter 2.5 ( $=5*0.5$ ).

### *2.2. How should I report salary information for staff who work part-time or are only partially funded by MIECHV?*

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In the annual salary column, you should report the per-person annual salary amount assuming full-time status. You should report the full salary amount regardless of funding source. Consider the following examples:

- A. For a full-time staff member who has an annual salary of \$50,000 and works on the home visiting model 100% but is funded by MIECHV for only 50% of the time, enter \$50,000. For the annual salary amount, it does not matter how much of her salary is funded by MIECHV.

- B. For a full-time staff member who has an annual salary of \$50,000 and works on the home visiting model 50%, enter \$50,000. The salary should reflect the annual amount paid to the staff member regardless of how much time is spent on this home visiting model.
- C. For a part-time staff member who works 50% and makes \$25,000 annually, enter \$50,000 to ensure the salary reflects an annual amount assuming full-time status.

Column E of the Labor Costs tab calculates total compensation amounts by multiplying the FTE numbers by the annual salary amounts. These are the labor cost amounts that are assigned to the home visiting program. You can use the values reported in this column to check the accuracy of your entries in the FTE number and annual salary columns. Note the values reported in column E include fringe benefits, so if you selected “No” in column D (“Are fringe benefits included in salary amount?”), then the total compensation amount is inflated by 46% to account for fringe benefits.

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### *2.3. What if I don't know the fringe benefit amount paid for staff?*

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If the fringe benefit amount or rate is not known, select “No” in column D (“Are fringe benefits included in salary amount?”). The total compensation amount will then be inflated by 46% to account for fringe benefits; this is a national average of fringe benefits rates.

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### *2.4. Do I need to account for vacation or sick leave in the percentage of time allocations across program activities?*

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No, when allocating time across program activities, only include the time worked on the home visiting program. There is no separate category for vacation/sick time; the cost of vacation/sick time is included in the fringe benefits amount.

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### *2.5. Where should I report other personnel costs, such as payroll taxes, assessments, background checks, drug screenings, and traffic abstracts?*

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You should report other employment-related costs in the Other Overhead Costs category in the Overhead and Infrastructure tab.



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*2.6. How should I handle non-MIECHV funding for staff? For example, how should I report salary for a clinical director who provides oversight to the model but does not charge her time to the model?*

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You should report costs for resources covered by non-MIECHV funding, including volunteer labor, because the goal of the HV-BAT is to capture all costs required to implement the home visiting model regardless of the funding source. In this example, you should report the time the clinical director spends on the home visiting model and the clinical director's salary to ensure all relevant costs are captured in the HV-BAT.

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*2.7. The model implemented by my agency requires that parents enrolled in the program volunteer at our events. Should I report this in the HV-BAT as in-kind support?*

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No, you do not need to document in-kind support if the model requires families (e.g., enrolled parents) to volunteer in home visiting services and activities. Requirements for unpaid parent involvement should be considered as part of the overall program model, rather than as in-kind labor.

---

*2.8. The home visitors who work on this home visiting model have different salaries based on their tenure in the program and on the benefits they choose. Should I list each of them individually?*

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Each staff member can be listed individually to reflect individual FTE numbers and salaries. For simplicity, only group staff together if they have the same annual salary and spend the same amounts of time on the different program activities.

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*2.9. Should I include all staff in my organization, or only those working on the home visiting model? Should only staff who are funded by MIECHV be included?*

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You should include only the staff who work on the home visiting model you are reporting on in the HV-BAT regardless of whether they are MIECHV funded. In column F, you should indicate whether the position is funded by MIECHV and, if so, enter the percentage funded by MIECHV in column G.

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### *2.10. How should I handle staff replacement?*

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In the FTE number column (column C), you should report the FTE the employee worked during the reporting period year on the home visiting model. Specifically, you should divide the number of months worked by 12 and then multiply it by percentage of time spent on the model. For example, if a home visitor worked 6 months out of the reporting period and she worked 40% time on the model, then the FTE should be reported as  $(6/12) * 0.4 = 0.2$ . The annual salary amount (column D) for this person should reflect the 12-month full-time salary she would have received if she had worked the full 12 months. The total compensation amount calculated in column E will reflect the portion of the salary that was dedicated to the home visiting model.

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### *2.11. Where should I report costs for substitute visitors when regular visitors are ill?*

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You should include the wages paid to the substitute visitors in the Labor Costs tab. You should report training costs for substitute visitors in the Training tab.

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### *2.12. For the labor time allocations, under which activity should I report the time staff are involved in family or community engagement (e.g., parent education classes open to all families)?*

---

You should report the time staff were involved in family or community engagement activities under the Service Delivery column if the activity was attended by at least one family enrolled in the home visiting program.

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### *2.13. For the labor time allocations, under which activity should I report the time staff are involved in team meetings?*

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You should report the time spent in team staff meetings under the Program Management/Coordination Activity column.

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*2.14. For the labor time allocations, under which activity should I report the time staff are involved in training?*

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You should report the time spent in trainings under the activity that is most relevant for a specific training. For example, allocate training time for using a data entry system to the Administration/Data Entry activity. If the available activities do not reflect the purpose of the training, then allocate the time spent in training under the Other program activity.

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*2.15. For the labor time allocations, under which activity should I report the time that staff who are supervised spend receiving supervision?*

---

The Supervising program activity should only be used to report time spent by supervisors and should not include time of staff who are supervised (i.e., receive supervision). You should report the time staff spend receiving supervision under the activity that best describes what staff are doing while being supervised. For example, if staff are supervised while doing service delivery during a home visit, then allocate that time to the Service Delivery activity column. If staff are supervised during staff or review meetings, then allocate that time to the Program Management/Coordination activity column.

---

*2.16. For the labor time allocations, under which activity should I report the time supervisors spend on a weekly basis reviewing data input by the home visitors and reviewing client charts?*

---

You should report the time supervisors spend reviewing data under the Supervising activity column. The time that the home visitors spend entering the data should be allocated to the Administration/Data Entry activity column.

---

*2.17. Our agency subcontracts part of the contract to another agency, and each agency has a team of nurses. How should I report the labor costs incurred by the subcontractor? Should I report the information for those nurses in the Labor Costs tab or the Contracted Services tab?*

---

You should report the costs for the contracted nurses in the Contracted Services tab. You should report the costs for the nurses employed directly by your agency in the Labor Costs tab.

# Tab 3. Overhead and Infrastructure Costs

## Overview

Tab 3 collects information on indirect costs incurred when delivering the home visiting model. LIAs will enter the information into the worksheet as shown in Exhibit 6.

### Exhibit 6. Overhead and Infrastructure Costs Tab

Overhead and Infrastructure Costs			
Home Visiting Model: <i>example: PAT</i>		Reporting Period: <i>example: 10/1/2018-9/30/2019</i>	
Total Reported Overhead and Infrastructure Costs: \$11,592			
<b>Column D (Percentage MIECHV Funded):</b> If "Yes, partially" is selected in column C, enter the percentage of the expense that is funded by MIECHV. Do not enter anything if "Yes, 100%" or "No" is selected in column C.			<a href="#">Overhead Help</a>
Description (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
<b>Overhead Costs</b>			
Institutional Indirect Costs	<i>example: \$11,592</i>	Yes, 100%	
Unallowable Indirect Costs		(Select one)	
Other Overhead Costs		(Select one)	
<b>Infrastructure Expenses</b>			
Office Rent		(Select one)	
Utilities and Maintenance		(Select one)	

## Instructions

Enter information on the overhead and infrastructure costs incurred for the home visiting model during the reporting period.

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

Information From Popup Boxes:

- **Institutional Indirect Costs:** If your organization has an indirect rate that covers general overhead expenses, then include total annual costs in this row. If your agency incorporates all overhead into other specific line items, then you may not have additional overhead to report in this row.

- **Unallowable Indirect Costs:** If your organization has an indirect cost rate that is greater than allowed by the funding agency, then include in this line item the portion of your indirect costs that are unallowable.
- **Other Overhead Costs:** If your organization has other overhead or indirect costs that are not already reported above, then enter them in this row. Examples include liability insurance, payroll taxes, and other employment-related expenses.
  - Click the “Overhead Help” hyperlink in the gray cell for additional guidance on reporting overhead costs that are shared across models or other programs. This information is also included in FAQ 3.4.
- **Office Rent:** This refers to annual expenditures on rent for offices and other facilities if your organization tracks this as a separate line item from institutional indirect costs. If your organization shares facilities with another organization, then include your allocated rent portion. To determine the rent portion allocated to the model, follow the guidance provided on reporting overhead costs that are shared across models or other programs by clicking the “Overhead Help” hyperlink in the gray cell.
- **Utilities and Maintenance:** This refers to annual expenditures on utilities and maintenance if tracked separately from institutional indirect costs; include cleaning services in this row. For shared facilities, include only your cost. Click “Overhead Help” for information on reporting shared costs or refer to FAQ 3.4.

**Column B (Annual Expenditures):** Enter the annual expenditures for each category listed in column A. Organizations charge for overhead and infrastructure costs differently, so use the method that is most appropriate for your organization. If your organization has an indirect rate that covers general overhead expenses, then include total annual costs for those expenses in the overhead costs; if tracked separately, then include liability insurance and payroll taxes in the Other Overhead Costs tab. If your organization tracks infrastructure expenses such as rent, utilities, and maintenance separately from indirect costs, then include those expenses as infrastructure expenses.

**Column C (Is Expense MIECHV Funded?):** From the dropdown menu, select the appropriate response for 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, then enter the percentage of the expense that is funded by MIECHV. Do not enter anything if “Yes, 100%” or “No” is selected in column C.

# FAQs

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*3.1. Our indirect costs are not reported separately for the home visiting model because they are rolled into an overall department cost that includes many other programs. How should I report them?*

---

You should estimate the percentage of the indirect cost used by your program and multiply that percentage by the total indirect costs across all programs. Additional guidance on how to report costs that are shared across multiple models or multiple programs is included in FAQ 3.4.

---

*3.2. Our MIECHV contract does not allow for an institutional indirect cost. All agency administrative costs are directly costed out in the budget. Should I report the agency administrative expenditures in the appropriate tabs?*

---

Yes, you should report the administrative expenditures in the appropriate tabs and not report any costs under the Institution Indirect Costs category.

---

*3.3. What should be included in “unallowable” indirect costs?*

---

Some MIECHV awardees that provide funding to LIAs may have caps on indirect rates. If your agency has an indirect cost rate that is greater than the rate allowed by the funding organization (i.e., MIECHV awardee), then include in this line item the portion of your indirect costs that are unallowable.

---

*3.4. How should shared overhead costs be reported?*

---

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. HRSA has provided three examples below to help you calculate the portion of these shared costs to report in the HV-BAT.

- A. 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 HIPPIY and SafeCare. Suppose Apple serves 100 families: 60 receive NFP, 20 receive HIPPIY, and 20 receive SafeCare. In other words, 60% of the families are receiving NFP. Apple has \$1,000 of administrative costs that support all three models. When reporting the share of costs that goes to support NFP, Apple should apply the fraction of its client families receiving NFP. In this example, Apple would report 60% of the \$1,000 shared administrative costs, or \$600.
- B. 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 two other LIAs that provide home visiting models in nearby counties. Beets pays an administrative staff member that supports all three LIAs. When reporting these administrative costs, Beets should report only the fraction used for home visiting services. The other two LIAs should also report a fraction of Beets' administrative costs. Assume costs shared across LIAs are divided equally among those LIAs. In this example, if Beets has administrative costs of \$999 per year, assume one-third of those costs are for Beets' home visiting program. Beets would report a cost of \$333 in the HV-BAT. The other two LIAs would also report \$333 for administrative costs in their respective HV-BATs.
- C. 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 serves 40 families receiving Family Spirit and another 60 families receiving Early Head Start (EHS). It also has shared administrative staff paid for by another LIA (Dill) that operates in a nearby county and supports a total of four 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 costs shared across Family Spirit and EHS. In this example, suppose Dill (the overall administrative agency) has annual administrative costs of \$1,000 that support four LIAs, including Cilantro. Cilantro should account for one-quarter of those costs, or \$250. However, if those costs help support Cilantro's work on both Family Spirit and EHS, then 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.

This guidance can also be viewed by clicking on the "Overhead Help" hyperlink in the gray cell in the Overhead and Infrastructure tab.

---

### *3.5. Where should I report the costs for an annual audit and liability insurance?*

---

You should report these costs under the Other Overhead Cost category in the Overhead and Infrastructure tab.



# Tab 4. Contracted Services Costs

## Overview

Tab 4 collects information on costs associated with outside contracts and consultants that were used when delivering the home visiting model. LIAs will enter the information into the worksheet as shown in Exhibit 7.

### Exhibit 7. Contracted Services Costs Tab

Contracted Services Costs			
Home Visiting Model: <i>example: HIPPY</i>		Reporting Period: <i>example: 10/01/2018-09/30/2019</i>	
Total Reported Contracted Services Costs: \$1,495			
Contracted Services (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
Data Services	<i>example: \$1,495.00</i>	<i>Yes, 100%</i>	
Outreach Services		(Select one)	
Service Delivery		(Select one)	
Other Services		(Select one)	

## 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 in this column. 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.

Information from Popup Boxes:

- **Data Services:** This refers to annual expenditures on data services for reporting and monitoring if those services are contracted out.
- **Outreach Services:** This refers to annual expenditures on family outreach services if those services are contracted out. Outreach services include family recruitment, for example, through centralized intake and referral.

- **Service Delivery:** This refers to annual expenditures on service delivery if those services are contracted out.
- **Other Services:** This refers to annual expenditures on other contracted services not captured above. Examples include payroll vendor services, consultants supporting home visitors, translation services, cultural advisors for tribal sites, and other professional services.

**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, then enter percentage that is funded by MIECHV. Do not enter anything if “Yes, 100%” or “No” is selected in column C.

## FAQs

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### *4.1. Where should I report costs for professional services, such as IT/website services and payroll vendor services?*

---

You should report costs for contracts for professional services in the Contracted Services tab. You should report the costs of IT/website services under the Data Services category and the costs for payroll vendor services under the Other Services category.

---

### *4.2. Our agency subcontracts part of the contract to another agency, and each agency has a team of nurses. How should I report the labor costs incurred by the subcontractor? Should I report the information for their nurses in the Labor Costs tab or the Contracted Services tab?*

---

You should report the costs for the contracted nurses in the Contracted Services tab; you should report the costs for the nurses employed directly by your agency in the Labor Costs tab.

---

*4.3. Many families served by my agency's home visiting program are enrolled in other social service programs. However, we do not actually incur those costs as an expense. Should we report those costs in the HV-BAT?*

---

In general, you should report the costs that are part of the home visiting program, even if they are paid for by other sources or provided in-kind. Services to which you refer families (e.g., the Special Supplemental Nutrition Program for Women, Infants, and Children) are not part of your home visiting program. These are services delivered by another agency and, thus, do not need to be reported in the HV-BAT.

# Tab 5. Model Cost, Tools, and Curricula

## Overview

Tab 5 collects information on costs paid to the model developer and fees for tools and curricula used to deliver the home visiting model. LIAs will enter the information into the worksheet as shown in Exhibit 8.

### Exhibit 8. Model Cost, Tools, and Curricula Tab

Model Cost, Tools, and Curricula			
Home Visiting Model: <i>example: HFA</i>		Reporting Period: <i>example: 10/01/2018-09/30/2019</i>	
Total Reported Costs for Model, Tools, and Curricula: <i>\$1,500</i>			
Description (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
<b>Model Fees</b>			
Startup Model Fee	<i>example: \$1,500.00</i>	<i>Yes, 100%</i>	
Annual Model Fee		(Select one)	
<b>Assessment, Tools, and Curricula</b>			
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)	

## 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.

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

#### Information From Popup Boxes:

- **Startup Model Fee:** This is a fee charged by some models when an organization first starts providing the model. This is separate from the ongoing annual model fee. Include only the overall model fee; include the startup model fee if paid during the reporting period.
- **Annual Model Fee:** This refers to annual expenditures on model consultation and program support fees. Additional fees for curricula, tools, and assessments should be reported below. If the model fee does not include training tuition, then training cost should be reported in the Training tab.
- **Startup Model Curriculum:** In this first year, organizations may have one-time expenditures to cover startup curricula fees. Include them only if paid during the reporting period.
- **Annual Model Curriculum Fees:** This refers to annual expenditures on program curricula obtained from the model. These should be focused on core activities, not special projects.
- **Additional Curricula Fees:** This refers to annual expenditures on additional curricula (not from the model) including initial and ongoing fees. Include only costs directly related to core activities.
- **Developmental Screening, Assessment, and Outcome Measurement Tools:** This refers to annual expenditures on screening tools for use in child and caregiver screening, child and family assessment, and outcome measurement. Include only costs for the tools themselves in this category and only costs directly related to core activities.

**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 in this column 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 in this column. Additional fees not covered in the overall model fee, such as training tuition, should be reported in the Training tab and not in this tab.

**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, then enter the percentage that is funded by MIECHV. Do not enter anything if “Yes, 100%” or “No” is selected in column C.

# FAQ

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*5.1. Our program paid the startup model fees when we first started implementing this home visiting model but had no startup costs during the reporting period. Should I include those costs?*

---

No, you should only report the startup model fees if they were paid during the reporting period; startup fees paid prior to the reporting period should not be included in the HV-BAT.

# Tab 6. Training Costs

## Overview

Tab 6 collects information on training costs incurred as part of implementing the home visiting model. LIAs will enter the information into the worksheet as shown in Exhibit 9.

### Exhibit 9. Training Costs Tab

Training Costs			
Home Visiting Model: <i>example: Family Spirit</i>		Reporting Period: <i>example: 10/01/2018-09/30/2019</i>	
Total Reported Training Costs: \$2,725.50			
Trainings (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
Home Visitor Initial Training Tuition	<i>example: \$2,725.50</i>	<i>Yes, partially</i>	<i>25%</i>
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)	

## Instructions

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

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

Information from Popup Boxes:

- Home Visitor Initial Training: This refers to expenditures on tuition for initial trainings for new home visitors (if paid during the reporting period). Do not include travel in this line item. Do not include tuition fees in this category if they are included in the overall model fee.
- Supervision Initial Training: This refers to expenditures on tuition for initial trainings for new supervisors (if paid during the reporting period). Do not include travel in this line item. Do not include tuition fees in this category if they are included in the overall model fee.

- **Administrator Initial Training:** This refers to expenditures on tuition for initial trainings for new administrators (if paid during the reporting period). Do not include travel in this line item. Do not include tuition fees in this category if they are included in the overall model fee.
- **Other Staff Initial Training:** This refers to expenditures on tuition for initial trainings for other staff not listed above (if paid during the reporting period). Do not include travel in this line item. Do not include tuition fees in this category if they are included in the overall model fee.
- **Ongoing Trainings and Professional Development:** This refers to annual expenditures on ongoing trainings or continuing education for professional development. Examples include training on evaluation tools (e.g., PICCOLO, HOME, DANCE) and optional model conferences. Do not report fees included in the overall model fee.

**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 tab does not include training tuition, then report model training costs in this column. 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, then enter the percentage that is funded by MIECHV. Do not enter anything if “Yes, 100%” or “No” is selected in column C.

## FAQs

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*6.1. Should I include only the training fees paid directly by our agency? Our staff attended MIECHV-sponsored trainings paid for by our funder. Should those costs be reported?*

---

You should report costs for trainings required by the model or tied to implementing the model, regardless of who paid for them. You should work with the funder to determine the expenses of trainings for your staff, including fees/tuition, travel, and per diem costs.



---

## *6.2. Where should I report ongoing annual trainings for supervisors?*

---

You should report the ongoing annual trainings for supervisors under the Ongoing Trainings and Professional Development category in the Training tab.

---

## *6.3. Where should I report training fees for staff to begin using the model?*

---

You should report training fees for new staff in the Initial Training categories in the Training tab.

---

## *6.4. What should I report in the initial training tuition categories?*

---

You should report tuition fees for training of new staff in the Initial Training categories in the Training tab.

---

## *6.5. Where should I report travel costs associated with attending trainings? These include the per diem, hotel, and mileage/car rental for attending model-specific training.*

---

You should report travel costs for the trainings under the Travel to Trainings and Meetings category in the Travel tab. The costs reported in the Training tab should include only tuition fees, not travel costs incurred for the training.

---

# Tab 7. Consumable Supplies Costs

## Overview

Tab 7 collects information on costs of consumable supplies purchased for the home visiting model. LIAs will enter the information into the worksheet as shown in Exhibit 10.

### Exhibit 10. Consumable Supplies Costs Tab

Consumable Supplies Costs			
Home Visiting Model: <i>example: Family Check-Up</i>		Reporting Period: <i>example: 10/01/2018-09/30/2019</i>	
Total Reported Consumable Supplies Costs: \$944			
Consumable Supplies (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
<b>Administrative Supplies</b>			
Startup Supply Costs	<i>example: \$240.00</i>	<i>Yes, 100%</i>	
Consumable Administrative Supplies	<i>example: \$704.00</i>	<i>Yes, partially</i>	<i>80%</i>
<b>Service Delivery Materials</b>			
Client Support Materials		(Select one)	
Consumable Programmatic Materials		(Select one)	

## 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 that get used up or depleted, such as office supplies or phone usage fees.

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

Information from Popup Boxes:

- **Startup Supply Costs:** In their first year, organizations may have one-time expenditures for startup supplies. These are costs that are only relevant in the first year and will not be incurred again. Include these costs in this row only if they were incurred in the reporting period.

- **Consumable Administrative Supplies:** This refers to annual expenditures for consumable administrative supplies. Include cell phone usage fees and office supplies such as copy paper, promotional materials, postage and shipping, etc.
- **Client Support Materials:** This refers to annual expenditures for client support materials. These go to the client and include milestone acknowledgments, incentives, books (given away), diapers, etc.
- **Consumable Programmatic Materials:** This refers to annual expenditures for consumable programmatic materials. Include sanitizing wipes, art supplies, etc.

**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.

**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, then enter the percentage that is funded by MIECHV. Do not enter anything if “Yes, 100%” or “No” is selected in column C.

## FAQs

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### *7.1. What is the difference between consumable and non-consumable supplies?*

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Consumable supplies are items that are purchased recurrently and that get used up or depleted. Examples of consumable supplies are office supplies, such as paper and ink cartridges; programmatic supplies, such as sanitizing wipes and art supplies; and phone usage fees. Non-consumable supplies include supplies and equipment that have a useful life of more than 1 year; these items do not get depleted when used. Examples of non-consumable supplies include printers, phones, computers, and baby scales.

---

### *7.2. Where should I report printing and copying costs?*

---

You should report costs for printing and copying under the Consumable Administrative Supplies category in the Consumable Supplies tab.

---

*7.3. Where should I report costs for meals for clients at events and activities?*

---

You should report costs for client meals under the Client Support Materials category in the Consumable Supplies tab.

---

*7.4. Where should I report costs for transportation for our clients (cabs/gas cards to groups and events)?*

---

You should report costs for client transportation under the Client Support Materials category in the Consumable Supplies tab.

# Tab 8. Non-consumable Supplies Costs

## Overview

Tab 8 collects information on purchases of non-consumable equipment and supplies used for the home visiting model; it includes items purchased before the reporting period that were used during the reporting period. LIAs will enter the information into the worksheet as shown in Exhibit 11.

### Exhibit 11. Non-consumable Supplies Costs Tab

Non-consumable Supplies Costs					
Home Visiting Model: <i>example: EHS</i>			Reporting Period: <i>example: 10/01/2018-09/30/2019</i>		
Annualized Costs for Non-consumable Supplies \$1,242					
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)
<i>example: Computers</i>	\$1,800.00	4.0	\$450	Yes, 100%	
<i>example: Tablets</i>	\$2,250.00	4.0	\$563	Yes, 100%	
<i>example: Office phone system</i>	\$560	4.0	\$140	Yes, partially	80%
<i>example: Computer Software</i>	\$359	4.0	\$90	Yes, partially	80%

## Instructions

Enter information on the costs of non-consumable supplies used for the home visiting model during the reporting period. Non-consumable supplies include supplies and equipment that have a useful life of more than 1 year; these items cannot be used up or depleted. Examples of non-consumable supplies include computers and other electronics supplies, computer software, phones, and automobiles. Non-consumable supplies also include the maintenance costs associated with vehicles and supplies or equipment. 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 2 years ago and they were used during the reporting period, then report the costs for those computers in this worksheet.

**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 equipment or supply (even if the purchase was made before the reporting period started).

**Column C (Expected Years of Use):** Enter the number of years you expect the item to be used.

**Column D (Annualized Cost):** Do not enter anything in this column; it calculates the annualized cost of the equipment or supply based on the purchase price and the number of expected years of use.

**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 partial]):** If “Yes, partially” is selected in column E, then enter the percentage funded by MIECHV in this column. If “Yes, 100%” or “No” is selected in column E, leave this cell blank.

## FAQs

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### *8.1. What is the difference between consumable and non-consumable supplies?*

---

Consumable supplies are items that are purchased recurrently and that get used up or depleted. Examples of consumable supplies are office supplies, such as paper and ink cartridges; programmatic supplies, such as sanitizing wipes and art supplies; and phone usage fees. Non-consumable supplies include supplies and equipment that have a useful life of more than 1 year; these items do not get depleted when used. Examples of non-consumable supplies include printers, phones, computers, and baby scales.

---

### *8.2. How should I report costs for supplies or equipment that will depreciate?*

---

In the Non-consumable Supplies tab, you should report the purchase price of the supply or equipment and the expected number of years of use from date of purchase. The HV-BAT will calculate the annualized cost of the supply or equipment based on the information you enter. For example, if you spent \$3,000 on computer purchases 2 years ago and the computers are expected to last 3 years, then the HV-BAT will calculate the annualized cost of the computers as \$1,000.

---

*8.3. Our program did not buy supplies or equipment during the reporting period. Do I need to report anything in the Non-consumable Supplies tab?*

---

Yes. Items reported in the Non-consumable Supplies tab should include non-consumable supplies and equipment that were used during the reporting period even if they were purchased prior to the reporting period. For example, if you purchased computers 2 years ago and they were used in the reporting period, then the costs of these computers should be reported in the HV-BAT.

---

*8.4. Our program purchased a car 5 years ago, but I do not know the purchase price. How should I report that?*

---

If you do not know the purchase price of the non-consumable supply or equipment that was bought prior to the reporting period, then you should estimate its current or replacement price based on the market value and report that in the HV-BAT. If the value reflects the current value of a used product, then the number of expected years of use should be the number of years of useful life remaining after the reporting period. If the value reflects the replacement cost for a similar, new item, then enter the full expected number of years of useful life. For example, suppose you are reporting costs for 2017 and your program purchased a car in 2012 with an expectation that it will last 10 years. If you do not know the purchase price of the car, then you can estimate its market value in 2017 using its Blue Book value. Then enter 5 years as the expected years of use, because the car has 5 remaining years of use. If you instead chose to enter the replacement value for a similar, new car, you would enter that value and 10 years of useful life.

---

*8.5. Where should I report costs for a copier lease?*

---

You should report costs for a copier lease in the Non-consumable Supplies tab.

# Tab 9. Travel Costs

## Overview

Tab 9 collects information on travel costs associated with implementing the home visiting model. LIAs will enter the information into the worksheet as shown in Exhibit 12.

### Exhibit 12. Travel Costs Tab

	A	B	C	D
1	<b>Travel Costs</b>			
2	Home Visiting Model: <i>example: Child First</i>		Reporting Period: <i>example: 10/1/2018-9/30/2019</i>	
3	Total Reported Travel Costs: \$3,431			
9	Travel (A)	Annual Expenditures (B)	Is Expense MIECHV Funded? (C)	Percentage MIECHV Funded (if partial) (D)
10	Mileage to Families for Service Delivery	<i>example: \$3,431</i>	Yes, 100%	
11	Mileage for Outreach		(Select one)	
12	Travel to Trainings and Meetings		(Select one)	
13	Do you want to report travel costs in aggregate, rather than by categories shown above?			No
14	Total Travel		(Select one)	
15			(Select one)	
16			Yes, 100%	
17			Yes, partially	
			No	

## Instructions

Enter information on travel expenses incurred for the home visiting model during the reporting period.

**Column A (Travel):** Do not enter anything in this column. Travel categories for which expenditures should be reported are listed in this column. 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.

LIAs that do not track travel costs separately for each category shown in column A 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 shown above?” at the bottom of the table. If “Yes” is selected as a response to the question, the travel costs must be reported in aggregate as total travel costs and entered in row 14; costs in rows 10-12 should then remain blank. If “No” is selected as a response to the question, the travel costs must be reported for each category separately in rows 10-12 and the total travel costs in row 14 should remain blank.



Information from Popup Boxes:

- **Mileage to Families for Service Delivery:** This refers to annual expenditures on mileage for home visitors' travel to visit families. Do not include vehicle and maintenance costs for vehicles owned by your organizations, as these expenses are included in the Non-consumable Supplies category.
- **Mileage for Outreach:** This refers to annual expenditures on mileage for staff to conduct outreach activities. Do not include vehicle and maintenance costs for vehicles owned by your organization, as these expenses are included in the Non-consumable Supplies category.
- **Travel to Trainings and Meetings:** This refers to annual expenditures on travel to the trainings and meetings. Include the total value of all travel, lodging, and per diem in this category.

**Column B (Annual Expenditures):** Enter the annual expenditure associated with each travel type listed in column A. Note: LIAs 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 shown above?" at the bottom of the table.

**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, then enter the percentage that is funded by MIECHV. Do not enter anything if "Yes, 100%" or "No" is selected in column C.

## FAQs

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*9.1. Should I report only the travel costs paid directly by our agency? We have MIECHV-sponsored travel paid directly by our funder for our staff.*

---

If staff travel was required for MIECHV, then you should report those costs in the HV-BAT regardless of who paid for them. Please work with the funder to determine the amount of travel costs for your staff.

---

*9.2. We do not break out mileage separately for visits, trainings, and outreach. How should I report this?*

---

In the Travel tab, you should select “Yes” in response to the question “Do you want to report travel costs in aggregate rather than by the categories shown above?” and enter the total travel costs for the reporting period.

---

*9.3. Where should I report costs for transportation for our clients (cabs/gas cards to groups and events)?*

---

You should report costs for client transportation under the Client Support Materials category in the Consumable Supplies tab.

---

*9.4. Where should I report costs for meals for clients at events and activities?*

---

You should report costs for client meals under the Client Support Materials category in the Consumable Supplies tab.

---

*9.5. The Home Visitor Initial Training Tuition category in the Training tab says not to include travel expenses on this line item. Where should I report the costs incurred for travel to the training?*

---

You should report travel costs for the trainings under the Travel to Trainings and Meetings category in the Travel tab. The costs reported in the Training tab should include only tuition fees, not travel costs incurred for training.

---

---

*9.6. Where should I report travel costs associated with attending trainings? These include the per diem, hotel, and mileage/car rental for attending model-specific training.*

---

You should report travel costs for the trainings under the Travel to Trainings and Meetings category in the Travel tab. The costs reported in the Training tab should include only tuition fees, not travel costs incurred for the training.

# Summary of Reported Costs Tab

The Summary tab of the HV-BAT uses data entered in other tabs of the tool and automatically calculates total and per-family costs along with expenses for each cost category, including labor; overhead and infrastructure; contracted services; model fees, tools, and curricula; training; consumable supplies; non-consumable supplies; and travel. LIAs do not need to enter any data in this tab. LIAs can review their overall costs using the summarized information as shown in Exhibit 13.

## Exhibit 13. Summary of Reported Costs Tab

	A	B	C	D	E	F	G	H	I	J	K	L																																								
1	<b>Summary of Reported Costs</b>																																																			
2	Home Visiting Model: HFA		Reporting Period: 10/1/2019-9/30/2020																																																	
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**Note:** Costs and percentages reported in Exhibit 13 are for example purposes only and should not be interpreted as guidance or recommendations for reported costs.

**Table 1. Total and Per Family Costs of Home Visiting Model by Cost Category:** This reports total costs and per-family costs of implementing the home visiting model during the reporting period,

in aggregate and for each of the eight cost categories. Column B reports the total cost by category; for example, Exhibit 13 shows the LIA spent \$10,174 on consumable supplies during the reporting period. The total cost (the sum of all costs reported in the HV-BAT), is shown in cell B13 (\$582,376). Column C reports expenses for each cost category as a percentage of total costs. For example, labor costs accounted for 76% of total costs for this LIA in Exhibit 13. Column D shows the average cost per family: This is calculated as the total cost divided by the number of families served during the reporting period (as reported on the LIA Characteristics tab). In Exhibit 13, the average cost per family served is \$18,786 (cell D13).

**Figure 1. Total Costs by Category** graphically displays data from Table 1 in a pie chart. This visual shows the distribution of expenses across the eight cost categories.

**Table 2. Total and Per Family Labor Costs by Program Activity** reports total labor costs and per-family labor costs of implementing the home visiting model during the reporting period, in aggregate, and by each of the seven labor program activities. The total labor cost during the reporting period is displayed in cell B23 (\$440,097; note it is the same amount as the labor cost in cell B5). The columns are set up similarly to those in Table 1, with costs by activity in dollars and as a percentage of total labor costs, and average labor cost per family in columns B, C, and D, respectively. For example, the Labor Costs by Program Activity pie chart in Exhibit 13 shows 52% of labor expenses were spent on service delivery and 17% on supervising. The total labor cost per family served during the reporting period of \$14,197 (cell D23) is the same amount as the labor cost per family reported in cell D5.

**Figure 2. Labor Costs by Program Activity** graphically displays data from Table 2 in a pie chart. This visual shows the distribution of labor costs across the seven program activities.

## FAQs

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### *1. Do I need to enter anything in the Summary tab?*

---

No. The Summary tab summarizes costs reported in the HV-BAT, including total expenses and costs per family served. This worksheet contains formulas and does not require data entry. You should not enter anything in this worksheet.

---

*2. I want to use the data from the Summary tab for a different report, but I am not able to make any changes in this worksheet. How can I make changes?*

---

The Summary tab is protected (or locked) because it contains formulas to calculate costs. To edit the look of the tables or customize them for a different report, copy and paste the tables into a new Excel file. You will then be able to make changes to those data. Alternatively, you can unprotect the sheet by clicking on the “Excel Review” tab at the top of the worksheet and then selecting the “Unprotect Sheet” icon; however, this option is not recommended. Unlocking the worksheet allows formulas to be altered or deleted, which can impact the quality of the data.

## Questions?

If you have questions or need additional information, please contact your MIECHV State/Territory Home Visiting Coordinator [insert name here] at xxx@email.com, or 1-800-123-1234.

*This document was prepared for the U.S. Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA), by RTI International in partnership with James Bell Associates, under HRSA contract number HSSH250201400038i.*