



NSW Department of  
Community Services

# **Brighter Futures Early Intervention Costing Model Job Aid**

**(Case Management, Home Visiting, Parenting Program,  
Supported Playgroups, Childcare and Brokerage)**

**Service System Development Division**

## Overview

This Job Aid is designed to assist Brighter Futures Early Intervention organisations to use the Brighter Futures Early Intervention Costing Model tool which includes service delivery components such as early intervention case management, home visiting, parenting programs, supported playgroups, childcare and brokerage.

### This Job Aid outlines:

- the purpose of the Brighter Futures Early Intervention Costing Model Job Aid
- who should use the Brighter Futures Early Intervention Costing Model Job Aid
- data input guiding principles
- detailed instructions illustrating how to:
  - save the cost model file to local disk
  - define staff profile and associated costs
  - define staff time utilisation for early intervention case management and non-direct client activities
  - define non-labour operating costs
  - define service delivery assumptions and associated costs for home visiting, parenting program, supported playgroups, childcare and brokerage

### Who should use this Job Aid?

Non-government services and the Department of Community Services (DoCS) should use this Job Aid for assistance in using the Brighter Futures Early Intervention Costing Model tool. It is recommended that the person selected to complete the data input templates be assisted by accounting and/or financial staff. For data related to service delivery, the selected representative can be assisted by service delivery staff. The basic user requirements of the Excel data input templates for NGO and DoCS staff include:

- A basic understanding of Excel
- A basic understanding of costs and costing principles
- A good understanding of the organisation's structure and cost centres

Note: Refer to [DoCS Costing Manual for Child and Family Services](#) for an overview of basic costing principles, definitions and concepts.

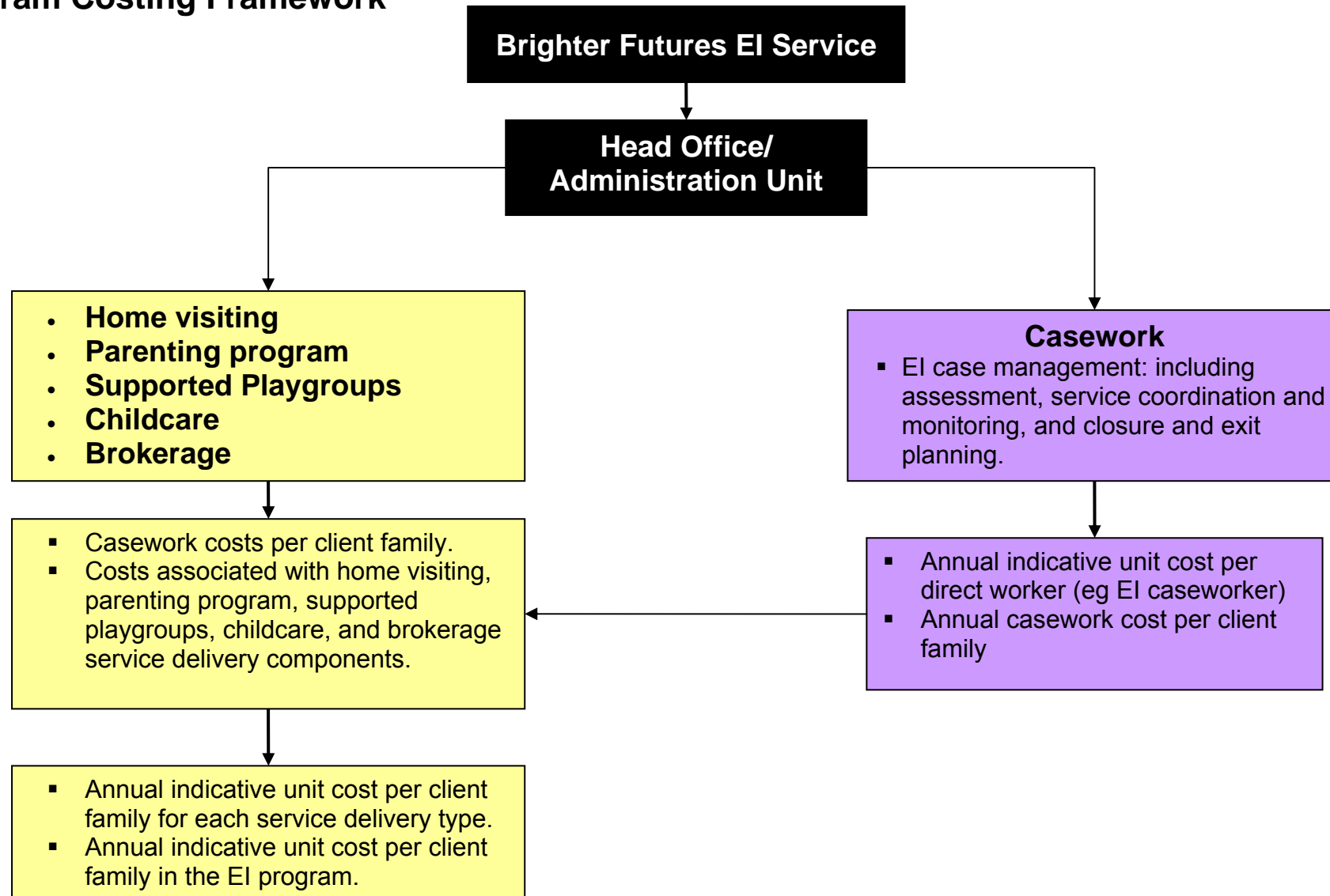
## Data input guiding principles

The following guidelines should be applied when inputting data:

- ✚ Costs should reflect average indicative levels
- ✚ Data should be accurate, up-to-date and include data for a full year, i.e. financial or calendar year
- ✚ The costing process should be transparent with clear documentation of sources of data, assumptions and parameters
- ✚ Service costs should be indicative and should include the total and actual costs to deliver the service, independent of funding sources
- ✚ The costs of services should only include actual financial costs; economic costs such as unpaid, volunteer work should not be reported.

The next section outlines a detailed set of instructions on using the Brighter Futures Early Intervention Costing Model tool including illustrative examples on the type of data required, information sources, cost elements, model assumptions, and handy tips to help populate the costing template.

# Brighter Futures Early Intervention Program Costing Framework



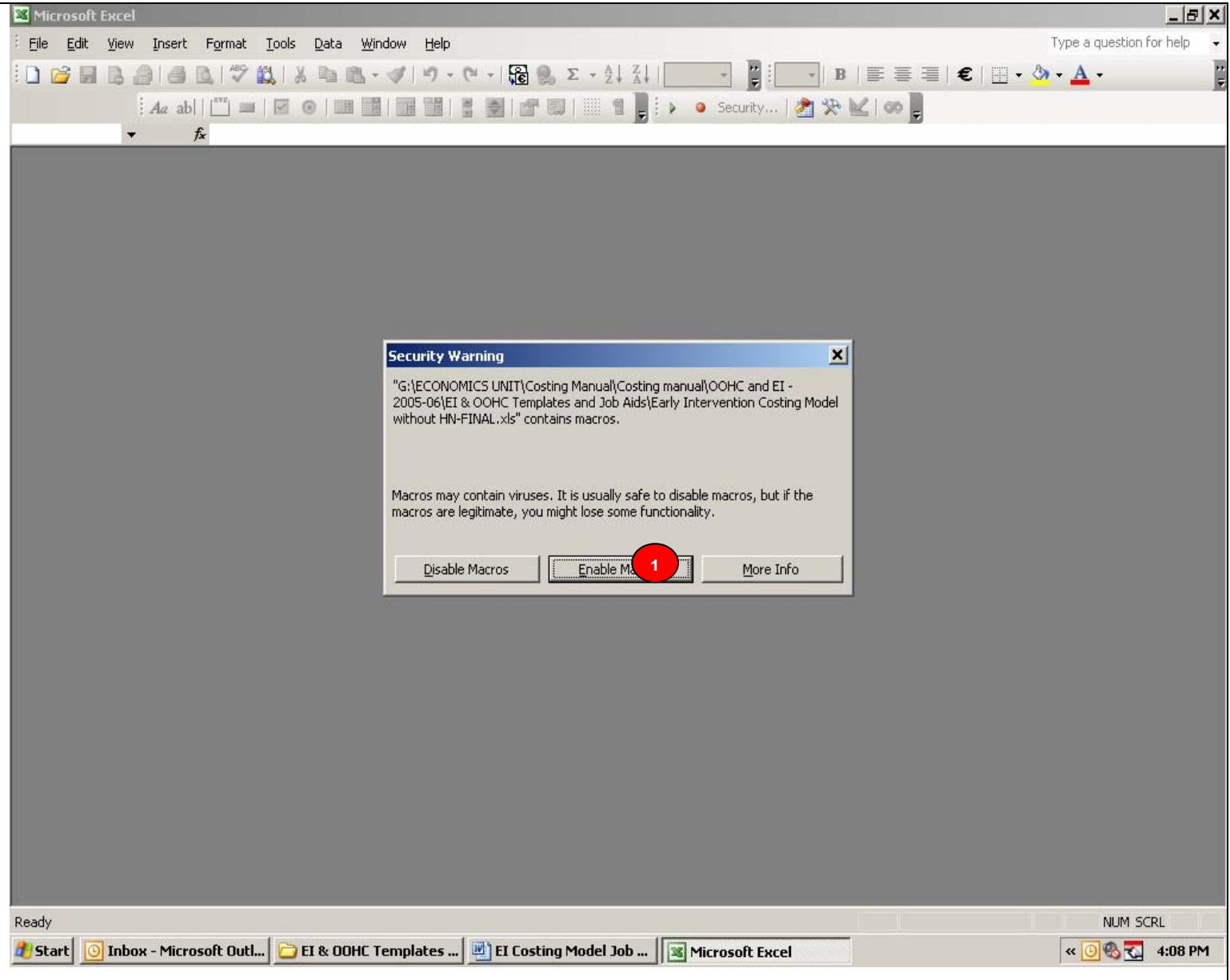
## Purpose of each worksheet

Worksheet Name	Purpose
Worksheet 1 "Service Assumptions"	Captures information about your organisation and the Brighter Futures Early Intervention services it provides.
Worksheet 2 "INPUTS – Head Office"	Captures information regarding the labour and non-labour operating costs incurred by the Head Office/Administration Unit to deliver Brighter Futures Early Intervention case management.
Worksheet 3 "INPUTS – Home Visiting"	Captures information regarding the labour and non-labour operating costs, and service delivery assumptions associated with delivering the home visiting service.
Worksheet 4 "INPUTS – Other Service Delivery"	Captures information regarding the labour and non-labour operating costs and service delivery assumptions associated with delivering parenting programs, supported playgroups, childcare and brokerage services.
Worksheet 5 "Output"	Presents the indicative unit cost of the direct worker as well as the unit costs per client family for the EI service delivery components. No data is required to be entered in this worksheet.
Worksheet 6 "Analysis"	Contains calculations for deriving the indicative unit costs. No data is required to be entered in this worksheet.

## STEP 1 – Enable Macros

1

Open the Early Intervention Costing Model template and select Enable Macros. This step needs to be repeated every time the model is opened.



## STEP 2 - Save cost model file to local disk

<p>1</p>	<p>Once the Model is open, select 'File' then 'Save as'.</p>	
<p>2</p>	<p>Select the drive and folder that you wish to save the file in from the 'Save-in' drop down menu.</p>	
<p>3</p>	<p>Rename the file in 'File Name' eg 'NGO Name EI Cost Model' then click on 'Save'.</p>	
<p>4</p>	<p>To open the required Excel sheet to input data, click on the associated tabs located at the bottom of the page.</p>	

**STEP 3 - Define Early Intervention service delivery types and general assumptions**

<p><b>1</b></p> <p>Provide organisational profile details including the name of the organisation, location and contact person details, and tax-exempt status.</p>	<p><b>ORGANISATION AND SERVICE MODEL OVERVIEW</b></p>		
	<p><b>Organisation Name</b></p>		
	<p><b>Location and Contact Details</b></p>		<p><b>1</b></p>
<p><b>Tax Exempt Status</b></p>			
<p><b>2</b></p> <p>Indicate the type of service delivery undertaken by your organisation.</p>	<p><b>Service type</b></p>	<p><b>Service Provided Yes/No</b></p>	<p><b>General assumptions</b></p>
<p><b>3</b></p> <p>Note any general assumptions specific to the service provided.</p>	<p><b>Case Management</b></p>	<p><b>2</b></p>	<p><b>3</b></p>
	<p><b>Home Visiting</b></p>		
	<p><b>Parenting Program</b></p>		
	<p><b>Supported Playgroups</b></p>		
	<p><b>Quality Childcare</b></p>		
	<p><b>Brokerage</b></p>		

#### **STEP 4 - Define staff profile and associated costs for the Head Office/Administration Unit**

The costs included here should be in line with the level of service delivery provided in your Brighter Futures Early Intervention (BFEI) program. In other words, the cost of the Head Office/Admin Unit should reflect the casework support provided to clients in the BFEI program. This is to determine the indicative direct worker costs (i.e. EI caseworker costs).

On the second worksheet (Tab label: INPUTS - Head Office), provide information relating to the staff profile of the NGO including:

- Direct staff – staffing information on direct staff (eg EI caseworkers) including details on the appropriate Full Time Equivalent (FTE) count, average indicative base salary levels for 1 FTE and the average number of leave days, training days and sick days in a year and average available hours per week for 1 FTE
- Supervisory staff – staffing and average base salary information for supervisors
- Other Indirect Support Staff – staffing and average base salary information for admin support and senior management

The EI case management activities undertaken by caseworkers include a combination of the processes of assessing, identifying and supporting service delivery options required to meet the objectives and goals established in the client's case plan. The key activities include case planning and assessment, service coordination and monitoring, and closure and exit planning.

Next, input data on the average time spent per week by a FTE direct worker on non-direct client related activities. This includes time spent on general team meetings, administration tasks, and compliance activities.

Finally, enter the total number of client families in the EI program at any point in time. Where applicable, differentiate the total number of client families by those who are in their first year of the program and those who are in their second year of the program at that point in time. For example, if your organisation currently has 70 client families in its EI program, of which 50 are in their first year of the program and 20 in their second year of the program, input 50 in '1<sup>st</sup> Year in Program' and 20 in '2<sup>nd</sup> Year in Program'.

Note: Any *labour costs* associated with undertaking EI Key Coordinating Functions should be included under "Other Indirect Support Staff". That is, if your organisation has employed someone to manage all EI Key Functions then their appropriate FTE count and base salary needs to be reflected under "Other Indirect Support Staff".

Note: Please enter information in the yellow cells only

## STEP 4 - Define staff profile and associated costs for the Head Office/Administration Unit

		INPUTS - HEAD OFFICE / ADMINISTRATION UNIT							
		LABOUR COSTS AND STAFF PROFILE					Input sick days and Annual leave days 1 FTE is entitled to in a year and not actual days taken		
		FTE	Total annual base salaries	Average annual base salary (per FTE)	Average work days per week (per FTE)	Average hours per week (per FTE)	Average annual training days (per FTE)	Average annual leave days (per FTE)	Average annual sick leave (per FTE)
1	Enter up to three direct staff positions (eg EI caseworkers). Repeat step for supervisory staff and other indirect support staff positions below.								
	<b>Direct Staff</b>								
	Position 1		\$0						
	Position 2	1	\$0	3		4			
	Position 3		\$0						
<b>TOTAL</b>		<b>0.0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
2	Enter the number of FTEs that perform the role of each position. Repeat step for supervisory staff and other indirect support staff positions below.								
	<b>Supervisory Staff</b>								
	Supervisor 1		\$0						
	Supervisor 2		\$0						
	Supervisor 3		\$0						
<b>TOTAL</b>		<b>0.0</b>	<b>\$0</b>	<b>\$0</b>					
3	For each position, enter the average base salary (excluding salary on-costs) that 1 FTE would receive each year. Repeat step for supervisory staff and other indirect support staff positions below.								
	<b>Other Indirect Support Staff</b>								
	CEO		\$0						
	Administration 1		\$0						
	Administration 2		\$0						
<b>TOTAL</b>		<b>0.0</b>	<b>\$0</b>	<b>\$0</b>					
4	Enter the average days per week, hours per week, annual training days, sick days and leave days for 1 FTE in each direct staff position								
	<b>Salary Oncosts</b>		<b>% of Base Salary</b>						
	Superannuation								
	Long Service Leave			5					
	Workcover								
5	Enter annual base salary on-costs (%) including superannuation, leave loading, payroll tax, etc.								
	Leave Loading								
	Payroll Tax								
	FBT								
	Other								
<b>TOTAL</b>		<b>0.00%</b>							

**NOTE:** Only Head Office labour and non-labour operating costs associated with the Brighter Futures Early Intervention program should be imputed here.

**TIP:** If one person works half the time of a person working full time, that person is considered to be 0.5 FTE.

**STEP 4 (cont) - Define staff profile and associated costs for the Head Office/Administration Unit**

<p><b>1</b></p>	<p>Enter the average number of hours that a FTE direct worker spends on non-direct client related activities including team meetings and administration.</p>	<table border="1"> <thead> <tr> <th rowspan="2">Staff Utilisation - Average no. of hours spent on non-direct client related activities per direct FTE worker</th> <th colspan="2">Team Meetings</th> <th colspan="2">Administration</th> <th colspan="2">Other 1 (Please Specify)</th> </tr> <tr> <th>% of Time</th> <th>Hrs Per Week</th> <th>% of Time</th> <th>Hrs Per Week</th> <th>% of Time</th> <th>Hrs Per Week</th> </tr> </thead> <tbody> <tr> <td>Average per Direct Worker</td> <td>0%</td> <td><b>1</b></td> <td>0%</td> <td></td> <td>0%</td> <td></td> </tr> </tbody> </table>						Staff Utilisation - Average no. of hours spent on non-direct client related activities per direct FTE worker	Team Meetings		Administration		Other 1 (Please Specify)		% of Time	Hrs Per Week	% of Time	Hrs Per Week	% of Time	Hrs Per Week	Average per Direct Worker	0%	<b>1</b>	0%		0%	
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Average per Direct Worker	0%	<b>1</b>	0%		0%																						
<p><b>2</b></p>	<p>Enter the current total number of client families in the EI program at any point in time, differentiating them by families in their first year of the program and families in their second year of the program.</p>	<table border="1"> <thead> <tr> <th>Summary of hours per week by activity type</th> <th>Casework activities</th> <th>Non-direct client related activities</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Average per Direct Worker</td> <td>0.00</td> <td>0.00</td> <td><b>0.00</b></td> </tr> </tbody> </table>				Summary of hours per week by activity type	Casework activities	Non-direct client related activities	TOTAL	Average per Direct Worker	0.00	0.00	<b>0.00</b>	<table border="1"> <thead> <tr> <th colspan="2">Total no. of client families in the EI program at any one point in time</th> </tr> </thead> <tbody> <tr> <td>1st Year in Program</td> <td><b>2</b></td> </tr> <tr> <td>2nd Year in Program</td> <td></td> </tr> </tbody> </table>		Total no. of client families in the EI program at any one point in time		1st Year in Program	<b>2</b>	2nd Year in Program							
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## STEP 5 – Define non-labour operating costs for the Head Office/Administration Unit

This next section relates to the operating costs incurred by the Head Office/Admin Unit, which are the non-labour cost elements associated with delivering the Brighter Futures EI program. This information will be used to calculate the non-labour operating cost component for the NGO and will help estimate the indicative unit costs for direct staff.

Your organisation should include *annual* costs (not initial acquisition costs) for the list of operating cost line items including costs for motor vehicles, IT/computer, telecommunications, stationery, and staff training. Other non-labour costs include agency costs, eg accommodation and other corporate overheads.

To develop indicative unit costs for your service, annual operating costs should reflect the true cost of service delivery irrespective of funding sources. This means that the value of subsidised items such as rent, or donated materials such as equipment should be estimated at market values and included in the worksheet where appropriate.

Note: All non-labour operating costs associated with undertaking EI Key Coordinating Functions should be included either in the appropriate cost line items or as a lump sum in 'Other' under Corporate Overheads.

The operating costs should reflect the appropriate proportional allocation, i.e. based on the FTE count reported above. In other words, they should reflect the operating costs associated with the EI program only. Operating costs associated with your organisation's provision of other services, such as residential accommodation or foster care, should be excluded.

Note: the non-labour operating cost line items are consistent with the *Standard Chart of Accounts for Non-Government Organisations Data Dictionary*. A full description of all cost line items in the data dictionary is available at: <http://www.mob.com.au/mob2007/COA.html>

Note: Please enter information in the yellow cells only.

**STEP 5 – Define non-labour operating costs for the Head Office/Administration Unit**

<p><b>1</b> Populate the annual operating costs line items for the Head Office/Admin Unit.</p>	<b>NON LABOUR OPERATING COSTS</b>			
	<p><b>2</b> Space has been provided for additional comments.</p>			
		<b>Motor Vehicle</b>	<b>Annual Cost</b>	<b>Comments</b>
		Depreciation - Motor Vehicle		
		Fuel and Oil	<b>1</b>	<b>2</b>
		Repairs and Maintenance		
		Insurance		
		Registration		
		Lease Payments		
		[Other - Please specify if any]		
		<b>TOTAL</b>	\$0	
		<b>IT / Computer</b>	<b>Annual Cost</b>	<b>Comments</b>
		Computer Expenses		<p><b>Tip:</b> Quote indicative annual costs and not initial acquisition prices. Define average lifespan of the equipment and calculate depreciation value to work out annual costs.</p>
		[Other - Please specify if any]		
		<b>TOTAL</b>	\$0	
		<b>Telecommunications</b>	<b>Annual Cost</b>	<b>Comments</b>
		Telephone and Fax Charges		
		[Other - Please specify if any]		
		<b>TOTAL</b>	\$0	
		<b>Stationery / Postage / Printing</b>	<b>Annual Cost</b>	<b>Comments</b>
		Postage, Freight and Courier		
		Printing and Stationery		
		[Other - Please specify if any]		
		<b>TOTAL</b>	\$0	
		<b>Depreciation and Equipment Maintenance</b>	<b>Annual Cost</b>	<b>Comments</b>
		Depreciation - Plant & Equipment		
		Assets Purchased < \$5000		

## **STEP 6 – Define service delivery assumptions and associated Costs – HOME VISITING**

The following instructions are for the next worksheet (Tab label: INPUTS - Home Visiting). This worksheet captures costing information and general service assumptions associated with delivering the home visiting service provided by the organisation.

Data requirements include labour costs and staff profile, service delivery assumptions and non-labour operating costs associated with delivering the home visiting service. Data requirements for these are explained below.

### **Workforce profile:**

- Direct staff – staffing information on direct staff (eg EI caseworkers) including details on the appropriate Full Time Equivalent (FTE) count, average indicative base salary levels for 1 FTE and the average number of leave days, training days and sick days in a year and average available hours per week for 1 FTE
- Supervisory staff – staffing and average base salary information for supervisor
- Other Indirect Support Staff – staffing and average base salary information for admin support and senior management

### **Service Delivery Assumptions:**

- Enter the total number of client families receiving Home Visiting at any point in time. Where applicable, split the total number of client families by those who are in their first year of the program and those who are in their second year of the program at that point in time.
- Next, input the average number of visits per client family in their first two months of the program, 3-9 months, 10 -12 months and second year of the program
- Finally, input the average hours per client family per visit including the average no. of hours for travel, the “actual” visit, and preparation and report writing.

### **Non-labour operating costs:**

Annual costs (not initial acquisition costs) for the list of operating cost line items including costs for motor vehicles, IT/Computer, telecommunications, stationery, staff training, accommodation and corporate overheads should be reported.

The operating costs should reflect the appropriate proportional allocation, i.e. based on the FTE count reported. In other words, they should reflect the operating costs associated with the home visiting service only. Operating costs associated with your organisation’s Head Office or the provision of other Brighter Futures service delivery components, such as parenting programs, should be excluded.

Note: Please enter information in the yellow cells only.

## STEP 6 – Define service delivery assumptions and associated Costs – HOME VISITING

		INPUTS - HOME VISITING							
		LABOUR COSTS AND STAFF PROFILE							
<b>1</b>	Enter upto three direct staff positions (eg nurses). Repeat this step for supervisory and other indirect staff positions								
<b>2</b>	Enter the no. of FTEs that perform the role of each position. Repeat this step for supervisory and other indirect staff positions								
<b>3</b>	For each position, enter the average base salary (excluding salary on-costs) that 1 FTE would receive each year. Repeat this step for supervisory and other indirect staff positions								
<b>4</b>	For each direct staff position only, enter the average no. of days and hours that 1 FTE would work in a week as well as the average no. of workdays 1 FTE would take for training, annual leave and sick leave.								
<b>5</b>	Enter annual base salary on-costs (%) including superannuation, leave loading, etc								
<b>6</b>	Enter the average number of hours that a FTE direct worker spends on non-client related activities including team meetings and admin.								

Direct Staff	FTE	Total annual base salaries	Average annual base salary (per FTE)	Average work days per week (per FTE)	Average hours per week (per FTE)	Average annual training days (per FTE)	Average annual leave days (per FTE)	Average annual sick leave (per FTE)
Position 1		\$0						
Position 2	<b>1</b>	\$0	<b>3</b>	<b>4</b>				
Position 3		\$0						
<b>TOTAL</b>	<b>0.0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

Supervisory Staff	FTE	Total annual base salaries	Average annual base salary (per FTE)
Supervisor 1		\$0	
Supervisor 2		\$0	
<b>TOTAL</b>	<b>0.0</b>	<b>\$0</b>	<b>\$0</b>

Other Indirect Support Staff	FTE	Total annual base salaries	Average annual base salary (per FTE)
CEO		\$0	
Administration		\$0	
Senior Manager		\$0	
Other 1		\$0	
<b>TOTAL</b>	<b>0.0</b>	<b>\$0</b>	<b>\$0</b>

Salary Oncosts	% of Base Salary
Superannuation	
Long Service Leave	<b>5</b>
Workcover	
Leave Loading	
Payroll Tax	
FBT	
Other	
<b>TOTAL</b>	<b>0.00%</b>

Staff Utilisation - Average no. of hours spent on non-direct client activities per FTE direct worker	Team Meetings		Administration		Other 1 (Please Specify)		Other 2 (Please Specify)	
	% of Time	Hrs Per Week	% of Time	Hrs Per Week	% of Time	Hrs Per Week	% of Time	Hrs Per Week
Average per Direct Worker	0%	<b>6</b>	0%		0%		0%	

Please note the average days and hours per week **ONE FULL-TIME** position would work under a given award/grade.

**NOTE:** Only labour and non-labour costs associated with Home Visiting should be imputed here. Do NOT include any costs already included in the Head Office

**STEP 6 (cont) – Define service delivery assumptions and associated Costs – HOME VISITING**

<p><b>1</b></p>	<p>Provide the total number of client families in the Brighter Futures EI program at any point in time, splitting them by families in their first year of the program and families in their second year of the program.</p>	<b>SERVICE DELIVERY ASSUMPTIONS</b>																																										
<p><b>Total no. of client families receiving home visiting at any point in time</b></p>		<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">1st Year in Program</td> <td style="width: 20%; text-align: center;"><b>1</b></td> </tr> <tr> <td>2nd Year in Program</td> <td></td> </tr> </table>				1st Year in Program	<b>1</b>	2nd Year in Program																																				
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<p><b>4</b></p> <p>Populate annual non-labour operating cost line items associated with the delivering the home visiting service. Space provided for additional comments.</p>		<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3" style="background-color: #800040; color: white; text-align: center;">NON LABOUR OPERATING COSTS</th> </tr> <tr> <th style="width: 45%;">Non-labour Cost Item</th> <th style="width: 15%;">Annual Cost</th> <th style="width: 40%;">Comments</th> </tr> </thead> <tbody> <tr> <td>Motor Vehicle</td> <td></td> <td></td> </tr> <tr> <td>IT / Computer</td> <td style="text-align: center;"><b>4</b></td> <td></td> </tr> <tr> <td>Telecommunications</td> <td></td> <td></td> </tr> <tr> <td>Stationery / Postage / Printing</td> <td></td> <td></td> </tr> <tr> <td>Depreciation and Equipment Maintenance</td> <td></td> <td></td> </tr> <tr> <td>Staff Training</td> <td></td> <td></td> </tr> <tr> <td>Accommodation Costs</td> <td></td> <td></td> </tr> <tr> <td>Program Costs</td> <td></td> <td></td> </tr> <tr> <td>Corporate Overheads</td> <td></td> <td></td> </tr> <tr> <td>Other - Please specify</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: center;"><b>\$0</b></td> <td></td> </tr> </tbody> </table>				NON LABOUR OPERATING COSTS			Non-labour Cost Item	Annual Cost	Comments	Motor Vehicle			IT / Computer	<b>4</b>		Telecommunications			Stationery / Postage / Printing			Depreciation and Equipment Maintenance			Staff Training			Accommodation Costs			Program Costs			Corporate Overheads			Other - Please specify			<b>TOTAL</b>	<b>\$0</b>	
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Other - Please specify																																												
<b>TOTAL</b>	<b>\$0</b>																																											

## **STEP 7 – Define service delivery assumptions and associated Costs – OTHER SERVICE DELIVERY COMPONENTS**

The following instructions are for the next worksheet (Tab label: INPUTS - Other Service Delivery). This worksheet captures costing information and general service assumptions associated with delivering parenting programs, supported playgroups, childcare and brokerage services to client families in your Brighter Futures EI program.

Before you provide information on the relevant service delivery components delivered by your organisation - select the option that best describes how each service is paid for. That is, if your organisation delivered the service internally - select 'Provide', if the services was procured/purchased from an external provider - select 'Purchase'. If you both 'provided' and 'purchased', select 'Both'.

- If you select 'Provide' - input the annual labour and non-labour costs associated with providing the service.
- If you select 'Purchase' - input the total annual cost paid to external providers for delivering the service.
- If you select 'Both' - input both costs incurred from the provision and purchase of service delivery.
- Click 'Undo' to refresh the screen in the case that the wrong option is selected.

### **General Service Assumptions:**

General assumptions include the total number of client families in the program at any point in time and the average number of program sessions per client family per year. Service delivery assumptions for parenting programs and supported playgroups include information on the number of hours per session including face-to-face hours, preparation/report writing and travel time per session. For childcare, service delivery assumptions include average number of hours per week and weeks per year of childcare per child. Where applicable, differentiate by client families in their first year of the program and client families in their second year of the program at any point in time. For example, an organisation may provide an average of 40 parenting program sessions per client family per year for families in their first year and 15 sessions for families in their second year.

Where the service has been provided internally and non-labour operating costs need to be reported, annual costs (not initial acquisition costs) for the list of operating cost line items including costs for motor vehicles, IT/Computer, telecommunications, stationery, staff training, accommodation and corporate overheads should be included. Please note that if the facility used to deliver the service is not owned and depreciation has therefore not been included, rent should be entered at the market value, irrespective of funding sources.

This worksheet includes separate sections to input data for parenting programs, supported playgroups, childcare and brokerage. Please provide information in the relevant section/s depending on the nature of early intervention services provided by your organisation.

Note: Please enter information in the yellow cells only.

**STEP 7 – Define service delivery assumptions and associated Costs – PROVIDE**

1	If your organisation provided the program internally, select 'Provide'.	<b>INPUTS - OTHER SERVICE DELIVERY</b>																																						
2	Input the total labour costs including direct worker costs and any proportion of supervisory costs associated with providing the program.	<b>Parenting Program - SERVICE DELIVERY INPUTS</b> <span style="float: right; border: 1px solid black; padding: 2px;">Click <b>UNDO</b> to start over</span>																																						
<b>Does your organisation provide and/or purchase its Parenting Program?</b>		<input checked="" type="radio"/> <b>PROVIDE</b>	<input type="radio"/> <b>PURCHASE</b>	<input type="radio"/> <b>BOTH</b>																																				
<b>Total Labour Costs p.a (including oncosts)</b>		<input type="text" value="2"/>																																						
3	Input the non-labour operating costs associated with delivering the program.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Total Non - Labour Costs p.a</th> <th style="width: 20%;">Annual Cost</th> <th style="width: 20%;">Comments</th> </tr> </thead> <tbody> <tr><td>Motor Vehicle</td><td style="text-align: center;">3</td><td></td></tr> <tr><td>IT / Computer</td><td></td><td></td></tr> <tr><td>Telecommunications</td><td></td><td></td></tr> <tr><td>Stationery / Postage / Printing</td><td></td><td></td></tr> <tr><td>Depreciation and Equipment Maintenance</td><td></td><td></td></tr> <tr><td>Staff Training</td><td></td><td></td></tr> <tr><td>Accommodation Costs</td><td></td><td></td></tr> <tr><td>Program Costs</td><td></td><td></td></tr> <tr><td>Corporate Overheads</td><td></td><td></td></tr> <tr><td>Other - Please specify</td><td></td><td></td></tr> <tr><td><b>TOTAL</b></td><td style="text-align: center;">\$0</td><td></td></tr> </tbody> </table>			Total Non - Labour Costs p.a	Annual Cost	Comments	Motor Vehicle	3		IT / Computer			Telecommunications			Stationery / Postage / Printing			Depreciation and Equipment Maintenance			Staff Training			Accommodation Costs			Program Costs			Corporate Overheads			Other - Please specify			<b>TOTAL</b>	\$0	
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4	Input general service assumptions including total no. of client families in the program at any point in time, average no. of face-to-face, prep/report writing and travel hours per session, and no. of sessions per family per year. Where applicable, differentiate by families in their first and second year of the program.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 55%;">General Service Assumptions</th> <th style="width: 20%;">1st Year in Program</th> <th style="width: 25%;">2nd Year in Program</th> </tr> </thead> <tbody> <tr> <td>Total no. of client families in the parenting program at any point in time</td> <td></td> <td style="text-align: center;">4</td> </tr> <tr> <td>Average no. of face to face hours per session</td> <td></td> <td></td> </tr> <tr> <td>Average no. hours the direct worker spends on preparation and report writing per session</td> <td></td> <td></td> </tr> <tr> <td>Average no. of hours the direct worker spends on travel per session</td> <td></td> <td></td> </tr> <tr> <td>Average number of sessions per client family pa.</td> <td></td> <td></td> </tr> </tbody> </table>			General Service Assumptions	1st Year in Program	2nd Year in Program	Total no. of client families in the parenting program at any point in time		4	Average no. of face to face hours per session			Average no. hours the direct worker spends on preparation and report writing per session			Average no. of hours the direct worker spends on travel per session			Average number of sessions per client family pa.																				
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5	Repeat steps 1-4 if you select 'Provide' for the subsequent <b>Supported Playgroups</b> and <b>Childcare</b> service delivery components delivered by your organisation.	<div style="border: 1px solid black; padding: 5px; background-color: #ffff00;"> <b>NOTE:</b> Do not include any costs already included in the Head office or other service delivery components         </div>																																						

## STEP 7 – Define service delivery assumptions and associated Costs – PURCHASE

1	If your organisation purchased the program from external providers select 'Purchase'.	<b>INPUTS - OTHER SERVICE DELIVERY</b>												
2	Enter the total annual cost of purchasing the program from external providers.	<b>Parenting Program - SERVICE DELIVERY INPUTS</b>												
3		<b>Does your organisation provide and/or purchase its Parenting Program?</b>	PROVIDE	PURCHASE <span style="color: red; font-weight: bold;">1</span>	BOTH	UNDO								
		Total Annual Cost of Parenting Programs Purchased	<span style="color: red; font-weight: bold;">2</span>											
		Other - Please specify												
		<b>TOTAL</b>	<b>\$0</b>											
		<b>General Service Assumptions</b>	<b>1st Year in Program</b>	<b>2nd Year in Program</b>	<b>NOTE:</b> Do not include any costs already included in the Head office or other service delivery components									
Total no. of client families in the parenting program at any point in time														
Average no. of face to face hours per session														
Average no. hours the direct worker spends on preparation and report writing per session														
Average no. of hours the direct worker spends on travel per session														
Average number of sessions per client family pa.														
4	Repeat steps 1-4 if you select 'Purchase' for the subsequent <b>Supported Playgroups and Childcare</b> service delivery components delivered by your organisation.													

## STEP 7 – Define service delivery assumptions and associated Costs – BOTH

1	If your organisation both purchased and provided different parts of the program, select 'Both'.	<b>INPUTS - OTHER SERVICE DELIVERY</b>		
2		<b>Parenting Program - SERVICE DELIVERY INPUTS</b>		
3		<b>Does your organisation provide and/or purchase its Parenting Program?</b>	PROVIDE	PURCHASE
4			BOT <b>1</b>	UNDO
5		<b>Total Labour Costs p.a (including oncosts)</b>	<b>2</b>	
6		<b>Total Non - Labour Costs p.a</b>	<b>Annual Cost</b>	<b>Comments</b>
		Motor Vehicle	<b>3</b>	
		IT / Computer		
		Telecommunications		
		Stationery / Postage / Printing		
		Depreciation and Equipment Maintenance		
		Staff Training		
		Accommodation Costs		
		Program Costs		
		Corporate Overheads		
		<b>Total Annual Cost of Parenting Programs Purchased</b>	<b>4</b>	
		Other - Please specify		
		<b>TOTAL</b>	\$0	
		<b>General Service Assumptions</b>	<b>1st Year in Program</b>	<b>2nd Year in Program</b>
		Total no. of client families in the parenting program at any point in time	<b>5</b>	
		Average no. of face to face hours per session		
		Average no. hours the direct worker spends on preparation and report writing per session		
		Average no. of hours the direct worker spends on travel per session		
		Average number of sessions per client family pa.		

Click **UNDO** to start over

**NOTE:** Do not include any costs already included in the Head office or other service delivery components

Once you have inputted data in the relevant sheets, the model will calculate the indicative unit costs shown in (Tab Label: Output)

## OUTPUT WORKSHEET

### CASEWORK - UNIT COSTS

#### Direct Worker Costs

Total loaded cost of a direct worker	\$0
Total available hours in a year	0
% of time spent on non-client activities	0%
Total hours available	0
Unit cost per direct staff FTE hour	\$0.00

<b>Actual caseload per direct FTE worker</b>	0
<b>Casework costs per client family</b>	\$0

### HOME VISITING - UNIT COSTS

#### Direct Worker Costs

Total loaded cost of a direct worker	\$0
Total available hours in a year	0
% of time spent on non-client activities	0%
Total direct client hours available	0
Unit cost per direct staff FTE hour	\$0.00

Year in the Program	Annual prep / report writing costs per client family	Annual visit costs per client family (includes travel)	Annual unit costs per client family
1st Year in Program	\$0	\$0	\$0
2nd Year in Program	\$0	\$0	\$0

### PARENTING PROGRAM - UNIT COSTS

Year in the Program	Annual prep / report writing costs per client family	Annual session costs per client family (includes travel)	Annual unit costs per client family
1st Year in Program	\$0	\$0	\$0
2nd Year in Program	\$0	\$0	\$0