

## Module 4 – Applied Exercise Instructions: Topic 1

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**Description** This applied exercise is associated with *Topic 1: Cost Analyses and Allocations for Public Health Programs*. In this exercise you will analyze the costs associated with providing flu vaccinations. Please use the scenario below to complete the exercise.

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**Instructions** The following steps are needed to complete this assignment:

1. Download the spreadsheet entitled: *Applied Exercise Topic 1: Flu Cost Spreadsheet*
2. Use the information provided in the scenario below to populate the spreadsheet.
3. Submit your completed assignment by February 22<sup>nd</sup>, per the instructions provided below

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**Scenario** Each year your health district is asked to provide flu vaccinations to various factory sites within your jurisdiction and you need to know what you should charge to ensure you cover the costs to provide them. You know how much you pay your staff nursing staff and support staff on annual basis.

**Page I.A - Salaries:** On the salaries page, input the number of positions you will need per clinic, annual salary and the number of hours it is estimated to take for the clinic (based on past accounting of time for such activity). Percent of time is the percentage of time it will take as a percent of all hours the person works on an annual basis. This will give you the total attributable hours to the program or in this case activity.

**Page I.B - Payroll-related Expenses :** The PERS/Medicare (Social Security) and Workers Comp fields automatically generate based upon the formulas entered (in this case 14% is the percentage of PERS and 1.45% for Medicare which = the 15.45%) and Workers Comp which is 3%. Insurance is based upon the total of the percentages of time to program from section **I.A. Salaries** multiplied by the annual cost of insurance per person.

**Page II.A-Travel and Short-term Training:** Hand calculate mileage reimbursement by using your health district reimbursement rate per mile (use federal rate .45 for exercise) multiplying your mileage to the site or average number of miles of distances to all sites your will deliver the service. Make sure to include travel both to and from the office. Again, if it is multiple sites you will be delivering the service use the average. If you are providing a service that has training cost associated include that in this section (None in this scenario).

**Page II.B - Consumable Supplies:** Input consumable supplies in this section. Use Vaccine for the delivering this service of \$18,790.20, Syringes/ needles \$750.00, Sharps Containers \$45 and bandages and Alcohol pads of \$51.00

**Budget Computation:** Input the number of adult injections you plan on giving and the program calculates what it costs per injection for you.

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## Module 4– Applied Exercise Instructions: Topic 1, *continued*

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**To submit** Upload your completed exercise to your dropbox on the LCMS. Due date is **February 22**. To upload your file:

1. Enter the course page on the LCMS
  2. Select Dropbox from the list of features in the left-hand column
  3. Select + to add a file
  4. Select Upload File
  5. Enter a Title for your file. Use the following naming convention: first initial, last name\_Module 4 Applied Exercise. (Ex. jdoe\_Module 4Applied Exercise)
  6. Select Browse and locate the file on your computer
  7. Select Save
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**Questions** For general questions regarding this applied exercise contact:

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If you encounter technical difficulties when attempting to complete this exercise, contact: [cphp-registration@cph.osu.edu](mailto:cphp-registration@cph.osu.edu)