
Key Questions Related to Program Cost

Cost Checklist for EBLC Programs

The EBLC recognizes that any organization considering the implementation of an evidence-based program needs information about program costs. We are working on making this information easier to find by increasing the transparency and consistency of price structures across our programs.

In the meantime, we hope that the questions below can help organizations know what information to gather from program developers to get a comprehensive estimate of program costs.

Staffing

| Key Question | Response |
|--|----------|
| How many staff hours are required to implement and maintain this program (e.g. length and frequency of classes)? | |
| Do the staff that deliver this program need to have any special certifications, medical training, etc.? | |

Training

| Key Question | Response |
|--|----------|
| What are the training requirements for this program? | |
| How far will our staff need to travel to receive training? | |
| What is the training cost per attendee? <i>(Varies depending on program. Some programs may not charge a per attendee fee.)</i> | |
| Do you know of anyone in my area who has already received training and may be available to staff this program? If so, how can we contact them? | |

Space & Materials

| Key Question | Response |
|---|----------|
| What type of space is required to run this program (e.g. size)? | |
| Will we need to buy any equipment for our program space (e.g. exercise equipment)? | |
| Are there any other supplies that we will need to provide on an ongoing basis for this program? | |

Licensing

| Key Question | Response |
|--|----------|
| How much does it cost to license this program? | |
| How often do we need to renew our license? | |
| Does license fee include training or is that fee separate? | |
| How many users or sites are covered by each license? | |

Monitoring

| Key Question | Response |
|---|----------|
| What information are we required to collect and submit to the program developer? | |
| Is there an existing database that we can use to submit this information or will we be responsible for developing our own data tracking and reporting system? | |
| How often, if at all, do program Trainers provide monitoring of classes or workshops or staff? | |

Fidelity

| Key Question | Response |
|---|----------|
| How often will my staff need to receive “refresher” training? | |
| Are there any other requirements for program fidelity? | |