

TOOLKIT RESOURCES LIST

THE TOOLS AND TEMPLATES on the companion flash drive are meant for use by countries when they are developing their own costing exercise. They should be adapted to the specific country context rather than used exactly as presented. The files can also be found at www.jointlearningnetwork.org.

TOOL 1. SAMPLE FORMS AND TEMPLATES

FILE	REFERENCE IN MANUAL	DESCRIPTION
1A	—	Sample agenda for participatory planning and design session
1B	Table 9	Scope inclusion and exclusion template
1C	Table 25	Sample data tracking form
1D	Table 30	Sample matrix of variability
1E	Table 37	Personnel time measurement template
1F	Table 38	Capital asset inventory template

TOOL 2. TERMS OF REFERENCE

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
2A	India	Chhattisgarh Costing	Terms of Reference for the consultant to provide technical support to the government of Chhattisgarh in costing hospital procedures and developing package prices for the state's health insurance scheme
2B	India	Karnataka Costing	Terms of Reference for the consultant to provide technical support to the government of Karnataka in costing hospital procedures and developing package prices for the state's health insurance scheme
2C	Vietnam	Vietnam Primary Care	Terms of Reference for the consultant to provide technical support to the Vietnamese MOH in designing and implementing a costing exercise for primary care services provided at district hospitals and commune health stations

TOOL 3. DATA REQUEST FORMS

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
3A	Cambodia	Cambodia Hospital	Data request provided to costing exercise enumerators, specifying the needed data item, data description, and time period
3B	India	PHFI Hospital	High-level data request for expenditure and output data for top-down costing

TOOL 4. COSTING INSTRUMENTS

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
4 A	India	Aarogyasri Hospital	Data collection templates for top-down and bottom-up costing with sections for cost categories, departments, patients, personnel, and facility financials
4 B	India	PHFI Hospital	Data collection templates for top-down costing with sections for both cost category and cost center
4 C	Indonesia	Indonesia Health Facility	Costing instrument for hospitals with sections on facility profile, lab, and radiology
4 D	Indonesia	Indonesia Health Facility	Costing instrument for hospitals with sections on facility profile, funds flow and income, expenditures, utilization, human resources, drugs and medical supplies, equipment, infrastructure, patient survey, and drug survey
4 E	Indonesia	Indonesia Health Facility	Costing instrument for health centers with sections on facility profile, funds flow, expenditure, utilization, human resources, drugs and medical supplies, equipment, and infrastructure
4 F	Indonesia	Indonesia Health Facility	Costing instrument for district health offices with sections on facility profile, expenditure, human resources, equipment, and infrastructure
4 G	Malaysia	Malaysian DRG	Data collection templates for top-down costing with sections for cost categories, allocation statistics, and utilization
4 H	Malaysia	MNHA Hospital	Data collection templates for top-down costing for completion by personnel categories and for departments
4 I	Vietnam	Vietnam Primary Care	Data collection templates for top-down costing of commune health stations with sections on facility profile, utilization, revenue, and cost categories
4 J	Vietnam	Vietnam Primary Care	Data collection templates for top-down costing of district hospitals with sections on facility profile, utilization, revenue, and cost categories

TOOL 5. DATA FLOW DIAGRAMS

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
5 A	Indonesia	Indonesia Health Facility	Diagram of data flow by position and activity
5 B	Malaysia	Malaysian DRG	Diagram of data flow by activity

TOOL 6. DUMMY TABLES

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
6 A	Central Asian Republics	Central Asian Republics DRG	Dummy table with sections for utilization and department expenditures
6 B	Philippines	PhilHealth Case Rates	Dummy table with sections for the facility profile and utilization, allocation statistics, and costs by cost center
6 C	Vietnam	Vietnam Primary Care	Dummy table with sections on unit costs, cost structure, and fees
6 D	Vietnam	Vietnam Primary Care	Dummy table for step-down cost accounting with sections on unit costs, cost structure, and fees

TOOL 7. QUALITY ASSURANCE GUIDANCE

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
7 A	Indonesia	Indonesia Health Facility	Instructions and detailed tool for spot-checking of enumerator data collection in hospitals
7 B	Indonesia	Indonesia Health Facility	Instructions and detailed tool for spot-checking of enumerator data collection in health centers
7 C	Indonesia	Indonesia Health Facility	Instructions and detailed tool for spot-checking of enumerator data collection in health agencies

TOOL 8. TRAINING MANUALS

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
8A	India	Aarogyasri Hospital	Manual outlining plan of action, roles and responsibilities, and instructions for data entry tools, data analysis and verification, and step-down allocation
8B	Indonesia	Indonesia Health Facility	Manual outlining data collection schedule, surveys, and guidelines for filling instruments by topic and facility type
8C	Malaysia	Malaysian DRG	Manual outlining data collection needs and procedures by cost center, including sample data collection tables

TOOL 9. COSTING MODELS

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
9A	Any	JLN	Step-down cost accounting model with instructions on use developed by the JLN Costing Collaborative
9B	Cambodia	Cambodia Hospital	Example of completed step-down model for estimating final unit costs and describing cost structure and funding sources
9C	Central Asian Republics	Central Asian Republics DRG	Example of completed step-down model for estimating cost per case and cost per bed-day and calculating relative weight coefficients
9D	India	Aarogyasri Hospital	Step-down model resulting in cost per admission, outpatient visit, and surgery, as well as cost per minute of each
9E	India	Aarogyasri Hospital	Example of completed step-down model
9F	India	PHFI Hospital	Micro-costing template for surgical procedures, arriving at costs by cost category as well as cost-to-charge information
9G	Malaysia	Malaysia COMPHEC	Template for detailed bottom-up costing of medical procedures, including inflation adjustments for prospective costing
9H	Vietnam	Vietnam Primary Care	Step-down model for district hospitals, arriving at intermediate and final cost center results

TOOL 10. SIMULATION ANALYSIS

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
10A	Cambodia	Cambodia Hospital	Template for calculating base rates by inputs and funding sources for multiple hospitals
10B	Cambodia	Cambodia Hospital	Example of completed simulation analysis calculating base rates by inputs and funding sources for multiple hospitals

TOOL 11. COSTING EXERCISE REPORTS

FILE	COUNTRY	COSTING EXERCISE	DESCRIPTION
11A	Cambodia	Cambodia Hospital	Final report presenting the methodology and results of top-down costing of hospital services in Cambodia
11B	India	PHFI Hospital	Journal article published by <i>BMJ Open</i> presenting the costing methodology and results of micro-costing of surgical procedures in India
11C	India	PHFI Hospital	Journal article published by <i>PLoS One</i> presenting the costing methodology and unit cost results of hospital costing in India
11D	Indonesia	Indonesia Health Facility	Final report presenting the methodology and results of the mixed method costing of health services at hospitals and health centers in Indonesia
11E	Vietnam	Vietnam Primary Care	Journal article published by <i>Global Public Health</i> presenting results of costing of primary care visits at commune health stations in Vietnam