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## FOCUSED COST ANALYSIS {FCA} PREP CHECKLIST

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The following is a listing of materials and resources needed to complete the Focused Cost Analysis (FCA). The information is for the annual period (calendar year, fiscal year, or some other twelve month period) of the cost analysis.

### 1) FISCAL INFORMATION (should tie to the audit or the General Ledger [G/L] amounts).

- a. The payroll amount for **every** person that worked any time in the family planning program. Use the amount paid for their family planning involvement if they worked in additional programs.
- b. Fringe benefit amounts paid to **every** person that worked in the family planning program. Use the amount paid for their family planning involvement if they worked in additional programs.
- c. Amounts paid for all **other than personnel** expenses for your family planning program. This can come from the audit, G/L, or final profit/loss statements for the time frame. You may need detail for some categories in order to allocate amounts to appropriate cost categories (i.e. "medical supplies detail will show how much goes to clinical and how much to lab; or travel and training detail can show how much to place in each cost category).
- d. Contracts with all vendors indicating the amounts paid for the time frame.
- e. Depreciation amounts (either funded or unfunded) from depreciation tables. Be sure to only allocate the percent of those items used in or applicable to the family planning program.
- f. Actual amounts paid for each type of medications **used/dispensed** throughout the timeframe.
- g. Report the cost (or average cost) of each type of lab test sent to an outside reference lab.
- h. In-kind contributions at fair market value
  - Staff (volunteers or donated staff)
  - Goods or materials donated to the program (medical supplies, educational materials, space, etc.).
  - Lab services provide at no cost by the State or some other reference lab.
  - Pharmaceuticals donated by manufactures or others.

### 2) UTILIZATION INFORMATION

- a. Report the total number of clinic services by CPT code. This should be in your patient management system. Be sure to include the administration of shots, such as Depo and STI (if appropriate to the family planning program).
- b. Report the total number of each type of in-house lab provided. This may be in your patient management system or on lab logs maintained by the agency. This means documenting the number of pregnancy tests, the number of HIV tests (rapid test), the number of hematocrit and/or hemoglobin tests, and an individual count of all other separately identifiable lab tests done in the family planning program.