**Downloadable Cost Interview Guide**

Thank you for your participation in our implementation project. Today, we would like to talk about the costs and resources that it took you to implement our program. We don’t expect you to recall with 100% certainty all of the time, costs, and resources; your best estimate is sufficient. We are sharing a general process map that our team developed. Your team’s workflow does not have to match this, as we are only using it to facilitate our discussion.

**Pre-Implementation**

Before discussing the costs of planning and preparing to implement this program, we would first like to understand the costs associated with the status quo.

1. What work was your staff doing towards [INSERT TOPIC/ISSUE/PROBLEM] before the start of our research study? Please walk me through the steps involved, telling me who does what and with what resources:
	1. ACTIVITY 1: [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
	2. ACTIVITY 2: [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
	3. ACTIVITY 3: [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
	4. ACTIVITY 4: [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
	5. Were there any other activities that went into this process that we haven’t discussed?
		1. (Probe) Did any support staff do any additional work?
2. Roughly how many individuals received this care/treatment or participated in this program?

Now, please consider the time at which you learned about our program, during which you began considering, planning, and preparing how to implement it.

1. Did your team do ACTIVITY 5 when deciding whether to participate in our research study?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
2. Did your team do ACTIVITY 6 when planning how to implement our program?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
3. Did your team do ACTIVITY 7 when preparing to implement it?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
4. Were there any other activities that went into this process that we haven’t discussed?
	1. (Probe) Did any support staff do any additional work?

**Implementation**

Let’s talk about the period when you were implementing and delivering our program/intervention.

1. Did your team do ACTIVITY 8?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
2. Did your team do ACTIVITY 9?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
3. Did your team do ACTIVITY 10?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
4. Did your team do ACTIVITY 11?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
5. Did your team do ACTIVITY 12?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
6. Did your team do ACTIVITY 13?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
7. Did your team do ACTIVITY 14?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
8. Were there any other activities that went into this process that we haven’t discussed?
	1. (Probe) Did any support staff do any additional work?
	2. (Probe) Were there other approaches you took to delivering this program at first that you later disregarded?

**Sustainment**

Let’s talk about the period at which your team had successfully implemented the program and you became comfortable and efficient in its delivery.

1. Did your team do ACTIVITY 8?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
2. Did your team do ACTIVITY 9?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
3. Did your team do ACTIVITY 10?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
4. Did your team do ACTIVITY 11?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
5. Did your team do ACTIVITY 12?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
6. Did your team do ACTIVITY 13?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
7. Did your team do ACTIVITY 14?
	1. If yes, [WHO / WHAT / FOR HOW LONG / WITH WHAT RESOURCES]
8. Were there any other activities that went into this process that we haven’t discussed?
	1. (Probe) Did any support staff do any additional work?