AcoRD Activity Attribution and Costing Framework

Item	AcoRD Activity Attribution and Costing Framework
Date	1st December 2014
Owner	DeNDRoN

Briefing

This paper presents a framework to support the attribution and potential resource identification for the different components of research in care homes and has been prepared with direct reference to the AcoRD (Attributing the costs of health and social care Research and Development) Guidance as published by the Department of Health in May 2012. It is designed to be used to aid with the understanding, interpretation and application of the AcoRD Guidance with respect to research performed in care home environments; it is thus not comprehensive and needs to be utilised in conjunction with attribution and costing support provided by NIHR CRN and partners costing support individuals.

The document is currently a working version that still requires review and iteration by the CRN and needs to be used in conjunction with the clarification currently being sort by DeNDRoN ENRICH in relation to care home based research eligibility and governance.

Additional Notes

The AcoRD guidance was issued by the Department of Health Research and Development Directorate in May 2012 and replaces ARCO as the guidance on the HSG(97)32 policy. The guidance provides a framework for the NHS and its partners to identify, attribute and recover the various costs associated with research in the NHS, in a transparent, robust and consistent manner. It states that it clarifies the distinction between the three costs of research: Research Costs, NHS Support Costs and Treatment Costs. The guidance will be applied to those studies submitted for research funding from 1st October 2012.

www.dh.gov.uk/health/2012/05/attributing-the-costs-of-health-social-care-research-development-acord/

Purpose

Use for ENRICH Toolkit update in December 2015 and in parallel have reviewed by DeNDRoN AcoRD Working Group and national CRN CC AcoRD Steering Group and then iterate (in December 2014).

The design and delivery of care home research cannot always be simply matched against current research funding guidance, which has been written for the NHS. Researchers using this guidance are advised to seek early engagement with the releavent network to ensure correct funding and support is available.

Research Support Activity	Attribution	Notes and Rationale	What Requires Resourcing	Type of Resource	Who Performs	Resource Source
Study set up meetings • Development of letters of explanation to residents 'relatives • Meetings with interested parties	Research	Once a care home has expressed interest in taking part in a study, meetings are necessary to introduce the study, and address staff ,residents and their relatives' questions and concerns	Time of the care home staff invovled	Staff time per hour Estimates of time needed for task	Care home, mangers, staff, owners Residets and relatives	Research cost
Recruitment of care home residents to study • Identify eligible participants against study criteria • Support in the consent process including Assessment of capacity to consent and mail out/telephone contact (where appropriate) to consultees	Service Support	Information about older people resident in care homes is held in multiple locations. Care home staff may be needed to identify people that would be eligible and support the process of assessment under the MCA that decides if someone can consent or the view of a consultee is required	Time of the NHS research support staff involved Time of the care home staff involved	Staff time per hour Estimates of time needed for task	NHS Research Support Staff	Service support cost
					Care home, mangers, staff, owners	Research cost as not provided by NHS staff
Retention of participants in study and support with data collection • Involvement with data collection • Recording of key events • Liaison with the team	Research	There is no standardised approach to record keeping in care homes and the information provided often needs to be supplemented / explained by discussion with care home staff. Ensuring continuity of care home staff to support the study is also important for study completion	Payment for time that it takes a staff member to support data collection Payment that reflects on-going and liaison work of a senior care home staff worker	Staff time per hour Estimates of time needed for task Training time (e.g. in use of unfamiliar data capture tools)	Care home, mangers and staff	Research cost (unless AMRC study, in which case it is an AcoRD AnnA-PrtB-15 for data collection elements)

Research Support Activity	Attribution	Notes and Rationale	What Requires Resourcing	Type of Resource	Who Performs	Resource Source
Interviews with providers of care to answer the research question	Research	As key informants on how care is provided To help with the completion of standardised measures of function and health of the residents	Service replacement costs to reflect the time away from providing care to take part in an interview	Staff time per hour Estimates of time needed for task	Care home, mangers and staff	Research cost
Interviews with providers of care to ensure patient safety	Service Support	To help with the completion of standardised measures of function and health of the residents	Time of those involved	Staff time per hour Estimates of time needed for task	NHS Research Support Staff	Service support cost
					Care home, mangers and staff	Research cost or contribution in kind from the care home, as service support funds are normally only dispersed within the NHS
Communication and interviews with family and other consultees	Research (unless related to patient safety)	To obtain an opinion about participation in research by residents lacking capacity to consent To obtain the perspectives of family members This is in effect screening, identified under AcoRD AnnA-PrtA-1	Mailing to known family members, telephone calls, possibly space for interviews	Mailing and telephone costs Room use	Care home, mangers & staff, and any research or NHS staff	Research cost

Research Support Activity	Attribution	Notes and Rationale	What Requires Resourcing	Type of Resource	Who Performs	Resource Source
Documentary review, to ensure appropriate governance and satefty, of care home policies, guidance, care pathways, organisational data *etc*. Records of service & resource use	Service Support	Relevant papers and documents such as the QAA are held by care homes and provide important contextual information which can be used to support clarification around any governance and safety concerns	Time of the NHS research support staff involved Time of the care home staff involved	Staff time per hour Estimates of time needed for task	NHS Research Support Staff	Service support cost
					Care home, mangers and staff	Research cost or contribution in kind from the care home, as service support funds are normally only dispersed within the NHS
Dissemination costs	Research	Participation in local and national events; time spent on reviewing dissemination materials All of these have a primary purpose of research	Time of the care home staff involved	Staff time per hour Estimates of time needed for task Conference fees and travel costs	Care home, mangers & staff, and any research or NHS staff	Research cost