Self Inspection Sample Selection Procedure

Step (1) – Generate a list of closed 2005 cases for each recipient and subrecipient office.

The lists of closed 2005 cases should include only those cases which are reportable to LSC according to the CSR Handbook. Private attorney involvement cases may be listed separately, or included in a list for a specific office. Each list should include a case number and other information necessary to locate sampled cases. Ideally, the lists should be ordered randomly, but they may be ordered by case number or date opened.

Step (2) – Determine the total number of closed 2005 cases for each office.

The number of closed 2005 cases for each office should be the number of cases listed for each office in Step (1).

Example:	Office 1	1,500 closed cases
	Office 2	500 closed cases
	Office 3	250 closed cases

Step (3) – Calculate the total number of closed 2005 cases for all offices combined.

The number calculated in this step is the sum of the numbers for each office in Step (2). It should reflect the total number of cases which would be reported to LSC as 2005 closed cases, including private attorney involvement cases.

Example:	Office 1	1,500 closed cases
	Office 2	500 closed cases
	Office 3	250 closed cases
	Total	2,250 closed cases

Step (4) – Divide the number of cases for each office by the total number of cases in (3)

The numbers calculated in this step are fractions of the total number of cases for all offices combined. For programs with one office, the result in this step is the number 1.

Example:	Office 1	1,500 divided by 2,250 equals .667
	Office 2	500 divided by 2,250 equals .222
	Office 3	250 divided by 2,250 equals .111

Step (5) – For each office, multiply the results in step (4) times the number 150 (when the program is reporting 1,000 or more closed cases) or the number 75 (when the program is reporting less than 1,000 closed cases).

This step calculates the number of cases to sample in each office. The number 150 is the targeted total number of cases to sample for a program reporting over 1,000 closed cases.

Example:	Office 1	.667 times 150 equals 100.05
	Office 2	.222 times 150 equals 33.3
	Office 3	.111 times 150 equals 16.65

Step (6) – For each result in step (5), round up to the next largest whole number

This step rounds the numbers of cases in step (5) to whole numbers. The results in this step are the numbers of cases which should be sampled in each office.

	Example:	Office 1	100.05 rounded up is 101
		Office 2	33.3 rounded up is 34
		Office 3	16.65 rounded up is 17

Step (7) – For any number which is less than 15 in step (6), increase the number to 15.

This step checks to see if, for any office, the number of cases to be sampled is less than 15. The number 15 is the minimum number of cases to sample in any one office.

	Example:	Office 1	101 remains the same
		Office 2	34 remains the same
		Office 3	17 remains the same

(In this example, no result in step (6) is less than 15.)

Step (8) – For each office, divide the result in (2) by the corresponding result in (7).

Given the number of cases to be sampled in each office, this step calculates the increment between each case for the purposes of selecting cases for the sample.

	Example:	Office 1	1,500 divided by 101 is 14.85
		Office 2	500 divided by 34 is 14.70
		Office 3	250 divided by 17 is 14.70

Step (9) – For each result in (8), eliminate decimal places to arrive at a whole number

This step truncates the results in Step (8) to arrive at whole numbers. The numbers are the increments for selecting cases from the case lists for each office. The numbers for each office should be the same, unless the sample size for an office was increased to 15 in step (7). If the numbers are not the same, and no number was increased to 15 in step (7), then there has been a miscalculation in one of the preceding steps.

	Example:	Office 1	14.85 truncated is 14
		Office 2	14.70 truncated is 14
		Office 3	14.70 truncated is 14

In this example, the number 14 is the increment for selecting individual cases from the lists of cases for each office. Thus, every 14th case would be selected from the lists.